



---

EAST VALLEY MEDICAL COLLEGE

---

**CERTIFIED NURSING ASSISTANT CATALOG**

205 E. Southern Ave Suite 100  
Mesa, Arizona 85210  
P: 480-776-0070  
F: 480-776-0072  
[www.Eastvmc.com](http://www.Eastvmc.com)

Licensed by the Arizona State Board  
For Private Postsecondary Education  
[www.azppse.gov](http://www.azppse.gov)

[Approved Arizona State Board of Nursing](#)  
[License number 1040](#)

Nationally Accredited by ACCET  
Accrediting Council for Continuing Education and Training  
[www.Accet.org](http://www.Accet.org)

---

EFFECTIVE DATE: January 1<sup>st</sup>, 2019  
Revised January 1<sup>st</sup>, 2019  
Series 8

<b>TABLE OF CONTENT</b>	<b>Page</b>
College Philosophy	1
Mission Statement	1
Educational Objectives and Philosophy	1
College Goals /History	1
Location and Description of Facility	1
Course Description – Course Definition	2
Course ~ Course Cost	2
Admission Requirements	2
Certified Nursing Assistant: Occupational Objective	3
Nursing Assistant: Competencies and Objectives	3
Physical Demands	3
Accident Insurance	3
<b>ACADEMIC POLICIES</b>	
Academic Dishonesty	3
Copyright Infringement Policy	3
Assignment Policy	3
Exam Security Policy - Makeup exam policy	4
Academic Progress Policy (SAP), Academic Probation/FAFSA	4
Appeal and Reentry Policy	4
Certificate Information	4
<b>ATTENDANCE POLICIES</b>	
Attendance Policy Class/Clinical	5
Attendance Tracking	5
Attendance Probation	5
Make-up Hours	5
Consecutive Absences	5
Orientation	5
Clinical Placement – Clinical Attendance	5
Conduct in the Clinical Setting	6
Campus Crime Report	7
Communication	7
Conduct	7
Confidentiality	7
Clock Hours/Credit Hours	7
Disabilities/Non-Harassment Policy	7
Dress Code	8
Drug Screening Procedure	8
Grading System	8
Graduation Requirements	9
Health/Accident Insurance	9
Holidays/Leave of Absence	9
Leave of Absence	9
Repeated Classes	9
Refund and Cancellation Policy	9
Remedial Coursework	10
Student Professional Liability Insurance/Scope of Practice	10
Student Records	11
Student Record Retention	11
Student Grievance Policy	11
Substance Use & Abuse	11
Test Disability	12
Termination by School – appeals and reentry policy	12
Testing – test disabilities of special needs	12
Transfer Credits	12
Tuition Cost – Payment Plan	12
Withdrawal-Student	13
<b>STUDENT SERVICES</b>	
Certificate of Completion	13
Employment Placement Assistance	13
Tuition Scholarships	13
Tutoring	13
Professional Preparation	13
Instructional Aids	14
Lab Supplies	14
AZBN Exam Application Instructions	15
Fingerprinting	15
Felony Conviction	15
Faculty List	16
Board of Advisors	16

## **Philosophy**

We believe education is a lifelong process. A competent, enthusiastic staff will provide a comprehensive, relevant learning experience, allowing students to take responsibility for their own learning.

## **Mission**

East Valley Medical College strives for excellence in educating and training each individual student, encouraging them to not only achieve but surpass their educational and career goals. As a teaching facility, we believe our success is built solely on the success of each student who passes through our doors.

## **Educational Objectives and Philosophy**

The courses at East Valley Medical College are designed to provide the student with the skills necessary to be a vital part of the health care team. Each faculty member provides training in a professional and positive atmosphere with current information that is accurate and stimulating. East Valley Medical College sets high academic expectations and standards for all our students and staff. Students will profit by meeting those standards with a positive attitude, dedication, enthusiasm and determination. The catalog is intended to inform students with the policies of the College. Students are responsible for knowing and following the content of this catalog. Our staff members will be happy to answer any questions regarding school policies, procedures and courses.

## **Goals of East Valley Medical College**

- To provide students with the training and the knowledge needed to become a valued, integral part of the fast changing and versatile healthcare field
- To accommodate a diversity of individual backgrounds and abilities
- To provide an active advisory committee that lends advice and recommendations to the College concerning the type, quality and content of courses needed to produce highly qualified graduates
- To provide qualified, experienced faculty, ensuring that accurate and up-to-date material is delivered to all students in a way they can learn
- To encourage students to look at education as a lifelong process

## **History**

East Valley Medical College is owned and operated by Van Brumbach and Jenifer Brumbach. The Brumbach's formally owned and operated Valley Medical College in Salem, Oregon for 14 years. Valley Medical College taught 6 courses with approximately 300 students per year. Valley Medical College was the first Vocational school allowed to teach the Licensed Practical Nursing Courses in the state of Oregon. After selling the College in 2009 they relocated to Arizona. In 2013 East Valley Medical College was opened.

## **Location and Description**

We are located at 205 E. Southern Ave Ste. 100 Mesa, Arizona 85210. Our classrooms are furnished with modern equipment including: computers, charts, diagrams and videos to enhance classroom activities. Computers with internet are available to students as well as a fully furnished operational laboratory. Please refer to each course outline for a full description of equipment available for that course.

## COURSE DESCRIPTION

### Nursing Assistant

**60 classroom hours, 20 laboratory hours, 40 clinical hours ~ 4 weeks**

Classes are limited to 10 students: Instructor to student ratio 1:10

The Nursing Assistant course has been designed to provide students with the theory and skills necessary to give basic patient care in long-term and acute care settings. The course includes instruction communication; interpersonal skills, documentation; infection control; safety and emergency procedures including BLS CPR; patient rights, recognizing and report abuse, basic nursing skills, personal care skills, age specific, mental and social service needs; care of the cognitively impaired patient or resident, skills for basic restorative services; health care team member skills including time management and prioritizing work; legal aspect of nursing assistant practice, body structure and function, medical terminology and common disease and condition of the elderly. In addition to 60 hours of classroom training, students will spend 20 hours in the laboratory setting. Additionally, student will complete 40 hours of directly supervised clinical hours in a LTC facility. Graduates will be qualified to make application for Arizona's State Board of Nursing CNA examination.

### Course Definition

The course shall be defined as any stand-alone class that is 11 weeks or less in duration and leads to a certificate of completion.

### Certificate Courses/Course Cost

Registration	\$ 200.00
Tuition	\$1,158.00
Books	\$ 0.00 (loaned, will be returned after graduation)
<b>Total Cost</b>	<b>\$1,358.00</b>

Use of textbook, scrub top, supplies, and background check, TB test and CPR card are all included in the cost of the tuition. Students are responsible for obtaining their AZ Level one finger print clearance card. Students who are required to obtain a chest x-ray for negative TB verification or are responsible for costs incurred.

