



Bryan University Skilled Trades Catalog

Tempe, Arizona Campus

350 West Washington Street

Tempe, Arizona 85281

Caregiver Training Institute (Branch)

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Portland, OR 97233

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History

Bryan University was established in 1940 by Dr. Mildred T. Bryan, a visionary who dedicated her career to advancing the court reporting industry by training qualified stenographers to be the best they could be. Dr. Bryan welcomed her first three students into her living room, which served as the initial classroom for the Institution named initially Bryan Stenotype School. Over time, with a committed focus on student- and employer-driven principles of excellence, Dr. Bryan succeeded in creating a strong brand image in the legal industry.

In recent years, Bryan University has taken its unique approach to education to online learning, eliminating geographical barriers for individuals interested in pursuing higher learning and career-related dreams. This prompted the opening of Bryan University Online headquarters in Tempe, Arizona, where a combination of learning science and technology is used to enhance and improve the educational experience for a growing student body. Throughout that growth, the University continues its mission of providing a personalized education for all students, instilling in them the skills they need to succeed from day one on the job.

The University is nationally accredited by the Accredited Commission of Career Schools and Colleges (ACCSC). The private, 85-year-old Institution's mission is to liberate the innate greatness in people by providing all students, regardless of their background, a pathway to achieve their dreams. The University's innovative, problem-solving initiatives are student-outcome-oriented.

Bryan University will continue to push the boundaries of traditional learning further, broadening its scope to reach more students as it explores emerging technologies. Even more importantly, the University remains committed to designing programs that align with professions within applicable industries and training students to be prepared for those select professions. In doing so, Bryan University continues its legacy of helping people achieve their career goals.

Mission

We believe in liberating the innate greatness in people. In doing so, Bryan graduates are prepared with the knowledge and practical, productive skills that lead directly to professional careers.

They are preferred by employers because they are dedicated, intelligent, immediately productive in the workplace, and pursue a lifetime of learning.

We are tightly focused, selective, and targeted, having carefully researched the fields associated with each Program.

We aspire to create learning environments that will transform the lives of the people we serve, enabling them to have a more significant positive impact on their communities.

We strive to open the doors of knowledge and learning to those who are educationally disadvantaged and to engage in charitable and humanitarian efforts.

Facility

Tempe Campus

Bryan University's Tempe campus occupies approximately 40,000 square feet of office and classroom space. The space includes two didactic classrooms, two laboratories, a student lounge, administrative offices, covered parking, and additional rooms for student coaching and tutoring.

Caregiver Training Institute Campus

Caregiver Training Institute occupies 6690 sq ft and is divided into classrooms, laboratories, administrative offices, and a student break area. Each area contains appropriate instructional equipment and furniture. There is gated on-site parking available.

Admissions Requirements

All students will move through a registration process for the course of their choice. All students will receive a fully executed enrollment agreement on or before their start date, signed by both the student and the accepting official. All programs require the following items:

- Government-issued Identification
- Enrollment Agreement
- Acceptance of the Course Catalog
- AZ Students only, Wonderlic Entrance Exam with a minimum score of 14

Maximum Number of Students: It should be noted that while the didactic portion of the Program does have a 30:1 ratio of students to teachers, the laboratory classrooms have a 10:1 ratio. Should the Program hit these limits, the Institution will have a waiting list in case already enrolled students are determined not to move forward. Should the classes be at maximum capacity, the student will need to wait for the next available start to begin their Program.

*See campus addendums below for additional requirements for each Program.

Criminal History Check Policy

Background Check and Drug Testing

Applicants are informed of how a criminal record may impact their ability to progress through a program, attend clinical hours or course, graduate, and/or obtain employment in the field of study. Depending on the Program, a background check and/or drug screening may be required prior to enrollment, during the Program, and/or prior to externship/clinical training.

Prospective students may contact an admissions representative and/or program director of the Program of interest for more information regarding these requirements. Students in allied health programs must undergo a criminal background check prior to their initial clinical placement, no more than three (3) months before beginning their training program and initiated by the specific education program. A criminal background check is considered current when a student is enrolled and progressing through their education program. Subsequent criminal background checks may not be required except for cause or at re-entry into a program from which the student has taken leave or fallen out of progression.

It is the policy of the Institution that criminal background check clearance forms must be completed, signed, and received by the business office with a student's registration packet on or before the first day of class. The information from the criminal history background check may take from a few days to a couple of weeks to be returned, depending upon the individual's background. Healthcare training partners will make eligibility and clinical placement decisions relative to screening results.

The withdrawal of a student due to a problematic background check or drug test is not eligible to take part in the appeals process. The institution will review each case individually prior to the clinic portion of the program. Should a student not be able to take part in the required clinics due to these items, they will be withdrawn and may not be eligible for a refund. It is imperative that students disclose any potential concerns during the admissions process.

For more information on what may disqualify you for employment in each state, please see the state-specific information below:

[Arizona](#)

[Oregon](#)

Physical Restriction Policy

Allied health program students are required to sign and submit a Statement of Good Health, certifying they are in good health, free from contagious disease, and have no existing conditions that would deter their ability to participate fully in their training program and perform the essential functions of a Nursing Assistant or Medication Aide. This includes being free of infectious disease, able to talk and hear, able to stand for long periods, able to stoop and bend, able to lift and move up to 10 pounds constantly (more than 2/3 of the time), able to lift and move up to 25 pounds frequently (up to 2/3 of the time), and able to lift and move up to 50-100 pounds occasionally (up to 1/3 of the time). This list is NOT all-inclusive.

- Any subsequent physical restriction or medical/mental incapacitation that may hinder the successful and safe performance of the skills in class/clinical settings must be reported immediately to the school.
- The Institution reserves the right to require a doctor's release for a student to be admitted into a training program or to continue in a training program if a student has a physical or mental health condition, disease/illness, or develops medical /mental incapacitation that impairs or limits their ability to safely participate in the Program and perform the essential functions of a Nursing Assistant or Medication Aide.
- If a student is not able to complete all components of the course, including the clinical portion of their Program, within the required timeframe, they may be terminated from the Program.

Students in Oregon

If a doctor's release sets limitations or restrictions that interfere with or preclude a student from participating in classroom, lab or clinical rotation, their Program will be put on hold. This may affect their ability to complete the Program within the OSBN-mandated timeframe of four (4) months following the last day of classroom instruction.

Insurance Coverage

Students are responsible for having insurance coverage throughout their enrollment at Bryan University. Transportation and/or vehicle insurance includes coverage for travel to and from off-campus clinical experiences. Some clinical sites require that students have medical/health coverage prior to beginning their clinical rotation.

Add/Drop Period

The Institution allows for a conditional acceptance period of one week of the scheduled class time. Should it be determined that the student should not move forward with the Program during this time, the student should notify the school either in writing or verbally to receive a refund of all monies paid, minus a registration fee of \$150.

