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Nursing Assistant Training Program

Student Handbook 2025 - 2026

POLICIES

FEES AND FINANCIAL AID

Effective Date: August 1, 2025

Review Date: July 7, 2025

East Valley Nursing Academy shall make all program costs readily accessible on the school's website and any public posting with effective dates the cost of the following: tuition, lab fee, clinical fee, enrollment fee, insurance, books, uniform, health screening, credit card fee and state competency exam fee. EVNA will publicly post any increases in costs on the school's website 30 days in advance of the increase.

Tuition and Fees

Enrollment/Registration (due upon online registration): \$200

Tuition (includes class/lab supplies): \$1,100

Total: \$1,300

Payment options:

A. One-time payment of \$1100 tuition fee two weeks prior to start of classes B. \$300 a week prior to start of class, then \$200/week for 4 weeks

C. \$200 first week of class, then \$150 a week for 6 weeks

Estimated out of Pocket Fees and other expenses to be borne by students: D&S Headmaster NA State Exam -\$130.00

Textbook and workbook -\$70

Clinical exchange access for 6 months (Banner Hospital clinical training) - \$20 Uniform, shoes- \$60 DPS Fingerprint clearance card -\$70.00 Medical/physical exam - \$60

Drug test- \$59 Vaccination

CPR certification - \$60 TB test - \$30

Estimated other expenses total: \$559 Tuition and Fees:

\$1,300 Total: \$1,859

NOTIFICATION OF BOARD REQUIREMENT

Effective Date: August 1, 2025

Review Date: July 7, 2025

East Valley Nursing Academy shall inform all prospective students of the Board Requirements which includes but not limited to tuition or fees, requirement for legal presence in the United States, undergo criminal background check, and possible situations for ineligibility for certification under A.R.S. § 32-1606 (B) (17).

Felony Bar Requirements:

If a person has been convicted of a felony, the person is not eligible to apply for licensure or certification with the Arizona State Board of Nursing until 3 years after the “absolute discharge” of the sentence.

“Absolute discharge from the sentence” means completion of any sentence, including imprisonment, probation, parole, community supervision or any form of court supervision. This also includes payment of all restitution, fines, fees, etc. If the conviction is reduced to a misdemeanor, or set aside, dismissed, etc., the 3-year bar may no longer be applicable, but the Board may still consider the conduct involved, and the person’s application will be considered on a “case by case” basis.

Unless you are currently prevented from applying for licensure or certification due to the “felony bar” statute, Board staff cannot tell you whether the Board will grant your application for licensure/certification. Board staff also cannot give you advice about whether to continue your nursing education. The decision to license or certify an Applicant is made by the Board, only after the investigation is complete.

Legal status requirements:

Applicants must be citizens, permanent residents or hold any visa deemed allowed by licensing department of AZBN to apply for the program.

ADMISSION REQUIREMENTS

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Review Date: July 7, 2025

The following requirements and documents should be accomplished for admission to the Nurse Aide Training Program:

1. Assessment Test score of at least 70% and signing of Enrollment Agreement Form.
2. Payment of Registration Fee.
3. Must be at least 18 years old.
4. Must possess a valid US-government issued photo ID.
5. Must speak, write and understand English.
6. Must possess a Social Security Number at the time of enrollment. Applicants are required to attest to possessing a Social Security Number. Presentation of the Social Security Number to the school is not required.
7. Must present legal residency status in the United States. This requirement will not be copied by EVNA.
8. Must present any of the following: High school diploma, GED, official/unofficial college transcripts, proof of prior Nurse Aide / Caregiver certification (AZ or other states).

Preparatory class:

- Applicants who don't meet our standard education admission requirements and are recommended for instruction may enroll after successfully completing our on-site preparatory class.
- Before enrolling, candidates must take an assessment test to determine recommended instruction hours in basic skills (math, grammar, English, and logic).
- While candidates may choose not to take the full recommended instruction hours, a separate fee of \$25 per hour will be assessed for this class, and no refunds will be issued, even if the final examination isn't passed after a retake.
- If no instruction hours are recommended, candidates may still take the preparatory class final examination for a fee of \$25. One retake (with different questions) is permitted for an additional fee of \$25. No refunds will be issued if this final examination isn't passed, even after a retake.
- To be eligible for the CNA program assessment test, candidates must pass a final examination at the end of the preparatory class. One retake (with different questions) is permitted. Candidates who fail the final examination after the permitted retake will not be eligible to continue with the CNA program assessment test.

Transfer Credits

Students are required to complete the program regardless of previous education or training credits from another institution.