**\*\*Upon successful completion of the course, EVMC will schedule and fund graduates to take the AZBN Exam\*\***

### Additional Cost to the Student:

Immunizations:	approximately \$15.00, (cost varies based on the type of immunization needed)
Black scrub pants	approximately \$15.00, (cost varies based on the type purchased)
Watch	approximately \$25.00, (cost varies based on the type purchased)
Supplies:	approximately \$15.00, (cost varies based on the type purchased)
TB Test/X-Ray	approximately \$50.00 (cost varies vary based on healthcare facility)
Level one fingerprint clearance card	\$80.00 (including fingerprint cost)

### Classroom/Laboratory Days and Hours

Monday – Thursday Time TBA

### Clinical Days and Hours

Monday – Thursday 6:30 am 4:30 pm. Students will be given a 30-minute lunch break. Clinical conference will be held daily. Time; TBA. Attendance is mandatory. Clinical days and hours are subject to change.

### Admission Requirements

It is required that all perspective students complete an interview with an admission representative. This allows the applicant the opportunity to ask specific questions relating to admission requirements, course length, course cost, curriculum and employment possibilities. During the interview the student catalog is reviewed and well as Arizona State Board Nursing requirements for certification, including background check requirements. Immigrant foreign students will be enrolled under the M visa.

### **+The Following Requirements Are Needed at The Time of Enrollment.**

- Proof individual is 18 years of age or older and eligible citizen
- Completion of the College's application
- Ability to pass a drug test
- Ability to obtain a AZ level one finger print clearance card
- Current (less than 6 months) negative TB skin test or negative chest x-ray (must be completed by the second week of class). A student may not participate in clinical's without a clear chest x-ray or negative TB test
- Payment of registration fee and satisfactory arrangements to pay tuition
- Ability to pass a background check. EVMC reserves the right to run a back-ground check on students participating in clinicals at a site that requires background checks.
- Proof of all childhood immunizations: MMR, DTaP, IPV, Hep V, Hib or blood Titers (if required by clinical site)
- Clinical's held between October and April require proof of yearly influenza vaccination
- Must pass entrance exam given by the College by 75% in each section. In the event the student does not pass they can re-take the

exam after 30 days. In the event the student does not pass for a second time they can re-take the exam after 30 days. A student can take the test a maximum of 3 times within a 6-month period. The test includes basic math, reading and comprehension.

### **Students with Disabilities**

The college does not discriminate against any students with disabilities. The College provides facilities and services for special need students. These services include; Handicap student parking, and wheelchair accessibility to classrooms and restrooms. Additional one on one tutoring time, extra time to take quizzes and exams. Recording lectures.

### **Certified Nursing Assistants: Occupational Objective**

The Certified Nursing Assistant assists professional nursing personnel in providing quality, compassionate patient care by performing tasks involving direct and indirect patient care, using skills and knowledge in basic nursing assistant procedures and techniques under the direction and supervision of a registered nurse.

### **Essential Functions:**

Certified Nursing Assistants work directly under the supervision of practical and registered nurses. They perform basic technical skills which may include: CPR; taking and recording vital signs; measuring and recording fluid intake/output; applying dressings; recognizing and reporting signs and symptoms of common diseases or conditions; administering treatments as directed by a physician or nurse. Additionally, they assist patient with personal care which may include: bathing; mouth and skin care; grooming and dressing; toileting assistance; eating and hydration; assist patients with help walking, exercising, and moving in and out of bed. Their role in performing patient care is to assist the licensed staff in providing quality nursing care to the patient.

**NURSING ASSISTANT - COMPETENCIES AND OBJECTIVES:** To see a full listing of the NURSING ASSISTANT - COMPETENCIES AND OBJECTIVES for both Classroom and Laboratory (Cognitive and Psychomotor) located under handout on assigned USB

### **Physical Demands**

The medical field may not be the appropriate career choice for a person who is not able to stand or walk for long periods of time, has trouble bending over or kneeling, is unable to lift 25 pounds, experiences neuropathy or loss of feelings, sensations or movements of the arms, hands or fingertips, or vision issues such as nearsightedness. If you have any of the above listed physical issues or any physical issue that is not listed above, it is highly recommend that you disclose them to the College prior to enrollment

### **Accident Insurance:**

Students without private insurance will not be provided accident insurance coverage. Students are strongly encouraged to seek their own medical and accident coverage from private or public sources. Personal health insurance is the responsibility of the student.

In the event a student is injured during scheduled classroom/lab or clinical times, the student must report the injury to a campus representative and complete an Incident Report that is signed by the student. This must be filed with the school within 24 hours of the incident.

## **ACADEMIC POLICIES**

### **Academic Dishonesty**

Plagiarism, cheating on tests or assignments, supplying information you know to be wrong to the College, staff or other students is grounds for immediate disciplinary action including probation or dismissal.

### **Copyright Infringement Policies**

Substantial penalties can be imposed for infringement of a copyright. An injunction to stop the infringement is most likely to be the first action. Payment of actual damages for financial loss suffered by the copyright owner may be required. Statutory damages, for which no actual damages need to be proved, may be assessed. If the court determines there is an infringement, it may award damages between \$750 and \$30,000. If the court determines that the infringement was willful, the penalty may be as high as \$150,000 per item. In addition, East Valley Medical College reserves the right to enforce violations of this policy. Failure to comply may result in suspension or termination, appropriate disciplinary action, and termination in the case of employees or expulsion in the case of students.

### **Assignment Policy**

Graded assignments will contain assignment instructions and a due date. The due date and time will be provided. **All assignments are due on the delineated due date and time.** Late assignment submissions must be approved by the course instructor for exemption for late submission penalties. The exemption shall be based on extreme circumstances out of the student's control. **Nonexempt assignments shall be counted down by 20% for each day late including weekends and holidays.**

EVMC does not provide make-up work for points.

### **Exam Security Policy**

Students are not authorized to reproduce or replicate exams in any form. Students are not authorized to communicate the content of their exams. Students will, upon completion of their exam, be able to immediately review the exam in its entirety. After the student turns the exam in they will not be able to access the content of their exam. Any student wishing to review the exam content must make a request to their instructor to arrange a time for the exam to be reviewed in a supervised setting.

### **Make-up Exam Policy**

Any student who misses an exam must notify their instructor within 24 hours to request a makeup exam. Notification outside of the 24-hour requirement must be reviewed by the instructor and Director of Education to determine if a make-up exam will be authorized.

**Makeup exams will not be the original exam; additionally, the student will automatically lose 20% for the extra study time.**

No student will be authorized to make up more than one quiz or check off skill in the Certified Nursing Assistant Course. The makeup quiz may include fill in the blank, essay or any combination of learning assessment tools as determined and decided upon by the course instructor.

