



nebraska
health care learning center

EDUCATION CATALOG 2023-2024



The contents of
this catalog are
true and correct in
contents and policy.

nehca.org/nhclc





nebraska
health care learning center

1200 Libra Drive, Suite 100, Lincoln, NE 68512

2023-2024 Catalog

Multiple sites throughout the state may be utilized for instruction including convention centers, nursing facilities, assisted living facilities, and community colleges. To view a list of Nebraska Health Care Learning Center Satellite Locations approved by the Department of Health and Human Services, visit this link: <https://nehca.org/NEHCA/Education/Host>.

Catalog Number 20
Published March 2023

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About the Nebraska Health Care Learning Center

The Nebraska Health Care Learning Center (NHCLC) is a private, post-secondary career school licensed and accredited by the Nebraska Department of Education. NHCLC is an affiliate of the Nebraska Health Care Association (NHCA).

NHCLC promotes growth and leadership to health care professionals and paraprofessionals through these training programs:

- **Activity Director Training**
- **Assisted Living Administrator Training**
- **Basic Nursing Assistant Training**
- **Medication Aide Training**
- **Social Service Designee Training**
- **Testing - Basic Nursing Assistant and Medication Aide**

NHCLC is responsible to the NHCA Board of Directors. The Department of Education (DOE)-approved agent of the school is responsible for the overall management of NHCLC.

Visit the NHCLC website at <https://nehca.org/nhclc>.

Objectives

Guided by core values of professionalism, stewardship, quality, and integrity, NHCA and its affiliates, including NHCLC, encourage the professional development of people who dedicate their careers to individuals needing health care. This work is done with the following objectives:

- Provide health care professionals and paraprofessionals with access to exceptional educational opportunities through the use of a variety of methods, technologies, and innovative ideas.
- Support the workforce needs of Nebraska's nursing facilities and assisted living communities by promoting them as sources of viable health occupations.
- Support Nebraska nursing facilities and assisted living communities in their quests to provide high-quality care through the implementation and/or promotion of quality-focused programs and educational offerings.

Governance

NHCLC is responsible to the NHCA Board of Directors. The approved agent of the school is responsible for the overall management of NHCLC.

NHCA Board of Directors

Co-Chair

Tyler Juilfs
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Nebraska Health Care Foundation
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Staff

NHCLC consists of professional and support staff including the instructors and administrative personnel.

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School Calendar

The school calendar runs from Jan. 1 to Dec. 31. There are five terms in a calendar year. The school calendar recognizes seven holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. Classes will not be in session those days.

Because of the needs of the students and the communities throughout the state, classes may be held seven days a week, in the evening, and during the daytime. The school will operate on a 10-week term system. See the following calendar for specific start and stop dates for each term. Many programs will be completed prior to the end of the term. The enrollment period is open for up to six months prior to the beginning of the term until classes are full. Walk-in registration may be accepted as space allows.

2023-2024 Calendar

Term 1: Jan. 1 - March 13
Term 2: March 14 - May 25
Term 3: May 26 - Aug. 6
Term 4: Aug. 7 - Oct. 18
Term 5: Oct. 19 - Dec. 31

Facilities

Facilities and equipment vary with each classroom site based on needs of the class. NHCLC consists of three classrooms and a clinical skills training room with a total capacity of 150. A DVD player, computer, and LCD projector are located within the classrooms.

To view a list of Nebraska Health Care Learning Center Satellite Locations approved by the Department of Health and Human Services, visit this link: <https://nehca.org/NEHCA/Education/Host>.

Every effort will be made to accommodate people with disabilities. It is an expectation that the student will request special accommodations and make their needs known, as well as provide reasonable proof of need.

Instructor Policies

Student-to-instructor ratios vary because of the range of modalities in imparting information. The clinical component of various programs will not exceed 12 students per instructor while performing direct resident care training. Under instructor supervision, the instructor may delegate clinical training to certified and licensed healthcare professionals to enhance the clinical training.

Some programs that are instructional in nature may be large (75:1). Accommodations will be made in the event of large class sizes, and additional personnel will be available to support the learning environment.

Tuition

Tuition varies depending on the length of the program and expenses involved with the type of training. Additional fees will be identified in the educational materials and flyers. Credit-based tuition is \$55 per credit hour. Tuition and fees per program are listed under Program Description on pages 10-16 of this catalog.

Due to the short nature of NHCLC programs, there is no housing, meals, or transportation costs directly associated or payable to NHCLC. However, the estimated cost of living expenses in Nebraska can be found at <https://data.census.gov/cedsci/profile?q=1600000US3128000>. NHCLC does not qualify to participate in Federal Financial Aide Title IV programs.

Credit Hours

Credit hours are based on a quarter system. Credit hours are measured as follows: one-quarter credit hour is equivalent to each 10 clock hours of lecture, 20 clock hours of laboratory, or 30 hours of clinical training activities.

Enrollment Procedures

Enrollment dates are open. Students accepted for admission must demonstrate a desire to acquire new information and skills. Graduation from an accredited high school or GED certification is required for programs taken for college credit. Any person 16 years of age or older and not enrolled in a secondary school setting is eligible to enroll in Basic Nursing Assistant Training, provided they meet stated program requirements for admission.

