

RTCC

Randolph Technical Career Center

*17 Forest Street
Randolph, VT 05060*

Licensed Nursing Assistant

Course Information

Fall 2010

(802) 728-4241

www.randolphtech.org
then select Adult Education

You can also visit www.vtate.org

Learners of all ages are welcome in RTCC's Adult Education courses.

The mission of RTCC is to provide students with a challenging academic and technical education in a supportive, engaging, and respectful environment. Students learn the skills to be responsible, productive citizens who are able to take advantage of educational and career opportunities now and in the future.

Randolph Technical Career Center is committed to providing a respectful learning environment for all. RTCC ensures equal employment and educational opportunities in compliance with federal and state law regardless of race, color, national origin, creed, age, disability, gender, sexual orientation, gender identity, or marital status.



Randolph Technical Career Center
17 Forest Street, Randolph, VT 05060
Phone: (802) 728-9595 Fax: (802) 728-9596

Bill Sugarman, Director
Pat Halpin, Guidance Coordinator
Mike Abadi, Special Education
Ruth Durkee, Adult Education
Abbe Meiling, Cooperative Education

Adult Education Office: (802) 728-4241

To: Potential LNA Course Participants
From: Ruth Durkee
Adult Education Office
Date: May 17, 2010
Re: Fall 2010 LNA Classes at Randolph Technical Career Center

Greetings!

RTCC's Adult Education Program is pleased to announce that we will offer four LNA courses this Fall. Detailed information follows. Please note that our courses tend to fill quickly and we can only take a limited number of students per session. We encourage you to register early to guarantee your place. *Classes fill on a first registered **with \$100 deposit**, first accepted basis.*

The total tuition is \$1,029. Tuition breakdown: \$900 tuition plus the \$129 State License and Exam Fees. All tuition and fees are made payable to RTCC - Adult Education.

To register:

Please complete the attached application and return it to the Adult Education Office with a \$100 deposit. Space is limited and each class will be filled on a first paid, first enrolled basis. **The \$100 deposit reserves your place in the class pending the completion of all the required paperwork.** Once accepted into a session, the \$100 deposit is non-refundable.

Please Note: Once you are registered, a second packet will be mailed to you with information that must be completed and returned to the Adult Education Office along with the \$129 State License and Exam fees. All paperwork and payments must be received by the established due date in order to maintain your place in the scheduled class.

Financial Aid:

VSAC offers non-degree grants, and if you are eligible, VSAC may cover the entire \$900 tuition. You can schedule an appointment with Andrea Gould of VSAC by calling 1-800-642-3177. Andrea will meet with you in Randolph and will help you complete the application form. When you call VSAC, ask for Outreach, and then ask the person who answers the phone to schedule an appointment for you with Andrea Gould in Randolph. **Please plan to schedule an appointment with Andrea as soon as possible. It will take a few weeks for your application to be processed and for you to receive confirmation about any financial award.**

Other Financial Aid Sources: If you are not eligible for a VSAC non-degree grant, you may be eligible for other financial assistance. Please call us so we can talk about other potential funding sources. *Partial scholarships are available to residents of the following towns: Barnard, Bethel, Braintree, Brookfield, Chelsea, Granville, Hancock, Northfield, Pittsfield, Randolph, Rochester, Roxbury, Royalton, Sharon, Stockbridge, Strafford, Tunbridge, Vershire, Washington, Williamstown, or Woodstock.* If you are a resident of one of these towns, please call the Adult Education Office for more information.

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Tuition Discounts:

If you are currently employed by a Vermont health care provider/institution you may be eligible for a 50% tuition discount. Please call for more information.

Tuition Payment Plans:

If you do not qualify for financial aid, payment plans are available. Typically, payments are made weekly or bi-weekly and the full balance of the tuition must be paid prior to the completion of the class. Call 728-4241 for more information.