**All nursing assistant students are required to achieve an 80% or greater on skills check off, the midterm exam and the final examination.** The student may retake one skill check off during the course. **Retake of the written and skills final exam is not allowed.**

### **Academic Progress Policy (SAP Policy)**

The following policy governs the determination of satisfactory academic progress for EVMC clock hour courses. Students must maintain a passing grade (**C or better or 80% or higher**) in their course to successfully complete the course. The maximum time frame in which a student must complete the course may not exceed 100% of the published length of the course measured in clock hours. Students will complete a skills final examination. The exam will consist of the student performing four of the required state board skills with a score or 80% or better on each skill and without missing any critical steps. The test must be completed within 40 minutes. **In the event the student does not pass the skills final and the written final (with an 80% or higher) the student will be discharged from the program for violation of the academic policy.** Students can retake the course one time at full cost. Grades and attendance will be posted in the classroom for student review

### **SAP Policy**

Students are evaluated for satisfactory academic progress at the mid-term portion of the term/course and again at the end of the term/course. If at the mid-term portion of the term/course the student is not passing the course or specific class/classes with **a minimum of 80% they will be placed on academic probation.** At the end of each term/course, students who have not maintained a minimum of 80% for each class will have to repeat the class/classes that were failed. Upon the student successfully completing the class/classes that are being repeated with an 80% or higher, the student will be eligible to move forward and will be removed from academic probation. Students can retake a class one time at full cost. If they are unable to successfully pass it the second time attempted, they will be discharged from the program

### **Academic Progress Policy (SAP Policy) Review**

The C.N.A. course will have an initial evaluation completed at the **halfway mark** of the course and then again at the completion of the course. Evaluations are reviewed with the student and the instructor. Grades and attendance are posted on Thursday in the student's perspective classroom.

### **SAP Failure at Initial Review Date: Academic Probationary Contract**

Students who do not maintain a C grade or better at any time in a course will be placed on a **probationary contract.** The probationary contract includes an academic plan devised by the instructor and the student that if followed, will ensure the student is able to meet the institution's satisfactory academic progress standards by the review date (last day of the course). The probationary contract will be reviewed and finalized at the completion of the scheduled course. Students that are successful with their plan of action will be removed from probationary status at the completion of the course.

The final grade will be an accumulative grade of the course which will be recorded on the student's transcript. All evaluations are explained to each student, and copies are available upon completion of the course.

Students who do not successfully meet the terms stated in the probationary contract last day of the course will receive a failing grade in the course. Students who fail the course will be notified in writing within 5 days. Students who fail a course may repeat the course one time a full cost; however, they will be required to enter into a probationary contract prior to the start of the course.

### **Appeals and Reentry SAP Policy**

If a student feels that he or she has been unjustly placed on a probationary contract in violation of the SAP policy the student shall have **three** days from the date of notice of SAP violation (excluding Saturday, Sunday, and state and federal holidays) to submit an appeal form along with a written appeal as to why they feel they have been unjustly placed on the probationary contract. As well as providing collaborating documentation to the Director of Education either in person or via certified mail.

Students who would like the Director of Education to consider extenuating circumstance may submit an appeal form and a written appeal regarding the extreme circumstances that were out of the student's control that inhibited them from meeting SAP policy and what has changed in the students situation that will allow him/her to meet SAP standards at the end of the next SAP evaluation;

additionally, the student shall submit collaborating documentation to the Director of Education either in person or via certified mail.

Appeal requests will be reviewed within 1 week of receipt if the appeal is complete, signed and all appropriate supporting documentation is attached. Appeals that are approved may require the student to enter into a probationary contract which will require the student and institution to formulate an academic plan that if followed will ensure that the student is able to meet the institutions SAP standards by a specific point in time and may require more frequent SAP evaluations prior to the approval being made official. Notification of the Director of Education's decision will be sent to the student via mail. If an appeal is not submitted the termination shall be considered final. Decisions of the Director of Education shall be considered final.

#### **Certification Information:**

Upon satisfactory completion of the Nursing Assistant course, the student is eligible to receive a certification of completion from the college. Students who have outstanding debts to the college will not receive their certificate until the debt has been cleared. Each student must then apply for the certification exam approved by the Arizona State Board of Nursing.

### **ATTENDANCE POLICIES**

#### **Attendance Policy (Classroom and Laboratory)**

Regular and punctual attendance of all scheduled classes and scheduled clinical hours is expected of all students. **Arizona Board of Nursing requires all nursing assistant students to complete a minimum of 120 hours** of classroom/laboratory training and directly supervised clinical time in a LTC facility.

**A student may be 1-9 minutes late three times during the classroom portion of the course.** Students must make up their tardy the same day after class doing instructor approved learning activities. Students who are late more than 10 minutes will be considered absent. Three tardies equals one absence. Students must complete 100% of the scheduled class and laboratory time to participate in clinical time. Students must be present in class at the time the class begins to not be counted tardy.

Students are to notify East Valley Medical College by phone prior to the start of class if they are going to be late or absent. All absence time, including late arrivals and early departures, regardless of reason, will be recorded and becomes part of the student's permanent record.

#### **Student Breaks:**

Student breaks equal 10 minutes per hour. Students exceeding their break/lunch will be considered tardy.

#### **Attendance Policy (Clinical)**

It is mandatory that students attend all scheduled clinical time. **Make up of clinical time is not guaranteed. Make up time will be based on instructor availability and clinical availability.** It is highly suggested that students arrive at the clinic site 15 minutes early; tardy arrival will not be accepted and will result in immediate discharge from the course. Students must complete 100% of the scheduled clinical hours to successfully complete the courses. All absences are recorded on the instructors' attendance record and in the students' permanent file. During the clinical portion of training a No Call, No Show will not be tolerated and may be grounds for dismissal from the course. Students are expected to complete all clinical hours to successfully complete the course.

#### **Attendance Tracking**

Attendance is tracked in every class period by the Instructor. Attendance records are submitted to the front office where they will be recorded in the students' records. Additionally, the attendance and gradebook will be posted in the respective classroom every Thursday by 4 pm. If a student does not agree with the attendance data, they may submit a written appeal to the Director of Education within one week of the attendance being posted. The DOE will respond to the student's appeal within one week. At the end of the course the attendance data becomes permanent and can no longer be challenged.

#### **Attendance Probation**

Students who are tardy more than twice will be placed on attendance probation. At the end of the probationary period the student must have attended 100% of class/laboratory time and have no more than a total of 3 tardies in any one course.

#### **Make-up Hours**

Make-up hours must be prearranged with the Instructor and must be completed outside of normally scheduled class hours. Only time spent on Instructor-approved activities will count as make-up hours. **Students can only make up to 5 hours of missed time.**

#### **Consecutive Absences**

A student who is absent for 3 consecutive class days will be dismissed from the course/courses unless approved by the DOE.

#### **Orientation**

**Orientation is MANDATORY and is considered the first day of class for students.** Any student who is not able to attend orientation will be discharged from the courses unless otherwise arranged in advance. The following policy governs the determination of satisfactory progress for EVMC Nursing Assistant Course. Students who miss orientation will be required to make it up with the DOE or Instructor.

### **Clinical Attendance**

Students are expected to complete 100% of the clinical assigned hours. Make up of clinical time is not guaranteed. Make up time will be based on Instructor availability and clinical availability. Additionally, students will be charged an additional \$35 dollars per hour that they need to make up and the payment must be made to the college in advance.

### **Clinical Placement**

Students must attend mandatory orientation set by the clinical site. Final evaluation shows didactic score of 80% or greater, Final written exam 80% or greater, pass on skills final and met standards for professional conduct.