Students enrolling in programs through NHCLC consent to being photographed and videotaped during educational sessions for the possible inclusion in materials published by NHCLC and/or NHCA.

Special requirements for programs are outlined in the program material and online.

Requests for information regarding admission and completed application forms must be submitted to the Education Services Assistant.

Steps for Admission

1. Complete and sign an admission/registration form available on the NHCA website (nehca.org).
2. Request a copy of high school, college, or GED transcript be sent directly to the admissions office if requesting credit within 30 days of the class end date. This is not required for noncredit programs or continuing education programs.
3. Submit any additional information required for individual program of study.

Withdrawal Policy

Students may initiate a withdrawal from a program prior to the deadline for dropping classes. To withdraw from a class, an official request must be submitted to the registration department. Failure to attend classes and/or notification by telephone does not constitute as a drop from a class.

An official request must be completed prior to the deadline to be eligible for a refund of tuition. Drop forms are available upon request from registrar@nehca.org. The student must completely withdraw from the program and re-register during the open registration period for the program desired.

Deadline for Withdrawing from a Program

The deadline for withdrawing from a program is pro-rata based on the length of the program. A student that has completed less than 50 percent of the program will be eligible for withdrawal. The student will receive a "W" for withdrawal recorded on their transcript.

If the student is in good standing and has completed more than 50 percent of the program, a grade of Incomplete (I) may be entered and the student may have the opportunity to be readmitted into the next class offered. See readmittance policy on Page 3.

Tuition Refund

See refund policies on Page 5.

Administrative Withdrawal

Students may request an administrative withdrawal after the deadline for dropping classes. Personal issues and concerns such as illness, job change, nonattendance, etc., may be considered.

Withdrawals will not be processed for nonattendance. Nonattendance after the deadline for dropping usually results in the student receiving a non-passing or unsatisfactory grade. Administrative withdrawals are handled through the DOE-approved agent of the school.

Policy for Class Cancellations

This policy is for cancellation of part of a course due to unforeseen circumstances such as weather or natural disasters. Because NHCLC offers courses across the state, the school expects the instructors in the area to identify if a class day needs to be cancelled and rescheduled. Due to the difficulties of rescheduling, meeting student needs, and room availability, cancellations are not to be done without identified reasons. Road conditions and facility circumstances may be considered. A facility involved in a survey is not a reason to cancel classes.

Instructors who make a decision to cancel a class day must notify the DOE-approved agent of the school with the decision, the reasons for the decision, and the plan for making up the class time. The instructor is also responsible for timely notification of students. The cancellation will be communicated to the students through multiple methods. This policy also applies to testing cancellations.

Placement Assistance

Placement assistance is not an active part of the school's role. The school will provide networking possibilities, and a career center is available at nehca.org for facilities to post active job openings. Participating in a program does not guarantee employment with NHCLC or any related facilities.

Attendance

Attendance is a mandatory requirement for all programs depending on the rules of the program. Make-up days may be allowed. A fee of \$45 per day will be required to offset the training schedule changes. Make-up days must be completed within six months or the next time the program is offered regardless of location or clinical site.

Leave/Readmittance

Readmittance into a specific program may be allowed if more than 50 percent of the program has been completed and the student has shown evidence of good conduct and attendance. The student must also arrange to complete the program within six months or the next time the program is offered. If the lapsed period is greater than six months, the entire program must be repeated. Readmission is subject to available space and current requirements to the program of study.

Records

Policies and procedures have been developed to comply with the Family Educational Rights and Privacy Act (FERPA) of 1974. These rights apply to all students 18 years of age or older, students who are no longer dependent upon a parent/guardian, students in a post-secondary program regardless of their age, and parents of eligible dependent children.

Students have the right to:

- Inspect and review their educational records
- A hearing to challenge the contents of their records
- Receive all or part of their educational records upon request

All requests for student records must be submitted to registrar@nehca.org.

Information that may be released:

- Field of study
- Dates of attendance
- Awards/scholarships
- Student's address and telephone number

The student's social security number (SSN) is required as a condition of enrollment. The SSN is considered a part of the educational record under FERPA. Disclosure of SSNs is only with the consent of the student or in those limited circumstances when consent is not required by FERPA.

Retention of Student Records

The official academic records will be retained for 50 calendar years at NHCA.

All financial records will be maintained for seven years from the last date of enrollment.

Grades and Transcripts

Grade reports and certificates of completion are issued within one month following the end of the term as long as all financial obligations have been met. Grade reports are a part of the student's permanent record. The student is responsible for reviewing his or her grade report for accuracy.

If there is a question with any part of the report, the student should contact the Education Services Assistant. Disputes must be resolved within 30 days of this notification.

Grade Changes

A permanent grade may be changed only in the event of instructor or institutional error.

Transcript Issuance

A transcript will be issued upon request by the student. The request must include:

- Name (at time of attendance)
- Social Security number
- Approximate dates of attendance
- Signature
- Address where the transcript is to be sent

The transcript will be sealed and mailed within five business days from the date of request. Transcript request charges must be paid before a transcript will be issued. Transcripts will not be faxed or emailed.

