



## Agapé Home Care Training Center Nurse Aide Training Program Syllabus

### Primary Instructor

Debra Foord, R.N., D.O.N.

### Email

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### Office Location & Hours

299 McLaws Circle  
Williamsburg, VA 23185  
Hours 8:00am – 4:00pm weekdays  
Phone: 757-229-6115

## General Information

### Description

This Nurse Aide training will prepare participants for taking the Nurse Aide examination in the Commonwealth of Virginia to become certified. It is approved by, and based on a curriculum from, the Virginia Board of Nursing. This class is a 120-hour class which consists of class time & clinicals time. Class time will be from 9:00 to 3:30 & clinicals from 7:00 am - 3:30pm, both with 30 minutes for lunch; Monday through Thursday.

### Expectations and Goals

Upon successfully completing this training, participants will be prepared to take the state NNAAP examination.

## Course Materials

### Requirements & Required Materials

The following will be required to begin this training class.

- A Social Security Card/ or equivalent work permit from the U.S. government
- Photo-identification such as a Virginia Driver's License or Virginia Identification Card
- A recently completed criminal background check from the Virginia State Police (cost is part of your tuition)
- A completed application forms
- A negative PPD & Drug test result.
- 2 personal references from non-family members
- 2 work references (Volunteer positions are applicable.)
- A completed written, basic skills test that the student scores 75% or higher on.
- 1 set of plain red, black or white scrubs. (The color will be decided after the class begins.)
- Closed toed, Non-skid soled shoes
- Short, neat, clean nails (no more than 1/4 inch in length; NO acrylic or other "fake" nails, no colored polish)
- No observable body piercings, other than 1 in each ear.

- No observable tattoos. (Any/All tattoos must be kept covered at all times during training.)
- All tuition is due before orientation, but \$300 is due for registration to save your spot in class.
- A notebook, or binder, with paper and pockets. (A binder is suggested.)
- Writing utensils including pens, pencils & highlighters.

**Required Text (part of the tuition cost)**

Nursing Assistant Care, Long-Term Care; Susan Alvare Hedman, Jetta Fuzy, RN, MS, Suzanne Rymer, MSTE, RN-BC, LSW; 4th edition

Hartman Publishing; ISBN 978-1-60425-041-1

Nursing Assistant Care, Long-Term Care WORKBOOK; Susan Alvare Hedman, Jetta Fuzy, RN, MS, Suzanne Rymer, MSTE, RN-BC, LSW

**Attendance**

Participants are expected to be present for all class days.

**Tuition**

**TOTAL** Tuition for the training is \$800.00. The cost of the class includes a non-refundable \$150 administrative fee including the background check, a textbook, a workbook, CPR training & office fees. Tuition is due before orientation, which is usually the Thursday before day 1 of class.

If the student must drop out at any time during the class, he/she will be charged \$25 per day that they attended class, (provided they have made payment in full) and will be refunded the difference, **minus non-refundable Administrative Costs of \$150.00.**

*For example:*

*16 days attended X \$25.00 per day = \$400.00*

*Class cost \$800.00 - \$400.00 = \$400 - \$150.00 in non-refundable books & fees = \$250.00 refund to the student.*

**Financing Options**

- **Work Force:** income-based assistance providing tuition and other help.  
<http://pcfwd.org/contact/peninsula-worklink-one-stop-career-center/>
- **Bargain Box:** York County & Poquoson residents; 4 hours of community service which could get applicants up to \$1000.00 of assistance. <http://www.yorkcountyva.org/index.cfm?action=c10&id=2095>
- **MyCCAScholarship:** Military spouse scholarships <https://www.military.com/education/money-for-school/military-spouse-career-advancement-accounts-financial-aid.html>
- **Social Services:** Students may apply to their local Social Services Dept. If they are already receiving WIC, Food stamps, TANF or SNAP benefits. Scholarship money is not guaranteed and is available in limited supply.
- An **AHCTC Nurse Aide Training Center Scholarship** application will be handed at during Orientation. Each student who is enrolled in the class may apply for this scholarship. One (1) \$150.00 scholarship is awarded per Nurse Aide class.

### Agapé Home Care Training Center Staff

*Should you have questions, or need help of any kind, please let us know. Our goal is for you to be successful! Please ask!*

Debra Foord, R.N. - Administrator/Instructor

Henrietta Mormon, R.N. – Instructor

Debbie House - Training Center Financial Assistant

Sally Kenyon, L.P.N – Training Center Skills Instructor

Pat Schell – Human Resources Staff

### Resources

- Quizlet.com : <https://quizlet.com/godzcary>
- Nursing Games: <http://www.learningnurse.org/index.php/assessment/games>
- The CNA Game: <http://www.cnagame.org>

### Class Rules

1. Be a few minutes early to class each day, or ON TIME.
2. Attend all 24 days of class. (See attendance notes above.)
3. Silence cell phones and put them in a bag or purse during class. Cell use during class is prohibited.
4. Dress for the class will be appropriate, as we will practice skills on each other. (comfortable, body-covering clothing, and non-skid, closed toed shoes)
5. Come to class prepared with a notebook, paper, pens/pencils, your handbook, textbook & workbook.
6. Restroom visits will be limited to breaks and before & after class.
7. Each student is responsible for maintaining the cleanliness and organization of the classroom, skills lab and supplies.
8. Standard and other precautions will be followed at all times, to maintain a clean environment.

### Grading Scale & Weights

|               |                   |
|---------------|-------------------|
| 100-90 A      | Unit tests: 30%   |
| 89-80 B       | Skills Tests: 25% |
| 79-70 C       | Final Test: 25%   |
| Below 70 Fail | Clinicals: 20%    |