### **Successfully Pass a Background Check**

Misdemeanors (excluding minor traffic violation) or felonies may prohibit the college from finding an approved clinical site that is willing to accept the student. Students who have misdemeanors or felonies on their background check are highly advised to speak with the Director of Education prior to enrolling in any class. If you believe you may have any of the above on your background record it is highly advised, you to bring one in and speak with the Director of Education prior to enrolling in any class. Refer to the State Board Testing section of this catalog.

### **Ability to Successfully Pass a Drug Screen**

The college and clinical site reserves the right to test students at any time that they suspect may be using any mind-altering substances. Positive drug test will result in immediate dismissal from the courses.

- Ability to conduct themselves in a **professional manner**
- **Passed written mid-term and written final examination with 80% or greater**
- **Passing of all required lab skills**
- All tuition, supplies, and fees must be paid in full or to the agreed upon amount
- Students may be placed in a clinical setting that is up to 50 miles from the college
- Students are responsible for providing their own transportation to and from the clinical site
- Students are responsible for skills list which documents all skills they have observed or participated in. A clinical instructor signature is required on all skills checked off
- In the event the student is dismissed from the clinical setting due to derogatory behavior, unprofessional behavior, insubordination, and/or violation of attendance policy the College will not be responsible for obtaining a new site and the student will be dismissed immediately from the courses.

### **Standards of Conduct in the clinical setting**

Students are expected to adhere to and follow the AZBN standard of conduct for Certified Nursing Assistants while in the clinical setting. Violations may result in the student being dismissed from the courses and reported to the AZBN.

#### **R4-19-814. Standards of Conduct for Certified Nursing Assistants**

For purposes of A.R.S. § 32-1601 (22) (d), a practice or conduct that is or might be harmful or dangerous to the health of a patient or the public and constitutes a basis for disciplinary action on a certificate includes the following:

1. Failing to maintain professional boundaries or engaging in a dual relationship with a patient, resident, or any member of the patient's or resident's family;
2. Engaging in sexual conduct with a patient, resident, or any member of the patient's or resident's family who does not have a preexisting relationship with the nursing assistant, or any conduct in the workplace that a reasonable person would interpret as sexual;
3. Leaving an assignment or abandoning a patient or resident who requires care without properly notifying the immediate supervisor;
4. Failing to accurately document care and treatment provided to a patient or resident;
5. Falsifying or making a materially incorrect entry in a health care record;
6. Failing to follow an employer's policies and procedures, designed to safeguard the patient or resident;
7. Failing to take action to protect a patient or resident whose safety or welfare is at risk from potential or actual incompetent health care practice, or to report the practice to the immediate supervisor or a facility admin.
8. Failing to report signs, symptoms, and changes in patient or resident conditions to the immediate supervisor in an ongoing and timely manner;
9. Violating the rights or dignity of a patient or resident;
10. Violating a patient or resident's right of privacy by disclosing confidential information or knowledge concerning the patient or resident, unless disclosure is otherwise required by law;
11. Neglecting or abusing a patient or resident physically, verbally, emotionally, or financially;
12. Soliciting, or borrowing, property or money from a patient or resident, or any member of the patient's or resident's family;
13. Removing, without authorization, any money, property, or personal possessions, or requesting payment for services not performed from a patient, resident, employer, co-worker, or member of the public.
14. Repeated use or being under the influence of alcohol, medication, or any other substance to the extent that judgment may be impaired, and practice detrimentally affected or while on duty in any work setting;
15. Accepting patient or resident care tasks that the nursing assistant lacks the education or competence to perform;
16. Removing, without authorization, narcotics, drugs, supplies, equipment, or medical records from any work setting;
17. Obtaining, possessing, using, or selling any narcotic, controlled substance, or illegal drug in violation of any employer policy or any federal or state law;
18. Permitting or assisting another person to use the nursing assistant's certificate or identity for any purpose;
19. Making untruthful or misleading statements in advertisements of the individual's practice as a certified nursing assistant;
20. Offering or providing certified nursing assistant services for compensation without a designated



- registered nurse supervisor;
21. Threatening, harassing, or exploiting an individual;
  22. Using violent or abusive behavior in any work setting;
  23. Failing to cooperate with the Board during an investigation by:
    - a. Not furnishing in writing a complete explanation of a matter reported under A.R.S. § 32-1664;
    - b. Not responding to a subpoena issued by the Board;
    - c. Not completing and returning a Board-issued questionnaire within 30 days; or
    - d. Not informing the Board of a change of address or phone number within 10 days of each change;
  24. Engaging in fraud or deceit regarding the certification exam or an initial or renewal application for certification;
  25. Making a written false or inaccurate statement to the Board or the Board's designee during the course of an investigation;
  26. Making a false or misleading statement on a nursing assistant or health care related employment or credential application concerning previous employment, employment experience, education, or credentials
  27. If an applicant or certified nursing assistant is charged with a felony or a misdemeanor, involving conduct that may affect patient safety, failing to notify the Board, in writing, within 10 days of being charged under A.R.S. § 32-3208. The applicant or certified nursing assistant shall include the following in the notification:
    - a. Name, current address, telephone number, Social Security number, and license number, if applicable;
    - b. Date of the charge; and
    - c. Nature of the offense;
  28. Failing to notify the Board, in writing, of a conviction for a felony or an undesignated offense within 10 days of the conviction the nursing assistant or applicant shall include the following in the notification:
    - a. Name, current address, telephone number, Social Security number, and license number, if applicable;
    - b. Date of the conviction
    - c. Nature of the offense; and
  29. Practicing in any other manner that gives the Board reasonable cause to believe that the health of a patient, resident, or the public may be harmed.

#### **Clinical Times:**

Clinical time is scheduled Monday – Thursday from 6:00 am – 4:00 pm; hours are subject to change.

#### **Campus Crime Report**

All students and perspective students shall be entitled to a copy of the campus crime report.

#### **Communication**

**Cell phones must be silenced while class is in session.** During all testing sessions students will be required to turn their cell phones off. Students are required to speak **English** during class and lab hours so that all students can participate in the conversation as EVMC believes in group learning.

#### **Conduct**

Respect/Professionalism is an essential part of training at EVMC. Derogatory conduct is not tolerated in class or in the clinical setting. Unacceptable conduct shall be defined as any disruptive behavior or any act of insubordination or intimidation. Examples of this may include but are not limited to the following: Physical or verbal abuse of any person, bringing weapons onto school property or the clinical setting, theft or damages to the property of the College or the clinical setting, sexual harassment, forgery or alteration of documents, misuse of College documents, records or educational materials. The creation of a hostile environment in the classroom or the clinical setting is deemed derogatory conduct and is grounds for dismissal.

Learning the role of the professional and the required skills are the students' primary responsibilities. Students violating the requirements stated in this catalog may be placed on probation or depending on the nature of their behavior may be dismissed from the course/ courses.

Food and beverages are not allowed in lab. Smoking is not allowed within EVMC building or within 100 feet of the entrance.

#### **Confidentiality**

Information learned about patients, staff or other students in the College or in the clinical setting are considered confidential. Only information that is legitimately shared with a patient's Healthcare Team and Instructor or legal authorities can be released.

