

Great Oaks Health Professions Academy 2024 Admission Packet



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

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:

Scarlet Oaks Career Campus
303 Scarlet Oaks Drive, Entry 3
Cincinnati, Ohio 45241

Website: <https://greateoaks.com/HPA>

Phone: 513-961-4220

Fax: 513-612-6302

Email: HPA@greateoaks.com

Submit all required documents and payment (or to secure funding) to Great Oaks Health Professions Academy by email to HPA@greateoaks.com or by appointment by calling 513-961-4420.

If you are applying for funding, this must be done at least 4 weeks before class begins, preferably much earlier.



The STNA & PCA programs are accredited by the Council on Occupational Education (council.org)

Carefully review the following program requirements. Items with an asterisk may have added cost. Submit all documentation at least two (2) weeks before the class to HPA@greateoaks.com or schedule an in-person appointment at (513)961-4220.

PROGRAM REQUIREMENTS:

1. Attend an Information Session. To register, go to <https://adults.greateoaks.com/infosession>
2. Apply online at <https://greateoaks.com/hpa>
3. Copy of high school diploma or HSE
4. Medical Verification (Physical)*
5. Two-Step T.B. Test *
6. WorkKeys®* (exempted with proof of associate degree or higher, ACT 22, SAT 1110, or ASVAB 38)
7. BCI & I and FBI Background Check *
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 or funding secured for the course*

Additional PCA Requirements:

- Registered on the State STNA Registry

(Please see the following pages for detailed instructions)

Program Requirements Detailed Instructions

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

2. **Apply online at <https://greatoaks.com/hpa>**

3. **High school diploma or High School Equivalency (HSE)**

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

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.

5. **Two-Step PPD (T.B.) Test or blood test ***

T.B. test must be completed within one year of and prior to the class end date. T.B. 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. **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 associate 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.

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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 I.D. (required)
- The test length is 55 minutes (for each of the three assessments)
- Achieve a level (4) on each of the three assessments.

<p>Scarlet Oaks Career Campus Testing Center Great Oaks Drive (Entry 8) Cincinnati, Ohio 45241</p> <p>Cost: \$50</p> <p>* Call 513-771-8881 or email Ms. Beamon at beamond@greatoaks.com for an appointment. The test fee is collected at the time of scheduling. (No refunds are available. Contact beamond@greatoaks.com at least 24 hours before the scheduled test to change the test date. <i>We offer a one-time transfer to a future test date. No transfer is possible with less than 24 hours of notification.</i></p>	<p>Mercy Neighborhood Ministries, Inc. 1602 Madison Road Cincinnati, Ohio 45206 Contact: Kristy Appel 513-487-6197 www.mercyneighborhoodministires.org New Cost: \$50</p>
<p>IKRON of Greater Cincinnati 2347 Vine Street, Cincinnati, Ohio 45219 513-6211117 x 3120/Computer Lab https://cincinnati.ikron.org</p> <p>May take one assessment at a time. Cost: \$15 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
\$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

Program Requirements Detailed Instructions (Continued)

7. 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 I.D. 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 hpa@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.

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

Submit program requirements as you complete them by email to HPA@greatoaks.com or via fax at 513-612-6302.

For additional PCA requirements, see page 1.

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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 they are 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 50 lbs, and have no known deficits that would interfere with their ability to participate in a clinical setting.

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: _____

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Great Oaks Health Professions Academy T.B. Form

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

A Two-Step T.B. 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 T.B. (Tuberculosis) Skin Test consists of an initial T.B. skin test and a boosted T.B. 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.

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

2024 Program Costs

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

2024 CLASS SCHEDULE

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

Scarlet Oaks Career Campus (SC) 303 Scarlet Oaks Drive, Entry 3 Cincinnati, Ohio 45241 Day Class: Monday- Friday 8:00 am - 3:00 pm except for three (3) clinical days 7:00 am – 1:30 pm.	
State Tested Nursing Assistant	Patient Care Assistant
January 8 - 12, 16 - 19, & 22 - 25 Closed Jan 15th, MLK	January 26, 29 – 31 & February 1 – 2
February 5- 9, 12 - 16, & 20 - 22 Closed February 19, President's Day	February 23, 26 - 29 & March 1
March 4 -8, 11 - 15, & 18 - 20	March 21 – 22, & 25 - 28
April 8 – 12, 15 - 19, & 22 - 24	April 25 – 26, 29 - 30 & May 1 - 2
May 6 – 10, 13 – 17 & 20 – 22	May 23 – 24 & 28 – 31 Closed May 27, Memorial Day
June 3 – 7, 10 – 14, 17 – 18 & 20 th Closed June 19, Juneteenth	June 21 & 24 – 28
July 8 – 12, 15 – 19 & 22 – 24	July 25 – 26, 29 - 31 & August 1
August 5 – 9, 12 – 16 & 19 – 21	August 22 – 23 & 26 - 29
September 9 – 13, 16 – 20 & 23 – 25	September 26 – 27, 30 & October 1 - 3
October 7 – 11, 14 – 18 & 21 – 23	October 24 – 25 & 28 - 31
November 4 – 8, 12 – 15 & 18 - 21 Closed November 11th, Veterans Day	No PCA in November
December 2 – 6, 9 – 13 & 16 – 18	No PCA in December

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REFUND POLICY

Cancellations

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

1. The 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 in 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 st day	Full tuition refund, minus the cost of books and any non-refundable costs that the institution incurred on behalf of the student.
By the end of the 2 nd 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 nd 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.

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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:

- Accommodation 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 a student attended class. The student must take the entire course if not made up during 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 arrival or 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: 7:30 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 the clinical.
- Students are expected to exhibit professional behavior at all times.
- Clinicals are pass/fail; 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.

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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 clinicals 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 will be worn in the classrooms or clinical sites.
- A plain white T-shirt or long-sleeved shirt may be worn under the uniform top.
- A white lab coat or white sweater may only be worn over scrubs if needed at the STNA clinical site.
- Shoes should be clean, in good repair, flat, non-skid, closed-toe, and closed-heel – No Croc shoes. Color preference is white or black.
- All employees must have excellent personal hygiene, including well-groomed hair and nails. Facial hair, including beards, sideburns, and mustaches, shall be clean and neatly trimmed. Students without beards must be clean-shaven.
- Hair must be clean, combed, and neat. Hair that is shoulder length or longer must be secured to avoid making contact with patients or equipment. Extreme hairstyles or unnatural hair colors (i.e., blue, green, etc.) are inappropriate in a professional work setting. When caring for patients/residents, hair must be pulled away from the face and not hang into the patient care area.
- 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 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 non-traditional jewelry (other than earrings) are unacceptable 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.