Refund Policy

- A full refund of tuition and fees will be given if the Institution discontinues a program before a student's course is completed after the tuition and fees have been paid.
- An applicant who has not visited the school prior to enrollment may cancel without penalty by requesting cancellation within three (3) business days following a tour of the school facilities and inspection of equipment where training and services are provided.
- An applicant requesting cancellation within three (3) days after signing an enrollment agreement and making an initial payment is entitled to a refund of all monies paid by the applicant.
- A student may cancel in writing or verbally during the first week of the scheduled class. The student is entitled to a refund of all monies paid minus a registration fee of \$150. Likewise, Bryan University reserves the right to

cancel a student during the acceptance period in instances wherein the student does not provide a clean Background Check and Drug Screening.

- An applicant requesting cancellation more than three (3) days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the Program, but in no event may the school retain more than \$150.

A student may withdraw from the school any time after the cancellation period and receive a pro-rata refund if they have completed 50% or less of the scheduled hours in the current payment period in their Program of study through the last day of attendance. The refund will be less a registration or administration fee, not to exceed \$150, and less any deduction for equipment not returned in good condition, within 30 days of withdrawal. If a student has completed more than 50% of their Program, no refund will be offered.

To determine a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the Institution of the withdrawal or as of the date of the student's withdrawal, whichever is later.
- The Institution terminates the student's enrollment due to the student's failure to maintain satisfactory progress, failure to abide by the rules and regulations of the Institution, absences more than the maximum set forth by the Institution, and/or failure to meet financial obligations to the University.
- The student has failed to attend class for five (5) consecutive days without communication and is administratively withdrawn from the Institution.
- The student fails to return from a leave of absence.

To determine the student's refund amount, the Institution will use the date of the student's last date of attendance as the date of determination. The amount owed equals the daily charge for the Program during the billing period (a total institutional charge minus non-refundable fees, divided by the number of days in the billing period), multiplied by the number of days scheduled to attend prior to withdrawal.

A student will not be charged for unused tests and supplies

Program Record Maintenance Policy

Program records are maintained electronically or in paper form for a minimum of seven (7) years and include the following:

- Curriculum and course schedules for each admissions cohort.
- Results of state-approved written and manual skills testing.
- Documentation of program evaluation (subsection (A)(10)).
- Copies of Board reports, applications, or correspondence related to the Program.
- Copies of all clinical contracts.

*Transcripts are held digitally indefinitely.

Student Record Maintenance Policy

Student records are maintained electronically or in paper form for a minimum of five (5) years and include the following:

- Student's legal name, date of birth, address, telephone number, email address, and Social Security number, if available
- Completed skills checklist containing documentation of student's level of competency performing the skills in R4- 19-802(F) for students residing in Arizona or the OSBN Skills Checklist for students living in Oregon.

- Accurate attendance record, describing any makeup sessions, and including whether the student completed the required number of hours in the course
- Scores for each test, quiz, or exam and whether such test, quiz, or exam was retaken.

At any time, students may request access to their records by submitting a written request directly to the Program Director.

Attendance Policy

Students must attend and be on time for all classrooms, skills labs, and clinical sessions.

- Attendance is recorded daily, and missed time is cumulative.
- All missed time must be made up. Students are responsible for making up all missed time, including partial-day absences, full-day absences, and being tardy.
- Because all time is mandatory, missing any time, including being late or leaving early, can result in failure to meet program requirements and may delay and/or prevent students from completing their program.
- Students who miss five (5) consecutive days without any communication with the Program Director may be withdrawn from the course.

Prior to registering, students should make every effort to be able to attend all sessions (pre-arrange schedules with their employer, schedule backup childcare, etc.). If a student anticipates that they will need to be absent for multiple days for any reason during their preferred program schedule, they are strongly encouraged to select another schedule that will not impact their attendance.

Non-Attendance Withdrawal Policy

Students who are absent for five (5) consecutive calendar days may be withdrawn from their programs of study. Students withdrawn due to lack of attendance may apply for re-entry the following term. Approval for re-entry is based upon a student's Satisfactory Academic Progress (SAP) in the Program and the student's ability to prove that circumstances leading to withdrawal have been resolved. Students approved for re-entry must follow the current program tuition rate. Students may appeal in writing to STappeals@bryanuniversity.edu if they feel an error has been made in their attendance records.

Makeup Hour Policy

Students are required to make up any hours missed in class. No student will graduate without earning the required hours of their course. Makeup time must be scheduled with the Program Director and completed within the maximum time frame of the Program.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress is determined by measuring the student's cumulative grade point average (GPA) and the student's pace toward completion of their academic Program.

The Elements of Satisfactory Academic Progress are as follows:

Qualitative Standard: The student's cumulative grade point average (GPA) must meet or exceed 2.0 at all times. Should a student fail to maintain this average, it may result in the student being placed on academic probation. The Program Director will monitor each student's academic progress to ensure all students remain at or above minimum standards. Students who fall below the required GPA have until their final clock hour to achieve a GPA of 2.0.

Quantitative Standard: The Rate of Progress (ROP) is the pace at which a student must progress through their educational Program to ensure that students will complete their Program within the maximum time frame. The student must earn the program-required hours within 150% of the stated program length. All students must maintain a minimum of 80% attendance throughout their Program. Should a student fall below 80%, a plan to improve attendance to a satisfactory measure must be made with the Program Director. Failure to do so may result in the student being withdrawn from the Program.

Retake Policies

Failure to pass any formative assessment throughout the Program will require students to retake the assessment until a passing score has been achieved. State regulatory boards require CNA students to pass the final exam within two (2) attempts.

Should a student fail to meet satisfactory academic progress by completion of their final clock hour, the student will not be eligible for graduation and be dismissed. Students may re-apply for the Program and will be required to complete all admissions documents and will be subject to the current tuition.

Appeals Process

Students who have been dismissed under the provisions of this section may appeal for the re-entry by written petition. A written petition can be submitted electronically to STappeals@bryanuniversity.edu. The University shall respond to the appeal within ten (10) business days.

Student Conduct Policy

Bryan University's policy is to provide the best educational experience possible for students to be prepared for the field of medicine and have a solid foundation for their future in the field of medicine. The classroom should be a learning-centered environment in which Faculty and students are unhindered by disruptive behavior. We believe that a student's choice of interaction as a student with cohorts and instructors, as well as the performance in the clinical rotation, is a direct indication of how a student will interact with others once employed.

