

# **GREATER LOWELL TECHNICAL SCHOOL**

## **NURSE AIDE TRAINING PROGRAM**

**SPRING 2017**



**REGISTER EARLY  
DON'T WAIT UNTIL THE LAST  
MINUTE.**

**WALK AND MAIL IN REGISTRATION IS NOW IN PROGRESS.  
APPLICATIONS WILL BE ACCEPTED UNTIL DECEMBER 30, 2016**

**FOR MORE INFORMATION  
PLEASE CALL:  
978-441-4874  
7:30 AM - 2:30 PM  
Adult Post-Secondary Office**



# NURSE AIDE TRAINING PROGRAM – 112 hours

## GENERAL INFORMATION

### Mission Statement

Greater Lowell Technical School Adult Post-Secondary Programs commit to provide students with a dynamic academic and technical education to prepare them with the knowledge, skills and attributes needed to be successful in their chosen profession. We prepare and encourage students to be lifelong learners while realizing and pursuing their individual potential for personal and professional success.

### Program Outcomes

The following knowledge and skills will be taught to prepare the student for the Department of Public Health requirements for certification.

- Injury prevention, safety and emergencies
- Prevention and control of infection
- Resident's rights
- Basic nursing skills
- Personal care skills
- Communication skills to promote a positive atmosphere
- Restore care
- Responding to atypical resident behaviors
- Role of the nurse aide

### Accreditation Status

Greater Lowell Technical School's Adult Post-Secondary Programs is accredited by the Commission of the Council on Occupational Education. Contact information is as follows: Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 Tel: 770-396-3898/Fax: 770-396-3790. [www.council.org](http://www.council.org)

### Rules for Conduct

- There is absolutely **NO SMOKING** anywhere on campus.
- All safety rules must be obeyed.

### Parking

**Student parking is allowed only in the second and third parking lots.** Do not block fire lanes or park adjacent to the building. Illegally parked vehicles will be towed at the owner's expense.

### Grading Policies

Grading Policies will be explained during the first class.

### Privacy Act

The Family Education Rights and Privacy (FERPA) Act of 1974 is implemented at Greater Lowell Technical School. This Act protects the rights of students in matters of access to and release of information contained in their student records. Questions regarding this policy should be directed to the Director.

### Financial Aid

Financial aid is not available for the Nurse Aide Program since it does not meet the minimum amount of hours required for a short-term program, per federal regulations.

### **Refund Policy**

- on or before the first class, tuition will be refunded 100%, less processing costs of \$15;
- during the first week of the program, 70% of tuition will be refunded;
- during the second & third week of the program, 30% of the tuition will be refunded;
- after the third week of the program, tuition will not be refunded.

All requests for refunds must be **made in writing** and sent to the Director of Adult Post-Secondary Programs. Refunds may take as long as four to six (4-6) weeks for a check to be processed.

**PLEASE MAKE CHECKS PAYABLE TO: G.L.T.S.**  
**VISA AND MASTERCARD ACCEPTED. NO CASH WILL BE ACCEPTED**

## REGISTRATION PROCEDURE

- Registration is open to all regardless of where they reside. Greater Lowell Technical School is an equal educational opportunity facility and is in compliance with Title IX, Chapter 622, Section 504.
- The \$15.00 registration fee is due with your application and is non-refundable unless the course is cancelled by the Director.
- Payment for pretest must be submitted with your registration by **DECEMBER 30, 2016**.
- **NO CASH WILL BE ACCEPTED. PLEASE MAKE CHECKS PAYABLE TO: G.L.T.S. VISA AND MASTERCARD ACCEPTED.**
- Once registered and tuition is paid, either by mail, fax or in person, you are officially enrolled in that class unless otherwise notified. You will not receive enrollment confirmation.
- A 10% LATE fee is charged if course tuition is not received by **JANUARY 20, 2017**. We check the enrollments in a class *two business days before its start date*. The Director of Adult Post-Secondary Programs reserves the right to cancel classes with insufficient enrollment and to make changes in instructors or class schedules due to unforeseen circumstances.
- Tuition includes all course handouts, unless noted differently in the course description.
- There is a **senior citizens** discount of **50%** of the **tuition costs** for students sixty (60) years old or older **pending sufficient class enrollment**. Age verification is required on the day of registration. There is no district residency requirement. **This discount does not apply to the registration fee or any materials fees.**
- All Full Time GLTS employees or School Committee Members may take one course per school year tuition free, providing that there is a sufficient number of students enrolled in that course. This free tuition fee offer does not include the cost of textbooks or additional course related materials.