Walk-in transcript requests are available at a cost of \$20 (rush delivery) or \$10 (standard mail). Transcripts will not be released if financial obligations to the school have not been resolved.

A transcript request form is available by request from registrar@nehca.org. Requests for transcripts may be kept on file in registration/records at NHCLC. Telephone requests will not be honored.

Official transcripts will be signed by the appropriate official.

Credit Types

- CR-Credit
- NC-Non Credit
- I-Incomplete: An "I" is considered a temporary grade and is issued when program requirements are not completed due to extenuating circumstances. Refer to readmittance policy.
- P-Pass: A "P" is issued when credit is granted for successful completion of a required level of performance. The nurse aide pass grade represents a 70 percent or better. The medication aide pass grade represents a 72 percent or better.
- PA-Pass/Attendance: "PA" on a transcript represents full participation and meeting the attendance requirements upon completion of the program.
- NP-No pass: "NP" is issued when required level of performance is not attained.
- W-Official withdrawal
- WA-Administrative withdrawal
- CEU-Continuing education units given for designated programs.

Grading and Graduation Requirements

All credit programs will be graded on a pass/no pass system. To graduate and successfully complete a program, a grade of "pass" will need to be achieved. This includes a satisfactory grade (Medication Aide pass at 72 percent and Nurse Aide pass at 70 percent), attendance to all required hours of the program (program-specific), and obeying all expected student conduct guidelines. Once graduation has been achieved, the student can proceed to state licensing requirements (program-specific).

Student Conduct

Students are expected to obey all laws, regulations, and policies of the nation, state, community, and school.

Honesty and integrity are expectations while enrolled in the school system. Students may be dismissed when violations occur. Due process is provided. Suspension or dismissal may be the first action depending on the severity of the violation.

Categories of misconduct which are incompatible with the school's standards include:

- Cheating, plagiarism, knowingly furnishing false information, forgery, alterations, or misuse of school documents or records.
- Disruption or obstruction of teaching, administration, disciplinary procedures, or other school activities.
- Abuse of any person at school-sponsored functions.
- Conduct which threatens or endangers health and safety of a person. This abuse includes all forms of harassment and discrimination.
- Participating in or inciting a disorderly assembly.
- Seizing, holding, or damaging property used within the school setting or threatening to do so.
- Refusing to depart from property being used by the school upon a reasonable request by the school official.

- Unlawful possession, use, distribution, or under the influence of illicit substances on school premises or at school-sponsored events.
- Obstruction of free movement of vehicles at school activities.
- Possession of items used as a weapon at school-authorized functions.
- Defacing, destruction, littering, or damaging property owned or being used by the school.
- Removal of property owned or assigned to the school without authorization.
- Unauthorized entry onto property assigned to the school.
- Unauthorized use of school facilities or equipment.
- Violation of school rules, policies, or regulations.
- Discrimination on the basis of race, color, religion, sex, age, marital status, national origin, ancestry, veteran status, or disability.
- Disorderly, obscene, lewd, or indecent conduct on school-controlled property.
- Theft of items deemed college or student property.

Cell Phone Policy

Students are informed of correct cell phone usage during the course of the class. This includes not disrupting teaching procedures or learning.

Privacy and Confidentiality

During clinical training, students may be exposed to sensitive and confidential information. All health information and experiences related to residents or patients in the clinical environment need to be treated confidentially.

Confidential information related to residents during training in a clinical environment is communicated to staff and the instructor to assist the residents to the best possible health and well-being and should not be shared without a valid purpose and only in appropriate areas.

A breach in confidentiality can result in immediate dismissal from the program. Questions about confidentiality should be directed to the instructor.

Advanced Standing

Credit transfers are limited because the programs offered are freestanding programs and Nebraska-specific. Unusual circumstances will be addressed on an individual basis.

Students requesting to use veterans benefits to support education and who have attended a post-secondary entity prior to coming to NHCLC must provide a transcript from that/those school(s).

Probationary Period

Due to the short-term nature of the training programs offered, no probationary period is identified.

Refund Policies

Students who withdraw from courses may receive a prorated tuition refund. Refunds shall be mailed within 30 days of official request. If the official request occurs within 72 hours of registration/enrollment, a full refund is appropriate. Contact the Education Services Assistant for refund requests.

The request must be in writing and be postmarked within 72 hours of registration/enrollment. If official request occurs after 72 hours of registration/enrollment but before classes have begun, a \$150 administrative fee is NOT refundable and remaining tuition and fees will be refunded.

After classes have begun, a \$150 administrative fee is NOT refundable and remaining tuition and fees will be refunded as follows:

- Day 1: 50 percent refund of tuition and fees after \$150 administrative fee is assessed minus materials.
- Day 2: 25 percent refund of tuition and fees after \$150 administrative fee is assessed minus materials.
- Day 3: no refund of tuition and fees

After classes have begun, costs associated with course materials are nonrefundable.

