

**Nurse Aide Training Course Application**

Thank you for your interest in our Nurse Aide Training Course! We are excited to support you as you begin a rewarding career in senior care. At Lutheran Home & Harwood Place, our mission is grounded in **Compassion, Commitment, Collaboration, and Creativity**, and we look forward to partnering with you as you grow in your skills.

To apply, please fill out this application and email it to [CNATraining@thelutheranhome.org](mailto:CNATraining@thelutheranhome.org).

Note: Applicants must be at least 16 years old by the first day of class. Applicants under age 18 must print this application and have a parent or guardian complete the last 2 pages.

**Student Information**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Personal Email Address (not work or school): \_\_\_\_\_

**NOTE: Class communication is sent through email and text. You MUST provide an email you check regularly.**

Please note any special considerations that might affect your ability to participate in this program:

\_\_\_\_\_

**Flu shot REQUIREMENT (as applicable in seasonality)**

Due to requirements by local healthcare facilities, Lutheran Home & Harwood Place requires all students to have a flu shot prior to attending the first in-person lab day. Flu shot requirements apply to ALL students and instructors. Proof must be presented prior to in-person training.

- Yes, I have received a flu shot and will provide proof.
- No, I have not received the flu shot but I will have received by the first in-person lab day and I will provide proof.
- No, I have not received the flu shot and I would like to receive from LHHP.

**Emergency Contact Information**

Emergency Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Emergency Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Payment Information**

The Nurse Aide Training course tuition cost is \$835, which includes 75 hours of education, participant materials, and the required background check. A non-refundable enrollment fee of \$500 is due upon acceptance into the program. The remaining \$335 is due prior to the first day of class.

Tuition reimbursement, up to a maximum of \$835, is available on a pro-rata basis beginning six (6) months after obtaining certification provided all the following conditions are met:

- ✓ Successful completion of CNA training program
- ✓ Successful completion of CNA certification exam
- ✓ An offer of and acceptance of **full-time** employment with Lutheran Home & Harwood Place as a Nurse Aide Trainee,
- ✓ Continuous employment with Lutheran Home & Harwood Place for six (6) months following course completion and CNA certification

Failure to meet any of the above conditions will result in **ineligibility for tuition reimbursement**.

Voluntary separation of employment for any reason prior to the completion of the six (6) month employment requirement will result in ineligibility for tuition reimbursement.

Employees who are terminated for cause, or who otherwise fail to remain in good standing during the required employment period, will also be ineligible for tuition reimbursement.

**Internal Candidates** (Current employees of Lutheran Home & Harwood Place) are eligible for **WisCaregiver Careers Scholarship**. WisCaregiver Careers Scholarship includes:

- ✓ Free CNA training
- ✓ Paid wages during classroom and clinical portion of the training
- ✓ Free CNA testing, and
- ✓ A **\$500 retention bonus following six (6) months of continuous full-time employment!** Must work full time upon completion of class until certified as CNA.

Scholarship recipients agree to remain employed for six (6) months after completing the program and becoming certified.

### **Acknowledgement and Selection**

By applying for or participating in the CNA course with the Lutheran Home & Harwood Place, I acknowledge and agree to the following terms:

- I would like to take the CNA course, and I am not currently an employee of Lutheran Home & Harwood Place. I understand that I am responsible for payment of tuition as outlined above.
- I am a current employee of Lutheran Home & Harwood Place applying for a Scholarship. I understand that if I do not complete the training program or take the CNA certification exam within six (6) months, I will be required to repay all course tuition costs.

**Payment Information**

**Please select the payment option that works best for you:**

**Credit Card**

Name as it appears on Credit Card: \_\_\_\_\_

Credit Card number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

**Check or Money Order mailed to:**

**Lutheran Home & Harwood Place  
Attn: Nurse Aide Training Program  
7500 W North Ave  
Wauwatosa, WI 53213**

**How did you hear about us?**

Lutheran Home & Harwood  
Place website

Wi Caregiver Careers

Employee: \_\_\_\_\_

Former Student Referral:  
\_\_\_\_\_

Other: \_\_\_\_\_

**Medical Information**

Do you hear well?  YES  NO      Do you see well?  YES  NO

Do you have any lifting restrictions?  YES\*  NO      \*IF YES, A DOCTOR'S RELEASE IS REQUIRED\*

