



22 Concord St. Floor 3, Manchester, NH 03101 • Phone 603-647-2174 • Fax 603-647-2175

Dear Nursing Assistant Candidate,

Thank you for your interest in our nursing program that we have designed with **quality** in mind. Enclosed is the information you requested. Included are:

The Application: Fill in the top section and send it back to us with the pretest, criminal history inquiry form, and a \$60.00 non-refundable check or money order for the processing fee. (Please note, the application fee is for processing your application and does not reserve your space in class.)

Criminal History Inquiry: All applicants are required to read, sign and submit the criminal history inquiry form along with their application. This form can be found on the back of the application included in this packet.

The Pre-test: Is a required pre screening to measure basic reading comprehension and math skills. If English is your second language you may be asked to complete an English comprehension evaluation in addition.

The Schedule: Find the class that best fits your own schedule, and then write it on the application for quicker processing.

Spaces are limited and are offered on a first come first served basis; therefore we strongly encourage you to complete the process quickly.

The total cost of the program is \$1425* which includes all of your class supplies, tuition, and application fee. A \$25 check made payable to the "State of NH-Criminal Records" will be collected at orientation to cover the cost of a required criminal background check. ***Your State Exam is Free**! You will also get same day test results.*** In order to reserve your space in class a tuition deposit of \$700 must be received in the office along with the necessary application, pre-test and criminal history inquiry form. The balance would then be due one week prior to graduation. The following payment options may be available to you: credit card (MC/Visa/Disc), money order, cash, or personal check. If you are in need of financial assistance, the following programs offer tuition assistance to those that qualify: Workforce Opportunity Council (www.nscite.org), NH Employment Program, NH Works, Voc Rehab and the NH Charitable Foundation (www.nhcf.org). If you would like more information on how to pursue these options, please call our admissions office. These methods can take several weeks, so you should start the process as soon as possible.

An orientation is required before class. Orientations are held weekly and are short, one hour sessions. During this time students are given their class supplies and will review the student handbook. This is also a great opportunity to ask questions before class begins!

Students are required to provide a negative TB reading or negative chest x-ray within the past year. You will be required to provide a copy of the results on your first day of class. There are several places students may go to receive a TB test for a small fee (\$10-\$30), call our office for locations in Manchester, Nashua, Somersworth and Dover. You may also go to your Primary Care Physician.

An ***all white uniform*** and watch with a second hand is required for class ***including the first day of class***. You may purchase these at any uniform store. Wal-Mart, Work n Gear, Uniforms Unlimited, and the Huntress all have white scrubs available.

Please feel free to call us at 603-647-2174 if you have any questions about the program, enrollment, or directions/locations of the training facilities. Our admissions staff is always available to help you throughout this process and we want you to have a great experience! ***(Please do not call the facilities directly as we contract with them and do not have offices at their sites.)*** We will call you once we receive your application, pre-test, criminal history inquiry form and application fee. We look forward to helping you start on your way to a rewarding career in healthcare!

Sincerely,
Shelly Ling, RN
Director of LNA Health Careers, LLC

*The State of NH will reimburse 100% of the program cost once a license has been issued and the LNA is working in a long-term care facility

**The state exam is free unless a retake is needed.

LNA Health Careers Attendance & Refund Policies and Class Requirements

Attendance:

Our expectation is that students will come to class prepared, on time and as scheduled. A class calendar will be provided to each student at orientation. Leaving early/coming in late more than 2 times for any reason will result in progressive discipline. Clinical make up classes are available only to those who provide a Doctor's note or demonstrate other extenuating circumstances. Clinical make-up classes are based on Instructor availability and will be charged to the student at a rate of \$25 per hour for each hour to be made up **regardless** of the circumstances surrounding the missed time. Missing 10 or more hours of the course will result in immediate expulsion from the program without a refund. Emergencies will be handled on a case-by-case basis. The NH Board of Nursing requires 100 hours of training—40 hours of theory and 60 hours of clinical. LNA Health Careers consists of 110 hours—50 hours of theory and 60 hours of clinical.

Refund Policy:

Our refund policy has been adopted from the State of NH Postsecondary Education Commission, based on Pos 1111.05 ([://www.gencourt.state.nh.us/rules/pos.html](http://www.gencourt.state.nh.us/rules/pos.html)). Refunds are based on the amount of program hours offered at the time of withdrawal. LNA Health Careers will retain the one time application fee of \$60 and supplies fee of \$90. In addition, there is a \$275 administrative fee assessed to **all** withdrawals. A student who withdraws before completing 50% of the program (55 hours) shall be entitled to a pro rata refund based on the tuition fee of \$1275. *Any student withdrawing from the program before it starts with less than a 24 hour notice will be assessed the \$275 administrative fee.*

Essential Functions/Requirements:

The following is a list of **essential** functions and requirements of each potential student. Students must be able to perform these functions in order to be successful. Students not able to perform these duties may not be granted acceptance into the LNA program.