Cancellations:

Cancellations must be received one week before the scheduled class start date in order for fees (not including the \$100 deposit) to be returned. **If you attend the first class, you will be responsible for the full course tuition.**

If you have any questions about the course or the registration materials, please let us know.

The Adult Education Office can be reached as follows:

By phone: (802) 728-4241

By e-mail: Robin O'Farrell rofarrell@randolphtech.org
Ruth Durkee rdurkee@randolphtech.org

By fax: (802) 728-9596 (Please put *ATTN: Adult Education* on the fax cover page & call us to let us know that you are sending us a fax.)

In Person: Randolph Technical Career Center, Adult Education Office, 17 Forest Street, Randolph, VT

**** Please call ahead to make sure we will be available when you stop by. ****



FALL 2010 LNA COURSE SCHEDULE

Fall 2010 - Session 1: August 17th - October 14th (2010)

Sandy Waldo, RN, Instructor

Classroom/Theory Schedule:

Clinical Schedule and Mock Test():*

Tuesday, August 17	4 - 9 p.m.	Tuesday, September 21	4 - 9 p.m.
Thursday, August 19	4 - 9 p.m.	Thursday, September 23	4 - 9 p.m.
Tuesday, August 24	4 - 9 p.m.	Tuesday, September 28	4 - 9 p.m.
Thursday, August 26	4 - 9 p.m.	Thursday, September 30	4 - 9 p.m.
Tuesday, August 31	4 - 9 p.m.	Tuesday, October 5	4 - 9 p.m.
Thursday, September 2	4 - 9 p.m.	Thursday, October 7	4 - 9 p.m.
Tuesday, September 7	4 - 9 p.m.	Tuesday, October 12	4 - 9 p.m.
Thursday, September 9	4 - 9 p.m.	Thursday, October 14	4 - 9 p.m. * MOCK TEST
Tuesday, September 14	4 - 9 p.m.		
Thursday, September 16 (Tour)	4 - 9 p.m.	<i>Date to be determined</i>	<i>Test</i>

Fall 2010 - Session 2: September 8th - November 6th (2010)

Emily LeVan, RN, Instructor

Classroom/Theory Schedule:

Clinical Schedule and Mock Test():*

Wednesday, September 8	4 - 9 p.m.	Saturday, October 16	8 a.m. - 1 p.m.
Saturday, September 11	8 a.m. - 1 p.m.	Wednesday, October 20	4 - 9 p.m.
Wednesday, September 15	4 - 9 p.m.	Saturday, October 23	8 a.m. - 1 p.m.
Saturday, September 18	8 a.m. - 1 p.m.	Wednesday, October 27	4 - 9 p.m.
Wednesday, September 22	4 - 9 p.m.	Saturday, October 30	8 a.m. - 1 p.m.
Wednesday, September 29	4 - 9 p.m.	Wednesday, November 3	4 - 9 p.m.
Saturday, October 2	8 a.m. - 1 p.m.	Saturday, November 6	8 a.m. - 1 p.m. * MOCK TEST
Wednesday, October 6	4 - 9 p.m.		
Saturday, October 9	8 a.m. - 1 p.m.		
Wednesday, October 13 (Tour)	4 - 9 p.m.	<i>Date to be determined</i>	<i>Test</i>

Fall 2010 - Session 3: October 4th - December 1st (2010)

Missy Carpenter, RN, Instructor

Classroom/Theory Schedule:

Clinical Schedule and Mock Test():*

Monday, October 4	4 - 9 p.m.	Monday, November 8	4 - 9 p.m.
Monday, October 11	4 - 9 p.m.	Wednesday, November 10	4 - 9 p.m.
Wednesday, October 13	4 - 9 p.m.	Monday, November 15	4 - 9 p.m.
Monday, October 18	4 - 9 p.m.	Wednesday, November 17	4 - 9 p.m.
Wednesday, October 20	4 - 9 p.m.	Monday, November 22	4 - 9 p.m.
Monday, October 25	4 - 9 p.m.	Tuesday, November 23	4 - 9 p.m.
Wednesday, October 27	4 - 9 p.m.	Monday, November 29	4 - 9 p.m. - Review
Monday, November 1	4 - 9 p.m.	Wednesday, December 1	4 - 9 p.m. * MOCK TEST
Wednesday, November 3 (Tour)	4 - 9 p.m.	<i>Date to be determined</i>	<i>Test</i>