Veteran Student Policy

Consistent with the Veterans Benefits and Transition Act of 2018, Section 3679 of title 38, United States Code, Section 103, NHCLC will not impose any penalties due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs (VA) on recipients of Chapter 31 and Chapter 33 VA Benefits. NHCLC will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides NHCLC a certificate of eligibility for entitlement to educational assistance under Chapter 31 or Chapter 33, and ending on the earlier of the following dates: (a) the date on which payment from VA is made to the institution or (b) 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility (COE).

Additionally, NHCLC will not require that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to NHCLC due to the delayed disbursement of funding from the Department of Veterans Affairs under Chapter 31 or Chapter 33. A Covered Individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI Bill® benefits, and has been verified by the school certifying official as benefit eligible. This requirement is limited to the portion of funds paid by VA.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government website at www.benefits.va.gov/gibill.

Standards of Progress Policy

A veteran and/or eligible person must make satisfactory progress toward an approved educational objective leading to employment. Veteran and/or eligible person Standard of Progress will be determined utilizing the Satisfactory Academic Progress policy, as listed in the college catalog, consisting of overall grade point average, pace, program length, maximum time for completion, attendance, and/or conduct.

Called to Active Duty Policy

NHCLC recognizes and appreciates the important contributions made by students in service to our country. In support of these students, the College has developed procedures to provide each student with maximum flexibility in the event the student is called to active duty.

A military/veteran student is called to active duty while currently enrolled, the student must present a copy of the official orders to the Student Records Office. Students have three (3) options depending on the length of the activation: take a temporary leave of absence, withdraw completely or take incompletes in their courses.

1. If the student is being temporarily activated for duty, including annual and/or monthly training, or mobilized:
 - The student may take a leave of absence from their course(s).
 - Student needs to inform NHCLC of absence dates ahead of the absence.
 - Student will not be penalized for missed classroom time, but is responsible to complete any coursework that was assigned during dates of absence and coordinate with NHCLC to make up class hours and coursework.
2. If the student is being mobilized or deployed for an extended period of time or is being reassigned or transferred permanently, the student may withdraw from classes immediately.
3. NHCLC will not hold the student accountable for tuition-related expenses for the term, session, or semester.
 - A "W" grade will be represented on the student's official transcript to show the reason for the withdrawal and withdrawal date.
4. If the student is being mobilized or deployed for an extended period of time or is being reassigned or transferred permanently, the student may request a grade of "Incomplete" for their course(s).
 - If the student has completed at least 50% of the course and required coursework, NHCLC may approve the student request for an "incomplete" in the course.
 - I to F Policy: Students called to active military duty will be exempt from the subsequent semester automated changes of I to F grades for the term of deployment and the year prior to deployment. Students may complete work upon their return from duty or may choose to maintain the "I" grade. Therefore, "I" grades for students called to active military duty will remain listed as "I" until a change of grade is submitted by the faculty member, or indefinitely, if so desired by the student. Tuition and mandatory fees would be assessed in full.

- If arrangements are made with only some of the instructors for grades or incompletes, the registration for those courses would remain intact and tuition and mandatory fees would be assessed for those courses. Any courses for which arrangements cannot be made for grades or incompletes could be dropped and the tuition and mandatory fees for those courses would be refunded.

Students will be eligible for readmission to the College after completion of their active duty.

General Student Information

Appearance

Reasonable cleanliness and appearance are expected of students. Dress code may be modified to meet the needs of specific program requirements.

Uniform Policy

NHCLC offers courses that have a clinical component. Students are expected to represent themselves in a professional manner that includes being neat and clean. This includes the following requirements for clinical experiences:

- Nametags must be worn anytime there is contact with residents or patients at clinical sites.
- Nail polish is not to be worn at a clinical site.
- Jewelry must be kept to a minimum to avoid infection and injury. A simple ring or stud earrings are examples of acceptable jewelry. Facial piercings should be removed or covered with skin-colored Band-Aids. Tongue piercings should be removed.
- It is recommended that solid-colored scrubs or a white uniform be worn on the clinical site. The clinical site may have different requirements and the instructor is the point person to resolve issues related to the clinical site and the needs of the student.
- Use of cell phones will not be allowed at clinical sites. Texting, talking, or otherwise using a cell phone at a clinical site will result in the student being dismissed from the clinical site.

Infection Control

Students of NHCLC are expected to maintain cleanliness and follow infection control procedures required by the clinical sites. If an exposure should occur, the instructor will be notified immediately and facility procedures are implemented to control the spread of infection. The instructor will notify the school immediately, for follow-up evaluation.

Immunization Requirements Policy

NHCLC encourages students to be current on recommended immunizations. Most health care employers require hepatitis B immunizations and tuberculosis testing. The school does not require these immunizations, but a waiver will be signed by the student prior to entering the clinical site. COVID-19 immunizations may be required by select clinical sites.

Insurance

NHCA maintains general liability insurance to cover accidents that occur as a result of faulty equipment or NHCLC negligence. NHCLC is not responsible for accidents that result from student negligence. It is recommended that students maintain private insurance to assure coverage.

Solicitations

The sale or solicitation of goods and/or services, including free samples, is not allowed during classtime at NHCLC.