- Ability to lift, bend and squat
- Ability to move or lift up to 50 pounds *without any* restrictions
- Must be able to communicate in English. This includes reading, writing and speaking as all text books, patient charts and medical records are all printed in English. Students with English as a second language will be required to take an English Comprehension Evaluation prior to being accepted into the program.

Criminal Record Policy:

All students wishing to enroll in the LNA training program at LNA Health Careers will be required to complete a NH State Police background check. In the event that an applicant has a positive record they must disclose it on their application and come into the admissions office for an interview. After reviewing the completed criminal background check and after completing the interview process, the program Coordinator will determine acceptance or denial of the individual into the program. Individuals with a positive criminal record, especially within the past 3 years, may have difficulty finding gainful employment in the healthcare field and may not be eligible for licensure. LNA Health Careers cannot be held responsible for any individual not being eligible for licensure who has falsified information on their application. Individuals with a positive criminal record within the past 3 years or with any felony convictions **will not** be accepted into the program.

All individuals wishing to obtain licensure from the NH Board of Nursing upon graduation will be required to complete an additional criminal background check that includes FBI fingerprint technology.

LNA Health Careers, LLC

NURSING ASSISTANT APPLICATION

Mail to: 22 Concord St., Floor 3, Manchester, NH 03101 or Fax to: 603-647-2175

Office Phone: 603-647-2174

Please Print Legibly in Blue or Black Pen

Applicant Information:

Last Name:	First Name:	MI:	Date of Birth:	Social Security Number:
Mailing Address:			City:	State: Zip Code:
Primary Phone #:	Secondary Phone #:	Email Address:		
Are you a US Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No			GED or Highest Grade Completed?	
Is English your second language? <input type="checkbox"/> Yes -or- <input type="checkbox"/> No			Have you ever been convicted of a felony or misdemeanor? <input type="checkbox"/> Yes -or- <input type="checkbox"/> No	
Do you require any special accommodations because of a physical condition or disability or learning condition or disability? <input type="checkbox"/> Yes -or- <input type="checkbox"/> No If yes, please attach an explanation.				

Please indicate the person to be notified in the event of an emergency:

Name:	Phone #:	Alternate Phone #:
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Course Information:

How did you hear about us?

- Union Leader Employment Times The Telegraph Fosters The Citizen Radio Internet Search
 TV Friend/Family (name) _____ Other (please list specific source) _____

I would prefer to take:

Specific Start Date/Location: _____ -OR- Day Classes Evening Classes Weekend Classes Anytime is fine

Certify:

I CERTIFY THAT ALL INFORMATION PROVIDED HEREIN IS TRUE AND COMPLETE AND THAT I HAVE TAKEN THIS TEST BY MYSELF WITHOUT ANY ASSISTANCE. I also certify that I have read the requirements, attendance, refund and criminal record policies. I agree to the terms and am able to FULLY meet the requirements. I further acknowledge that upon completion of the program if I wish to obtain a license, I must complete a NH State Police criminal record check and FBI Fingerprinting.

The information provided by the applicant on this application form will be held confidential unless requested by the NH Board of Nursing. LNA Health Careers reserves the right to deny admission to any application, within the judgment of the Program Coordinator. Once accepted a photo ID is required to attach to your application for our file.

[Per RSA188-D: 23 "Any (student) may cancel this transaction any time prior to midnight of the third business day after the date of this transaction."]

Please Sign:

Signature	Date
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Please include a \$60.00 (non-refundable) application/processing fee and mail to:

LNA Health Careers, LLC
22 Concord St. Floor 3
Manchester, NH 03101

**Please note the application fee is for processing your application. It does not reserve your space in class.*

This Space for Office Use Only

Pre-Entrance Exam Score _____ <input type="checkbox"/> CH Inquiry Rec'd <input type="checkbox"/> Accept <input type="checkbox"/> Decline	Sponsor (If applicable):
Counseled regarding licensure & employment in reference to criminal background: <input type="checkbox"/> N/A <input type="checkbox"/> Yes Initials: _____ Date: _____	Payment Received:
Program Coordinator Signature:	Date:

**IMPORTANT INFORMATION REGARDING:
CRIMINAL HISTORIES, LICENSURE OF NURSING ASSISTANTS AND
THE NEW HAMPSHIRE BOARD OF NURSING**

READ THIS DOCUMENT CAREFULLY

LNA Health Careers, LLC is an approved nursing assistant education provider. LNA Health Careers does not have the authority to license individuals as nursing assistants. The New Hampshire Board of Nursing (“BON”) has the authority to license nursing assistants.