Fall 2010 - Session 4: November 2, 2010 - January 11, 2011

Sandy Waldo, RN, Instructor

Classroom/Theory Schedule:

Clinical Schedule and Mock Test():*

Tuesday, November 2	4 - 9 p.m.	Thursday, December 9	4 - 9 p.m.
Thursday, November 4	4 - 9 p.m.	Tuesday, December 14	4 - 9 p.m.
Tuesday, November 9	4 - 9 p.m.	Thursday, December 16	4 - 9 p.m.
Thursday, November 11	4 - 9 p.m.	Tuesday, December 21	4 - 9 p.m.
Tuesday, November 16	4 - 9 p.m.	Tuesday, January 4	4 - 9 p.m.
Thursday, November 18	4 - 9 p.m.	Thursday, January 6	4 - 9 p.m.
Tuesday, November 23	4 - 9 p.m.	Tuesday, January 11	4 - 9 p.m.
Tuesday, November 30	4 - 9 p.m.	Thursday, January 13	4 - 9 p.m. * MOCK TEST
Thursday, December 2	4 - 9 p.m.		
Tuesday, December 7 (Tour)	4 - 9 p.m.	<i>Date to be determined</i>	<i>Test</i>

Theory instruction will occur at Randolph Technical Career Center.
Clinical instruction will occur at Gifford Medical Center.

The total tuition is \$1,029. Tuition breakdown: \$900 tuition plus the \$129 State License and Exam Fee.

All tuition and fees are made payable to RTCC - Adult Education.
(Once accepted into a session, the \$100 deposit is non-refundable.)



**Randolph Technical Career Center
Adult Education Programs
LNA Registration Form
(Please Print)**

Name		
Mailing Address		
City	State	Zip Code
Home Phone	Work Phone	
Social Security Number		E-mail Address

Registration for:

- Fall 2010 – Session # 1 August 17 – October 14, 2010
- Fall 2010 – Session # 2 September 8 – November 6, 2010
- Fall 2010 – Session # 3 October 4 – December 1, 2010
- Fall 2010 – Session # 4 November 2, 2010 – January 13, 2011

Full tuition: \$1,029 (\$900.00 plus \$129 State License and Exam Fees - All payable to RTCC- Adult Ed)

Deposit: \$100 (Once accepted into a session, the \$100 deposit is non-refundable.)

- Method of Payment:**
- Check (made payable to RTCC Adult Education)
 - Cash
 - Other (Applicant must contact the Adult Education Office at 728-4241.)

NOTE: The minimum \$100 deposit is required with application or copy of VSAC funding commitment letter, state agency voucher, etc. If you do not provide the deposit or the VSAC award letter/state agency voucher, you will not have a place in the class. Payment plans are available. Please contact Robin O’Farrell in the Adult Education office to set up a payment plan. (802) 728-4241

Mail or deliver to: Randolph Technical Career Center
Adult Education
17 Forest St.
Randolph, VT 05060

Classes will fill on a first paid, first enrolled basis, and class size is limited. Please register early! Cancellations must be received one week before the scheduled class start date in order for fees (not including the deposit) to be returned. **If you attend the first class, you will be responsible for the full course tuition.**

For more information, call RTCC’s Adult Education Office at 728-4241.

RTCC is committed to providing a respectful learning environment for all. RTCC ensures equal employment and educational opportunities in compliance with federal and state law regardless of race, color, national origin, creed, age, disability, gender, sexual orientation, gender identity or marital status.