### Faxed Registrations

Faxed registrations will be accepted using the enclosed application form. Fax number: 978-441-5388.

### Mailed Registrations

Registrations may be made via mail using the enclosed application. Please mail applications to:

Greater Lowell Technical School  
Adult Continuing Education  
250 Pawtucket Boulevard, Tyngsboro, MA 01879

### Inclement Weather

Whenever the Greater Lowell Technical High School has been cancelled due to inclement weather, Evening School Classes will be cancelled. Please listen to the television, WBZ Channel 4, WCVB Channel 5, and WNEV-TV, Channel 7 and radio stations WHDH, WCAP, WHOB and WXLO.

### Academic Advising Services

Greater Lowell Technical School provides academic advising services to students to assist them with pursuing their educational program. Students desiring to enroll in the Nurse Aide Training Program offered by Greater Lowell Technical School should contact the admissions office to discuss the academic requirements for admission and program completion.

### Transfer Policy

Transferring between programs within the institution and the transfer of students from other institutions is not allowed, due to the specific curriculum and hour requirements.

### Transfer of Credits

Transferring credits from other institutions is not allowed.

## **Appeal/ Grievance Policy**

**It is the belief of the Adult Post-Secondary Programs that every effort should be made by the parties involved to settle any disputes or misunderstandings among themselves.**

The student has the right to appeal decisions of the faculty. Appeal may be in response to a misinterpretation, inequitable application or violation of promotional consideration within the program. The time limits specified on this policy shall mean school days.

### **Step One**

A student who chooses to initiate the appeal process must present, in writing, a request for consideration by the faculty, to the Director of Adult Post-Secondary Programs within three (3) days of said decision. The Director and the faculty will determine within three (3) days after receipt of a written appeal when a hearing is to be scheduled. The Director of Adult Post-Secondary Programs will notify the student as to the time and place of the hearing. Following the hearing, the student will be notified in writing within three (3) days of the faculty decision. If the decision is reversed, all privileges will be reinstated. The responsibility for making up all lost time will be the responsibility of the student.

### **Step Two**

If the appeal is not settled, the student may submit a written request within (2) days to meet with the Assistant Superintendent-Director. If the decision is reversed, all privileges will be reinstated. The responsibility for making up all lost time will be the responsibility of the student.

### **Step Three**

If the appeal is not settled, the student may submit a written request within (2) days to meet with the Superintendent-Director.

### **Step Four**

If the appeal remains unsettled, the student may forward a written complaint to the Council of Occupational Education, 7840 Roswell Road, Bldg 300, Suite 325, Atlanta, GA 3035 or contact (800) 917-2081 or [www.council.org](http://www.council.org).

## **School Facility**

The Greater Lowell Technical School is located at 250 Pawtucket Blvd. in Tyngsboro, Massachusetts, just over the town/city line of Lowell in Northern Middlesex County. The facility is approximately 550,000 square feet and is sited on 79 acres of former meadows and farmland.

The Post-Secondary Department is located in the high school and has access to various classrooms and labs within the building for the Health Career Programs. All classrooms are equipped with the latest technologies including Smartboards and LCD Projectors. The Post-Secondary Programs have access to the resources located in the high school media services area.

**Nurse Aide Training Program – 112 hours**

**\$785.00**

**Instructors: Diane Cortese, RN, BS – Emmanuel College**

**Lee Ann Harmer, LPN – Greater Lowell Technical School**

Nurse Aide students will receive 80 hours of classroom and lab instruction and 32 hours of hands-on clinical experience in local long-term care facilities under the supervision of our experienced nurses/instructors. There will be 4 clinical days scheduled, which will occur on weekend days. This course will prepare the student to obtain the necessary knowledge and clinical skills to pass the Department of Public Health requirements to become a Certified Nurse Aide (CNA). Upon conclusion of the course, a Recruitment Evening is provided where representatives from various facilities and organizations meet with students to recruit CNA's for employment. Certified Nurse Aide are in high demand throughout the region.