Are you currently pregnant?  YES\*  NO      \*IF YES, A DOCTOR'S RELEASE IS REQUIRED\*

Please list any allergies: \_\_\_\_\_

**Applicant Statement** (Please read and check each box below):

- I certify that all information provided is complete and accurate to the best of my knowledge. I understand that providing false information to Lutheran Home & Harwood Place may result in removal from the Nurse Aide Training class.
- I authorize Lutheran Home & Harwood Place, its representatives and assigns, permission to obtain, review, copy, and duplicate, any criminal justice summary data sheets forwarded from the state of Wisconsin Department of Justice (DOJ) as a result of submission of Wisconsin Criminal History Request Form (DJ-LE-250A), and any responses received from the Department of Regulation and Licensing (DRL) and the Department of Health and Family Services (DHFS) for purposes of fulfilling provisions of sections 48.685 and 50.065 of the Wisconsin Statutes.
- I understand that copies of the information listed above and received by Lutheran Home & Harwood Place will be presented/delivered to the Clinical Training Facility prior to entry into the clinical portion of the Nurse Aide Training program.
- I understand based on the results of my background, including drug screen and the information received by Lutheran Home & Harwood Place prior to the clinical portion of the Nursing Aide Training course, I may be denied entry into the clinical portion of the Nursing Aide Training program.
- I understand that denial of entry into the clinical portion of the Nursing Aide Training course does not entitle me to reimbursement of any of the course fee paid or invoiced to date.
- I understand that to complete the online, knowledge-based materials, I must be able to read, write, and comprehend the English language at least at an eighth-grade level.
- I understand that completion of all online and in-person assignments is REQUIRED to pass the class. Failure to complete ALL required assignments by the dates outlined in my schedule will result in failing the course.
- I understand that I am required to have a flu shot (if applicable based on season) and complete a TB skin test by the date indicated on the class schedule. Failure to complete a flu shot and TB skin test by the dates outlined on my schedule will result in removal from the Nursing Aide Training program.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Applicant Signature\***

*NOTE: If applicant is under age 18, all signatures must be handwritten, and Parent/Guardian Consent Form must be submitted with this application. The Parent/Guardian Consent Form can be found at the end of this document.*

**\*IF OVER AGE 18, applicant may sign electronically with a typed signature.**

*By electronically signing this document, you agree to the following: Any signature (including any electronic symbol or process attached to, or associated with, a contract or other record and adopted by a Person with the intent to sign, authenticate or accept such contract or record) hereto or to any other certificate, agreement or document related to this transaction, and any contract formation or record-keeping through electronic means shall have the same legal validity and enforceability as a manually executed signature or use of a paper-based recordkeeping system to the fullest extent permitted by applicable law, including the Federal Electronic Signatures in Global and National Commerce Act, the Wisconsin's Uniform Electronic Transactions Act, or any similar state law based on the Uniform Electronic Transactions Act, and the parties hereby waive any objection to the contrary.*

**Nursing Aide Training Program Information and Policies**

*Check the boxes below to indicate that you understand and agree to each policy.*

Our values: **Compassion, Commitment, Collaboration, and Creativity**, guide expectations for professional, safe, and respectful conduct throughout the program.

- Attendance:** Attendance and punctuality are required for all class and clinical sessions. Refunds will not be given for missing class or clinical time. Students are responsible for scheduling and participating in make-up time for any missed classroom time as indicated in the course schedule.

A participant missing eight (8) hours of the course for any reason must obtain the instructor's permission to continue the course.

Those missing eight hours or more for any reason will generally be dropped from the course because of their inability to make up the experiences missed.

Zero hours may be missed from the clinical time. You WILL automatically fail if clinical time is missed. You are expected to be punctual for all classroom, laboratory, and clinical experiences.

If you expect to be late, the instructor must be notified as soon as possible. Repeated or habitual tardiness could result in dismissal from the program (over three incidents of 10 or more minutes late).

- Dress Code:** Students must wear to each course session/activity:
- Scrub top and scrub pants are required to be worn.
  - Footwear must be low-heeled, non-skid shoes and closed toes. Tennis shoes are acceptable. Socks must also be worn.
  - Watch with a second hand is optional but strongly encouraged.

Students NOT wearing proper attire will be asked to go home and change. Missed time will fall under the attendance policy.

- Hygiene:** Personal hygiene is important. Daily bathing and use of deodorant are required. Aftershave, cologne, or perfume use is not appropriate for classroom and clinical activities.