ATTENDANCE

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All students are required to complete 120 hours of combined didactics, lab and clinical training.

Lecture - 60 hours **Lab** - 20 hours **Clinical training** - 40 hours

Late attendance:

Students are allowed to be late for 15 minutes for lectures and skills lab classes. Students are responsible for any missed lectures and skills topics. Students are expected to arrive at least 15 minutes prior to their clinical training. Students who incur a cumulative total of 15-60 late minutes must schedule and complete a paid make-up class with the instructor prior to final exams.

Absences:

Clinical training: Students are expected to meet the total number of hours as set by Arizona Board of Nursing. There are no provisions for excused absence other than the list under "special circumstances".

Special circumstances:

The following “special circumstances” constitute an excused absence with appropriate documentation submitted to the instructor.

- a. Jury duty and subpoenas.
- b. Family emergency: death of immediate family member (parents, child, spouse, siblings).
- c. Health-related condition or Injury accompanied by a medical note.

Students who are unable to attend lectures or skills should submit a written notification to the instructor seven days prior.

If a student misses one day of theory class or skills lab, the student will be able to make up for it on a day previously agreed upon with the instructor and associated fees will apply. If a student misses more than one day of theory classes and/or skills training, the student will be transferred to the next available cohort.

If a student misses one or more days of clinicals, the student will be able to make up for it on the next available cohort only. The student will have to submit a written request for clinicals make-up hours and pay associated fees upon request submission. No exceptions will be made to this schedule.

Students with two (2) unexcused absences will be moved to a future cohort and no payments will be refunded. Students with two (2) excused absences will be able to choose to arrange for make-up classes with the instructor, move to a future cohort (any payments made beyond the value of instruction hours already received will be applied as a credit to their account), or to withdraw from the program and be eligible for a refund on a pro rata basis. Students need to show valid proof, such as a doctor’s note or other official documentation to have an absence excused.

Students with more than two (2) excused or unexcused absences (lectures or skills lab) will be moved to a future cohort and no payments will be refunded.

Disclaimer: Clinical training make-up waiting time would be no less than a month.

Make-Up Class Fees and Procedures:

- Make-up Fee: A charge of \$25.00 per hour will be applied to all make-up classes for missed hours on lecture, skills lab and clinical training.
- Payment Deadline for Lectures and Skills Training: Payment for make-up hours related to lectures and skills training must be received three (3) days prior to the scheduled make-up day.
- Payment Deadline for Clinicals: Payment for make-up hours related to clinicals is due upon submission of the request for a make-up day.
- Make-Up Schedule for Clinicals: Make-up hours for clinicals will be accommodated within the next available cohort only. No exceptions will be made to this schedule.

- Make-Up Schedule for Lectures and Skills Training:
 - Make up hours for students with one (1) absence for lectures or skills training may schedule for a make-up class directly with the instructor. The date and time will be scheduled through mutual agreement with the instructor.
 - Make-up hours for students with more than two (2) excused or unexcused absences for lectures and/or skills training will be accommodated within the next available cohort only. No exceptions will be made to this schedule.

Punctual attendance at all scheduled make-up hours is mandatory. Students arriving late or failing to attend will forfeit the associated fees (no refund will be issued for any missed make-up hours). Any missed hours will be subject to the standard make-up fees and must be scheduled directly with the clinical instructor.

FINAL EXAM

Effective Date: August 1, 2025

Review Date: July 7, 2025

In compliance with R4-19-801(B)(3)(c), students are required to score a minimum of 75% correct answers on a comprehensive final examination. EVNA shall allow one re-take “following documented, focused remediation based on past test performance” with a different set of questions, the date of which shall be determined by the instructor.

In compliance with R4-19-801(B)(3)(c)(ii) and prior to clinical training, students are required to demonstrate to program instructors satisfactory performance of required skills prior to procedure performance on patients or residents without the instructor’s presence, direct observation, and supervision.

A final examination policy that includes the following provisions;

- i. Require that its students score a minimum 75% correct answers on a comprehensive secure final examination with no more than one re-take. The program may allow an additional re-take following documented, focused remediation based on past test performance. Any retake examination must contain different items than the failed exam, address all course competencies, and be documented with score, date administered and proctor in the student record.

SKILLS EXAM**Effective Date:****August 1, 2025****Review Date:****July 7, 2025**

East Valley Nursing Academy requires that each student demonstrate, to program faculty, satisfactory performance of each practical skill as prescribed in the curriculum before performance of that skill on patients or residents without the instructor's presence, direct observation, and supervision. R4-19-801(C)(8)(e) Require satisfactory performance of all critical elements of each skill under R4-19-802 (H) for nursing assistants.

