

Ben Barber Innovation Academy

Mansfield Independent School District

Health Science Practicum in Certified Nurse Assisting

Course Description: This course prepares the student to provide direct care to patients under the supervision of a Registered Nurse or other member of the nursing staff. Classroom and Clinical Instruction will prepare the student to handle a wide range of tasks related to clinical care.

Credits: Students will earn one credit.

Course Objectives:

Student Expectations:

1. Provide basic care to residents of long-term care facilities
2. Communicate and interact effectively with residents and their families based on sensitivity to the psychosocial needs of residents.
3. Assist residents in attaining and maintaining maximum functional independence.
4. Protect, support and promote the rights of residents.
5. Provide safety and preventive measures in the care of residents.
6. Demonstrate skill in observing, reporting and documentation.
7. Function effectively as a member of the health care team.

Contact Information: **Instructor: Larry Bailey RN, BA, BSN**

Room A-211

Email: Parent Communication: larrybailey@misdmail.org

Students Communication: larrybailey@misdmail.org, Via Remind

Phone: Campus: 682-314-1600 / Room 682-314-1606

Fax: Office 817-453-6840

Tutorials: *by appointment* 3:00-4:00 p.m. Monday, Tuesday, Wednesday, Thursday

Parent Meeting: by appointment 10:00-11:00 a.m. or 2:30-3:30 p.m.

Common Planning and Conference times: 10:00-11:00 a.m., 2:30-3:00 p.m.

Text, Readings, Materials:

Apps and Websites used in class: *all information to be set up in class*

Remind Notification for class (*Class codes to be provided in classes*)

Canvas

Socrative, Kahoot

Google Drive (share a folder with larrybailey@misdmail.net)

Textbook: Hartman's Nurse Assistant Care (2nd Ed.)

Hartman's Nurse Assistant Care Workbook (2nd Ed.)

State of Texas Nurse Aide Candidate Handbook (July 2018)

Certification and General Course Requirements: See Appendix A

Course Related Fees: (*Total fees for the course are **\$25.00***). See Appendix A

Parent Information Meeting:

It is mandatory that a parent/guardian or designated adult attend this meeting, to sign forms and ensure all required information is provided. The date will be provided within the first week of classes.

Career Tech Student Organization: We have discontinued our participation in HOSA (Future Health Care Professionals) and we now participate in Skills USA. Our student organization is Future Medical Professional.

Course Calendar/Schedule: See *Appendix B* for Calendar

Semester week	Units of Study	Assignments
Week 1 January 8-10	Module 1: Beginning of Semester	Module 1 in Canvas
Week 2 January 13-17	Module 2: Units 1-8 of State Curriculum; Background checks. Creation of PearsonVue account Skills lab	Module 2 in Canvas PBL #1
Week 3-4 January 21-31	Modules 3-7 Skills lab	Modules 3-7 in Canvas
Week 5-7 February 3-21	Completion of Pre-Clinical Requirements.	Care2Learn; Feeding Skill Check; Pre-clinical Benchmarking
Week 8-15 February 24- April 17	Clinical Rotations	Daily SOAP charting: Nursing Processes (2).
Week 16 April 20-May 5	Preparation for NNAAP	Review and practice
TBA May 6-15	Tentative NNAAP exam dates	Certification Exam
TBA	Enrichment	PBL #2
Week 19 May 22-29	Review/Final Exams	

Certifications: See *Appendix A*

Certification Examination: Students who complete The State of Texas Nurse Aide Training Competency Examination Program (NATCEP) are eligible to sit for the **National Nurse Aide Assessment Program** (NNAAP) certification exam. Completion of state and federal guidelines include a minimum of 60, face-to-face clock hours in classroom/lab training and 40 face-to-face clock hours in hands-on resident care, in a nursing facility. The student will be required to demonstrate mastery in the 22+ skills, to the satisfaction of the instructor, before being allowed to perform them independently in the clinical setting, or allowed to schedule the state exam. **The exam cost of \$104.50.** Mansfield I.S.D. is committed to providing students with the highest quality education while ensuring they are college and career ready. The career and technology course your student is taking offers an industry certification. These certifications serve as a tool to document mastery and improve their chances of gaining employment in their desired field of study. Many of these industry certification exams have associated fees. The district has set aside the necessary funding to cover the cost of these exams as long as these criteria are met: the student must have passing scores on the benchmark exams given throughout the semester, and have at least an 80 average in the course. Any student not passing the benchmark may still sit for the NNAAP, provided they pay the full exam fee. All payments should be made to the Ben Barber Book keeper. We will begin the application process immediately. Benchmarking will occur prior to beginning our clinical rotations.

