



## State Tested Nursing Assistant (STNA) Patient Care Assistant (PCA) STNA/PCA PLUS Program

### WELCOME STUDENTS!

This packet provides material to assist you in preparing for the **Great Oaks Health Professions Academy (HPA)** training programs at **Scarlet Oaks Career Campus (SC)**.

#### LOCATION:

**The Health Professions Academy (HPA)** offices and programs are located at:

**Scarlet Oaks Career Campus (SC)**  
**303 Scarlet Oaks Drive, Entry 3**  
**Cincinnati, Ohio 45241**

**Phone: (513) 961-4220**

**Fax: (513) 612-5789**

**Email: BaldwinC@greatoaks.com**

**Website: <https://greatoaks.com/HPA>**



Carefully review the following program requirements.

**Items with an asterisk** may have added cost. Submit all documentation and course fees to the HPA office at least **one (1) week before the start of class**.

#### PROGRAM REQUIREMENTS:

1. Apply online at <https://greatoaks.com/hpa>
2. BCI & I and FBI Background Check \*
3. WorkKeys®\* (exempted with proof of ACT 22 or higher or bachelor's degree)
4. Medical Verification (Physical)\*
5. Two-Step TB Test \*
6. COVID vaccination card
7. Copy of high school diploma or HSE
8. Picture I.D
9. Social Security Card
10. Solid color scrubs for class and clinical training\*
11. Basic computer knowledge
12. Email address
13. Payment for the course\*

#### Additional PCA Requirements:

- Registered on the State STNA Registry

(Please see the following pages for detailed instructions)

## Program Requirements Detailed Instructions

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**1. Attend an online or in-person information session. To register for an in-person information session, go to <https://adults.greatoaks.com/healthcare>**

**2. BCI & I and FBI background check \***

Complete BCI & I and FBI background checks (results dated up to one year before the class end date may be accepted). Bring a valid driver's license or state ID and Social Security card. Allow 4 to 6 weeks for processing.

**Reservations for:**

**Scarlet Oaks Adult Education at**

303 Scarlet Oaks Drive (Entry 3) Cincinnati, Ohio 45241

Contact us at (513) 961-4220 or BaldwincC@greatoaks.com

Students may go to other locations (i.e., BMV or police/sheriff departments, but records from sites other than Scarlet Oaks will always be mailed and may take longer to receive). Have the results sent to HPA at the address above. Reason code for FBI: NCPA/VCA; for BCI & I: "Other," and then the program name, ex: STNA or PCA or STNA/PCA PLUS, etc.

All background checks will be reviewed. There may be some convictions that prohibit acceptance to class.

**3. WorkKeys®\***

Complete ACT'S WorkKeys® and achieve a level (4) on each of the three assessments:

- Applied Math (Previously Applied Mathematics)
- Graphic Literacy (Previously Locating Information)
- Workplace Documents (Previously Reading for Information)

**Practice before taking the WorkKeys**

**FREE WorkKeys® Test Prep on Ohio Means Jobs Websites**

<https://jobseeker.ohiomeansjobs.monster.com/Assessments/Home.aspx>

**\*Create an account so you can save your scores and return to continue practicing**

**WorkKeys Waiver:** if you earned a U.S college bachelor's degree or have achieved a score of 22 or above on the ACT college entrance exam within the last five (5) years, you may be exempt from the WorkKeys requirement.

# Great Oaks Health Professions Academy 2022 2023 Admission Packet

## Program Requirements Detailed Instructions (Continued)

**Contact one of the testing sites below when you achieve at least a level (4) on each practice assessment and feel ready to schedule the WorkKeys®.**

- Arrive 30 minutes before test time and bring a valid driver’s license or state ID (required)
- The test length is 55 minutes (for each of the three assessments)
- Achieve a level (4) on each of the three assessments

