



# LoosEndz

Discount Scrubs and Uniforms  
& Medical Test Prep Center

## Medical Test Prep Course Registration Packet

### Schedule CNA CLASS \$350

**2014 AM Class**  
Mondays & Wednesdays  
9am – 1pm  
3 week class

**See online schedule for dates**

**2014 PM Class**  
Mondays & Wednesdays  
5pm – 8pm  
4 week class

**See online schedule for dates**

**Home Health Aide**  
**Now available for graduates!**  
Online course  
Immediate certification!  
**Only \$129**

**Online Med Tech**  
**4 Hour Certification course**  
**Coming soon!**

Dear Applicant:

Thank you for your interest in 4YourCNA & LoosEndz Medical Test Prep Courses. These courses are designed to review all you will need to know to pass the certification exam to become a Certified Nursing Assistant and will assist you in developing the skills you need to become a respected member of the healthcare team.

**Registration fees are due with the registration application**

and a seat will not be reserved for you if payment does not accompany the application, or if the application is incomplete. The cost of the class includes all instruction, workbook, skills book, handouts and use of textbook. It does NOT cover the cost of the test or background screening (if required). Testing fees are \$140.00 registration assistance will be offered during the class. Additional supplies may be necessary. See Terms and Conditions for more information.

Please print all information and fill out the following application entirely. Class size is limited to the first twelve registrants that have submitted a completed application and remitted all fees.

We hope to see you in class!

Best Wishes,

Patricia Ramsey, RN  
Instructor

**Class Info:**

Your class starts on: \_\_\_\_\_

Time of class: \_\_\_\_\_ In Room: 2913



## TERMS AND CONDITIONS

### COPY OF APPLICATION AVAILABLE ON REQUEST

Please write your initials in the space provided before each section. By submitting this application, you certify and attest that you have read and agree to the following:

\_\_\_\_\_ **FEES:** Fees for the class include textbooks and many supplies. CNA class also includes skills book, textbook and online workbook. Some additional supplies may be necessary (SEE BELOW). Fees for classes are: CNA Test Prep \$350; Med Tech \$65. Additional supplies are: CNA – blood pressure cuff, stethoscope and 1 set of solid scrubs; Med Tech – no additional supplies. You will receive all your books at the beginning of class. They are not available before class starts. The textbooks are the property of 4YourCNA & LoosEndz and will be available for use during the course of the class but must be returned on the last day of class. If you would like to purchase a textbook to keep, the CNA Handbook is \$42.00, (plus tax). There is no textbook for Med Tech classes. Each textbook will be assigned to a student. The textbook must be returned in the same condition it was assigned. Do not highlight information or make notes in the textbook. For the CNA class, you will also receive a workbook and skills book that are yours to keep and write in. In the event that a textbook is lost, stolen or damaged, the student will be responsible for the replacement cost of that book. **Fees for State or National examinations are not included in the cost of the class.** If a check is returned for insufficient funds, the student will be unable to begin class until enrollment fee is paid in full, in cash or certified funds, along with insufficient funds fee of \$30.

\_\_\_\_\_ **LIABILITY WAIVER:** You are entering into an agreement with 4YourCNA & LoosEndz Medical Test Prep of your own free will. These courses are designed to review the basic skills you will need to pass the state examination. This is done strictly in a classroom clinical lab setting. There is no provision for practicing your skills on "live patients". You will be practicing these skills on other currently enrolled students and you attest that you are granting permission for students to practice skills on yourself. 4YourCNA & LoosEndz does not assume any liability for any harm done, inadvertently or intentionally, to yourself or others for any portion of any class. No assumption of liability may be made for any injury you may incur before, during or after class. If you feel you are unable to safely perform a skill, it is your responsibility to notify an instructor PRIOR to attempting the skill to reduce the risk of injury to yourself or others. If, during practice, you feel that another student is performing a skill that may put you in danger, it is your responsibility to stop the skill and notify the instructor so that additional training may be offered. By submitting this application, you absolve 4YourCNA & LoosEndz from any and all liability from any injury to yourself or any other person you are practicing your skills on, that may occur on or off property, as a result of practicing any skills you have learned from 4YourCNA & LoosEndz staff, and any injury that may occur while you are in class or on premises. 4YourCNA & LoosEndz also assumes no liability for any practice you choose to do outside of the classroom setting.