Class Rules:

1. **Be on Time:** My father always said, “If you are on time, you’re late!” Be in your seat and ready to begin. We will begin on time! The school has a zero tolerance for tardiness. At the end of class, wait to be dismissed. On clinical days, we depart on time.
2. **Be Considerate:** Show respect to others. Once class begins, talking should only be to answer a question or participate in class discussion/activity. We may have many visitors during the year, please be polite, respectful, and courteous.
3. **Be Supplied:** When you come to this class, plan ahead and have everything, you will need.
4. **Behave:** You have chosen to be here as part of a Professional Career Path. You were chosen from several applicants to be part of this program. I will treat you as professionals. I expect professionalism in return. ***Sleeping in class and laying your head on your desk is NOT acceptable. Cell phones use during class or clinical time with permission of instructor only.***
No Food nor drink, except bottled water, allowed in the classroom!
5. **Once you are in, you are in!** Please attend to thirst, toileting, cosmetic and hygiene needs, and other personal needs prior to entering the classroom. Once you officially enter (sign in), be prepared to remain in the classroom. You are free to take a bathroom break when necessary (see bathroom pass). This is not Cosmetology, so do not plan to apply your make up in class.

General Requirements:

- Students are required to submit to the following prior to final approval for the course:
 - 1) Criminal Background Check
 - 2) Proof of a valid U.S. Social Security card with student signature. ***The actual card must be shown to the teacher at the Parent-Teacher Meeting or you may be withdrawn from class.***
- Good attendance (must meet the minimum 100 hours required for eligibility to sit for examination)
- Highly Recommended prerequisite is Principals of Health Science, Medical Terminology and Health Science Theory/Scientific Research and Design (Clinical Rotations).
- Two forms of identification needed for student to take State Skill and Written Exams.**
 - 1) Picture Identification with student signature. Must be current, not expired. For example, a school ID or driver’s license (*preferred*).
 - 2) Original non-laminated social security card with student signature.
- Current Healthcare Providers CPR certification or training
- Current immunizations (MMR, Varicella, Hep B, TDaP) plus seasonal influenza.
- TB screening (within the current school year)
- Student may be required to submit to urine drug screening.
- State Certified Nurse Aide application and exam fee (the program will pay for the first exam attempt; the candidate is responsible for subsequent attempts).
- Verification that the candidate is in good standing and eligible with the TX DADS Nurse Aid Registries

Materials Needed:

Optional: Highlighter (any color)

Required: Black ink pen, #2 pencils (2), paper for taking notes

Required: School issued iPad or personal electronic device, updated and with all required Apps (see above)

Required: Scrubs (see Appendix A) with BBIA Health Science patch sewn onto left sleeve 1 inch above the hem.

Required: One pair of white or black appropriate shoes for clinical (solid material) (not woven), preferably solid black or white).

Required: Current Student ID with clip (*provided by BBIA*) Worn on upper right torso each clinical day

Required: Wristwatch with second hand. *This is required for the NNAAP!*

Required: Packet of 3x5 white index cards

***Optional, but highly recommended: purchase your own sphygmomanometer and stethoscope’!**

Computer related needs: The student should have their school-issued iPad, internet capable smart phone or other device for class each day. You will need to have the following established and accessible:

- Canvas
- Google Drive
- Kahoot
- Remind notification
- Socrative

MISD GRADING SYSTEM FOR GRADES 9-12

The district high schools use a weighted numerical grading system

A	90-100
B	80-89
C	70-79
F	Below 70

An “Incomplete” (I) reflects incomplete student work and is not considered an academic grade.

Grades:

The following point system is used to determine your grade:

◆Written Exams/Skills Exams 40%

*Daily Grade: Classwork/Homework 10%; Clinical and Lab 50% (Clinical grade: instructor will derive from evaluation)

◆Final Exam 20% *will be a practice version of the Certification Exam*

Retake/Late Work:

Late Work: The Teacher will designate due date and time for assignment (Beginning of class period, End of class period, designated time of day). If student fails to meet the due date and time, then the student has until the next class period (next A day or B day) to turn in assignment to be considered one day late.