<p><b>Scarlet Oaks Career Campus</b>          303 Scarlet Oaks Drive (Entry 3)          Cincinnati, Ohio 45241          (513)771-8881          beamond@greatoaks.com  <b>Cost: \$50</b></p> <p>* <u>Email Ms. Beamon (address above)</u> for an appointment. The test fee is collected at the time of scheduling. (No refunds are available. Contact beamond@greatoaks.com at least 2 hours before the scheduled test to change the test date. <b><i>We offer a one-time transfer to a future test date. No transfer is possible within less than 2 hours of notification.</i></b></p>	<p><b>Mercy Neighborhood Ministries, Inc.</b>          1602 Madison Road          Cincinnati, Ohio 45206          Contact: Kristy Appel          (513) 487-6197  <a href="http://www.mercyneighborhoodministires.org">www.mercyneighborhoodministires.org</a>  <b>New Cost: \$50</b></p>
<p><b>IKRON of Greater Cincinnati</b>          2347 Vine Street,          Cincinnati, Ohio 45219          513.621.1117 x 3120/Computer Lab  <a href="https://cincinnati.ikron.org">https://cincinnati.ikron.org</a></p> <p>May take one assessment at a time.  <b>Cost: \$15</b> per assessment</p>	

**WorkKeys® Preparation Classes – call for availability**  
 Aspire Transitions – 513-612-5830  
 Mercy Neighborhood Ministries – Kristy Appel, (513)487-6192 or [kappel@mnministries.org](mailto:kappel@mnministries.org)  
 \$50.00 fee for pre-assessment, preparation class, and Workkeys exam  
 Education Matters – East Price Hill & Lower Price Hill locations-- (513)244-2214 x 203

### 4. Medical Verification/Physical \*

Have your doctor or nurse practitioner complete the enclosed medical verification form. An alternative physical form may be accepted if you obtained the physical within one year of the class start date and the form is signed and dated by your doctor or nurse practitioner.

## Program Requirements Detailed Instructions (Continued)

### 5. Two-Step PPD (TB) Test or blood test \*

TB test must be completed within one year of and prior to the class end date. TB tests may be obtained from your doctor, clinic, OR the [Hamilton County Public Health Tuberculosis Control Clinic](#): (513) 946-7600. Individuals who have experienced a positive reaction to the PPD test must submit chest x-ray results.

**6. COVID-19 vaccine\*** “On January 19, 2022, the Supreme Court allowed the COVID-19 vaccine mandate to stand for medical facilities that take Medicare or Medicaid payments.” ([www.supremecourt.gov](http://www.supremecourt.gov)). Therefore, students will be required to be fully vaccinated for COVID (boosters are not required) before the first clinical date and bring documentation to support that on the first day of class or as soon as obtained. If a student has not received the vaccine, we recommend the Pfizer and Moderna vaccines. We will accept Johnson & Johnson vaccine if the student has already received that vaccine prior to today.

### 7. High school diploma or High School Equivalency (HSE)

A transcript or statement printed on school letterhead stating your graduation date is also acceptable.

### 8. Picture I.D.

U.S. Government issued, non-expired, signed photo I.D. (Examples: driver’s license, signed military I.D., conceal carry license, passport.)

### 9. Social Security card

Original social security card; no copies will be accepted.

**10. Solid color scrubs for class and clinical training\*** See Program Policies for details.

**11. Basic computer knowledge**

**12. Email address**

**13. Payment for the course\***

Submit payment for the course no later than one week before the start of class to the Great Oaks Health Professions Academy. Check, money order, credit card, or payment from an agency. (We cannot accept cash.)

**Submit program requirements as you complete them via fax at (513) 612-5789 or via email to [BaldwinC@greatoaks.com](mailto:BaldwinC@greatoaks.com)**

**For additional PCA requirements, see page 1.**

# Great Oaks Health Professions Academy 2022 – 2023 Admission Packet

## Great Oaks Health Professions Academy Medical Verification Form

### To the Health Care Professional: PLEASE READ

I have this day \_\_\_\_/\_\_\_\_/\_\_\_\_, given (print student name) \_\_\_\_\_ a thorough physical examination and based on my findings, which include medical history and physical examination; I believe he/she is physically and mentally able to undertake the Nursing Assistant and/or Patient Care Assistant programs at Great Oaks Health Professions Academy. The student is in good health. They are free of any communicable disease, can lift 50lbs, and has no known deficits that would interfere with the ability to participate in a clinical setting.

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It is essential that students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time, and perform bending activities. The clinical experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties affecting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions.