- Students are held accountable for their actions and need to adhere to behavior and code of conduct expectations.
- Students must exhibit professional behavior in the business office, classroom, lab, and clinical settings.
- Students must treat instructors, business office staff, facility staff members, and fellow students with respect and courtesy. Any demonstrated instances of foul language, threats of harm, confrontational behavior, harassment, fraud, dishonesty, misrepresentation, challenging an instructor's authority, or antagonistic comments to or about anyone can be the reason for a student to be dismissed from the Program without a refund.
- Students must commit to being aware of and comply with all of Bryan University policies and clinical facility rules. School policies and clinical rules are covered during information sessions and on the first day of class and clinical.
- The Institution has a no-tolerance policy regarding cheating. If caught cheating, students may be terminated from the Program immediately.
- Students agree to be on time, attend their class/clinical as scheduled, and to return punctually from scheduled meal periods and breaks.
- Students agree to limit any unscheduled breaks and to make and return calls during scheduled break periods only.
- Cell phones, smartphones, and other electronic devices must be kept off or in silent mode during instructional time unless incorporated as part of the training program as a learning platform and with the permission of the instructor, as a learning aid, for testing, or in structured group learning activities.
- Students understand and agree not to misuse social media during their training programs. It is a HIPAA violation to post any information about a facility or facility residents, to take photos of a facility or facility residents, or to post photos of a facility or facility residents on social media sites. Such actions could result in a fine of up to \$10,000 and/or prison time and immediate dismissal from their Program without a refund.
- Students agree to comply with the Institution's appearance and dress code standards.

- Suspicion of drug and/or alcohol abuse use may result in the student being required to submit to a mandatory drug screening test at their own expense before continuing in the Program. Evidence of drug and/or alcohol impairment may result in termination from the Program without a refund.

Dress Code Policy

All students enrolled in Institution's training programs are expected to present a clean, neat, well-groomed, and professional appearance throughout the Program. Reasonable accommodation will be made for students' religious beliefs consistent with the school's necessity to present a conservative, professional appearance.

- Students should attend on-campus classes in long pants, comfortable closed-toed shoes, and a comfortable top. Dresses and skirts are acceptable for days on campus but should be no shorter than fingertip length. Pants may include jeans, scrubs, or other casual pants but should not be sleepwear or athletic wear.
- Students are required to wear solid-colored scrubs for the week of their clinicals.
- Students are required to maintain proper body hygiene on a regular basis throughout the Program, including but not limited to bathing, oral hygiene, and other personal care.
- All fragrances, perfumes, colognes, and/or aftershaves are strongly discouraged in the classroom environment and are prohibited in clinical settings.
- Hair must be clean and neat. Shoulder-length or longer hair is to be pulled back from the face and secured at the back of the neck.
- Beards and mustaches must be kept clean, short, and neatly trimmed.
- Fingernails are to be kept clean and maintained at a length not to exceed the fingertip to prevent injury to the patient. Artificial nails are prohibited during the Program and must be removed.
- All jewelry must be kept to a minimum. No earrings that hang below the earlobe are allowed.
- Discreet facial piercings may be allowed, dependent upon facility policy.
- Tattoos may be required to be covered in accordance with clinic facility policy.

Withdrawal and Dismissal Policy

Voluntary

- A student may leave the Program voluntarily at any time.
- Program cancellation and refund policies apply to reimbursements for all voluntary terminations.

Involuntary

- A student will be terminated from the Program due to refusal to follow school/facility policies, cheating, fraud, dishonesty, misrepresentation, failure to perform and meet or comply with attendance requirements, suspicion of drug or alcohol use, unacceptable behavior, or conduct.
- Under no circumstances will a student be reimbursed when a student is involuntarily terminated from the Program.

Re-Enrollment/Re-Entry

Students who are no longer attending the Institution for reasons of non-attendance, non-return from a scheduled break, or non-return from a Leave of Absence may request re-enrollment in writing or verbally with Admissions or the Program Director.

To be considered for re-enrollment, such applicants may be interviewed by the Program Director. If an applicant is not re-enrolled, the applicant may appeal the decision by written petition to STappeals@bryanuniversity.edu.

Student Grievance Policy

Students who have a concern about any aspect of their experience may follow the appeal/complain process to seek resolution or be heard.

Informal Resolution

The first step should be to try to resolve the issue(s) informally. If a student's complaint is about an instructor or specific staff member at the school, please discuss the issue with them directly. Many issues can be resolved with a simple meeting.

Formal Grievance Process

- If student attempts to resolve the issue(s) informally have failed, they have the option to submit a formal written request to the Program Director requesting a meeting to discuss their situation.
- If students feel they have been unjustly treated, if they want to appeal a grade, or if they want to appeal being suspended or dropped from their Program, students may also submit a written appeal to the Program Director for further review. Students are encouraged to provide supporting evidence for their appeal.

If the grievance/complaint cannot be resolved after exhausting the Institution's complaint/grievance procedure, the student may file a complaint with the following agencies:

ACCSC

The student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the University for a response. The complainant(s) will be kept informed as to the status of the complaint, as well as the final resolution by the Commission.

Please direct all inquiries to the Accrediting Commission of Career Schools and Colleges by emailing complaints@accsc.org.

Arizona Students

AZPPSE

Arizona State Board for Private Postsecondary Education Physical Address: 1740 W. Adams, 3rd Floor, Phoenix, Arizona 85007

Phone: 602.542.5709 / Website: <https://ppse.az.gov/>

File a complaint via the following instructions: <https://ppse.az.gov/resources/complaint-forms>

AZBON

Should the school fail to resolve compliance, students enrolled in the Nursing Assistant Program may also choose to submit a complaint to the Arizona Board of Nursing. The electronic complaint form can be found here:

<https://www.azbn.gov/education/student-complaint-intake-form>

Oregon Students

If the grievance/complaint cannot be resolved after exhausting the Institution's complaint/grievance procedure, the student may file a complaint with the following agencies:

OSBN

If your attempts to resolve the issue(s) formally at the school have failed and you feel you have been treated unjustly, you have the option to file a complaint with the Oregon State Board of Nursing (OSBN) using the following link

<https://www.oregon.gov/osbn/pages/complaint.aspx>

Student Feedback Policy

It is the goal of Bryan University and the staff that all our students are satisfied and enriched with the quality of education they receive. It is our hope that our students will move onward into a satisfying and rewarding career and that we will contribute to their success.

Student Program Evaluation forms are offered to registered students of classes taught at Bryan University at the conclusion of their programs. All program evaluations are voluntary, completely anonymous, and confidential. They are a great place to share information about your educational experience with a program (the course instructor, curriculum, classroom environment, clinical instructor, clinical setting, textbook, and resources of the Program). We are always working on improving our services and the student experience, so if you have a suggestion for us, please be sure to share it on the program evaluations.

Cancellation, Rescheduling, & Relocation of Classes

The Institution reserves the right to cancel, move, and reschedule a training program or class due to circumstances that are beyond our control, such as low enrollment, inclement weather, power outage, instructor illness/unavailability, pandemic, or unanticipated clinical facility closures to training. The school will use all reasonable endeavors to avoid changes of this nature and will notify students as soon as the change is known.