Copyright Restrictions

The copyright law of the United States (Title 17, U.S. Code) governs reproduction of copyrighted materials. This includes publications, computer software, and audio/visual materials. NHCLC will adhere to these guidelines, and it is an expectation that students will also follow these guidelines.

Other

Smoking is prohibited unless in a designated smoking area.

Parking is allowed in designated areas only.

Student Rights and Responsibilities

Submission of application for admission means the prospective student has made a voluntary decision to abide by the rules, policies, and regulations of the school. The school, by accepting the application for admission, extends the opportunity for the student to remain a student as long as academic and conduct standards are met.

Each student is guaranteed the opportunity to exercise his or her rights without fear of prejudices.

The rights include:

- Students are free to pursue their educational goals, and appropriate opportunities for learning shall be provided.
- No disciplinary action may be imposed upon a student without due process.
- Free inquiry, expression, and assembly are guaranteed to all students provided they do not interfere with the rights of others, the teaching/learning process, or the regular operation of the school.
- Academic evaluation of student performance shall not be arbitrary or unpredictable.
- Students, staff, and faculty have the right to expect safety/protection within the learning environment.
- Students have the right to review and inspect their educational records.
- Students have the right to due process in filing and resolving grievances.

Disciplinary Procedures

If a student is suspected of violating a rule or regulation, the student must be immediately informed of the suspicion(s). The complaint will be thoroughly discussed with the student. The purpose of the discussion is to determine the seriousness of the complaint as well as the appropriate response. The following are options which may be considered:

- Warning: Written or verbal statement to student that rule violation may be subject to more severe disciplinary action.
- Restitution: Required payment for damage. This obligation may be satisfied by payment of money or other appropriate services.
- Written Reprimand: A written reprimand of violations. A written reprimand will include a specified time period for the student to exhibit corrective behavior. Specific privileges may be withheld during this period.
- Suspension: Exclusion from attending any classes or activities related to classes. The letter of suspension will state the terms of the exclusion and the conditions for readmission. The exclusion cannot exceed 12 months. The DOE-approved agent of the school is responsible for all suspensions and dismissals.
- Dismissal: Termination of student status. No readmission is allowed.

Complaint/Grievance Policy

Procedures for Student Grievances

All students have the right to due process in resolving grievances concerning the curtailment of rights.

Grievance: A formal complaint made on the basis of something that a student feels is unfair; an allegation that there has been a misapplication, violation, or nonapplication of a rule, regulation, or policy.

Disciplinary Action: Action taken by the school in response to a student violation, misapplication, or nonapplication of a school rule.

Grievances may be processed formally or informally. A student who is pursuing resolution of a grievance formally or informally may be allowed to continue to attend class until the issue is resolved.

The student will not be permitted to attend classes if the Director and Administrator of the school determine that the student's presence presents:

- A hostile situation, which could endanger the safety or welfare of faculty, students, or others.
- An escalation of the grievance being considered.

Informal Grievance: Attempts should be made to resolve the grievance immediately. The grievance must be raised within five school days of knowledge of the occurrence which caused the grievance to be initiated. In no circumstances can a grievance be raised beyond 30 days of the occurrence. If the problem cannot be resolved by the informal procedure, the formal procedure may be initiated. Informal grievances are to be submitted electronically to the Education Services Assistant.

Formal Grievance: The formal procedure must be raised within five school days from the date of resolution of the informal grievance. The grievance hearings are intended to provide a fair opportunity to present facts of the situation. Contact the Education Services Assistant to request the Student Grievance Form.

A formal grievance/appeal form must be submitted electronically to the Director or Administrator of the school. The form must include the following:

- The grievant's name, address, and phone number
- A full description of the problem
- Where appropriate, the remedy requested
- Whether the grievant desires to appear in person at the hearing to review the grievance

The Director or Administrator of the school will call together a grievance committee. The Director or Administrator of the school or a designated substitute will serve as chair of the grievance committee. The committee may consist of:

- Director or Administrator of the school instructional staff
- Support staff
- Administrative staff
- Other individuals deemed appropriate as determined by the Director or Administrator of the school

Guidelines

The student may appear in person to review the complaint. The request must be indicated on the formal grievance form. Copies of the formal grievance form will be given to committee members, witnesses, and the student.

The student will be notified of the date, time, and place of the hearing.

Hearings are not open to the public or to the school staff not specifically invited to be involved in the proceedings. Witnesses will be excused after their statements are given and questions have ended.

Conformity to technical rules or judicial procedures is not required.

The student may have witnesses and an advisor of their choice who have specific knowledge of the situation to be selected from the faculty, staff, or student body. No person except the student and identified witnesses and advisors are allowed to speak on the student's behalf.

The student is responsible for notifying the witnesses or advisors of the hearing. The student must also notify the committee chair prior to the hearing of the selected advisors' or witnesses' intent to attend the hearing. The chair may expel or exclude from the hearing any person failing to comply with the procedures or rulings of the chairperson.

After hearing the testimony, the committee will discuss the case in closed session. The committee shall review the relevant evidence submitted. A decision requires a majority vote by the committee members.

A response to the grievant shall be prepared in an accessible format by the chair after a review of the evidence.