Class is limited to the first 16 applicants who successfully pass the pretest and CORI reports. A grade of 70 or above must be obtained to pass the course and be awarded a certificate of completion.

**Students must pass a reading comprehension and math pretest. The test will be administered on Tuesday, January 10, 2017 at 6 PM at the Greater Lowell Technical High School. The cost of this pretest is \$25.00 which is non-refundable and is not part of the tuition. Registration must be completed prior to test date. Tuition must be paid by January 20, 2017.**

**\*\*\*Proof of immunizations and a negative T/B test is required.**

**\*\*\*Uniforms will be required as an additional student cost.**

**\*\*\*All students are required to provide their own transportation to and from the clinical site.**

**\*\*\*\*Textbook will be provided during the first night. The cost of this package is included in the tuition.**

**Tuesday and Thursday, 1/24 5:00 - 8:30 PM**

### Dates Of Importance

Pre-test	January 10, 2017	
Classes Begin	January 24, 2017	
Martin Luther King Day	January 16, 2017	No Classes
Winter Vacation	February 20 – February 24, 2017	No Classes
Good Friday	April 14, 2017	No Classes
Spring Vacation	April 17 – April 21, 2017	No Classes
Memorial Day	May 29, 2017	No Classes

<b>SPRING 2017 CALENDAR</b>													
<b>ADULT CONTINUING EDUCATION PROGRAM</b>													
January 2017							February 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
<b>1</b>	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	<b>16</b>	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	25
29	30	31					26	27	28				
March 2017							April 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	<b>14</b>	15
19	20	21	22	23	24	25	16	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	22
26	27	28	29	30	31		<u>23</u>	24	25	26	27	28	29
							30						
May 2017							June 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	<b>29</b>	30	31				25	26	27	28	29	30	



**GREATER LOWELL TECHNICAL SCHOOL  
NURSE AID TRAINING PROGRAM  
SPRING 2017**

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
 TELEPHONE #: \_\_\_\_\_ S. S. #: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_ SENIOR CITIZEN (Age 60+)

**REGISTRATION/EXAM FEE MUST BE RECEIVED BY DECEMBER 30, 2016.  
 NO CASH WILL BE ACCEPTED - VISA AND MASTERCARD ACCEPTED  
 PLEASE MAKE CHECKS PAYABLE TO: G.L.T.S.  
 10% LATE FEE IF TUITION IS NOT RECEIVED  
 By JANUARY 20, 2017**

COURSE NAME	DAY & TIME	TUITION
Nurse Aide Training Program		\$785.00
Pretest Fee		\$25.00

How did you hear about Adult Education at Greater Lowell?

- |                                    |  |   |
|------------------------------------|--|---|
| <input type="checkbox"/> Website   | <input type="checkbox"/> Friend/Family | <input type="checkbox"/> Employer               |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> GL Employee   | <input type="checkbox"/> GL Graduate            |
| <input type="checkbox"/> Brochure  | <input type="checkbox"/> Flyer/Mailing | <input type="checkbox"/> Previous Adult Student |

**TOTAL: \$ 810.00**

**INJURY DISCLAIMER**

Participation in the above program(s) may involve some risk of personal injury. I hereby release and covenant to hold harmless the Greater Lowell Technical School District, its agents and employees from any and all actions, claims and damages for personal injuries that I may have sustained and may have incurred as a result of participation in the program(s).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EMERGENCY INFORMATION**

In case of an emergency the school should contact:

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ RELATIONSHIP TO STUDENT: \_\_\_\_\_

**We reserve the right to cancel any class as a result of insufficient enrollment.**

**FOR OFFICE USE ONLY:**

RECEIVED BY: \_\_\_\_\_ AMOUNT RECEIVED: \_\_\_\_\_

- Check
- Credit Card
- Money Order





**GREATER LOWELL TECHNICAL SCHOOL**  
250 PAWTUCKET BOULEVARD  
TYNGSBORO, MA 01879

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