If training programs or classes must be canceled and/or rescheduled, Bryan University will reschedule students in the next available training with the student's consent. Should the offered alternative not be an acceptable option for the student, a full refund of prepaid fees for which services have not been provided will be issued.

Transfer Credit Policy

Due to the length of Bryan University's Skilled Trades Programs, the Institution does not accept transfer credit from other institutions. The transferability of hours you earn at Bryan University is at the complete discretion of the Institution to which you may seek to transfer. Acceptance of the certificate you earn is also at the complete discretion of the Institution to which you may seek to transfer. If the hours or certificates that you earn at this Institution are not accepted at the Institution to which you seek to transfer, you may be required to repeat some or all your coursework at that Institution. For this reason, you should make certain that your attendance at this Institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Bryan University to determine if your hours or certificate will transfer.

Leave of Absence Policy

Temporary interruptions in the student's Program due to medical or serious personal reasons may be allowed through the process of a Leave of Absence. The U.S. Department of Education (DOE) has imposed strict regulations (34 CFR 668.d) which limits leaves of absence to less than 180 calendar days during any one twelve-month period. The allowable time frame for an approved Leave of Absence may range from two (2) weeks to six (6) months (180 calendar days).

Students must submit a Leave of Absence Request Form that includes a dated request for a Leave of Absence and the reason for the request prior to the Leave of Absence to be approved by BU Academic Leadership unless an

emergency prohibits submission of the form. The University will respond to a submitted LOA request form within three (3) business days.

Examples of circumstances that may qualify a student for a LOA include but are not limited to military duty, serious injury or illness of a student that prevents the student from attending school, serious injury or illness of a family member that prevents the student from attending school, death in the immediate family, jury duty, or extenuating circumstances as approved by BU Academic Leadership.

As per the Department of Education requirements, if a student does not resume attendance at or before the end of a Leave of Absence, the student will be considered as a withdrawal and enact cancellation.

Grading System

Students are graded on a 4.0 scale. Classes taken on a pass/fail basis are not counted in the GPA, indicated by the grade “P”. Only the highest grade will be factored in the GPA in the event a class is attempted more than once; however, each attempt will be noted on the transcript as an R. Grading reflects the student’s progress and proficiency in their particular course of study. Each student’s progress is monitored from points earned in class performance, attendance, assigned work, and tests. Total points are then calculated, and a final grade is given according to the following scale.

Letter Grade		%Range	GPA Scale
A	Excellent	90%+	4.0
B+	Good	85%-89%	3.5
B	Good	80%-84%	3.0
C+	Average	75%-79%	2.5
C	Average	70% - 74%	2.0
D	Below Average	60%-69%	1.0
F	Fail	Under 59%	0.0
I	Incomplete	X	X

Student Services

Bryan University is committed to providing students with resources and support throughout their Program. Program Directors and faculty work collaboratively to offer students services such as tutoring, advising/coaching, and career preparation. The Institution also has a collection of local community resources to assist students should they have obstacles in transportation, housing, funding, childcare, and other barriers our students face during their time with Bryan University. Students needing medical or mental health care can meet with faculty and/or the Program Director for referrals to local clinics.

Unauthorized Distribution of Copyrighted Materials

Bryan University strives to provide access to varied materials, services, and equipment for students, faculty, and staff and does not knowingly condone policies or practices that constitute an infringement of federal copyright law.

Transmitting (including peer-to-peer) or downloading any material that you do not have the right to make available and that infringes any patent, trademark, trade secret, copyright, or other proprietary rights of any party is prohibited. Installing or distributing pirated or unlicensed software is also forbidden. Violation of these requirements may subject students, faculty, and staff to civil and criminal liabilities, as well as possible dismissal from the Institution. Students, faculty, or staff who violate federal copyright law do so at their own risk. Copyright status is applied to a work as soon as it is created. Users should assume that all writings and images are copyrighted.

Title 17 of the United States Code (17 USC §501 et seq.) outlines remedies for copyright infringement that may include some or all of the following: obtaining an injunction to stop the infringing activity; impounding and disposing of the infringing articles; an award to the copyright owner of actual damages, and the profits of the infringer, or in the alternative, an award of statutory damages which may be increased if the infringement is found to be willful; an award of two (2) times the amount of the license fee a copyright owner could have received; an award of the full costs incurred in bringing an infringement action and the award of attorney's fees; and for criminal copyright infringement, fines, and imprisonment. Please see the website of the U.S. Copyright Office at www.copyright.gov.

Bryan University maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, and staff. Federal Law requires Bryan University - H.R. 4137 to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. Bryan University takes steps to detect and punish users who illegally distribute copyrighted materials.

Bryan University reserves the right to suspend or terminate network access to any campus user who violates this policy, and network access may be suspended if any use impacts the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution. The existence and imposition of sanctions do not protect members of the campus community from any legal action by external entities.

Notice of Nondiscrimination

Bryan University is committed to diversity and does not engage in discrimination based on race, sex, color, national origin, religion, age, disability, sexual orientation, or any other protected category.

Applicants with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance to the University. Bryan University will work with current and prospective students to determine whether reasonable accommodations can be effective and is available. The University is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Bryan University Title IX Policy

Bryan University is committed to maintaining a learning and working environment that is free from unlawful discrimination, harassment, and retaliation. In accordance with Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs and/or activities, which extends to admission and employment. The College encourages individuals who have witnessed or experienced sex discrimination or sexual harassment (including sexual violence) to report it according to the procedures outlined in the full Title IX Policy located on the Bryan University website Consumer Information page at [https://bryanuniversity.edu/consumer-info/consumer-info home/](https://bryanuniversity.edu/consumer-info/consumer-info-home/).

Approval and Accreditations

Bryan University is accredited by the Accrediting Commission of Career Schools and Colleges (www.accsc.org). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education. Bryan University is licensed by the Arizona State Board for Private Postsecondary Education. Bryan University is registered for online education with the California Bureau for Private Postsecondary Education. Bryan University has institutional approval to participate in the National Council for State Authorization Reciprocity Agreements (NC SARA). Approval and accreditation materials are available for review at the President's Office at any time and are posted in our main lobby. Please contact Student Success (602.384.2555) to schedule either an in-person or online approval review meeting. Questions regarding Accreditation may be addressed to the following:

Accrediting Commission of Career Schools and Colleges 2101 Wilson Boulevard, Suite 302

Arlington, Virginia 22201

(P) 703.247.4212 (F) 703.247.4533 (E) info@accsc.org

www.accsc.org

Bryan University has been granted Candidate for Accreditation status by the Northwest Commission on Colleges and Universities. Candidacy is not Accreditation, nor does it ensure eventual Accreditation. "Candidate for Accreditation" is a status of affiliation with the Commission, which indicates that the Institution has achieved initial recognition and is progressing toward Accreditation.

