

BEST STEP ACADEMY

BASIC NURSING ASSISTANT TRAINING PROGRAM

PROGRAM CATALOG

10448 West Cermak Road

Westchester, IL 60154

beststepacademy@gmail.com | 708. 710.5714

www.beststepacademy.com



BEST STEP ACADEMY

"Your Success is our Priority"

BASIC NURSING ASSISTANT TRAINING PROGRAM

INTRODUCTION

Best Step Academy Basic Nursing Assistant Training Program equips individuals with skills and knowledge required by the Illinois Department of Public Health (IDPH) to successfully pass the board certification exam and become Certified Nursing Assistants (CNAs) after completing an intensive 6-week training program.

There is a huge demand for CNAs in the medical field. CNAs can work in any medical facility (such as hospitals, physician's offices, nursing homes, and private homes) as home health care givers in Illinois.

Best Step Academy is a private business and vocational program designed to conduct training classes for nursing assistants. Our program is insured and bonded in Illinois.

Mission Statement

'Quality Education with Commitment to Excellent Care'

The mission of Best Step Academy BNATP is providing quality professional training to individuals to become compassionate and consistent care givers to residents/clients both at home and at healthcare facilities.

Philosophy Statement

'Education and Empowerment'

At Best Step Academy, we provide quality education and empower students to become accomplished and employable.

Approval

Best Step Academy is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education, and the Illinois Department of Public Health (IDPH)

Best Step Academy is insured and bonded in the state of Illinois

Best Step Academy is a WIOA-approved program

PROGRAM OVERVIEW

Certificate Programs

- Basic Nursing Assistant Certification
- Basic Life Support (CPR) Certification

Program description

Best Step Academy Basic Nursing Assistant Training Program is a private business and vocational program designed to conduct training classes for nursing assistants by equipping non-licensed individuals with the skills and knowledge required by Illinois Department of Public Health (IDPH) to successfully pass the board certification exam and become a Certified Nursing Assistant (CNA) who can work under the supervision of a registered nurse.

The program offers an introduction to nursing assistant scope of practice and the basic skills in patient care. Students are introduced to the roles and professional function within the health care team through classroom theory, and application of skills in the laboratory and clinical setting. The Program includes 80 hours of theory/laboratory instruction and 40.25 hours of clinical instruction, excluding breaks, meals and any orientation to the program and clinical site.

Program objectives

The objectives of Best Step Academy Basic Nursing Assistant Training program are:

- To acquaint students with knowledge of basic physical, emotional and psychological aspect of elderly clients
- To teach the students the nursing assistant scope of practice and how they are an important part of the health care team
- To introduce the students to the care guidelines and detailed procedures for working in health care facilities
- To provide students with the experiences in the classrooms and in the clinical areas that result in the development of basic skills and competencies required of nursing assistants under the supervision of a registered nurse. These are also the prerequisites to other specific health career and job entry
- To provide the students with skills and training required by Illinois Department of Public Health for employment as Certified Nursing Assistants

Course Content

- Communication and interpersonal skills
- Infection control
- Safety & emergency procedures, including airway obstruction clearing procedures
- Promoting resident independence
- Promoting resident rights
- IDPH 21 mandated skills

General Admission Requirements

- Individuals must be 18 years or older
- Must have a High School Diploma or GED
- Students are required to be in good physical health and able to lift 50 pounds. A physical examination by a licensed physician, which includes TB (PPD skin test), is required prior to first clinical session. Students are responsible for TB testing payment.
- Criminal Background Check at the beginning of the program in compliance with the Health Care Workers Background Check Act. Persons with criminal record, substance abuse problems or health problems that would interfere with safe practices may be ineligible for placement on the state registry and/or for employment. All students are expected to be fingerprinted at their own expense and time. **Students who do not complete this requirement are not allowed to attend the first class and will consequently not be allowed to join the class.** For complete details about the fingerprinting, the criminal background check and related information refer to the Accurate Biometrics website. www.accuratebiometrics.com

PROGRAM CALENDAR

Duration: 6 weeks

Schedule:

Mondays & Tuesdays

Theory

9 am - 2 pm

Wednesdays

Laboratory

9 am - 2 pm

Thursdays & Fridays

Clinical Instruction

7 am – 1.30 pm

Clinical Site: Aperion of Forest Park - 8200 Roosevelt Rd, Forest Park, IL 60130

Clinical/Theory instructor: Blessing Ukeka (RN)

2025 COURSE SCHEDULE

Classes start	Ends
January 6th	February 14th
March 10th	April 18th
May 12th	June 20th
July 14th	August 22nd
September 15th	October 24 th
November 10 th	December 19th

TUITION & FEES

	Cost	Notes
Registration Fee	\$50	(Non-refundable)
Tuition:	\$1,400	(Tuition Cost - including cost of supplies that will be used)
Total Cost	\$1,450	
CPR Certification	\$50	(Optional)
Background Check	\$45	(Varies by provider)
Competency Exam	\$85	(Paid to State of Illinois)
Textbook	No charge	BSA property

Students are responsible for TB test, background check and competency exam fees.

POLICIES

Refund & Cancellation policy

Right to Cancel – Students have the right to cancel their enrollment. Best Step Academy charges a cancellation fee of \$150. Students who intend to withdraw from the Best Step Academy BNATP should provide written notification, in person or by registered mail. However, Best Step Academy does not require written notification as a condition for making refunds.

If a student has unexplained absences of more than three consecutive class days, it shall be considered as withdrawal from the program. The last day of attendance shall be considered the date of withdrawal from the program.

Refunds shall be made within **30 days** after Best Step Academy has received written or verbal (in-person) notification of student's intention to withdraw. Otherwise, refund shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn from the program.