Upon successful completion of LNA Health Careers’ nursing assistant educational program, if an individual desires to obtain a nursing assistant license from the BON, New Hampshire law requires that individual to submit to the BON a notarized criminal history record release form, as provided by the New Hampshire Division of State Police, Department of Safety, which authorizes the release of the individual’s criminal history record, if any, to the BON. New Hampshire law also requires an individual seeking initial licensure as a nursing assistant to submit a complete set of fingerprints taken by a qualified law enforcement agency or an authorized employee of the New Hampshire Department of Safety.

The BON states¹:

“At its October 20, 2005 meeting, the NH Board of Nursing voted to adopt the NCSBN ‘Permanent Bar to Certain Felonies’.

Felony crimes that will not be considered for initial licensure effective October 20, 2005 are as follows:

- Murder
- Aggravated Robbery
- Felonious Assault
- Sexual Crimes Involving Children
- Kidnapping
- Criminal Mistreatment of Children
- Aggravated Robbery of Vulnerable Adults
- Exploitation of Vulnerable Individuals

Please contact the Executive Director if you have questions regarding this decision at (603) 271-2323.”

Read and understood:

Dated: _____
Printed Name Signature

Check one of the statements below:

- I have been convicted of one or more of the disqualifying felony crimes listed above.**
 I have not been convicted of one or more of the disqualifying felony crimes listed above.

Dated: _____
Printed Name Signature

1. LNA Health Careers, LLC makes no representations, and expressly disclaims any representations, as to the legality of the BON statements and the content of those statements.

LNA Health Careers, LLC

PRE-ENTRANCE EXAMINATION

Mail to: 22 Concord St., Floor 3, Manchester, NH 03101 or Fax to: 603-647-2175

Please Print in Ink

Please Circle the Correct Answer. Make sure you answer all 15 questions.

Last Name:	First Name:	MI:	Date:
<p>Terminally ill patients need psychological and psychosocial support as well as physical care. Being a good listener is the best way to provide psychological support. Recognizing the five stages of dying will help you as a nurses assistant to be even more supportive of your patients, families and significant others. The patient may choose hospice care so they can remain at home rather than a hospital or long-term care setting.</p>			
<p>1. The writer discusses the importance of:</p> <ul style="list-style-type: none">a.) A patient's lifeb.) Providing support to a terminally ill patientc.) The five stages of cancer			
<p>2. A dying patient needs psychological support. As an LNA you can provide that support by:</p> <ul style="list-style-type: none">a.) Providing your own opinions about deathb.) Providing poor physical carec.) Being a good listener			
<p>3. Some patients choose to die at home. This is an example of:</p> <ul style="list-style-type: none">a.) Hospice careb.) Skilled nursing carec.) Long term care			
<p>4. Define the word "privacy":</p>			
<p>Calculations: Based on the information that 30cc = 1 ounce, calculate the following:</p>			
<p>5.) 15cc = _____ ounce 6.) 120cc = _____ ounces 7.) 2 ounces = _____ cc's 8.) 6 ounces = _____ cc's</p>			
<p>9. A Nursing Assistant can show he/she is listening carefully to a patient by:</p> <ul style="list-style-type: none">a.) Looking away while the patient talksb.) Responding to the patient when appropriatec.) Rolling their eyes when the patient says something they don't agree withd.) Changing the subject			
<p>10. Most patients would prefer:</p> <ul style="list-style-type: none">a.) To skip mealsb.) To feed themselvesc.) To eat when nauseatedd.) To be fed	<p>13. Skin damage caused by _____ is a burn.</p> <ul style="list-style-type: none">a.) Soapb.) Rainc.) Germsd.) Heat		
<p>11. A patient is on isolation. This means they are:</p> <ul style="list-style-type: none">a.) Depressedb.) Separatedc.) Blendedd.) Connected	<p>14. Which word means the opposite of safe?</p> <ul style="list-style-type: none">a.) Protectedb.) Harmfulc.) Secured.) Careful		
<p>12. If a patient has a terminal disease, it is:</p> <ul style="list-style-type: none">a.) Fastb.) Curablec.) Incurabled.) Non-threatening	<p>15. What type of non-verbal communication describes a patient who is sad and depressed?</p> <ul style="list-style-type: none">a.) A patient that participates in activitiesb.) A patient that stays in their room and criesc.) A patient that volunteers to help other peersd.) A patient that smiles at all the visitors that pass by		