Students will be assessed a penalty of 30% points for up to one class period late. A score of a zero may be given for work turned in after one day late.

Make-up work/Re-Take Policy:

Class: If you miss classwork due to an **excused** absence, see me, and you may make up the work. Students will be allowed to demonstrate proficiency of learning objectives by means of a retest of a major test/assessment if the student makes below a 70. The best grade a student can make due to a retest is a 70. All retest must be completed prior to the end of each six-week grading period. A student cannot retake Midterm/final exams.

Clinical: There are 42 clinical hours scheduled in the semester. You must successfully complete the minimum 40 required clinical hours for eligibility for Certification testing. To ensure success in the skill portion of the exam, it is advised that you have the maximum skill experience available. It is ultimately the responsibility of the student to ensure they have met all requirements prior to application for examination. *Make-up of clinical hours will be an exception, and based on availability of the instructor and the clinical facility. They are not guaranteed!*

Bathroom Breaks: There are two (2) bathroom passes near the classroom door. My expectation is the same as it would be of any adult co-worker. If you need to go, grab a pass and go. Unacceptable behavior would be saying you need to go to the bathroom, and wandering around the campus, using that time to text or communicate with others, or trying to visit your friends.

Phone calls to and from parents: Emergencies happen. Let me know, at the beginning of class, if you are expecting a call from your parents. When the call comes, take the phone pass near the door and go into the hall, take care of the call, and return promptly. Please tell your employer not to call or text during the school day.

Academic dishonesty: Students are expected to know the course work. If a student must cheat to pass, the student demonstrates that they are not competent enough to provide nursing care for a patient. Therefore, the student may not be able to take the Texas State Certification Exam. The teacher determine what constitutes cheating and/or plagiarism.

Consequences for academic dishonesty

Daily Work

For Every Offense

- Academic and Disciplinary Consequences
- Assign grade of zero
- Write a referral
- Teacher contacts parents
- Consequence from administrator would be a minimum of AC placement

Exams or Other Major Assessments

For Every Offense

- Academic and Disciplinary Consequences
- Assign grade of zero
- Write a referral
- Teacher contacts parents
- Consequence from administrator would be a minimum of AC placement
- An alternative exam or major assessment can be completed for a maximum grade of 70%
- Academic Associate is notified and will schedule a meeting with student, parent and teacher

Selection Process: Student selection to this program is based partially on academic performance in pre-requisite courses, and partially on instructor recommendation. Instructor recommendations are based on student conduct and work ethic, as demonstrated in pre-requisite courses. *All students must have a valid social Security card and number, and be free of any felony criminal history.*

Class work: The class is structured to teach time management. Use your time well. You are responsible for how you use the time. You are responsible for learning the material. Pay attention, listen, and participate. Your greatest challenge in preparing to transition into post-secondary life will be changing your thinking from learning only for the test to mastery because I will be using this for the near future. This means reading and studying because you need to, not because I said to or because of a grade! This is a maturity thing. Some of you will get there more readily than others, but my expectation is that you are working on it!

Standards for work: All assignments should be submitted electronically, unless the instructor informs you otherwise. Paper submissions should be neatly written in black ink on notebook paper, or typewritten. College rule notebook paper and spiral notebook paper are acceptable. All assignments must be legible and neat. Spelling and Grammar are important.

Clinical rotations will be at **Pecan Manor Nursing and Rehabilitation** (413 Mansfield Cardinal Rd in Kennedale). If a student is ill, yet attends school on the day of clinical rotation, the student will be given an alternative assignment and allowed to remain on campus, avoiding a grade of a zero for the day. However, while no student should ever attend clinical ill (potentially affecting an already immune compromised population), that student must complete 100 hours actual training, 40 hours of which must be completed in the nursing home. Per the definition set forth in the Omnibus Budget Reconciliation Act and by the Texas Department of Aging and Disability, each training hour is 60 minutes of face-to-face time with the instructor. This does not include substitute teachers, A/C, Saturday school, Detention, BIC, subjects and activities not defined in the NATCEP curriculum, or any time not spent with the instructor.