**Does the student have any limitations that will interfere with patient safety?** YES or NO

**If yes, please explain:** \_\_\_\_\_

**Healthcare Provider Signature:** \_\_\_\_\_

**Licensed Healthcare Provider (M.D., D.O., N.P., or P.A.)**

**OFFICE STAMP**

**HEALTHCARE PROVIDER**

**Or**

Print Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

# Great Oaks Health Professions Academy 2022 – 2023 Admission Packet

## Great Oaks Health Professions Academy TB Form

Documentation of a TWO-STEP TB TEST (TST) FORM

**A Two-Step TB skin test, QuantiFERON TB Gold, or chest x-ray is REQUIRED for this program. Please include the results below or attach the results to this form.**

Documentation of a Two-Step TB (Tuberculosis) Skin Test consists of an initial TB skin test, and a boosted TB Skin test 1-3 weeks after the first TST result is read. If you have a positive skin test, provide documentation of a negative chest x-ray within the last five years (Please attach the chest X-ray documentation to this paper if there is a positive reading).

Print Student Name: \_\_\_\_\_

**Two-Step: Must be completed prior to handing in this form.**

<b>First Visit Step #1:</b>		
Date Given:	Site: Right FA or Left FA	Health Care Provider Signature:
48-72 hours later Date Read:	Results/Circle One: Negative or Positive	Health Care Provider Signature:
<b>Second Visit Step #2 - (1-3 weeks after the first Step result is Read):</b>		
Date Given:	Site: Right FA or Left FA	Health Care Provider Signature:
48-72 hours later Date Read:	Results/Circle One: Negative or Positive	Health Care Provider Signature:

Results of QuantiFERON \_\_\_\_\_ Attach Report

If Positive, Chest X-ray Results \_\_\_\_\_ Attach Report

Office Stamp

**Or** Print Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

## 2022 Program Costs

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### **State Tested Nursing Assistant (STNA) – \$900.00 (13 days)**

Includes: Books, Supplies, and State Test

### **Patient Care Assistant (PCA) – \$450.00 (6 days)**

Pre-requisite - STNA

Includes: Books and Supplies  
PCA Clinical is Based on Clinical Site Availability

### **STNA & PCA PLUS Program – \$2300**

Receive both STNA and PCA certifications PLUS employability, soft skills, customized resume and cover letter, interviewing, job-seeking skills, and networking with employers on-site.

Includes: books, supplies, and State test

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2022 Class Schedule

State Tested Nursing Assistant (STNA) & Patient Care Assistant (PCA)

<b>Scarlet Oaks Career Campus (SC)</b> 303 Scarlet Oaks Drive, Entry 3 Cincinnati, Ohio 45241  <b>Day Class: 8:00 a.m. - 3:00 p.m. (Monday- Friday)</b>	
<b>State Tested Nursing Assistant</b>	<b>Patient Care Assistant</b>
January 10 - 14, 18 - 21, & 24 - 27 <b>Closed MLK January 17</b>	January 31 - February 4
February 7 - 11, 14 - 18, & 22 - 24 <b>Closed President's Day February 21</b>	February 28 - March 1 - 4
March 14 -18, 21 - 25, 28 - 30	March 31- April 6
April 18 - 22, 25 - 29 & May 2 - 4	May 5 - 6, 9 - 11
May 23 - 27 & 31, June 1- 3, 6 - 9 <b>Closed May 30, Memorial Day</b>	June 13 - 17
July 11 - 15, 18 - 22, 25 - 27	August 1 - 5
August 15 - 19, 22 - 26 & 29 - 31	September 1 - 2, 6 - 8 <b>Closed September 5, Labor Day</b>
September 19 - 23, 26 - 30, October 3-5	October 6 - 7, 11-13 <b>Closed October 10, Columbus Day</b>
October 24 - 28, 31, November 1- 4, 7 - 9	November 14 - 18
November 28 - 30, December 1 - 2, 5 - 9 & 12 -14	December 15 - 16, 19 - 21