#### **Clock Hours Definition**

A clock hour is defined as a 60-minute span of time, with no less than 50 minutes of actual class instruction. Students will be given breaks which represent sound educational practices. No more than 1.0 clock hour can be assigned to any discrete 60-minute period.

Total Clock Hours: All hours of instruction representing the length of the full courses which include lecture, laboratory, and clinical.

#### **Disabilities/Affirmative Action & Non-harassment Policy**

The College provides facilities and services for special need students. These services include; Handicap student parking, and wheelchair accessibility to classrooms, laboratory, and restrooms. It is the policy of East Valley Medical College that discrimination based on the grounds of race, color, religion, sex, national origin, marital status, age, and disability or family relationships will not exist in any area, activity or operation of the College as required by the Civil Rights Act of 1964; Title IX of the Educational Amendment of 1972; section 504 of the Rehabilitation Act of 1973; section 402 of the Vietnam Era Veterans Readjustment Assistant Act of 1974; The Age Discrimination Act; The American with Disability Act of 1990; and Arizona Civil Rights Law and their implementing regulations.

### Dress Code

Students are required to wear school-issued uniforms upon receipt. Classroom, laboratory and clinical attire shall be defined as a school issued scrub top, black scrub pants and white closed toed shoes. Students who do not follow dress code will be given one warning. Upon second violation they will be asked to leave and counted absent for the day. The following is a list of guidelines to help you determine what is acceptable:

- Perfume of any kind will not be allowed
- Natural nails shall not extend more than one half inch past the end of the finger
- Nail polish and false nails are not allowed
- Allowable jewelry shall consist of one ring per hand, two sets of post earrings in the earlobes only
- Hair that is longer than shoulder length shall be pulled back. Hair must be a natural color and professional
- No hats, caps or head covering shall be worn in the school or during clinical
- Tattoos must be covered
- Uniforms will be clean and pressed
- Uniform pants may not fall below shoes
- Maintain professional hygiene

### Drug Screening Procedure

Students should be aware that may be required to undergo random drug testing before participating in the clinical setting, depending on the clinical sites requirements as well as if the college suspects drug use. If a student tests positive, continuation in the courses will not be possible. Students with chronic or recurring performance limitations (physical or mental) that restrict the students' ability to meet the courses requirements, including the consistent deliver of safe nursing care, may be asked to provide a statement from a qualified healthcare provider addressing the applicant's/students' ability to perform procedures and make decision required of a C.N.A. Any performance limitations that cannot be accommodated while maintain standards of competent and safe nursing care will interfere with admission to and progression in the C.N.A. course.

Failure to provide information requested to carry out the above policies may result in an applicant's being denied admission to or a student's dismissal from the course.

Testing required by the nursing assistant course to corroborate or refute a suspicion of substance use will be arranged for and paid for by the college. Payment for any subsequent testing will be the responsibility of the student. The test results will be reported directly to the Director of Education. A student who disputes a positive test may have the test sent out to the lab for further testing; sending the specimen out to the lab will be at the student's cost of \$75.00 payable at the time of the request.

Refusal to provide specimens of body fluids for testing or failure to provide the necessary consent to implement this policy will be interpreted as an implied admission of substance use and grounds for dismissal.

Before a final decision is rendered concerning an applicant admission to the C.N.A. course or the dismissal of a student from the course, the person shall be notified of the reasons for that decision and he/she will be given an opportunity to respond. The appeal process for decisions made under this statement shall be put in writing and submitted to the Director of Education.

In the event a student is identified as having a substance abuse problem the college will provide a list of public agencies that are available to assist the student. 1) Alcohol Drug Rehab Mesa (480) 347-9436 1225 W Main St # 402 Mesa, AZ 85202: See student information board for a full list.

### Grading System

Each course will provide the student with specific grading criteria listed on the student syllabi. Grading criteria may differ slightly, but all are based on quizzes, homework, laboratory tests and procedures, skills check off list and a final examination. Accumulation of the scores shall be assigned a final grade:

95-100	A
86- 94	B
80- 85	C
79- Below:	Failing

### Graduation Requirements

- Students must successfully complete all the course work, laboratory assignments, and skills assessment with an accumulative **grade of 80% or greater.**
- Students are required to score a minimum of **80% on the final examination and the skills final** to successfully pass.
- Students must be in compliance with the Attendance Policy.
- Students must have a **satisfactory performance report from their clinical site and have completed all hours**
- Possess a current CPR card.
- Satisfied with all monetary obligations to the College

Transcripts and certificates will not be released until all books and school supplies have been returned. Arizona requires a State Licensing examination of Nursing Assistants to practice in the state of Arizona. Upon successful completion of the course the college will submit the graduate's name along with the testing fee to DHS Headmasters. DHS will coordinate with the student a test time and location. Graduates will be issued a Certificate of Completion and an official transcript at no cost within 5 business days from the date of graduation.

### **Health/Accident Insurance**

Students understand that East Valley Medical College does not require that the student carries medical insurance on themselves. Furthermore, the student understands the College is not responsible to provide students with medical insurance at any time during the courses, including clinical. However, if the student is interested in purchasing student medical insurance that would cover them if they were injured while at school or during clinical, the College will provide them with an agent who can assist them in obtaining coverage. If a student does not have health insurance and does not wish to purchase a student health insurance policy the student will be completing the laboratory/clinical portion of the courses at their own risk. In the event the student is injured while in class or on clinical the student will not hold EVMC or the facility responsible for any medical bills incurred as a result of their injuries or illness.

### **Holidays**

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone or email. Classes are not held on the following holidays:

New Year's Eve	New Year's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving	Christmas Eve	Christmas Day

### **Leave of Absence (LOA)**

Due to the short term of the C.N.A. course, leave of absences are not granted. Students who need to withdraw for personal issues may do so and reapply to the course at a later date.

### **Repeat Course**

Any student dismissed for attendance related reasons, consecutive absences, failure to maintain the 100% accumulative attendance, more than 3 tardies or more than 3 early departures, or failure to meet the terms of attendance probation, may restart classes in the next enrollment period with the written authorization from the Director of Education at full cost. In the event the student is dismissed from the clinical setting due to derogatory behavior, unprofessional behavior, insubordination, and/or violation of the attendance policy, the College will not be responsible for obtaining a new site and the student will be dismissed from the course.

### **Refund and Cancellation Policy**

Any courses cancelled by EVMC or any applicant denied entrance by the school is entitled to a refund of all monies paid.

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within 3 days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

**Other Cancellations:** An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, are entitled to a refund of all monies paid minus the registration fee.

### **Refund after the commencement of classes:**

1. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of Education. The notice should indicate the expected last date of attendance and be signed and dated by the student.
2. A student will be determined to be withdrawn from the institution if the student has not attended class for 3 consecutive days (excluding Saturday, Sunday, state and federal holidays) without contacting the school.
3. All refunds will be issued within 30 days of the determination of the withdrawal date.
4. After the first week and through fifty percent of the period of financial obligation there will be an administrative fee of \$100 associated with withdrawn or terminated students due to EVMC.