The committee may decide to:

- Uphold the action taken
- Grant the remedy requested
- Select an alternative solution

If the student fails to appear and has not requested a continuance, the committee will proceed on the available evidence.

The decision will be communicated to all committee members, the student, and appropriate administrative staff within five school days.

The student may withdraw a grievance at any time.

Grievance hearings are not a legal proceeding; therefore, legal counsel is not allowed within the grievance hearings.

The student may also contact the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education at PPCS-VE P.O. Box 94987, Lincoln, NE 68509 or at <https://www.education.ne.gov/ppcs/contact-us/>.

Virtual and Hybrid Learning

Virtual learning is a formal educational process in which all of the instruction and interaction between students and instructors occurs through virtual education modes when students and instructors are not in the same physical location.

A hybrid course is a blend of traditional in-person and virtual learning.

Virtual and hybrid courses will adhere to the same academic standards, policies, and copyrights as those offered through traditional in-person modes. The courses offered in both virtual and hybrid format will be approved through the same curriculum-approval processes as a traditional in-person program, being comparable in quality, content, assessment, and credit.

Virtual or hybrid courses can be identified by the word virtual or hybrid in the name of the training.

Virtual and hybrid content may or may not be delivered at specific meeting times. If specific meeting times are required, these will be provided to the student with registration. If no specific meeting times are required for a portion or all of the class, the student will be required to complete assignments and exams by instructor-specified deadlines. If assignments are required, assignment completion deadlines are provided to the student by the instructor.

Expectations of the student will vary with each virtual or hybrid course and will be provided with registration. Students will receive a confirmation email after registration with further instructions on how to access the course.

Virtual and Hybrid Learning Technology and Technical Support

Students enrolling in an online class must have a basic computer, internet access, email account, and keyboarding skills. The ability to videoconference may be required.

Instructors will be provided training on utilizing the relevant virtual education platform(s). Appropriate support will be available to meet the needs of the instructors and students engaged in virtual education programs. Students' privacy and identity will be protected using multiple techniques, including secure login and password. The Hybrid Basic Nursing Assistant virtual portion of the course's training and exams are delivered utilizing Academic Platform's software.

For questions regarding virtual or hybrid courses, students should contact Education Services Assistant.

Equal Opportunity and Nondiscrimination Policy Statement

Equal Opportunity and Nondiscrimination Policy: It is the policy of NHCLC to provide equal opportunity and nondiscrimination in all matters pertaining to admission, employment, and attendance matters. This applies to all persons without regard to race, color, religion, sex, national origin, or disability. Inquiries concerning the application of NHCLC policies on equal opportunity and nondiscrimination should be directed to the DOE-approved agent of the school, 1200 Libra Drive, Suite 100, Lincoln, NE, 68512, 402-435-3551.

Program Descriptions

Basic Nursing Assistant Training | 6.5 credits

This program is designed to train the beginning nursing assistant to provide safe, effective, and caring services to the residents of any health care setting. It is designed to meet the training requirements of both federal and Nebraska laws for nursing assistants working in a licensed nursing facility. The skills and knowledge contained in this material can be adapted for any health care or residential setting.

This training is offered in traditional in-person and hybrid format.

Attendance Requirement

Mandatory attendance for the first 16 hours of class or student cannot continue in the class.

Additional requirements for nurse aide registry eligibility:

- A nursing assistant must be 16 years old to apply for the state registry.
- Cannot have been convicted of a crime rationally related to their practice of moral turpitude.

- Must be able to speak and understand the English language or a language understood by a substantial portion of the facility's population without the use of an interpretive device.
- Must successfully complete the basic nursing assistant program and testing approved by the Nebraska Department of Health and Human Services Regulation and Licensure, Credentialing Division.

Program Objectives

At the completion of the basic nursing assistant training, the participant will be able to:

1. Identify the work setting and the job responsibilities of the nursing assistant. Concepts include communication, safety precautions, and emergency care.
2. Apply skills and principles used in the role of the nursing assistant to aid residents to meet their basic physical and safety needs.
3. Explore the nursing assistant's role in meeting love and belonging, self-esteem, and self-actualization needs of the resident.

| Program Outline | Lecture | Lab | Clinical |
|--|----------|----------|----------|
| The World of Health Care | 2 | | |
| The Customer | 2 | | |
| Communication and Interpersonal Skills | 3 | | |
| Safety for the Resident and Worker | 4 | 2 | |
| The Resident's Environment | 2 | 2 | |
| Skin Care and Personal Hygiene | 3 | 4 | |
| Mobility: Musculoskeletal and Nervous Systems | 2 | 4 | |
| Food, Water, and the Digestive System | 4 | 2 | |
| Circulatory, Respiratory Systems and Vital Signs | 4 | 4 | |
| Elimination | 4 | 4 | |
| Comfort | 3 | | |
| Endocrine and Reproductive Systems | 1 | | |
| Special Populations | 2 | | |
| Addressing Unusual Behavior | 3 | | |
| Quality of Life and the Elderly | 2 | | |
| Spirituality | 2 | | |
| Cultural Diversity | 2 | | |
| End of Life Care | 3 | | |
| Clinical Training | | | 6 |
| | 48 hours | 22 hours | 6 hours |
| | Total: | | 76 hours |