## 2023 CLASS SCHEDULE

### State Tested Nursing Assistant (STNA) & Patient Care Assistant (PCA)

<b>Scarlet Oaks Career Campus (SC)</b> 303 Scarlet Oaks Drive, Entry 3 Cincinnati, Ohio 45241  <b>Day Class: Monday- Friday 8:00 a.m. - 3:00 p.m. except for three (3)            clinical days 7:00 a.m. – 1:30 p.m.</b>	
State Tested Nursing Assistant	Patient Care Assistant
January 3 - 6, 9 - 13, & 17 - 20 <b>Closed Jan 16<sup>th</sup>, MLK</b>	January 23 – 27 & 30
February 6- 10, 13 - 17, & 21 - 23 <b>Closed Feb 20<sup>th</sup>, President's Day</b>	February 27- 28 - March 1 – 3, & 6
March 13 -17, 20 - 24, & 27 - 29	March 30 – 31 & April 3 - 6
April 10 - 14, 17 - 21, & 24 - 26	April 27 – 28 & May 1 - 4
May 8 – 12, 15 - 19, & 22 - 24	May 25 – 26, 30 – 31 & June 1 - 2 <b>Closed May 29, Memorial Day</b>
June 5 – 9, 12 – 16, & 20 - 22 <b>Closed June 19, Juneteenth</b>	June 23 & 26 - 30
July 10 – 14, 17 – 21, & 24 - 26	July 27 – 28, 31 & August 1 - 3
August 7 – 11, 14 – 18 & 21 - 23	August 24 – 25 & 28 - 31
September 5 – 8, 11 – 15 & 18 – 21 <b>Closed September 4, Labor Day</b>	September 22 & 25 - 29
October 2 – 6, 10 – 13 & 16 – 19 <b>Closed on October 9, Columbus Day</b>	October 20 & 23-27
October 30 – 31, Nov 1 – 3, 6 – 10 & 13 – 15	November 27 – 30, December 1 & 4
December 4 – 8, 11 – 15 & 18 – 20	

## REFUND POLICY

### Cancelations

Students are entitled to a full refund of tuition/fees paid if:

1. Student's application is not accepted
2. The class is canceled at the location selected, and the student decides not to transfer to another location.
3. The school location is closed, or a class is canceled.

Students are entitled to a **partial** refund of tuition/fees paid if:

1. The student cancels an enrollment before the class start date. Cancellations may be made by phone, in person, or writing. Tuition/fees, minus a \$15.00 processing fee, will be refunded to the student. The Work Keys assessment fee and the fee for background investigation (if applicable) are non-refundable.

Refunds will be made within 45 days of the planned start date or cancellation date, whichever is the earliest.

### Withdrawals

Students may be entitled to a partial refund of tuition/fees. The Work Keys assessment fee and the fee for background investigation (if applicable) are non-refundable.

Withdrawal	
By the end of the 1 <sup>st</sup> day	Full tuition refund, minus the cost of books, and minus any non-refundable costs that the institution incurred on behalf of the student.
By the end of the 2 <sup>nd</sup> day	Full tuition refund, minus the cost of books and minus any non-refundable costs that the institution incurred on behalf of the student, plus a \$15.00 processing fee
After 2 <sup>nd</sup> day	No refund

All refunds will be processed and mailed to the student as quickly as possible, but no later than 45 days of (1) the last day of attendance if written notification of withdrawal has been provided to Great Oaks by the student, or (2) the date of Great Oaks terminates the student or determines withdrawal by the student.

Refunds, when due, are made without requiring a student's request.

## Great Oaks Health Professions Academy Program Policies

*We are Great Oaks' first choice to provide innovative career training to empower individuals and communities.*

The Health Professions Academy's goal for you is to be excellent caregivers and to grow professionally and personally. Because of this, students are required to dress and conduct themselves appropriately and professionally for effective school and job performance. Appropriate behavior, appearance, health, and safety contribute to your success.

### Evaluation Methods:

- There will be written tests, homework, and an evaluation of your caregiving skills.

### Disability Accommodations:

- Accommodations for a disability may be available for the WorkKeys assessment, class, and/or the state/national test.