### **Tuition Charges/Refunds:**

1. Before beginning of classes, the student is entitled to a refund of 100% of the tuition less the registration fee.
2. After the commencement of classes, the tuition refund, less the registration fee amount shall be determined as follows:

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the course/courses. Refunds will be issued within 30 days of the date of student notification, or the date determined by the school based on violation of the attendance policy or violation of the SAP policy.

In determining the amount owed to the student, the college will calculate the refund using both the State formula and ACCET's formula. The college will then proceed to use the formula that is more beneficial and generous to the student. The state formula is more generous to the student.

**State Refund Policy**

<b>% of hours completed</b>	<b>Tuition Refund</b>
10% or less	90% tuition refund
More than 10% and less than or equal to 20%	80% tuition refund
More than 20% and less than or equal to 30%	70% tuition refund
More than 30% and less than or equal to 40%	60% tuition refund
More than 40% and less than or equal to 50%	50% tuition refund
More than 50%	No tuition refund

**ACCET - Refund Policy**

<b>Weeks completed</b>	<b>Tuition Refund</b>
Week 2	90%
Week 3	80%
Week 4	70%
Week 5	60%
Week 6	50%
Week 7	0%

The calculation will be based on the number of weeks in the course and or program.

**Remedial Coursework**

The College does not offer noncredit remedial class work.

**Scope of Practice**

Students who are trained to do invasive procedures on patients will follow their scope of practice. Under no circumstances are students permitted to perform skills not listed in their scope of practice. If a student does perform outside of his/her scope of practice they do so with the understanding that EVMC will not assume liability or responsibility for the event. This includes legal, moral or ethical responsibility. Student malpractice insurance policy is valid only when the student is performing within their scope of practice, during scheduled clinical hours.

**Student Records**

The College adheres to and follows, Family Educational Rights and Privacy Act (FERPA) protects the confidentiality of personal identifiable information kept in student education records while giving students and parents the right to review the student's records (20 U.S.C. § 1232g). All student academic and financial records are maintained and filed in a secure and safe manner in perpetuity. Students are allowed to view their records, but the records must not leave the school. All student records are located in the business office. If a student would like to view their records, they are to submit a written request to the Director of Education. EVMC has 45 days to fulfil this request. Students that are allowed to view their records must not leave the school and must remain supervised at all times. Should the institution cease operation, whether voluntarily or involuntarily, all educational records or legible true copies shall be filed with the Arizona State Board of Private Postsecondary Education within 15 days of ceasing educational operation.

The office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-5901

### **Student Record Retention:**

East Valley Medical College maintains electronic academic transcripts and certifications for all courses completed and/or attempted permanently. Other student records including enrollment agreements, admissions documents, financial records and attendance records are maintained for three years from the last day of attendance and indefinitely electronically.

### **Student Grievance Policy**

Students aggrieved by action(s) of the school should attempt to resolve the problem on the level that it occurred. If possible, the first level would be to meet with the Instructor or staff member involved. In the event that the parties involved are not able to resolve the issue the student shall submit a letter of complaint to the Director of Education within 7 (excluding Saturday, Sunday, state and federal holidays) days of the aggrieved event.

The letter of complaint must contain the following:

1. A detailed description of the problem
2. The date(s) the problem(s) occurred
3. The full names(s) and title(s) of the individual(s) involved in the problem(s) including both College staff and or other students who were involved
4. The date and time the student met with the instructor in an attempt to resolve the issue along with the outcome of the meeting

Upon receipt of the letter of complaint, the Director of Education will respond within 7 working days (excluding Saturday, Sunday, state and federal holidays) by conducting a meeting with the aggrieved, which will be documented. In the event the complaint is passed to the Grievance committee a thorough investigation will be conducted and a written statement will be given addressing the issues of complaint within 30 days with a resolution to the outlined issues. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board of Nursing. The student must contact the State Board for further details.

### **NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE**

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency. In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps: 1. Complaints should be submitted in writing and mailed or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing. 2. The letter of complaint must contain the following: a) Name and location of the ACCET institution; b) A detailed description of the alleged problem(s); c) The approximate date(s) that the problem(s) occurred; d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students; e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET; f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and g) The status of the complainant with the institution (e.g. current student, former student, etc.). 3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution). 4. SEND TO: ACCET CHAIR, COMPLAINT REVIEW COMMITTEE 1722 N Street, NW Washington, DC 20036 Telephone: (202) 955-1113 Fax: (202) 955-1118 or (202) 955-5306 Email: [complaints@accet.org](mailto:complaints@accet.org) Website: [www.accet.org](http://www.accet.org) Note: Complainants will receive an acknowledgement of receipt within 15 days.

### **Substance Use and Abuse**

Substances shall be defined as any substance that affects your thoughts, performance, or behavior in such a way as to alter your judgment or performance and/or is considered to be dangerous to you and or others. In the event there is a reason to suspect use of mind altering substance(s) students may be randomly drug tested. If the student is asked to submit to a drug urinalysis, the student will be given 4 hours to provide the urine sample; the student will not be allowed to leave the building before providing a witnessed sample. Students who are unable or unwilling to provide a sample within four hours and do not have a medical reason will be in violation of the substance use and abuse policy and will be dismissed from the courses.

Students who test positive for such substances and who cannot provide a legitimate prescription and physician's letter will NOT be allowed to participate in any lab projects or clinical time. In order for students to be allowed to participate in the lab and or clinical the student will be required to successfully pass a blood or urine drug screen or provide documentation from their physician stating that while taking the medication the student's thought, judgment and skills are not altered in any way. In the event, it will be up to the

discretion of the clinical site as to whether they will accept the student or not. EVMC cannot guarantee a clinical site for students who cannot successfully pass a drug test.

Students who disagree with the results of the blood or urine test may request the sample be sent to the laboratory for further verification of the presence of mind altering substances. Students will be required to pay a processing fee at the time the sample is sent out. Students may not participate in clinical while under the influence of such substances (including prescription medication). If the student is under the influence of substances the student shall contact the site and the school before their start time and advise them they will be absent that day. Messages left on voicemail will NOT be accepted.

In order for the student to be admitted back into the clinical site the student will be required to successfully pass a blood or urine drug screen or provide documentation from their physician stating that while taking the medication the student's thought, judgment and skills are not altered in any way.

Students who are suspected of being under the influence of such drugs shall be asked to leave the clinical site and shall be required to go immediately to the College and submit to either a blood or urine drug screen. Students who test positive for any such drugs will be dismissed from class unless they can provide a legitimate prescription and physician's letter. Students who are suspected of, or caught distributing illicit substances on campus or at the clinical site will be reported to the police department for prosecution and will be automatically discharged from the College.

### **Drug Free Environment**

East Valley Medical College adheres to a strict Drug Free Environment. In the event a student is identified as having a substance abuse problem the College will provide a list of public agencies that are available to assist the student. 1) Alcohol Drug Rehab Mesa 480-347-9436 1225 W Main St # 402 Mesa, AZ 85202 See the Student Information Board for a full listing.