Best Step Academy shall provide written acknowledgement of student's notification of withdrawal within five calendar days of the post mark date of the notification of withdrawal. In all instances, refunds shall be based on and computed from the last day of attendance.

Students who choose to cancel their enrollment after being accepted into the program are entitled to a refund of all monies paid – except the cancellation fee and non-refundable registration fee.

Students who withdraw after the start date are entitled to a full refund of monies paid – except the cancellation fee, non-refundable registration fee, and a percentage of tuition based on the percentage of student's recorded attendance.

If a student fails to return equipment and/or supplies provided by Best Step Academy, in good condition and within 7 days following the date of the student's cancellation, termination or withdrawal; Best Step Academy may withhold the cost of the items from the student's expected refund. The student may then retain the item(s) without further financial obligation to Best Step Academy.

Refund Schedule

Completed	Refund amount
1 st week of start of class	\$1016.67
2 nd week of start of class	\$783.34
3 rd week of start of class	\$550.10
4 th week of start of class	\$316.68
5 th & 6 th week start of class	NO REFUND

Financial aid policies

- Best Step Academy does not have Title IV funding.
- Best Step Academy does not have any financial aid policy at this time.
- However, Best Step Academy will accept installment payments as financial support to students.

CONSUMER INFORMATION ON DISCLOSURE

All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:

- The number of students who were admitted in the program as of July 1 of that reporting period.
- The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.
- The total number of students admitted in the program during the 12-month reporting period.
- The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.
- The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.
- The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.
- The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).
- The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).

A Disclosure Table is available as an Addendum below

Grievance policy

All students' grievances, issues, differences of opinion are to be resolved directly with the instructor or the accused. Should a student feel the need to discuss a grievance with the program coordinator, the student must schedule appointment to discuss the complaint. Any complaint that cannot be resolved by direct negotiation with the school in accordance to its written grievance policy may be filed with:

Illinois Board of Higher Education,
1 N. Old State Capitol Plaza, Suite 333,
Springfield, IL.62701-1404
www.ibhe.org
(217) 557-2551

ACADEMIC POLICIES**Student Academic Progress Record Policy**

Best Step Academy maintains student records in a confidential manner and follows the guidelines stipulated by The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), which is a federal law that protects the privacy of student education records.

Obtaining Academic Records

Best Step Academy must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Please see The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) for more information.

Academic records may be inspected and reviewed by parents and legal guardians of students under the age of 18 or those students who are attending school beyond the high school level. Best Step Academy will charge a fee of \$10 for copies of academic records.

Accreditation

Best Step Academy is not accredited with a U.S. Department of Education recognized accrediting body

Transferability of Certificate

Best Step Academy does not guarantee the transferability or acceptance of credits to and from other schools, universities or institutions

Probationary Period

Best Step Academy does not have a probationary period at this time

Conditions for the interruption for unsatisfactory grades or progress

Students who do not maintain a minimum of **80%** on all the results by the **4th week** would be asked to withdraw from the program and be given a pro-rated refund of their tuition fees only (registration fees not included)

Conditions for reentrance after unsatisfactory progress or conduct

Students may decide to return to Best Step Academy after failure, prior withdrawal or unsatisfactory progress or conduct. However, upon return, such students will be required to pay the stipulated tuition fee but would have their registration fee waived.

Regarding students with a prior history of gross misconduct, Best Step Academy reserves the right to accept or decline applications from such a student.

Graduation Requirements

Students are awarded a certificate of completion upon satisfactory conclusion of the program when they have completed all the following requirements successfully:

- Attend minimum of 80 hours of theory/laboratory and minimum of 40.25 hours in clinical rotations.
- Achieve a final grade of 80% or higher on the final exam, quizzes and tests.
- Complete successfully 21 IDPH approved skills
- Demonstrate competent communication and on a one-one basis with each client
- Demonstrate sensitivity to each client's emotional, social and mental health needs through skillful, directed interactions
- Assist the client in attaining and maintaining independence
- Exhibit behavior in support and promotion of client's rights
- Demonstrate observation and documentation of skills needed in the assessment of the client's health, physical condition and well being

The instructor, with the assistance of the program coordinator, will determine if a student has met the above requirements.

WHY YOU SHOULD CHOOSE BEST STEP ACADEMY

- Owned and operated by professional nurses with years of experience
- Affordable tuition
- Practical lab equipped with the latest training materials
- Prime location with easy access to public transportation

In addition,

- We give step-by-step detailed instructions
- We promote personal and professional growth
- We train you to pass the board exam in the first sitting
- We care about your success

WHAT TO EXPECT

- Small class size
- Comfortable learning environment
- Dedicated instructors

WHAT YOU SHOULD BE ABLE TO DO AFTER THE PROGRAM

- Pass the board exam in the first sitting
- Find a job in the healthcare field immediately
- Continue to gain valuable knowledge to advance in the healthcare field



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Institutional Disclosures Reporting Table

July 1, 2023 through June 30, 2024

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: Best Step Academy Basic Nursing Assistant Training Program (7013)

The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.

Disclosure Reporting Category	Program Name	CNA Program				
	CIP*	51.3902				
	SOC*	31-1014				
A) For each program of study, report:						
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		52				
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:						
a) New starts		52				
b) Re-enrollments		0				
c) Transfers into the program from other programs at the school		0				
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		51				
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
a) Transferred out of the program or course and into another program or course at the school		0				
b) Completed or graduated from a program or course of instruction		51				
c) Withdrew from the school		1				
d) Are still enrolled		51				
5) The number of students enrolled in the program or course of instruction who were:						
a) Placed in their field of study						
b) Placed in a related field		0				
c) Placed out of the field		0				
d) Not available for placement due to personal reasons		0				
e) Not employed		0				
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.						
		51				
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.						
		48				
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						
		48				
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.						
		\$18.50				

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.