Randolph Adult Education Program Nursing Assistant Education Program

RTCC offers a program to prepare students for Vermont licensure as a licensed nursing assistant. The course includes theory, skills, and clinical instruction in preparation for the state LNA examination and certification. The course length is a minimum of 80 hours. Additional hours may be required by each course instructor.

Students' Rights and Responsibilities

Students in RTCC's LNA program have the right to:

- Be treated with dignity and respect.
- Have access to appropriate equipment, supplies, and information in order to complete a class.
- Ask questions and express opinions.
- Train in an environment conducive to learning.
- Receive reasonable breaks from the classroom.
- Express concerns or grievances in a private manner to the course instructor and/or the Assistant Director for Adult Education.
- Complete a written evaluation of the course instructor upon completion of the course.
- Choose to have exams and quizzes read to them if reading tests poses a challenge to successful course completion.
- Be free from discrimination based on race, color, national origin, creed, age, disability, gender, sexual orientation, gender identity or marital status.

In return, students are responsible for:

- Attending each scheduled day of training in order to be adequately prepared and to be eligible for testing for licensure as a nursing assistant.
- In case of extreme illness or emergency, calling the instructor to let the instructor know of any class absence or tardiness and successfully completing all make-up assignments. Generally, RTCC's LNA program adheres to a strict "no absence" policy. However, in extreme circumstances and contingent upon approval by the course instructor and/or Assistant Director for Adult Education students will be allowed to make up missed class time.
- Completing all course reading and homework assignments.
- Achieving an 80% or higher average on practice tests and performing clinical skills that meet or exceed the minimum standards.
- Respecting patients' rights at all times.
- Communicating professionally and appropriately with all RTCC Adult Education staff, instructors, Menig Unit employees and residents, and fellow students.
- Adhering to the policies of each training site, i.e. there is no smoking anywhere on RTCC's school grounds, including smoking while in a vehicle.
- Paying the full course tuition and the state testing and license fees in a timely manner as invoiced by RTCC Adult Education and/or arranging for payment by an outside agency (i.e. Gifford Auxiliary scholarship, Vermont Department of Labor, Reach Up, Vocational Rehabilitation, etc.)
- Dressing in work-appropriate clothing in the clinical area and meeting the clinical setting's requirements. Specifically, this includes:
 - Wearing clean neat scrubs
 - Wearing a watch with a second hand
 - Wearing clean comfortable shoes
 - Keeping fingernails clean and short
 - Keeping hair off the collar and away from the face
 - Wearing only modest make-up
 - Jewelry is limited to a ring on each hand
 - Jewelry is not worn in pierced eyebrows, nose, cheeks, lips, tongue, or other visible areas
 - Tattoos and body piercings (other than pierced ears) must not be visible or must be adequately covered
 - No gum chewing
 - Wearing name tags identifying students at all times in the clinical setting.



RANDOLPH ADULT EDUCATION PROGRAM Nursing Assistant Education Program

Nursing Assistant Education Program Policies

The purpose of the Nursing Assistant Education Program is to train people interested in attaining work as nursing assistants. Any person who wishes to enter the health field as a nursing assistant needs the skills and knowledge required to pass the state-licensing exam.

The Nursing Assistant Education Program will not discriminate in admission and the provision of instruction on the basis of race, color, national origin, creed, age, disability, gender, sexual orientation, gender identity or marital status.

Enrollment is on a first paid, first enrolled basis. Class size is limited.

The \$900 tuition plus the \$129 for required fees are the responsibility of the student unless other arrangements are made with one or more appropriate funding sources (i.e. VSAC, Gifford Auxiliary scholarship program, Vermont Department of Labor, Reach Up, Vocational Rehabilitation, etc.) ***Tuition and fees must be paid in full by the established due date (which will be prior to the last class) in order for the student to be eligible for state testing.***

Applicants are required to complete all required paperwork, pay the \$129 State License and Exam Fees and read an assigned portion of their textbook prior to the first class. Specifically, applicants must complete and return by the dates given:

- 1) A Vermont Board of Nursing Application with a current 2" x 2" photograph taken within the last 6 months.
- 2) Written proof of Hepatitis B vaccination or a signed waiver form to confirm awareness and understand the risks involved.
- 3) TB test results (test must be administered and read within one month of the class start date.)