### **Termination by the School**

At its sole discretion, the College reserves the right to terminate any student who fails to maintain satisfactory academic progress; fails to adhere to the attendance policy stated in this catalog; fails to make financial payments as agreed upon; destroys or damages any property of the College or clinical site; engages in unlawful or improper conduct or behavior contrary to the best interest of the College and clinical site; fails mandatory drug tests; brings weapons onto school property or the clinical setting or demonstrate behavior disruptive to the classroom or clinical site. The Director of Education, after consultation with all parties involved, will make the final decision. The student will be notified of termination both in person and certified mail.

### **Termination Appeals and Reentry Policy**

If a student feels that he or she has been discharged unjustly, the student shall have seven days (excluding Saturday, Sunday, and state and federal holidays) to submit a written appeal to the Director of Education either in person or certified mail. If an appeal is not submitted the termination shall be considered final. Decisions of the Director of Education shall be considered final.

### **Testing**

Students who do not achieve the mandatory 80% on skills check off list may request to repeat the skills check off **skill one time**. In the event the student does not achieve the necessary 80% on the skills check off list the student will be dismissed from the courses for violation of the SAP policy. **Final examination and Final skills check off list may not be repeated.**

### **Test – Disabilities and or Special Needs**

Students with a disability and/or special needs are required to notify the Instructor before the test date and will be required to provide medical documentation of educational and/or special needs. EVMC will make reasonable arrangements to accommodate the student.

### **Transfer Credits**

As per Arizona State Board of Nursing East Valley Medical College's advanced placement is limited to students with at least one full year full-time employment in the direct provision of health care within the past five years or students who have successfully completed course work that included direct patient care experiences in allied health, medicine or nursing in the past five years. The courses, at a minimum shall require an advanced placement student to meet the same outcomes as regular students on all examinations and skill performance demonstrations. The advanced placement student shall be required to successfully accomplish all clinical objectives during a minimum of 16 hours of clinical practice under the direct supervision and observation of a qualified instructor in a long-term care facility. Upon successful completion of advance placement and any other courses requirements, the courses shall credit the graduate with same number of didactic, laboratory and clinical hours as the regular graduate.

### **Tuition Cost**

The registration fee payment of \$200.00 will be due with the signing of the enrollment agreement. Payment plans may be arranged upon request. Tuition must be paid in full by the end of the course/courses, unless other arrangements have been made and agreed upon in advance. Students who have a balance with the College will not receive their certificate of completion or transcript until all monies are paid in full or until all financial agreements have been met in full.

### **Payment Plan Option:**

Students may request to pay their educational expense in instalment payments. Deferred payment plans are interest free. All students who set up a payment plan will be required to provide an approved co-signer.

On all deferment request plans tuition cost will be divided into equal installments.

**The registration fee of \$200.00 is due upon enrollment.**

### **Optional Payment Plans**

- Divide the tuition into 3 or 6 equal, monthly, interest free payments
- Apply for tuition assistance with Mountain America Credit Union [www.macu.com](http://www.macu.com) or (801) 325-6199

Payments may be made with cash, check, money order and debit card or credit card. A \$50.00 fee will be charged for all NSF checks.

**A \$50.00 late fee will be charged for any payment that is 5 or more business days late** (excluding Saturday, Sunday and state and federal holidays). In the event a payment is 5 or more business days late the student will be discharged from the courses for violation of the deferment payment agreement. The tuition refund policy will be applied to all discharged students. Payments 45 days late or greater will be turned over for legal action and or collections. The student will be responsible to pay any legal fees accrued.

All private paying students are required to complete a promissory note and provide a valid co-signer(s) and have both documents notarized prior to starting class. If the student is unable, they can either pay off their balance in full prior to class beginning or they will be discharged from the program.

### **Withdrawal – Student**

A student may withdraw from the course at any time. The College requires the student to submit a written statement of their wish to withdraw from the course. Upon receipt of the request the student will be withdrawn from the roster and an “I” incomplete will be recorded on the students’ transcript.

## **STUDENT SERVICES**

### **Certificate of Completion and Transcript**

Upon successful completion of his or her course/courses requirements, the student will be awarded a Certificate of Completion and official Transcript. Students certificate and transcript may be picked up seven (7) days (excluding Saturday, Sunday, state and federal holidays) after completion of the course. It is the Colleges policy not to mail or release certificates to anyone but the student.

### **Employment Placement Assistance**

East Valley Medical College offers employment placement assistance to all graduate students. We are dedicated to assisting each student in seeking and securing employment. EVMC does not guarantee employment for students, but does provide the following to assist in their search for employment: Current job board, screening for prospective employers, resume creation and review, interview prep, posting of community workshops offered in the job search field and advising the graduates of new job postings. Graduates from East Valley Medical College should be aware that each employer has the right to set the required qualifications for their job openings. Many employers in Arizona require the following in order to be considered for employment:

- Proof of current immunizations
- Level one fingerprint clearance card
- Ability to pass a state and or federal background check
- Ability to pass a drug screen
- Ability to communicate in English, both written and orally
- National certification at the time of hire or ability to obtain within 6 months of hire

### **Tuition Scholarships**

The College works with several funding agencies and can provide information and assistance to interested students. It is the student’s responsibility to deal directly with the funding agency to determine if they meet their eligibility requirements for grants and scholarships.

### **WIOA: (State Grant)**

EVMC is partner with the Maricopa Workforce Investment Act (WIOA); a State agency that provide educational grants to students who qualify and successfully complete the WIOA process. Students must successfully complete the grant process prior to the program starting. The WIOA will not reimburse students once the program has started.

EVMC can provide WIOA information to the student; however, has no control over the student receiving funds. It is the student’s responsibility to pursue funding and complete the process. Qualification standards and other information can be found at <https://www.azjobconnection.gov> or by calling 602-372-9700.

### **VRD:**

EVMC is also partnered with Arizona State Vocational Rehabilitation. Students can contact VRD at (602) 771-2870 or visit their website at <https://des.az.gov/services/employment/rehabilitation-services/vocational-rehabilitation->

### **Tutoring**

Tutoring is defined as a time of clarification. Students will be required to submit their questions requiring clarification to the Instructor no

less than 24 hours before the scheduled tutoring time. Instructors will post their schedule for tutoring times outside of their office.

### **Professional Preparation**

EVMC understands the importance of a professional appearance when it comes to job search. Therefore, EVMC has partnered with several agencies that will provide students will free haircuts and professional interview clothing. For further information and details see Administration.