\_\_\_\_\_ **PHYSICAL REQUIREMENTS:** 4YourCNA & LoosEndz Medical Test Prep does not require proof of a recent physical exam or "Freedom from communicable disease" affidavit prior to enrolling in a class. However, it is the student's responsibility to assess their overall level of health and determine if this career is within their range of abilities. If you feel you are unable to perform any of the tasks listed below, we urge you to discuss this career choice with your physician PRIOR to enrolling in one of our classes. If you are enrolling in ANY health care class, you should be able to perform a wide variety of physical tasks including, but not limited to: bending (from the waist and side to side); Kneeling; Twisting; Reaching (to the side, above your head, and in front of your body); standing and walking for 8 hours. Additionally, CNA students should be able to lift 50 pounds. To perform adequately as a health care worker, you should be able to perform these motions with reasonable accommodations and be in reasonably good health. By submitting this application, you are acknowledging receipt of this notification of physical requirements, waiving any liability on the part of 4YourCNA & LoosEndz Medical Test Prep if you should not be able to complete the class or pass the state exam due to physical limitations that you presently have or may develop, and releasing 4YourCNA & LoosEndz Medical Test Prep from any liability should you become injured while performing or practicing any skills that require these basic minimum physical requirements. While 4YourCNA & LoosEndz does not require a physical, most health care establishments do require a physical exam prior to hiring a health care worker. You are encouraged to obtain a physical exam during the course of this class to prepare for employment.

\_\_\_\_\_ **PROOF OF IDENTITY:** 4YourCNA & LoosEndz Test Prep requires that you submit proof of identity upon enrolling in this class. This MUST be in the form of a picture ID such as: Driver's license or state ID, Passport, Employment ID with picture and full name, or another picture ID that shows a recognizable photo and lists your full name.

\_\_\_\_\_ **ATTENDANCE NOTIFICATION:** 4YourCNA & LoosEndz Medical Test Prep classes are adult education offerings designed to give the information and/or clinical skills necessary for an enrolled student to successfully pass a state exam. There are no attendance requirements for the test prep classes. There are NO MAKEUP classes. Students are responsible for all material they may have missed while absent; If you are unable to attend or tardy, it is your responsibility to contact another class member to cover missed material. The instructor WILL NOT demonstrate skills or review theory to students that do not attend classes.

\_\_\_\_\_ **CODE OF CONDUCT:** 4YourCNA & LoosEndz Test Prep strives to teach you the skills you need not only to pass the state exam, but also to perform competently in your new career. To do this in such a short period of time, we must rely on both our students and our faculty to maintain an environment conducive to learning. This is to inform you clearly of our expectations and outline some of the behaviors that will not be tolerated within the classroom setting or on campus. This is NOT a comprehensive list and issues will be addressed on an individual basis. You are expected to: arrive to class on time and demonstrate a willingness to learn; give the speaker your attention; treat your classmates with respect; be courteous and polite at all times; not use profanity; follow the safety rules at all times; notify the instructor if you do not understand a subject or skill; treat the equipment with respect; immediately notify the instructor of any equipment malfunctions; you will keep all cell phones turned to the "vibrate" or "off" position during class; you will smoke ONLY in the designated smoking areas; and clean up after yourself, leaving the classroom and clinical room neat and orderly. **IF A STUDENT KNOWINGLY OR WILLINGLY VIOLATES ANY OF THE SAFETY RULES TO INTENTIONALLY INFLICT HARM ON ANOTHER, HE OR SHE WILL BE IMMEDIATELY EXPELLED FROM THE CLASS.** By submitting this application, you certify that you agree to abide by the code of conduct rules and you understand that disciplinary action, up to and including expulsion, may result from any infraction of these rules at the sole discretion of the instructor. You agree to contribute to a safe, cooperative learning environment and will treat all students and instructors with respect.

\_\_\_\_\_ **PRACTICE TIME:** The clinical skills lab is available for practice during the time you are scheduled to be in class and for the 30 minutes prior to class start. Additional unsupervised lab time may be available at the discretion of the instructor, based on schedule availability. Unsupervised practice time means that an instructor is not available to correct or observe students performing skills and any injury that may occur is the sole responsibility of the practicing student. All supplies are expected to be stored neatly, all linens refolded and stored in their proper position, all beds should be neatly made and the skills manikin should be dressed appropriately prior to the student leaving the skills lab.

\_\_\_\_\_ **PAYMENT PLANS:** 4YourCNA & LoosEndz offers all enrolling students a payment plan for class. A deposit equal to half of the total cost of the class is required to enroll in any class. The balance will become due the first day of class. Any student that does not complete payment prior to the end of the first class will not be eligible to continue in the class and will forfeit their deposit. Any student that does not attend the first class without notifying the instructor at least 24 hours prior to the start of class will forfeit their deposit, unless the balance is paid in full prior to the start of the second class session. Any student that notifies 4YourCNA & LoosEndz at least 24 hours prior to the start of a class of an inability to attend the class he or she registered for will be able to transfer the deposit, minus a \$75 registration fee, to another class within the next 6 calendar months. After the six month extension, all monies paid to 4YourCNA & LoosEndz become forfeit and the student will be required to re-register.