Satisfactory completion of this course enables the student to take the State of Vermont Licensure Examination. In order to pass the course and be approved to take the state examinations, the student may not miss any of the course sessions. In case of emergency, some make-up work may be allowed. However, make-up work may not always be possible. Punctuality and attendance are mandatory.

The program includes classroom and laboratory experience and clinical experience. It is expected that the students wish to gain this knowledge, and therefore that they will do all work assigned. Students are required to achieve a minimum pass rate of 80% on practice exams and perform clinical skills at or above the minimum standards in order to complete the class and take the state examination.

A student can be dismissed from the program for unexcused absenteeism. A student can also be dismissed from the program for unprofessional conduct, failure to master required skills, failure to maintain a passing grade in coursework, failure to maintain patient confidentiality or failure to submit payments by due dates established by the Adult Education office. The student has the right to meet with the course instructor and/or the Assistant Director for Adult Education to review concerns leading to dismissal.

If a student has a concern about the course instructor, the student should schedule a meeting with the Assistant Director for Adult Education to discuss the concern(s).

Additional Programs Available at RTCC

Customized Training for Employers

From short workshops to longer courses, RTCC may be able to provide training for your employees. Small groups are fine ~ all we need is 4 or more people. Call us to discuss your company's custom training needs.

For employers in the Manufacturing, Health Care, IT, Environmental and Telecommunications fields, matching tuition funds may be available, thanks to RTCC's collaboration with the Vermont Training Program at the Vermont Department of Economic Development. Contact the Adult Education Office to discuss your custom training needs and the matching tuition assistance that may be available.

DAYTIME PROGRAMS at RTCC

RTCC welcomes adult students in our daytime technical training programs. Our technical program offerings are of the highest quality and afford adults the opportunity to gain valuable skills. RTCC welcomes adult students in our daytime technical training programs when space is available and upon successful completion of the daytime program application process. Adults are accepted into technical programs as follows:

- *An **adult without a high school diploma** is considered a secondary student and may attend a daytime program **at no cost**. You do not have to enroll in high school in order to attend a daytime technical center program.*
- *An **adult with a GED** is also eligible to attend a daytime program **at no cost**.*
- *An **adult with a high school diploma** is welcome to attend on a space-available basis. Tuition is charged, and financial aid may be available through VSAC.*

RTCC's instructors are veteran professionals, well-qualified to teach in their particular program and field. They enjoy having adult students in their classes and welcome the opportunity to be of assistance to them.

RTCC's daytime programs include: Auto Technology, Building Trades, Business Management, Culinary Arts, Diesel Technology, Environmental Resource Management, Graphic Arts, Health Careers, Human Services & Education, Media & Communications, Power & Sustainable Technology, and Public Safety & Criminal Justice.

Contact the Adult Education Office for more information and to schedule a visit.

Finish your high school diploma at RTCC

In collaboration with Central Vermont Adult Basic Education, RTCC offers those who have left high school a chance to return and earn a high school diploma. Classes meet from 3:30 - 6:00 p.m. Contact the Adult Education Office for more information.

Adult Technical Education

Open to all, adult technical education offerings provide a wide range of affordable continuing education opportunities. A full schedule of evening classes and workshops are offered throughout the fall, winter, and spring. Whether you are looking to improve your computer skills, to hone your furniture building skills, or to learn to draw, cook, paint, knit, speak a foreign language, or do a craft project, our adult technical education offerings are for you.



Our next round of
Adult Technical Education
courses will begin in October 2010.