Northwest Commission on Colleges and Universities 8060 165th Avenue NE, Suite 200

Redmond, WA 98052

Phone: 425-558-4224

Fax: 205-525-9848

General Inquiries and Questions: info@nwccu.org <https://nwccu.org/>

*Caregiver Training Institute is not currently accredited by ACCSC or NWCCU.

Emergency Preparedness

The Institution's Emergency Preparedness plan can be requested by any student or faculty member to the Program Director or corporate campus leadership.

Family Educational Rights and Privacy Act

All requests for records should be made in writing to Bryan University Online, 350 W. Washington St., Suite 100, Tempe, AZ 85281.

The University protects the privacy of student education records pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 USC § 1232g; 34 CFR Part 99). FERPA gives eligible students certain rights with respect to their education records, including:

- The right to inspect and review the student's educational records upon request.

- Eligible students can request to review their student records in the office. Completed requests will be processed within ten working days of receipt.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students must submit a written request to STappeals@bryanuniversity.edu detailing what they want changed and why the student believes the information is inaccurate or misleading. If the Institution decides not to amend the record, the student will be notified in writing of the decision and the student's right to a hearing. The student is entitled to a hearing in person, by telephone, or by videoconference, with the appeals panel within ten business days of receipt of the written notification of the University's denial of the requested amendment. The appeals panel will render a written final decision that will be provided to the student within ten business days of the hearing. If a hearing is held and the Institution maintains its decision not to amend the record, the student has the right to provide a statement about the contested information that will be included with the student's education record.

The right to consent to the disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the eligible student, as applicable.

The Institution may neither release nor disclose personally identifiable information contained in the student's records to outside employers, agencies, or individuals without first securing a written release from the eligible student unless permitted by the law.

Employment After Graduation

All students are expected to secure employment in their field of study upon graduation. The Institution is here to help but cannot guarantee any student employment after completing their Program. Program Directors and faculty will assist students in highlighting potential opportunities and offer further guidance in resume development. Once employment is secured, students are expected to complete an Employment Verification form, assisting the school in tracking graduate success over time. Graduates of the Program understand and consent to the school communicating with their employers after graduation to verify employment.

Student Requests for Reasonable Accommodations

Current and enrolling students interested in requesting academic adjustment, auxiliary aids, or other accommodations to support a documented, qualified disability in an academic environment may contact the Executive Director of Regulatory Affairs at STappeals@bryanuniversity.edu.

- Requests should be made at least two (2) weeks in advance of the date needed.
- The regulatory office will respond within two business days of receiving the request.
- The regulatory office will reply via email, sending a receipt confirmation, and the Request for Reasonable Accommodations form.
- The student must complete the Request for Reasonable Accommodations form, which documents the nature and extent of the disability, the type of accommodation or auxiliary aid needed, and the date the requested support should begin.
- The student must provide documentation on letterhead from a licensed professional that supports their request for reasonable accommodations in their Program's learning environment.
- All relevant materials must be sent to STappeals@bryanuniversity.edu.
- The regulatory office will review all application materials within 2 weeks of receipt and respond to the student with a proposal on possible reasonable accommodation.
- If reasonable accommodation is available, the student and the regulatory office will review the agreement and sign off to put the accommodations plan into action.

- All accommodation plans will remain in confidential files in the regulatory office and be maintained by the regulatory staff.
- Students who disagree with any outcomes or decisions rendered regarding accommodation requests should follow the catalog Grievance Procedure, submitting a statement of why and how the response should be modified.

Please email STappeals@bryanuniversity.edu for any inquiry regarding reasonable accommodations.

Incomplete Grade Policy

Students experiencing extenuating circumstances may ask their instructor(s) for an extension to complete their hours and/or assignments required in the didactic portion of their Program. Students must request an extension in the final week of the module prior to moving into the clinic learning environment. If the student does not have a minimum grade of 50% in the didactic portion of the course, the Institution reserves the right to deny the request. If the Program Director approves the request, students will be given an "Incomplete" grade, and the student must complete the didactic portion of the course within ten school days of the completion of their term. If outstanding assignments or practicum hours are not submitted within that time frame, the student will fail the course and be withdrawn from the Program.

Should a student fail to complete all 40 clinic hours required within the allotted time of their Program, the student will be put on a scheduled break until the next available clinic. Any student in this status must complete all required clinic hours during the next scheduled clinic, or they will fail the course and be withdrawn from the Program.

Receiving a grade of incomplete or being placed on a scheduled break may result in a student's state certification exam being delayed. Only when all hours and course requirements are complete can a student sit for the exam. Should a student fail to complete the required hours or assignments by the agreed-upon date, the student will be dismissed from the Program. Only with the approval of the Program Director and division President can the student re-enroll in the Program, and the student may have to start the Program over. This could result in increased tuition costs and/or fees for the Program.

Learning Resource System

The Learning Resource System consists of an online library, delivered through an open access learning management system. Each program has a dedicated catalog of periodicals, relevant research materials, and both industry and professional driven website and publications. Students are trained on the use of the learning resource system during their first day of class, and it is accessible 24/7.

Program Completion

In compliance with nursing board regulations, completion of the Program requires:

- Successful completion of 100% of the required classroom, laboratory, and clinical hours and content in the curriculum.
- Successful demonstration of the required skills in the lab and clinical skills checklist.
- Achievement of a score of 75% or higher on the Program's final exam.
- Overall, 70% GPA at the completion of the program

The final tuition payment for the balance owed must be received prior to the final exam or previously agreed upon deadline set with the school's financial services department. Should a student fail to be current in payments by the final exam, the student may not be eligible to take their final exam until all fees have been paid. Should a student fail to bring their agreed-upon payments up to date at that time, the student may be dropped from the Program prior to completion of the final exam.

Caregiver Training Institute Addendum

Program Tuition

Program: Nursing Assistant

Total Cost \$2,200

CTI embraces bundled, all-inclusive pricing. The program cost above includes tuition, lab fees, drug screening, background check, CPR course, textbooks, student equipment, one microlearning verifiable credential, and a certificate exam prep course post-graduation.

Program: Medication Aide

Total Cost \$2,400

CTI embraces bundled, all-inclusive pricing. The program cost above includes tuition, lab fees, drug screening, background check, textbooks, and one microlearning verifiable credential.

*OSBN fees are paid by the student upon completion of the Program when they submit their *License Application* and processing fees through the OSBN Online Nurse Portal at <https://www.oregon.gov/osbn/Pages/index.aspx>. This will allow the student to schedule certification testing through D&S Headmaster, INC.

**Background check fingerprint collection fees are paid by the student after submitting the testing *License Application* and fees to the OSBN at the time of scheduling an appointment with Fieldprint.

Tuition Payment Plan Policy

Caregiver Training Institute offers a Tuition Payment Plan for the convenience of students.