Tuition and Fees

Tuition and fees for a traditional basic nursing assistant training are:

| | |
|--|----------|
| Tuition | \$357.50 |
| Fees | \$81.51 |
| Training Manual and Workbook | \$59.99 |
| Total Tuition, Fees, and Manual | \$499.00 |

Tuition and fees for a hybrid basic nursing assistant training are:

| | |
|---------------------------------------|----------|
| Tuition | \$357.50 |
| Fees | \$241.50 |
| Total Tuition, Fees, and eBook | \$599.00 |

Medication Aide Training | 4.0 credits

This program is designed to prepare the participant to meet the requirements of the Medication Aide Act and to assume the role and responsibilities of a medication aide. The training is intended for the medication aide in an assisted living facility, nursing facility, or intermediate care facility for people with intellectual disabilities. It can be used to train medication aides in other settings.

This training is offered in traditional in-person and hybrid format.

Attendance Requirement

Mandatory attendance for the first eight hours of class or student cannot continue in the class.

Additional requirements to be eligible for the medication aide registry:

- Successfully complete the medication aide program and competency assessment.
- Be at least 18 years of age to apply for medication aide registry.
- Be of good moral character.

Program Objectives

At the completion of the medication aide training, the participant will be able to:

1. Recognize the basic competencies needed in order to safely provide another person with his or her medications in accordance with the Nebraska Medication Aide Act.
2. Identify specific drug classifications, actions, side effects, and use to treat or prevent disease.
3. Recognize the responsibilities of the medication aide in relation to additional activities such as PRN medications; providing medications by vaginal, rectal, tube, or inhaled routes; and providing insulin by injection.

| Program Outline | Lecture | Lab |
|---------------------------------------|----------------|------------|
| Basic Competencies | 2 | |
| Basic Procedures | 2 | 12 |
| Supporting Procedures | 2 | 2 |
| Drugs and Medication | 2 | |
| The Musculoskeletal System | 2 | |
| Skin and Mucous Membranes | 2 | |
| The Urinary System | 2 | |
| The Circulatory System | 2 | |
| The Respiratory System | 2 | |
| The Nervous System | 2 | |
| The Digestive System | 2 | |
| The Endocrine and Reproductive System | 2 | |
| The Sensory System | 2 | |
| | 26 hours | 14 hours |
| | Total: | 40 hours |

Tuition and Fees

Tuition and fees for a traditional medication aide training are:

| | |
|--|----------|
| Tuition | \$220.00 |
| Fees | \$80.01 |
| Medication Aide Manual | \$49.99 |
| Total Tuition, Fees, and Manual | \$350.00 |

Tuition and fees for a hybrid medication aide training are:

| | |
|---------------------------------------|----------|
| Tuition | \$220.00 |
| Fees | \$230.00 |
| Total Tuition, Fees, and eBook | \$450.00 |

Activity Director Training | 4.2 credits

The activity director training offers the basic knowledge to fulfill the role of activity director as defined in the state and federal requirements for nursing facilities/long-term care.

This course is an instructor-guided independent study training.

Additional requirements to work as an activity director in a nursing facility:

- Must be 18 years old.
- Cannot have been convicted of a crime rationally related to their practice of moral turpitude.
- Must be able to speak and understand the English language or a language understood by a substantial portion of the facility's population without the use of an interpretive device.

Program Objectives

At the completion of the activity director training, the participant will be able to:

1. Function in the role of activity director in a nursing facility.
2. Assess the activity levels, preferences, and needs of the resident in a nursing facility.
3. Develop an individualized and appropriate activity plan of care for residents in a nursing facility.
4. Contribute to interdisciplinary team plan of care conferences.
5. Participate in the care team that provides services to the resident.
6. Plan and/or arrange activities for residents in a nursing facility that meet the individual's needs.

| Program Outline | Lecture |
|---|----------------|
| Module 1 - State and Federal Requirements for Activity Services, Quality of Life, and Survey Process | 10.5 |
| Module 2 - Resident Care Planning, Process Communication, Program Planning, and Activity Analysis | 10.5 |
| Module 3 - Medical Terminology, Documentation Skills, Orientation to Medications, and Behavior Side-Effects; Clinical Record Documentation and Taking Histories | 10.5 |
| Module 4 - Physical and Behavioral Changes Associated with the Aging Process; Working with Combative, Aggressive and Wandering Residents and other Behaviors, Ethics for the Care Provider, End of Life, and Quality Assurance, Survey Preparedness | 10.5 |
| Total: | 42 hours |

Tuition and Fees

Tuition and fees for the activity director training are:

| | |
|-------------------------------|----------|
| Tuition | \$231.00 |
| Fees | \$268.00 |
| Total Tuition and Fees | \$499.00 |

Social Service Designee Training | 4.2 credits

The social service designee training offers the basic knowledge to fulfill the role of social service in a nursing facility under 120 beds as defined in the state and federal requirements for nursing facilities/long-term care. Classroom attendance is required.

This course is offered in a traditional in-person and virtual format.