A mock skills examination, which constitutes 30% of the final grade, is administered as part of the final examination. One remediation attempt is allowed for each student who fails this examination. Students who fail their remediation attempt will be dismissed and marked as incomplete and no refunds will be made. Failure to schedule or complete remediation will result in a failing grade, regardless of the student's computed final grade from all other components.

A nursing assistant instructor shall verify and document that the skills below are satisfactorily performed by each student before allowing the student to perform the skill on a patient or resident without the instructor present.

1. Hand hygiene,
2. Gloving and gowning
3. Skills in subsection (F)(7), (8) and (11)(a), (c), (d), (f), and (g).

Student Name _____ Class _____

Nursing Assistant Skills Checklist: Classroom and Clinical

***Students may not perform skills on residents/patients until they have demonstrated competency and been signed off by a RN in the skills laboratory.**

Testable	Classroom Competency Date	RN Initials	Clinical Practice Date	RN Initials
Ambulation with Gait Belt				
Ambulation with Walker				
Applying Antiembolic Stockings				
Bedpan and Output				
Bed Bath-Whole Face, One Arm, and Underarm				
Blood Pressure -Manual				
Denture Care				
Dressing Bedridden Resident				
Feeding the Dependent Resident				
Fluid Intake				
Isolation Gown and Gloves				
Mouth Care-Brushing teeth				
Mouth Care of Comatose Resident				
Making an Occupied Bed				
Perineal Care-Female				
Perineal Care-Male With a Soiled Brief				
Positioning Resident on Side				
Range of Motion Hip and Knee				
Range of Motion Shoulder				
Pivot Transfer a Wt. Bearing, Non-Ambulatory Resident from W/C to Bed using Gait Belt				
Pivot transfer a Wt. Bearing, Non-Ambulatory Resident from Bed to W/C using Gait Belt				
Vital Signs TPR				
Vital Signs TR, Pulse Oximetry, Electronic BP				

Non-Testable	Classroom Competency Date	RN Initials	Clinical Practice Date	RN Initials
Apply Clean Bandages				
Assist in Admitting Resident				
Assist in Discharging Resident				
Assist in Transferring Resident				
Assist with Diagnostic Test/Obtains Specimen				

	Classroom Competency Date	RN Initials	Clinical Practice Date	RN Initials
Back Rub				
Body Mechanics				
Care/ Use of Prosthetic or Orthotic Devices				
Catheter Care				
Documenting ADLs				
Donning/Removing Gown/Gloves/Mask				
Dress Resident				
Empty Catheter and Measure Output				
Fingernail Care				
Handwashing/Hand Hygiene				
Maintaining a Resident's Environment				
Make an Unoccupied Bed				
Mechanical Lift Transfer				
Move Resident Up in Bed				
Observe, Report Pain				
Ostomy Care				
Pass and Set Up Trays				
Perioperative Care				
Post Mortem Care				
Provide Care for Patients with Drains				
Provide Care of Patients with Feeding Tubes				
Range of Motion Exercises				
Recognizing and Reporting abnormal physical, psychological or mental changes				
Record Meal Percentage and Intake				
Report Skin Condition				
Shampoo and Hair Care				
Shaving				
Shower				
Skin Care				
Toileting				
Transfer and Position Resident in Chair				
Use of Assistive Devices in Feeding				
Use of Assistive Devices in Transferring, Ambulating, and Dressing				
Weight- Standing, W/C and Bed Scales				

Student Signature_____

Classroom RN Signature_____Initials_____

RN Clinical Instructor Signature _____Initials_____

Program Completion Date _____

STUDENT RECORD MAINTENANCE**Effective Date: August 1, 2025****Review Date: July 7, 2025**

East Valley Nursing Academy shall maintain the following program records either electronically or in paper form for a minimum of three years for the CNA Training Program:

1. Curriculum and course schedule for each admission cohort;
2. Results of state-approved written and manual skills testing;
3. Documentation of program evaluation;
4. A copy of any Board reports, applications, or correspondence, related to the program; and
5. A copy of all clinical contracts, if using outside clinical agencies.
6. A record of each student's legal name, date of birth, address, telephone number, e-mail address and Social Security number
7. A completed skill checklist containing documentation of student level of competency performing the skills in R4-19-802(F)
8. An accurate attendance record, which describes any make-up class sessions and reflects whether the student completed the required number of hours in the course; and
9. Scores for each test, quiz, or exam and whether such test, quiz, or exam was retaken

STUDENT CONDUCT**Effective Date: August 1, 2025****Review Date: July 7, 2025**

Students are expected to comply with all guidelines and standards of conduct both on campus and in clinical sites.