Rules for Clinical Rotation:

1. Complete all required work during clinical.
2. Ride the provided school transportation to/from clinical. The only exception is if a parent makes prior arrangement with the instructor to pick the student up early from the clinical site.
3. Be punctual. Buses leave on time, do not be late! Schedule is posted in classroom. Bus departs 10 minutes after bell.
4. **Notify my instructor by phone or text if I will be absent or tardy. *Contact instructor the evening before, no later than 10:00 p.m., or between 5:30 and 6:30 a.m. the day of clinical.***
5. I understand that my clinical experiences are a part of the educational program and I may not receive any type of compensation. This does not affect my ability to be hired by the facility.
6. I will make it my responsibility to know, understand, and adhere to the guidelines and procedures of the clinical site. I will be courteous, efficient, and accurate in all the tasks to which I am assigned in order to protect the residents, health care team, and myself.
7. I understand that my instructor, with input from the clinical staff, will evaluate me during each clinical rotation. I will be open to the constructive evaluation process so that I may develop positive professional traits and behaviors. Because the evaluation is an unpaid work-based learning grade, any concerns regarding the evaluation process should be discussed with my instructor. The clinical staff members are not to be contacted by students or parents at any time.
8. I understand that I may not go to any unpaid work-based learning training facility except during the specified clinical times without prior approval from my instructor.
9. I agree to the following DRESS CODE:
 - a. I will wear the required scrubs, as specified by the clinical program (*see Appendix A*) to ALL clinical facilities. The uniform is to be clean, neat, and appropriately worn during unpaid work-based learning activities. I will not wear my scrubs over my other clothing!
 - b. I will wear my student ID as my nametag at ALL clinical times, and will promptly replace it if lost or damaged. I understand for liability reasons that I may not participate in clinical learning if I do not have the student nametag worn appropriately displayed on my upper torso. I understand that, not wearing appropriate Identification is a violation of the Resident Rights.
 - c. Appropriate clinical shoes and hose/socks must be worn with the uniform. Shoes must be constructed of a solid (non-woven) material, preferably leather or plastic, and should be of a solid color, preferably black or white.
 - d. I will wear minimal other jewelry, in addition to a clinical wristwatch with a second hand.

e. Hair will be of collar length or shorter, or neatly pulled back and secured. I understand that extreme hairstyles are not acceptable. My face must be visible. My hair must not hang into my field of working.

f. I will practice good personal hygiene, wear minimal perfumes/cologne, moderate cosmetics.

g. I will not eat, drink, chew gum, or smoke during clinical, period.

h. I will keep my nails clean, neatly trimmed and manicured. Nail length should be less than ¼ inch from fingertip. *Nail applications and fills are disallowed, for Infection Control reasons (OSHA).*

10. I agree to the following CODE OF CONDUCT:

a. I will comply with any instruction from the clinical supervisor immediately and without question while at the clinical setting.

b. I will not visit other areas, nor will I leave the area to which I am assigned unless authorized.

c. I will not discuss my private life while in the presence of residents.

d. Illnesses and conditions I have observed will not be discussed with or in the presence of residents, family members, or others.

e. I will respect and properly care for all equipment and clinical supplies.

f. I will not make personal telephone calls, nor answer the telephone in clinical areas unless so instructed by my instructor. This includes the use of cellular phones, and includes texting and any other messaging, as well as any social media.

g. I will observe strict infection control measures and will follow all facility safety rules.

11. I agree to the following CODE OF ETHICS:

a. I will keep all resident information confidential. I will not discuss resident information with others at home, in school, or anywhere outside the facility. I understand that this includes my parents!

b. I will respect the rights of my peers and health professionals. I will conduct myself in a professional manner that reflects loyalty to the clinical facility.

c. I will perform ONLY those procedures for which I have been trained and am legally permitted to do. My instructor will be the final decision.

d. I will treat all residents equally regardless of race, religion, social or economic status, sex and nationality. I will provide care for all individuals to the best of my ability.

e. I will be honest and trustworthy with equipment, money, and time. I will report all errors immediately to my instructor, and NEVER hide or fail to report any mistakes.

12. I will maintain a professional attitude at all times. I realize that my behavior and appearance is a reflection on my school, the Health Science Program, and myself.

13. I understand that if my conduct, performance, and attitude are not satisfactory, my participation in this program can be restricted, limited, or terminated.