\_\_\_\_\_ **APPLICATION:** This original application must be submitted to 4YourCNA & LoosEndz to ensure your seat in the class. A copy of the signed application will be made available to any student that requests it. If you would like a copy of this application, please notify the registration assistant when you submit the application. By signing and submitting the application and associated fees, you attest that you have read and agreed to all the terms and conditions and all information you have provided is true and correct to the best of your knowledge.

**BY SIGNING BELOW AND SUBMITTING THIS APPLICATION AND ASSOCIATED FEES, YOU ATTEST THAT ALL INFORMATION YOU HAVE PROVIDED IS CORRECT TO THE BEST OF YOUR KNOWLEDGE. CLASS SIZE IS LIMITED. ONCE PAYMENT HAS BEEN MADE, NO REFUNDS WILL BE GIVEN FOR ANY REASON.**

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Date

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



2011-2012

**4YourCNA, Experion Medical Academy, LoosEndz, & Jason Laramée, Inc.**

*Publications, Video, Internet Consent and Release Agreement*

Students who attend our class(es) are occasionally asked to be a part of school publications and/or public relations activities. In order to guarantee your privacy and ensure your agreement to participate, Experion Medical Academy asks that you sign this form.

The form referenced below indicates approval for your name, picture, art, written work, voice, verbal statements or portraits (video or still) to appear in videos, prints, or on our websites. For example, pictures and articles about school activities may appear in local newspapers or online publications. These pictures and articles may or may not personally identify the student. The pictures and/or videos may be used by our school in subsequent years.

AGREEMENT

*Student and/or Parent/Guardian release to Experion Medical Academy the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) and consent to their use by Experion Medical Academy.*

Our school agrees that the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) shall only be used for public relations, public information, school promotion, publicity, and instruction.

Student and Parent/Guardian understand and agree that:

- No monetary consideration shall be paid;
- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives;
- Photos, videos, or student statements may be used in subsequent years.
- If the Student or Parent/Guardian wishes to rescind this agreement they may do so at any time with written notice.

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

Student's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

(Print Name)

(Signature)

(Student's signature if at least 18 years old.)

Parent/Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_

(Print Name)

(Signature)

We have no control of media use of pictures/statements which are taken without permission.

Opt-out: \_\_\_\_\_

# Student Information Notice

Dear Student:

Thank you for your interest in 4YourCNA & LoosEndz Medical Prep Classes. I have created this information sheet to help you on your first day of class. This will review some of our policies for the class.

## **Parking:**

Please park on either side of our building. DO NOT park in any of the front spaces or in the parking lot across the street.

## **Smoking:**

Please smoke in the rear of the building. DO NOT smoke in front of the classroom. It is disrespectful to our neighbors. Please dispose of all cigarette butts appropriately in can provided.

## **Books:**

You will receive all your books at the beginning of class. They are not available before class starts. **The textbooks for the class are the property of 4YourCNA & LoosEndz and will be available for your use during the course of the class.** If you would like to purchase your own textbook, the fee is \$42.00 plus tax for CNA Textbook. Each textbook will be assigned to a student. The textbook must be returned in the same condition as it was assigned. Do not highlight information or make notes in the textbook. In the event that a textbook is lost, stolen or damaged, the student will be responsible for the replacement cost of that textbook. In the event that any other issued learning material becomes lost, stolen or damaged and you wish to replace it, you must purchase them separately.

## **Supplies:**

**CNA:** You will need a Blood Pressure Cuff, Stethoscope and one set of solid scrubs for class. All current students receive a 10% discount on items purchased in our retail store during the length of the class.

## **Attire:**

**CNA:** All students MUST wear a solid scrub uniform for class (**Hunter Green** or **Royal Blue**) and closed toe shoes (no flip flops or sandals).

## **CPR & First Aid:**

You are encouraged to obtain a C.P.R. and First Aid certification during the course of the class. We have partnered with CPR Resq in Spring Hill and encourage you to attend one of their classes. They can be reached at 684-5664 or online at: [www.cprresq.com](http://www.cprresq.com).

**Absences and Tardies:** You do not need to notify the instructor of absences or tardies. You are responsible for obtaining all missed material from another student. No portion of the class shall be repeated by the instructor.

**PLEASE KEEP FOR YOUR RECORDS**