





**Before the Start of Class:**

You must submit a background check, TB test, and flu shot (if during flu season). The background check and TB test are federal requirements; the flu shot is mandated by our clinical site(s). If the background check, TB test, and/or flu shot is not submitted before the start of class, Avanza Training Inc. withholds the right to dismiss the student from class. Please call the Office Manager with any questions or concerns.

**Class Conduct and Expectations:**

1. You are expected to be on time to class, dressed appropriately with full attention on your training.
2. Cell phones are to be put away and switched to vibrate and if an emergency call comes in step out of the classroom. NO TEXTING IN CLASS PLEASE.
3. You are expected to clean up after yourself in the break room and in the skills room.
4. No illegal drugs, alcohol, weapons, or unapproved guests are allowed during class time or on the property.
5. Please do not talk to your neighbor while class is in session, it is very disruptive to the students around you. If you have questions or concerns, please see your instructor.
6. Behavior at school and the clinical site must be professional, considerate of others, and respectful of the instructor. If the instructor feels you are disrupting others she may dismiss you from the program without a refund.

**Missed Hours Policy:**

The Colorado Board of Nursing and Avanza Training, Inc. are VERY strict on class attendance. It is YOUR responsibility to make all necessary arrangements and backup arrangements so you can be in class and on time. If you miss more than 16 hours of class time, you will be dismissed from the class and will not receive a refund. For any class/clinical hours you miss, you will be required to:

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 \$OOPLVVHGKRRVVDUHUHTXUJHGWRPDGHX   
 RDKDYHWRDLWIRUWKHGWVEODVVGDWHWWRPDRNHXKRXV   
 RRVWLPHEDEWVEHPDGHSLWKHGWVEODVVEHEDXHWKHEODVVLVWOWKHGXKOOKDYHWRDLWIRUDEODVWZWK   
 VSDFHVDLDEOH\$YDPZUDLQZOOBWKROGVSRWVRSHQDEODVVRUWKHGXSRVHRIPDRNHXKRXV   
 DLVHVGKRRVVPXWEHPDGHXZWKLDVRIWKHGDWVHGXBRULIQOEFODVWVHG   
 IRRLLVGDVVRXVRIEFODVWVWLPHIRUGDEODVVRUHYHGXKRRVRIEFODVWVWLPHIRUHYHGXOEDVVRX   
 ZOOEHJHTXUJHGWRVWVDUWVWKHEODVVRVYHUXKOOKDYHWRDLWIRUWKHGWVYDLODEOHVHDWLVQVWHEODVVRXKOOOV   
 EHEKDUHGDQGLWLRDQWRDWWHGWKHGXVHEODV

**Clinical Final Exam:**

You must pass a clinical final exam before the Program Coordinator releases your Proof of Training Affidavit. After you pass, the Program Coordinator will submit your application and affidavit to Pearson Vue.

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 IRRLLVGDVVRXVRIEFODVWVWLPHIRUGDEODVVRUHYHGXKRRVRIEFODVWVWLPHIRUHYHGXOEDVVRX   
 ZOOEHJHTXUJHGWRVWVDUWVWKHEODVVRVYHUXKOOKDYHWRDLWIRUWKHGWVYDLODEOHVHDWLVQVWHEODVVRXKOOOV   
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- Makes unsatisfactory progress
- Failing to meet the minimum grade requirement on quizzes and/or examinations
- Missing classroom and/or skills laboratory hours
- Missing clinical hours
- Neglects to do all assignment work
- Displays behavior that is disruptive to the instructor and their classmates
- Appears to be under the influence of alcohol or illegal substances
- Brings a weapon on or around school grounds / clinical sites
- Cheats on quizzes, examinations, skills laboratory, or clinicals
- Abuses a classmate, instructor, staff member in any way (verbal, physical, sexual, etc)
- Performs services for which they have not been trained and found proficient by the Instructor
- Using foul or inappropriate language
- Any inconsistencies or falsifications discovered in the student's application
- At the discretion of the Instructor/Office Manager for any general behavioral issues

Students will be given the opportunity to meet with the Office Manager to discuss any infractions of the dismissal policies. The Office Manager will review each case and make the final decision to dismiss (without a refund of tuition or fees) or to re-instate the student.



**CPR Class (Terms and Conditions)**

**Payments:**

All payments are required to be made in full at the time of booking. No refunds will be provided under any circumstances.

**Course Materials Included:**

- Textbook