- To set up a tuition payment plan, students must prior to the first day of class:
 - Sign the tuition payment plan paperwork and
 - Make the minimum tuition down payment.
- The final tuition payment for the balance owed must be received prior to taking the final exam.
- Student programs may be placed on hold until they have made their final tuition payment and late payment fee. Students who do not pay their tuition and any outstanding fees in full may be dropped from their Program for non-payment.

AHA BLS CPR Class Fees

AHA BLS CPR classes are offered at the school for \$80.00 and must be paid for in full when registering for the class.

Financial Assistance

Caregiver Training Institute does not offer scholarships, and occupational vocational training courses are not typically eligible for federal financial aid. For more information on financial aid possibilities, check the Tuition Assistance tab on the school's website: cnatrainingoregon.com/tuition-assistance. The following is a partial description of various types of financial assistance that may be available to students:

Long-Term Care Facility Employee Grants

The Omnibus Budget Reconciliation Act (OBRA) of 1987 & 1990 requires any long-term care facility (aka nursing home) that accepts Medicare / Medicaid patients to reimburse newly employed Certified Nursing Assistants (CNAs) who have personally paid for their NA-1 Program training costs. New CNAs may receive reimbursement for up to 12 months after completing their NA-1 training program. See DHS Nurse Aide Training Reimbursement Form SDS 0451B for more information. Keep your receipts of payment for your NA-1 training (tuition, textbooks, other required course materials) and OSBN certification fees to be reimbursed.

Reimbursement may be prorated depending on the length of employment and the percentage of Medicare / Medicaid patients in the facility population. A facility is not required to reimburse the nursing assistants in cases where the expenses were paid by an employer, education training program, or refunded by a previous employer.

Scholarships

Scholarships are funds provided from private, non-federal sources that do not need to be repaid. Some long-term care facilities and hospitals award educational scholarships to employees.

WorkSource Funding

Students may be eligible to sign up for WorkSource funding at any employment office to help cover the cost of their Nursing Assistant vocational training program if they are unemployed. If you are working part-time or are under-employed, funding may be available to you.

Clinical Screening Requirements Policy

The Oregon Health Authority (OHA) established administrative requirements for health professional student placements in clinical training settings within the state of Oregon effective July 1, 2014. In addition, clinical sites may require students to complete additional site-specific training pertaining to privacy/confidentiality, standards of behavior, and safety, security, and documentation protocols.

Tuberculosis (TB) Screening Requirements & Documentation

Under OHA regulations for clinical training, students must undergo a TB screening prior to their initial clinical placement and only after that in the case of known exposure.

- TB Tests MUST NOT be more than one (1) year old and must not expire during the Program. (Note: the expiration date of a TB test is documented as one (1) year from the date the TB test was read.)
- For the TB test and/or Chest X-ray to be valid and acceptable, we will only accept copies of the TB test and Chest X-ray documentation on a copy appropriately signed or officially stamped and dated by a qualified medical professional or an authorized representative of the local health department, that is submitted in English on business letterhead.
- TB test documentation must provide information detailing the TB test placement (the date and site placed, the lot #/expiration date, who administered the TB test) and the TB test results (the date read, induration in "mm," test results, and who read the results).
- Students may provide a copy of a current QuantiFERON Gold blood test, T-SPOT blood test, TB Skin Test (PPD), and/or current Chest X-ray for TB documentation from their physician, a current or former employer, or another source.
- If a student tests positive for the TB Skin Test (PPD), they must obtain a Chest X-ray for TB screening at their own expense prior to going into their clinical rotation.
- If a student has ACTIVE TB or is currently undergoing treatment for active TB, the student will not go into the clinical setting until their treatment is completed.
- If a student has LATENT TB or is currently undergoing treatment for latent TB, they may proceed into the clinical setting with their physician's release for latent TB or for treatment of latent TB.

Nursing Assistant & Medication Aide Program Students

It is the policy of Caregiver Training Institute that all Nursing Assistant and Medication Aide program students must obtain and submit documentation to the Institution's business office of a current negative QuantiFERON Gold blood test, negative T-SPOT blood test, negative TB Skin Test (PPD), and/or a Chest X-ray for TB documentation, conducted in a manner consistent with CDC guidelines as set by OHA regulations, by the first day of labs, or students will not be allowed to take their final exam, will be removed from their scheduled clinical rotation, and moved to a waitlist to take their final exam and go into the clinical setting. TB test results must be read no sooner than 48 hours after the TB test is placed and no later than 72 hours after test placement, or the submitted documentation will not be accepted for approval.

Substance Abuse Screening Requirements & Documentation

All students are required to have a substance abuse 10-panel drug screen prior to the start of their clinical rotation as set by the OHA regulations to screen for substance abuse and misuse. Under OHA regulations for clinical training, students must undergo a substance abuse screening prior to their initial clinical placement, no more than three (3) months before beginning their training program. Subsequent substance abuse screening checks may not be required except for cause or at re-entry into a program from which the student has taken leave or fallen out of progression.

- Substance abuse screening tests are only available through the Institution and included in the bundled price.
- It is the policy of the Caregiver Training Institute that the Institution's business office must receive confirmation of completed substance abuse screening services by the first day of labs or students will not be allowed to take their final exam, will be removed from their scheduled clinical rotation, and moved to a wait list to take their final exam and go into the clinical setting.
- Students are encouraged to pay for and get their drug screening as soon as possible. The information from the substance abuse 10-panel drug screen may take from a few days to a couple of weeks to be returned to us, depending upon the individual's background, which could delay your ability to proceed into clinical. Only drug screenings completed through an approved vendor will be accepted. Information for approved vendors will be provided to students no later than the first day of school.

Students are required to bring the following to substance abuse screening sessions:

- A current government-issued and a two (2) signature-bearing photo ID with their legal name.
- Students without their photo ID or proof of payment will be denied service with no exceptions.

Suspected Substance Abuse Policy

- Students are expected to come to class/clinical not impaired by any recreational drug or alcohol.
- Students suspected of drug and/or alcohol impairment by Caregiver Training Institute staff or clinical facility staff may be sent home, incurring makeup time, and required to submit to a mandatory substance abuse screening test at their own expense before continuing in the Program.
- Caregiver Training Institute will schedule the substance abuse screening test within 24 hours of the reported impairment.
- Students will be required to pay for the substance abuse screening test in full prior to it being administered.
- Refusal to consent to a substance abuse screening test within the required time frame may result in termination from the Program without a refund.
- If the student successfully completes a required substance abuse screening test, they will be allowed to proceed in the Program and into the next scheduled clinical rotation, dependent upon space availability.

- Evidence of drug and/or alcohol impairment may result in termination from the Program without a refund.