The Penalty for Breaking Clinical Rotation rules:

First Infraction- A student receives a verbal warning and the parent/guardian will be notified. The student must verbalize, to the satisfaction of the instructor, an understanding of the infraction and verbally agree to correct the infraction. A written summary will be placed in the student program folder. A student not wearing appropriate clinical attire and/or identification will not be allowed to participate in clinical, resulting in a zero for the day and loss of that day's hours of clinical credit. Students will be required to remain on campus and complete a teacher assigned report that will count as a daily homework grade.

Second Infraction- A student receives a written warning and sent to an Assistant Principal. Parent will be notified. Student will not be allowed to resume attendance of clinical rotations until a Parent/Student/Teacher conference has been completed and a plan for corrective action has been written to the satisfaction of the instructor. Any missed clinical days will be counted as zero and, depending upon the outcome of the Parent/Student/Teacher conference outcome, the student may or may not be able to make up the clinical hours. Please remember, the facility in which we are doing our clinical rotations also has input into a student being allowed to resume clinical rotations. Our contract gives them the right to suspend clinical privileges for any individual student.

Third Infraction-A student who has a third infraction will be considered questionable regarding safety in caring for patients, will not participate in the clinical portion of the course, and a parent/student/teacher conference will be convened to address the infraction and determine if the student can be allowed to continue in the course. Again, please remember, the facility also has input into a student being allowed to resume clinical rotations. Our contract gives them the right to suspend clinical privileges for any student, without challenge or recourse.

-----KEEP THIS SECTION IN YOUR BINDER-----

Please sign and return the last page only to the Instructor

Appendix A: Welcome to the CNA program. *Parents, thank you for allowing us to instruct your students, in their journey toward careers in health care.*

Fees: We are now an approved **In Facility Testing campus**. All testing will occur within the final 2 weeks of the semester, prior to final exam week. The **fees associated with the CNA course, \$25.00 are due the first week of the semester**, for the student to be eligible to participate in the clinical program. The deadline will be the last class attended during the first week of each semester. Fees should be paid to the Ben Barber Book keeper. You may pay cash, or check, or via payment app.

Fees: (1.) **The cost for the NNAAP Certification exam** (National Nurse Aide Assessment Program) is **\$104.50**. *If the candidate maintains a classroom grade of 80, and passes the pre-clinical benchmark, the program covers this fee.*

(2) **The Health Science Course fee is \$25.00**, to offset the cost of group liability insurance. This fee is due at the beginning of the semester.

- **Uniform:** Each student will need one pair of Scrubs, **Dark gray top/Black pants**, and appropriate shoes. Shoes must be of a solid, non-woven material. The student program patch, sewn on the **left sleeve, 1 inch above the hem**.
- **Social Security card** – students must have a current, valid, non-laminated social security card for eligibility to test for the NNAAP.
- **Background Check:** Each student must submit to a Felony Criminal Background Check. Each student will be checked against the Texas Nurse Aide Registry (NAR) for Eligibility, and the Employee Misconduct Registry (EMR) for any history of disciplinary actions as a CNA. ***It is important that the instructor have the Social Security number when making these registry checks.***
- The link to complete your Criminal Background Check is <http://www.mansfieldisd.org/page.cfm?p=6001>
 - ***This must be completed during the first week of class.***
- **Identification:** Each student/candidate is required to have a current, valid Social Security card, *(not just a number)* presented to the instructor. If your student's card has been lost, the replacement must be obtained as soon as possible, or the student/candidate will not be able to fully participate, nor sit for the NNAAP. Each student is issued an exclusive Clinical ID, to be worn each day during clinical rotations. If lost or misplaced, the student is responsible to obtain a replacement.
- **Application for the NNAAP** will begin during the last first 6 weeks of the semester. Your student will be issued a Voucher code, along with instructions for registering for the exam. *(Please see the attached information regarding registration).*
- **Immunization:** Each student must provide proof of current immunizations. This includes the TDaP, MMR series (2), Hep B series (3), and Varicella series (2), and current influenza immunization. In addition, each student will be required to either submit to a Monteux TB skin test (covered in your course fee), or provide evidence of a Chest X-ray for TB within 30 days of beginning the clinical rotations (at the cost of the Parent/Guardian). Please print a copy of your student's Skyward Immunization schedule and send it to the instructor.
- **CPR:** Each student should have current BLS CPR certification, and will be required to demonstrate proficiency, and provide a copy of their CPR card, if available.
- **Consents and Signatures:** Each student will be required to have a parent or legal representative/guardian sign all consents for the course and travel to clinical. These include the Permission for Individual Criminal History, Unpaid Work-Based Learning, Confidentiality, and Statement of Responsibility, Travel permission form, the Student/Parent Agreement for Clinical Courses, Contract to complete the NNAAP, and Training Plan Agreement.