The Administrator may impose discipline for the commission or attempted commission (including aiding or abetting in the commission or attempted commission) of the following types of violations by students, as well as such other violations as may be specified in campus regulations:

1. All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.
2. Other forms of dishonesty include but are not limited to fabricating information, furnishing false information, or reporting a false emergency to the University.
3. Forgery, alteration, or misuse of any school document, record, key, electronic device, or identification.
4. Theft of, conversion of, destruction of, or damage to any property of the school, or any property of others while on the school premises and at clinical sites
5. Theft or abuse of school computers and other school electronic resources such as computer and electronic communications facilities, systems, and services.

6. Physical abuse including but not limited to physical assault; threats of violence; or other conduct that threatens the health or safety of any person.
7. Harassment, defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to school programs. Harassment includes, but is not limited to, conduct that is motivated on the basis of a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identify, pregnancy, marital status, ancestry, service in the uniformed services, physical or mental disability, medical condition, or perceived membership in any of these classifications.
8. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities.
9. Participation in a disturbance of the peace or unlawful assembly.
10. Failure to identify oneself to, or comply with the directions of, a school official or other public official acting in the performance of his or her duties while on University property or at official school functions; or resisting or obstructing such University or other public officials in the performance of or the attempt to perform their duties.
11. Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal and state law or regulations.
12. Possession, use, or manufacture of a firearm or other weapon as prohibited by campus regulations.
13. Making a video recording, audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

The Administrator may impose discipline for violations of the Code of Conduct on campus and at clinical sites, whether or not such violations are also violations of law, and whether or not proceedings are or have been pending in the courts involving the same acts.

Professional Student Appearance

EVNA students are expected to present themselves in professional manner and are to comply with the following school policies at all times, both in classroom and clinical training institutions:

- a. Students are to wear navy blue scrubs and closed toe, non-skid shoes with official school badge while in school and in clinical agencies.
- b. Only small stud earrings, wedding/engagement rings, and wristwatch are allowed in class and clinical institutions. Necklaces, if any, are to be worn under scrubs.
- c. Hair must be clean and is to be kept in a clean bun or tied back or braided away from the face. Male students with long hair are to observe the same school policy.

- d. Fingernails must be clean and short and must not extend beyond fingertip. Only neutral and clear nail polish are allowed. Artificial nails are not allowed at any time. Students with long nails or artificial/fake nails will not be admitted to class or clinical training.
- e. Chewing of gums is strictly prohibited in class and clinical training.

Any student found to have committed the following violations will be subjected to disciplinary actions up to and including dismissal from the program/course without refund.

First offense - verbal warning

Second offense - written warning

Third offense - dismissal from program

1. Violation of HIPPA (Health Insurance Portability and Accountability Act) – taking pictures of patients at clinical sites, illegal copying or distribution of patient records, unnecessary discussion of patient condition with other students/staff not involved in patient/resident care.
2. Misconduct, causing physical harm to fellow students.
3. Academic dishonesty: cheating, plagiarism, acquisition of exams and other academic materials without permission.
4. Cigarette smoking, use of marijuana and vape in clinical site and premises, classroom, school location, walkway and parking lot.
5. Use of mobile phone during class

Violations resulting to termination from program upon first offense without program fee refund:

1. Sexual/racial/ethnic harassment
2. Reporting to class or clinical sites under the influence of alcohol or illegal drugs.
3. Hostile behavior and or speech towards fellow students, instructors, school and clinical site staff, patients/residents and family.
4. Unauthorized use, possession and distribution of controlled substances or illegal drugs in a classroom or clinical training site.
5. Unauthorized use/possession of any weapon in the classroom. 6. Post/patient/resident abandonment without notification.

Sexual Harassment Policy

East Valley Nursing Academy (EVNA) commits to provision of a safe place free from any form of harassment including sexual harassment. Any person (employee or student) found to have sexually harassed another will be dismissed from employment or course program.

Drug and Alcohol Awareness Policy

As per Drug Free Schools and Communities Act: The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) East Valley Nursing Academy (EVNA) hereby informs the students of such amendment prohibiting possession, use and distribution of drugs and alcohol by students within school premises and those of medical facilities during clinical rotations. Any violation of the above amendment during the course of the student's program will require immediate drug test at the student's expense. Any absences incurred (didactics, skills and clinical) will be considered unexcused, requiring make up attendance with a \$50 make up fee.