Post-Accident Screening Policy

- Any student involved in an on-the-premises accident or injury under circumstances that suggest possible impairment by drugs or alcohol in the accident or injury event may be sent home, incurring makeup time, and required to submit to a mandatory substance abuse screening test at their own expense.
- Refusal to consent to a substance abuse screening test within the required timeframe may result in termination from the Program.
- If the student successfully completes a required substance abuse screening test, they will be allowed to proceed in the Program and into the next scheduled clinical rotation, dependent upon space availability.
- Evidence of drug and/or alcohol impairment may result in termination from the Program.

Clinical Immunization Requirements & Documentation

Consistent with CDC guidelines and as set by the OHA (Oregon Health Authority) regulations, students are required to obtain and provide documentation of the following immunizations: Hep B (Hepatitis B), MMR (measles, mumps, & rubella), Tdap (tetanus, diphtheria, & pertussis) and Varicella prior to the start of their clinical rotation.

Students in the Nursing Assistant or Medication Aide Programs at Caregiver Training Institute may not be required to obtain and provide OHA-required immunization documentation if a clinical facility has less stringent requirements for their employees and has requested an exemption from specific provisions of the OHA requirements through the student's training program provider.

Any required clinical immunization documentation for students in the Nursing Assistant or Medication Aide Programs must be received by the Institution's business office by the business day prior to the day of the final or students will not be allowed to take their final exam, will be removed from their scheduled clinical rotation, and moved to a waitlist to take their final exam and go into the clinical setting.

- *Tdap (Tetanus, Diphtheria, & Pertussis)*: Documentation of Tdap within the past 10 years.
- *Influenza (Flu)*: Documentation of current Influenza immunization when injection is available during the flu season. Hospitals will notify the school of the timeframe requirements.
- *COVID-19 vaccination requirement*: Students must provide documentation of being fully vaccinated (14 days past the last required dose) against COVID-19 or a school COVID-19 vaccination exemption form.

Immunization Documentation

In the event an immunization documentation is required, evidence of the immunizations may be demonstrated through the following:

- A document appropriately signed or officially stamped and dated by a qualified medical professional or an authorized representative of the local health department that is submitted in English on business letterhead. Documentation must include the following:
 - The month and year of each dose of each vaccine received or
 - The month and year of proof of immunity to the disease via blood titer or
 - The month and year the diagnosis of the disease was confirmed OR
 - An official record from the Oregon ALERT Immunization Information System.

Immunization Exemptions:

Individual student exemptions to specific immunization requests may be possible but are dependent upon the clinical training setting.

- Documentation for exemption requires a written statement of exemption signed by a licensed independent practitioner.
- Healthcare training partners will make eligibility and clinical placement decisions.
- In the event that a student is missing or has incomplete immunization documentation required by the clinical site, or if an individual student exemption to a specific immunization is not accepted by the clinical site, the student will be unable to complete the Program and will not be entitled to a refund.

CPR Clinical Training Requirements & Documentation

- Nursing Assistant or Medication Aide students must obtain and provide documentation (in the form of an e-card or paper card) of the completion of CPR (cardiopulmonary resuscitation) BLS (basic life support) training that complies with the standards set by the AHA (American Heart Association) prior to the start date of their clinical rotation in accordance with OHA requirements; and for NA-1 students to complete their training program in compliance with OSBN regulations.
- It is the policy of Caregiver Training Institute only to accept AHA BLS CPR training.
- Students with AHA BLS CPR cards must maintain their current certification status during their clinical rotation.

CPR Training – Not Scheduled at Caregiver Training Institute

It is the policy of Caregiver Training Institute that current e-card documentation of AHA BLS CPR training not purchased and scheduled through the school by Nursing Assistant or Medication Aide program students must be submitted to the school business office by the first day of labs or students will not be allowed to take their final exam, will be removed from their scheduled clinical rotation, and moved to a waitlist to take their final exam and go into the clinical setting.

Program Supply List

Required Materials (All Programs):

- Current program handbook
- All required textbooks
- Uniform – Scrubs / any solid color (we recommend two sets)
- Medical equipment (*NA Students only*)
 - blood pressure cuff
 - stethoscope (If you provide your own blood pressure cuff, it MUST NOT HAVE a stethoscope attached to the cuff.)
 - gait belt
- Wristwatch, with a secondhand
- Black pen – NOTE: All tests are required to be taken with a black pen.
 - highlighters, note-taking supplies (i.e.-paper, post-it flags, notebook/3-ring binder)

Programs (Caregiver Training Institute)

Nursing Assistant Training Certificate

This program is not eligible for Financial Aid

Total Program Hours: 112

Estimated Program Length: 3+ weeks

Course Textbooks:

- Hedman, S.A., Fuzy, J., & Hedman, K (2022) Hartman's Nursing Assistant Care: Long-Term Care, 5th Edition, Hartman Publishing, INC, Albuquerque, NM
- Oregon Program Handbook

Students will learn the responsibilities, duties, and skills to help patients with activities of daily living and other healthcare needs. Students will graduate prepared to pass their state examination and prepared for entry-level employment working as a Nursing Assistant. The course is broken into three areas of focus: didactic theory, practical lab, and clinical experience.

Program Objectives:

- Work as a team within the healthcare facility and community
- Professional, legal, and ethical behavior that protects patients' rights
- Physical, social-cultural, social services, and mental health needs of the residents
- Effective communication, nonverbal and verbal
- Promote the safety of residents and provide for comfort and rest
- Infection prevention and control
- Basic emergency care and first-aid principals
- Knowledge of basic nutrition
- Personal care and grooming of residents
- Measure vital signs correctly
- Transfers, positioning, and turning of residents
- Cognitive impaired residents and their care
- Identify major body systems and common health problems
- Assist with diagnostic testing and pre-operative care
- Assist with admission/transfer/discharge of residents
- Hospice care, family, and residents' needs

Clock Hour Requirements (112 hours total)

- 39 hours didactic
- 33 hours lab
- 40 hours Clinical

Program Courses

NA-100: Nursing Assistant Fundamentals (72 hours)

In this course, students learn the textbook and practical knowledge needed to gain an understanding of the role of a Nursing Assistant, safety protocols, and basic medical fundamentals to include but not limited to, understanding healthcare settings, roles within the care team, infection control, legal and ethical issues, communication, the healthy human body, and chronic/acute conditions. In addition, students learn the practical application of nursing assistant practices commonly seen in a healthcare setting. Practical laboratory work includes but is not limited to infection control, safety and body

mechanics, positioning, transfers, ambulation, personal care skills, basic nursing skills, bodily fluid elimination, and specialized care.

NA-200: Nursing Assistant Clinical Experience (40 hours)

In this final portion of the class, students work at clinical sites, accompanied by instructors, to practice the skills of a nursing assistant in a fully immersive experience. All knowledge gained throughout the course may be used in a real-life patient situation.