Thank you,

Larry Bailey RN, BA, BSN Instructor/Program Director

Pamela Conway LVN, Instructor

larrybailey@misdmail.org

Pamelaconway@misdmail.org

Appendix B

Semester week	Units of Study	Assignments
Week 1 January 8-10	Module 1: Beginning of Semester	Module 1 in Canvas
Week 2 January 13-17	Module 2: Units 1-8 of State Curriculum; Background checks. Creation of PearsonVue account. Skills lab	Module 2 in Canvas PBL #1
Week 3-4 January 21-31	Modules 3-7 Skills lab	Modules 3-7 in Canvas
Week 5-7 February 3-21	Completion of Pre-Clinical Requirements.	Care2Learn; Feeding Skill Check; Pre-clinical Benchmarking
Week 8-15 February 24-April 17	Clinical Rotations	Daily SOAP charting: Nursing Processes (2).
Week 16 April 20-May 5	Preparation for NNAAP	Review and practice
TBA May 6-15	Tentative NNAAP exam dates	Certification Exam
TBA	Enrichment	PBL #2
Week 19 May 22-29	Review/Final Exams	

Appendix C CNA Clinical Calendar for Bailey Spring 2020

Make up clinical days will be determined based on need and clinical site availability! There are 42.5 hours of clinical time scheduled. Minimum required clinical time for candidate eligibility for examination is 40 hours.

Clinical Weeks		A day	B day
Week 1		2/24, 26, 28	2/25, 27
Week 2		3/3, 5	3/2, 4
Spring Break			
Week 3		4/16, 18, 20	4/17, 19
Week 4		4/24, 26	4/23, 25, 27
Week 5		4/30; 5/1, 3	4/31; 5/2
Week 6		5/6, 8	5/7, 9, 11
Week 7		5/14, 16	5/13, 15, 17
Week 8			
Total Days		17	17

Confirmation of Receipt and Understanding of Syllabus and MISD Student Expectations.

Please sign this form in all shaded areas and return to instructor.

Student Name _____ Student ID _____
 Student Home Address _____ City _____ Zip _____
 Student Social Security Number _____ Student Date of Birth _____
 Home Campus: MHS / SHS / THS / LHS / LRHS / FHS (Please circle applicable campus)
 Current Grade Level for Student _____

I, the undersigned, and lawful parent/legal guardian for the above student, hereby grant permission for my student to be subject to a Review of the Texas Nurse Aide Registry, Employee Misconduct Registry, and agree to provide proof of a valid U.S. Social Security card; and Criminal background review by Mansfield Independent School District and the Clinical Partner facility. I understand that this is necessary to comply with the federal and state directives for participation in this program.

I agree to provide complete records of immunization for TDaP, MMR, Hepatitis B, Varicella, seasonal influenza. I give permission for my student to receive the PPD testing for TB.

My student will participate in the Nurse Aide Training Competency Evaluation Program (NATCEP TX3191) provided by the Mansfield Independent School District.

My student has my permission to be transported by bus to and from clinical rotations at the designated facility.

I have received and read the student handbook for my home campus and understand that, as a member of MISD Health Science Education, my student will be held to these standards and expectations in the clinical setting, as well as in class.

Please be sure all required signatures are complete in the shaded areas. Signature below will also serve as acknowledgement that student and parents have read and understand the course syllabus.

Date _____ Student Signature _____

Student Email: _____

Date _____ Parent Signature _____

Parent Email: _____

Parent preferred phone number for teacher contact: _____

<i>For Instructor Use Only</i>	
<i>PPD/CXR</i>	
<i>Complete Immunizations Record</i>	
<i>Criminal Background Check</i>	
<i>NAR Result</i>	
<i>EMR Result</i>	
<i>Signed Training Plan received</i>	
<i>Signed Travel Permission</i>	
<i>All other forms signed</i>	
<i>Current BLS CPR</i>	
<i>Course Fee Paid (\$25)</i>	
<i>CNA Exam paid (\$52.25)</i>	