Outside wedding rings, engagement bands, and small post earrings in earlobes, jewelry is not permitted.

Fingernails should be short and clean. Absolutely NO fake or acrylic nails will be permitted. Hair should be clean and neat and should be tied back and away from the face.

- Substance Policy:** Due to our agreements with our location partners, smoking and vaping is prohibited during all class, clinical, and break times. The consumption of alcohol and/or drugs is prohibited before and during classroom periods.

- Conduct:** Attitude is as important as ability in nursing assistant work. Professional, respectful, and safe behaviors are always expected, both in the classroom and clinical settings. The following behaviors are expected, and serious deviation may affect whether you pass or fail the course. You will be informed of any instructor concern.
- \*Attention and respect for instructor and guest speakers. \*Participating in all classroom and laboratory activities.
  - \*Courteous classroom conduct according to instructor's guidelines. \*Neat, clean, and well-groomed clothing and appearance.
  - \*Conscientious attention to the details of clinical practice.

- Equipment Use:** Equipment and supplies are the property of Lutheran Home & Harwood Place and/or the clinical site and should not be damaged or altered. A student may be required to pay for the cost of any damaged or altered item(s). All supplies and equipment should not leave the classroom or clinical site. Students will be responsible for any equipment they damage due to negligence.

- Course Completion:** Payment of the course fee and attendance does not entitle the student to course certificate, licensure or employment. Completion certificates must be earned by attending and participating, demonstrating the knowledge, attitudes and skills which meet the course exit requirements. Students are expected to complete their online education, skills and assignments, and have a test score of at least 80% to be successful in the course.
- Cancellation Policy:** Students must email [CNAtraining@thelutheranhome.org](mailto:CNAtraining@thelutheranhome.org) to withdraw from the course. "No Shows" are not considered officially canceled. If cancellation or dismissal occurs after class has started, no refund will be given. Students must withdraw from the course at least seven (7) days before class begins to receive a full refund. See Refund policy below.
- Refunds:** If a student decides not to take a class and notifies Lutheran Home & Harwood Place less than seven (7) days before class begins, student will receive a refund of what has been paid less than the enrollment fee. Occasionally there are significant life events – health issue, family emergency, etc., that make them unable to attend or complete a course. Students must provide documentation to be eligible for a waiver of the fees to be transferred into a future class. Students who have started the course are not eligible for a refund. Students do not receive a refund if they are dismissed from the course for cause or if they fail the course.
- State Exam:** The evaluation fee is not part of the training program. **The State Exam Testing fee is \$137.75. This fee is waived for those with a Scholarship. If additional tests are required, student will be responsible for the cost.**
- Media/Photo Information Release:** Periodically throughout the training program the instructors will take pictures of the students practicing skills. These photos are then posted on our Facebook page and website for the students and our members to see. Students are then able to tag themselves or share the photos on their personal pages for their friends and families. Occasionally we use these photos for marketing purposes. Group photos are typically taken and shared on the last day of class.
  - I agree to the terms and conditions of the media/photo information release.
  - I choose not to have my photos posted but understand that it is then my responsibility to ensure that I am not included in any photos taken during the class or at graduation.
- Inquiries:** Program concerns and complaints should be emailed to Michele Guyton, [michele.guyton@thelutheranhome.org](mailto:michele.guyton@thelutheranhome.org). Michele will conduct a follow-up within two business days to address any situation.

**I have read and understand all of the above terms and conditions. I agree to comply with the guidelines listed in the Nursing Aide Training Program Information and Policies.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature\*

*NOTE: If applicant is under age 18, all signatures must be handwritten, and Parent/Guardian Consent Form must be submitted with this application. The Parent/Guardian Consent Form can be found at the end of this document.*

*\*IF APPLICANT IS OVER AGE 18, applicant may sign electronically with a typed signature. By electronically signing this document, you agree to the following: Any signature (including any electronic symbol or process attached to, or associated with, a contract or other record and adopted by a Person with the intent to sign, authenticate or accept such contract or record) hereto or to any other certificate, agreement or document related to this transaction, and any contract formation or record-keeping through electronic means shall have the same legal validity and enforceability as a manually executed signature or use of a paper-based recordkeeping system to the fullest extent permitted by applicable law, including the Federal Electronic Signatures in Global and National Commerce Act, the Wisconsin's Uniform Electronic Transactions Act, or any similar state law based on the Uniform Electronic Transactions Act, and the parties hereby waive any objection to the contrary.*



5. Has any government or regulatory agency (other than the police) ever found that you misappropriated (improperly took or used) the property of a person or client? Yes No  
 If **Yes**, explain, including when and where it happened.