Medication Aide Certificate

This program is not eligible for Financial Aid

Program Length: 88 hours

Estimated Program Length: 4+ weeks

Course Textbooks:

- Hartman Publishing Inc. (2021). Hartman's Complete Guide for the Medication Aide. Hartman Publishing, Inc., Albuquerque, New Mexico.
- Tucker, R. (2024). 2025 Lippincott Pocket Drug Guide for Nurses. Lippincott Williams & Wilkins (LWW).
- Oregon Medication Aide Handbook

Students will receive training on how to administer non-injectable medications, prepare and administer routine medications to patients, stock and maintain a sufficient drug inventory to ensure adequate supplies, and document the administration and effectiveness of medications, taking note of any adverse side effects. This program is broken into three areas of focus: didactic theory, practical lab, and clinical experience.

Program Objectives:

- Effective communication, nonverbal and verbal
- Promote the safety of residents and provide for comfort and rest
- Infection prevention and control
- Basic emergency care and first-aid principals
- Knowledge of basic nutrition
- Basic pharmacology
- Medication administration
- Documentation and reporting
- Legal and ethical considerations
- Patient assessment and monitoring

Clock Hour Requirements (88 hours total)

- 54 hours didactic
- 10 hours lab
- 24 hours Clinical

Program Courses

MA-100: Medication Aide Fundamentals (54 hours)

In this course, students will learn the theory and practical application behind the practice of being an entry-level medication aid. Topics covered in this course include but are not limited to, documentation, principles of drug action, authorized duties, medical terminology, and body systems. Students are taught the appropriate and proper administration of non-parenteral medications, including oral, rectal, topical, and other routes that are allowed by OSBN. Students will also have practice with narcotic counts and proper medication cart maintenance.

MA-200: Medication Aide Clinical Experience (24 hours)

In this final portion of the class, students work at clinical sites, accompanied by instructors, to practice the skills of a nursing assistant in a fully immersive experience. All knowledge gained throughout the course may be used in a real-life patient situation.

Skilled Trades (Tempe) Addendum

Program Tuition

Program: Nursing Assistant Certificate

Total Cost \$2,200

Bryan University embraces bundled, all-inclusive pricing. The program cost above includes tuition, lab fees, drug screening, background check, textbooks, student equipment, one microlearning verifiable credential, certificate exam prep course post-graduation, and the first attempt at their state certification exam.

Notification of Board Requirements

Prior to collecting any tuition or fees from a student, prospective students are notified of the following Board requirements for certification during their admissions call and as part of the enrollment agreement in the disclosure section.

- Have a legal presence in the United States.
- Pass a criminal background check as described in the Arizona Administrative Code A.R.S. 32- 1606:
 - Require each applicant for initial licensure or certification to submit a full set of fingerprints to the Board for the purpose of obtaining state and federal criminal records check pursuant to section 41-1750 and Public Law 92-544. The Department of Public Safety may exchange this fingerprint data with the Federal Bureau of Investigation.

Except for a licensee who has been convicted of a felony that has been designated a misdemeanor pursuant to section 13-604, revoke a license of a person, revoke the multistate licensure privilege of a person pursuant to section 32-1669 or not issue a license or renewal to an applicant who has one or more felony convictions and who has not received an absolute discharge from the sentences for all felony convictions three (3) or more years before the date of filing an application pursuant to this chapter.

All students completing a nursing assistant program after July 1, 2016, will need to submit proof of legal presence in the United States to D & S (Headmaster) prior to taking the state exam. To facilitate the processing of applications, the Board is requiring all NA training programs to collect the document, scan the document, and upload it to Headmaster. Ideally, this identification document should be the same as the ID document(s) the student uses for state testing (e.g., AZ driver's license or passport). The name on the document should exactly match the name entered in the system. A comprehensive list of documents acceptable for proof of legal presence is available here.

(<https://azbn.gov/licenses-and-certifications/apply-license>)

Programs (Skilled Trades, Tempe)

Nursing Assistant Certificate Program

This program is not eligible for Financial Aid.

The Nursing Assistant Program will provide students with a comprehensive and hands-on training program designed to prepare them for a career as a Certified Nursing Assistant. Students have opportunities to develop professional basic nursing skills and patient care. In addition, students will learn medical terminology, infection control, and First Aid. Students will better understand how to communicate effectively with patients, families and their healthcare team and understand the legal and ethical issues involved with a CNA career. Upon satisfactory completion of the Program, students will be able to sit for the state nursing assistant exam.

Total Program Hours: 120 Hours (80 On-Campus Hours, 40 Clinical Hours)

Estimated Program Length: 4 weeks

Program Textbook: Acello, B. & Hegner, B. (2022). Nursing assistant: A nursing process approach (12th ed.). Cengage Learning Publishing

Program Objectives:

- Work as a team within the healthcare facility and community
- Professional, legal, and ethical behavior that protects patients' rights
- Physical, social, cultural, social services and mental health needs of residents
- Effective communication, nonverbal and verbal
- Promote the safety of residents and provide for comfort and rest
- Infection prevention and control
- Basic emergency care, first-aid principals
- Knowledge of basic nutrition
- Personal care and grooming of residents
- Measure vital signs correctly
- Transfers, positioning, and turning of residents
- Cognitive impaired residents and their care
- Identify major body systems and common health problems
- Assist with diagnostic testing and pre-operative care
- Assist with admission/transfer/discharge of residents
- Hospice care, family, and residents needs

Clock Hour Requirements (120 hours total)

- 40 hours didactic
- 40 hours lab
- 40 hours clinical (20 hours required in a long-term facility setting)

Program Courses

Nursing Assistant Fundamentals (80 hours)

In this module, students learn the theory and practical skills needed to successfully navigate a career as a certified nursing assistant in the state of Arizona. In the didactic portion of this course, students learn necessary sanitation measures in a healthcare setting, identification of major body systems, professional and ethical behavior, infection control, communication skills, and a variety of other theory-based skills needed in the industry. In the laboratory setting, students put the skills learned in theory into a practical setting, practicing skills such as transfers, position, appropriate paperwork, basic emergency care, and measuring vital signs.

Nursing Assistant Clinical Experience (40 hours)

After learning and practicing the skills needed to succeed in the clinic environment, students move off campus to continue their training in one of our approved clinic sites. Under the supervision of a BU instructor, students observe and practice the skills necessary to work in the field, as well as pass their state certification exam.

Academic Calendar

January 1, 2025	New Years Day
January 20, 2025	Martin Luther King Day
February 17, 2025	Presidents Day
May 26, 2025	Memorial Day
June 19, 2025	Juneteenth
July 4, 2025	Independence Day
September 1, 2025	Labor Day
October 13, 2025	Indigenous Peoples Day
November 11, 2025	Veterans Day
November 27 and 28, 2025	Thanksgiving Holiday
December 25 and 26, 2025	Christmas Holiday