### Attendance:

Attendance policies are modeled after the workplace, where we hope students will become employed and/or continue to be employed. **100% Attendance Is Required in All Classes, Labs, and Clinical/Externships Activities.**

- **Students missing an entire class or more than six (6) cumulative hours may be required to withdraw.**
- **All hours missed must be made up within sixty days of the last day student attended class. The student must take the entire course over if not made up in this period.**
- In the event of unavoidable absence, tardiness, or early departure (due to hardship), the student must notify Program Coordinator Julia Ancona at (513) 961-4220 no later than 30 minutes before their arrival or before leaving the site. Leave a message on the answering machine if necessary.
- Students must attend and satisfactorily complete all required work, including skills, in order to go to clinical.
- Certificates will not be issued if the student misses any part of the program.
- A student's ability to make up missed time is not guaranteed.
- **Scarlet Oaks** parking is available in the parking lot in front of the building at entry 3. You can park across the street at Public Safety Services if this lot is full.

### Clinical Attendance & Expectations:

- **STNA Clinical hours: 7:00 am - 1:30 pm**
- **PCA** clinical is based on clinical site availability.
- Clinical sites may require all students to wear a mask at all times while in the facility. Students and staff may also be tested for COVID on the first clinical day or as designated.
- Students are expected to be at the clinical site in uniform, on time (even in inclement weather), and remain for all assigned hours. Students are not permitted to leave early, come in late, or leave the site without permission from the Great Oaks Health Professions Academy program coordinator or the clinical supervisor.
- STNA clinical is mandatory. Students arriving late will not be admitted to clinical.
- Students are expected to exhibit professional behavior at all times.
- Clinicals are pass/fail, and a failing clinical grade will result in an F for the class regardless of other scores
- Cell phones are not permitted in clinical training or during state tests.
- Smoking is prohibited on the clinical site property.
- No eating or drinking on clinical units.
- Students must follow the policies of the clinical facility. Failure to do so may result in the student being asked to leave, and an F grade may result.

# Great Oaks Health Professions Academy 2022 - 2023 Admission Packet

## Inclement weather:

- In case of severe inclement weather such as snow, ice, or freezing rain, the Health Professions Academy does NOT follow Great Oaks or Scarlet Oaks campus closing or delays.
- Students are expected to attend all classes and clinical unless contacted by the program coordinator.

## Dress Code:

- Students must dress and conduct themselves appropriately and professionally for effective school and job performance. Appropriate behavior, appearance, health, and safety contribute to your success.
- A regulation uniform consists of solid color scrubs that **must be worn to all classes and clinical training.**
- Uniforms must be clean and wrinkle-free. No hats, caps, or scarves are to be worn in the classrooms or clinical sites.
- A plain white T-shirt or long sleeve shirt may be worn under the uniform top.
- A white lab coat or white sweater only may be worn over scrubs if needed at the STNA clinical site.
- Shoes should be clean and in good repair, flat, non-skid, closed-toe, and closed-heel – No Croc shoes. Color preference is white or black.
- Facial hair shall be clean and neatly trimmed, including beards, sideburns, and mustaches. Students without beards must be clean-shaven.
- Hair must be clean, combed, and neat. Hair that is shoulder length or longer must be secured so as not to come in contact with patients or equipment. Extreme hairstyles or unnatural hair colors (i.e., blue, green, etc.) are inappropriate in a professional workplace.
- No perfume, cologne, or aftershave may be worn in classes or clinical sites.
- No artificial nails, nail art, acrylic nails, etc. Fingernails are to be cleaned and trimmed so that they are no longer than a ¼ inch past the tip of the finger. Clear polish, if worn, must be in good repair without cracks or chips.
- Jewelry is limited to a plain wedding band and post-earrings (no more than three earrings per ear and no hoop earrings). Rings, hoops, studs, or other jewelry worn in a non-traditional manner (other than ears) are not acceptable for a professional workplace.
- Tattoos should be appropriately concealed by clothing regardless of seasonality.

## Items needed for class:

- Black or blue pen
- Paper
- You may bring highlighters and two packets of 3x5 index cards (to be used as flashcards).

## Classroom Expectations:

- Smoking is prohibited on Great Oaks properties.
- Cell phones must be kept on vibrate and out of sight during all HPA classes.
- Eating during class is not permitted. **Non**-alcoholic drinks are allowed, provided the drink is in a container, cup, or glass with a lid. Students are expected to clean up after themselves.

**Students who DO NOT comply with the program policies will be dismissed from class, and the incident will be reported to the funding source and/or employer.**