Mobile Phones and Other Electronic Devices

Students are expected to conduct themselves in a professional manner throughout the program. Use of mobile phones and any other electronic device such as iPads, tablets, MP3 players and the like are not allowed during lectures, skills lab and clinicals. Mobile phones must be in silent mode in the classroom. Students are not allowed to record any part of lectures. Recording of skills demonstration can only be done with the permission of instructors. Use of cellular phones during clinical training is strictly prohibited.

CLINICAL SUPERVISION

Effective Date: August 1, 2025

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A qualified RN and Board approved instructor shall supervise any student who provides care to patients or residents by:

- a. Remaining in the clinical facility and focusing attention on student learning needs during all student clinical experiences;
- b. Providing the instructor's current and valid contact information to students and facility staff during the instructor's scheduled teaching periods;
- c. Observing each student performing tasks taught in the training program;
- d. Documenting each student's performance each day, consistent with course skills and clinical objectives;
- e. During the clinical session, engaging exclusively in activities related to the supervision of students; and
- f. Reviewing all student documentation.

CANCELLATION, WITHDRAWAL AND DISMISSAL

Effective Date: August 1, 2025

Review Date: July 7, 2025

Cancellation shall occur when a student give written notice of cancellation at the address of the School shown on the top of the front page of this Agreement. You can do this by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

If the School has given any equipment, including books or other materials, you shall return it to the School within 5 days following the date of notice of cancellation.

If a student cancels this agreement, the school will refund any money paid, less any deduction for equipment not timely returned in good condition, within 15 days after your notice of cancellation is received.

Rejection: An applicant rejected by the school is entitled to a refund of all moneys paid.

Cancellation: An applicant who provides written notice of cancellation 3 days after enrollment and/or before the first class session is entitled to a full refund, excluding the \$200 non-refundable registration fee and \$25 processing fee.

Other Cancellations: An application requesting cancellation more than the allowed time period and after making an initial payment, to a refund calculated by the number of hours attended.

Withdrawal Policy

Students have the right to withdraw from the program and have the right to receive a pro rata refund according to the portion that has not been completed less the cost of any equipment returned in good condition (good condition does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way) and the registration fee.

Withdrawal from a program may occur when the student provides a written notice to the school's address. This can be done by mail, e-mail or by hand delivery. The written notice of withdrawal, if sent by mail, will be effective upon receipt by the administrative office. It is strongly advised to send via registered mail when mailing.

Withdrawal Procedure:

1. A student choosing to withdraw from the school after the start of classes is to provide a written notice to the Administrator of the School. The notice must include the expected last date of attendance and be signed and dated by the student.

2. If special circumstances arise, a student may request, in writing, a leave of absence for a maximum of six (6) months, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.

3. All refunds will be submitted within 15 days of the determination of the withdrawal date.

Dismissal Policy

Violation of any Academic Policies, Code of Conduct, Uniform Guidelines and failure to fulfill financial obligations will result to the following procedures:

1st offense – Warning /Verbal Counseling are given to students who violate any of the policies. Students will be on Academic Probation if grades are below C. He/she is required to raise the grades in order to remove the probationary status.

2nd offense – Written Notice is given to students who violate any of the policies for the second time. He/She will be formally counseled by the Administrator.

3rd offense – Students will be dismissed from the program. No part of the program tuition will be refunded when students are dismissed.

STUDENT GRIEVANCE

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Students who have any complaints and/ or grievance will proceed as follows:

1. Meet with the instructor to discuss and/or resolve conflict
2. If after meeting with the instructor, the conflict remains unresolved, a meeting should be scheduled with the Program Director.
3. If issues remain unresolved after meeting with the Director, the student is to submit a "Complaint Form" after which a meeting will be scheduled with the Administrator.
4. The student may provide evidence in support of their best interest
5. The Administrator will review the complaint and all supporting documents.
6. The Administrator will render a course of action and final decision.

The student has the right to contact the Arizona Board of Nursing to lodge a complaint at any time during the process.

PROGRAM PROGRESSION AND COMPLETION

Effective Date: August 1, 2025

Review Date: July 7, 2025

Students will be eligible for graduation upon meeting the following conditions:

1. Completion of all required hours of theory, lab and clinical. Students who have met 120 hours program requirement (didactic – 60 hours, lab – 20 hours, clinical training – 40 hours)
2. Achieved a minimum grade of C at the end of the program
3. Passed the comprehensive written exam and skills demonstration
4. Submission of all required class assignments, reports and papers
5. Return of all materials borrowed from the school during the term of the program
6. Fulfillment of all financial obligations