Additional requirements to work as a social service designee in a nursing facility:

- Must be 18 years old.
- Cannot have been convicted of a crime rationally related to their practice of moral turpitude.
- Must be able to speak and understand the English language or a language understood by a substantial portion of the facility's population without the use of an interpretive device.

Program Objectives

At the completion of the social service designee training, the participant will be able to:

1. Function in the role of social service designee in a nursing facility.
2. Assess the psycho-social and spiritual needs of the resident in a nursing facility.
3. Develop an appropriate psycho-social plan of care for residents in a nursing facility.
4. Contribute to interdisciplinary team plan of care conferences.
5. Utilize Nebraska resources in meeting resident needs.
6. Participate in the care team that provides services to the resident.
7. Function in the advocate role on behalf of the resident.

| Program Outline | Lecture |
|--|----------|
| Medically Related Social Services | 1.5 |
| Transitions of Care and Care Planning | 2 |
| Cultural Competence and Trauma-Informed Care | 1.5 |
| Advance Directives in Long-Term Care | 2 |
| Investigating and Reporting Abuse and Neglect, Recognizing Suicidal Symptoms, and Addressing Clinical and Mental Health Issues | 2 |
| Care Planning | 1.75 |
| Managing Out of Character Responses, Resident Interview, Resident Transfer, and Discharges | 1.5 |
| Mental Health Care Approaches | 1.5 |
| Overview of Survey Process, Regulations, and Survey Preparation | 3.5 |
| Medicare/SHIP | 1.75 |
| Senior Care Options | .75 |
| Ombudsman Program | 1.25 |
| Dementia Specific Communication and Care Approaches | 1.5 |
| Aging Overview | 5.75 |
| Minimum Data Set | 7 |
| Medicaid/PASRR/MDS/Level of Care | 1.5 |
| Client Eligibility and Spousal Impoverishment/ACCESSNebraska | .75 |
| Communication | 4.25 |
| Total: | 42 hours |

Tuition and Fees

Tuition and fees for the social service designee training are:

| | |
|-------------------------------|----------|
| Tuition | \$231.00 |
| Fees | \$394.00 |
| Total Tuition and Fees | \$625.00 |

Assisted Living Administrator Training | 3.0 credits

The assisted living administrator training consists of 30 actual classroom hours. This program will meet the requirements of the Nebraska Department of Health and Human Services for assisted living administrator training.

This course is offered in a traditional in-person and virtual format.

A wide range of information will be covered including administration; financial management; resident care and services; social services; gerontology; and rules, regulations, and standards of operation relating to the operations of an assisted living facility. Classroom attendance is required.

Additional requirements to be eligible for the assisted living administrator registry:

- Successful completion of the assisted living administrator training will be based on attendance at all 30 hours of classroom instruction.
- The participant must be at least 21 years of age.
- Verification of completion of program will be sent **by the student** to the Nebraska Department of Health and Human Services.

Upon successful completion of the course, the participant will be placed on a registry of persons who have met the initial training requirements.

Program Objectives

At the completion of the assisted living administrator training, the participant will be able to:

1. Identify the roles and responsibilities of the administrator in managing the operations of the facility.
2. Discuss the philosophy and principles of assisted living.
3. Describe the responsibilities of an administrator related to the financial aspects of the facility.
4. Develop a system for identifying resident needs and incorporating them in the resident service agreement.
5. Relate the provision of services to a resident with changing needs.
6. Describe the normal aging process in relation to care and services.
7. Review the rules and regulations and standards of operation related to the assisted living facility.

| Program Outline | Lecture |
|---|-----------------|
| Gerontology and Aging | 1.5 |
| Continuing Care Retirement Communities, Retirement Communities, History of AL, Staffing and Training Requirements | 1.25 |
| Transition of Care, Grievances, Customer Satisfaction, and Quality Improvement | 1 |
| Resident Rights | 1 |
| Dementia Care | 1.25 |
| License Requirements and Regulations | 1.5 |
| Survey | 1.5 |
| Complex Nursing and Abuse Reporting | 1.5 |
| Medication Aides | 1.75 |
| Revenue and General Accounting | 2.75 |
| Nutrition and Food Code; Managing Nutritional Status | 1.25 |
| Aged and Disabled Waiver and Level of Care Determination Changes | 1 |
| Fire Safety and Safety Code | 1 |
| Federal Wage and Hour Requirements | 1.25 |
| OSHA | 1.5 |
| Insurance Liability and Workers Compensation | 1.25 |
| Resident Service Agreement, POA, Health Care POA, and DPOA | 2 |
| Infection Control in Assisted Living | 1 |
| Emergency Preparedness | .75 |
| Resident Assessment and Person-Centered Services | 1.5 |
| Marketing, Employment Practice, and Supervision | 1.5 |
| Leadership | 1 |
| How to Apply for Assisted Living Administrator Certification | .25 |
| | Total: 30 hours |

Tuition and Fees

Tuition and fees for the assisted living administrator training are:

| | |
|-------------------------------|----------|
| Tuition | \$165.00 |
| Fees | \$404.00 |
| Total Tuition and Fees | \$569.00 |

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