### **Instructional Aids**

- Reference materials: medical dictionary, medical word books, anatomical posters
- Computer software
- PowerPoint presentations that correspond with textbooks
- DVDs for classroom viewing
  - Anatomy and Physiology
  - Mosby Nursing Assistant Video
    - Infection Control and Safety Measures
    - Bathing and Bed making
    - Body Mechanics and Exercise
    - Elimination Assistance
    - Nutrition and Fluids
    - Personal Hygiene and Grooming
    - Vital Signs
    - Skin and Wound Care
    - Specimen Collection
  - Mosby's Basic and Intermediate Skills
    - Wound and Pressure Ulcer Care
    - Enteral Nutrition
    - Infection Control and Ostomy Care
    - Respiratory Care and Suctioning
    - Specimen Collection Urinary Care Management
- Ostomy care simulator
- Teaching torso and Anatomical models of body organs
- Skeleton and Upper and lower dentures

### **Library**

- Current nursing and anatomy and physiology reference books, nursing assisting books, advanced nursing skills books
- Professional journals of various health professions, including nursing

### **Laboratory Supplies**

- Electric hospital beds
- Patient Care simulator
- Bed linen packages and Blankets
- Reusable bed pads/urinals
- Bathing linens/blankets
- Patient gowns
- Over bed tables and Bedside cabinets
- Hygiene packets
- Nail care packet/Safety razors
- Peri bottles and Wheelchair
- Adjustable folding walker
- Various canes and crutches
- Abductor pillow and Gait belts
- Scales – adult and pediatric
- PPE equipment
- Suction equipment
- JP drainage system and tubing
- Hemovac wound suction
- Antiembolism stockings
- Assorted hot and cold packs
- Various catheters
- Assorted ostomy supplies
- Enema supplies and Specimen hats
- Graduate container
- Incentive spirometer
- Various O2 equipment
- Disposable resuscitator bag with adult mask for demonstration
- Non-sterile dressing supplies
- Sterile dressing supplies and Assorted gloves
- Sphygmomanometer/BP cuffs various sizes
- Electronic thermometer
- Oral and rectal non-mercury thermometers



- Tympanic thermometer
- Handheld pulse oximeter
- 12 lead EKG machine with related supplies
- Various medical instruments
- Glucometer kit, Dermal puncture equipment and Chemstrips
- Various lab testing equipment and kits
- UA collection equipment
- Sterile and non-sterile specimen kits
- Phlebotomy supplies – needles, syringes, vacutainer equipment, tubes, butterfly equipment, prep-equipment
- Centrifuge/Microscope
- Biohazard waste disposal supplies
- I.V poles/Medication cart with demo medications

## ARIZONA STATE BOARD OF NURSING (AzBN)

### CERTIFIED NURSING ASSISTANT

#### EXAM APPLICATION INSTRUCTIONS and REQUIREMENTS FOR CERTIFICATION IN ARIZONA

- Complete test application for Certified Nursing Assistant Examination – Mail to HEADMASTER. Print out application by going to [www.hdmaster.com/testing/cnatesting/arizona/azformpages/azforms/1101AZ.pdf](http://www.hdmaster.com/testing/cnatesting/arizona/azformpages/azforms/1101AZ.pdf) and az forms/1402AZ.pdf.
- Pass the written and manual tests. (This should be done before you send an application to AZBN.)
- Complete the AZBN application for Certified Nursing Assistant certification – Mail to Arizona State Board of Nursing (AZBN).
- Complete a fingerprint card (see fingerprinting below).
- Pay exam fees (optional).
- Fingerprint results – If the results of your fingerprint check show a positive criminal history, an investigation will be started and certification will not be given to you until the investigation is done. This may take 4 to 6 months.
- Include with your application:
  - a. A completed fingerprint card **AND**
  - b. A copy of the “certificate of completion” of a nursing assistant courses that Arizona State Board of Nursing has approved **OR**
- Proof of completing a 120-hour nursing assistant courses approved by another state / territory **OR**
- Proof of completing a 75-hour nursing assistant courses approved by another state / territory **AND**
- Proof of working as a nursing assistant for an additional 45 hours **OR**
- Proof of graduation from an approved RN or LPN courses or holds a valid RN/LPN license or meets educational requirements for RN/LPN licensure in Arizona

**NOTE:** Applicants who have not taken the CNA exam within 2 years of their training and can show proof that they worked as a nursing assistant for 160 hours every 2 years, since they completed a state approved nursing assistant courses, may take the CNA test. Example: An applicant took their initial training in 2007 and never took the exam, needs to show they worked 160 hours between 2007 & 2009, and 160 hours between 2009 & 2011. **This may be validated in a letter signed by the employer.**

**FEES:** Optional fee of \$50 for wallet size, pink-colored paper certificate. If the \$50 is **not included** with your application, the Board will assume you **do not** want a document. Optional fee of \$50 to have your fingerprint card processed before passing your CNA written & manual skills test. You may pay by credit/debit card (must complete attached two pages for credit card authorization) or money order or check. All personal checks **must** be pre-printed with your name and address and made payable to the Arizona State Board of Nursing. Purchase Orders from facilities are not accepted. All fees are non-refundable. A \$50 fee will be charged for checks returned because of insufficient funds.

#### CITIZENSHIP/NATIONALITY/ALIEN STATUS DOCUMENTATION

Federal law, 8 U.S.C. § 1641, and State law, A.R.S. § 1-501, require documentation of citizenship or nationality for certification. If the documentation does not demonstrate that the applicant is a United States citizen, national, or a person described in specific categories, the applicant will not be eligible for certification in Arizona. All applicants must submit documentation regarding their citizenship/nationality/alien status with their application. See attached list A & B for specific documentation required.

**FINGERPRINTING:** According to A.R.S. § 32-1606(B) (16), each applicant for initial licensure or certification is required to submit a full set of fingerprints. If you have not submitted a fingerprint card with your application, one will be mailed to you after we receive your application. It is important for you to use that it can take 3 to 4 weeks to receive fingerprint results. You will not be certified until results are received. A copy of a fingerprint clearance card cannot be substituted for this requirement.

**FELONY CONVICTIONS:** According to A.R.S. § 32-1646(B), The board shall revoke a license of a person or not issue or renew a license 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 or more years prior to the date of filing an application pursuant to this chapter.

**Faculty List**

Jenifer Brumbach, RN	Chief Executive Officer CNA Instructor
Van Brumbach	Chief Financial Officer
Melissa Lee	Director of Education/Instructor
Angela Figueroa	Admissions/Clinical Coordinator
Mark Jaynes, BHS	Allied Health Instructor
Veronica Bussell	Allied Health Instructor/Financial Assistant
Kelly Schiff RN, BNS	CNA Instructor
Barbara Crivellaro DNP, RN	Program Director

**Members of Board of Directors**

Jenifer Brumbach 50% shareholder	President
Van Brumbach 50% shareholder	Treasurer

**Board of Advisers**

Sharon Blair  
VA Hospital

Brenda Harding FNP  
Premier Health

Matthew Maronay LPN  
Plaza Healthcare

Amanda Alburn  
Consultant

East Valley Medical College is registered as an S-Corporation in the State of Arizona.

Within 10-days from the date a licensed institution revises a catalog, or publishes a new catalog, the licensee shall submit a written or electronic copy of the catalog to the State Board.

This institution is licensed by the Arizona State Board for Private Postsecondary Education  
EMC is Nationally Accredited by ACCET

**\*\*A Program/Course calendar for the year can be viewed online at [www.eastvmc.com](http://www.eastvmc.com)**

**EVMC is registered as an S-Corporation in the State of Arizona  
EVMC is licensed by the Arizona State Board of Nursing  
EVMC is Nationally Accredited by ACCET – Accrediting Councilor for Continuing Education and Training**