6. Has any government or regulatory agency (other than the police) ever found that you abused an **elderly person**? If **Yes**, explain, including when and where it happened. Yes No

7. Do you have a government issued credential that is not current or is limited so as to restrict you from providing care to clients? Yes No  
 If **Yes**, explain, including credential name, limitations or restrictions, and time period.

**SECTION B – OTHER REQUIRED INFORMATION**

1. Has any government or regulatory agency ever limited, denied, or revoked your license, certification, or registration to provide care, treatment, or educational services? Yes No  
 If **Yes**, explain, including when and where it happened.

2. Has any government or regulatory agency ever denied you permission or restricted your ability to live on the premises of a care providing facility? Yes No  
 If **Yes**, explain, including when and where it happened and the reason.

3. Have you been discharged from a branch of the US Armed Forces, including any reserve component? If **Yes**, indicate the year of discharge: Yes No  
 Attach a copy of your DD214, if you were discharged within the last three (3) years.

4. Have you resided outside of Wisconsin in the last three (3) years? Yes No  
 If **Yes**, list each state and the dates you resided there.

5. If you are employed by or applying for the State of Wisconsin, have you resided outside of Wisconsin in the last seven (7) years? Yes No  
 If **Yes**, list each state and the dates you resided there.

6. Have you had a caregiver background check done within the last four (4) years? Yes No  
 If **Yes**, list the date of each check, and the name, address, and phone number of the person, facility, or government agency that conducted each check.

7. Have you ever requested a rehabilitation review with the Wisconsin Department of Health Services, a county department, a private child placing agency, school board, or DHS-designated tribe? Yes No  
 If **Yes**, list the review date and the review result. You may be asked to provide a copy of the review decision.

**Read and initial the following statement.**

I have completed and reviewed this form (F-82064, BID) and affirm that the information is true and correct as of today's date.

<b>NAME</b> – Person Completing This Form	Date Submitted
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**Parent/Guardian Consent Form**

**\*REQUIRED FOR ALL APPLICANTS UNDER THE AGE OF 18\***

By signing below, I represent that I am a parent/guardian of \_\_\_\_\_ (applicant name).

**Medical Information:** I certify the answers and statements under the Medical Information section are true. My child is in good health with no communicable disease, and physically able to perform the duties of a nursing assistant. I do hereby release this information to the Lutheran Home & Harwood Place administration and its instructors.

**Background Information Disclosure Release:** I give to Lutheran Home & Harwood Place, its representatives and assigns, permission to receive, read, copy, and duplicate, any criminal justice summary data sheets forwarded from the state of Wisconsin Department of Justice (DOJ) as a result of submission of Wisconsin Criminal History Request Form (DJ-LE-250A), and any responses received from the Department of Regulation and Licensing (DRL) and the Department of Health and Family Services (DHFS) for purposes of fulfilling provisions of sections 48.685 and 50.065 of the Wisconsin Statutes. I understand that copies of the information listed above and received by Lutheran Home & Harwood Place will be presented/delivered to the Clinical Training Facility prior to entry into the clinical portion of the Nursing Aide Training program. I understand that based on the results of this information received by Lutheran Home & Harwood Place and presented/delivered to the local clinical sites prior to the clinical portion of the Nursing Aide Training course, my child may be denied entry into the clinical portion of the Nursing Aide Training program. I understand that denial of entry into the clinical portion of the Nursing Aide Training course does not entitle me to reimbursement of any of the course fee paid or invoiced to date.

**Hold Harmless Agreement:** I agree to release and hold harmless Lutheran Home & Harwood Place from any and against any and all liability, loss, damages, claims or actions for bodily injury and/or property damage, in accordance with current state and federal law arising out of participation in this program.

**Attendance:** Attendance and punctuality are required for all class and clinical sessions. Refunds will not be given for missing class or clinical time. I understand my child is responsible for scheduling and participating in make-up time for any missed classroom time as indicated in the course schedule. A participant missing eight (8) hours of the course for any reason must obtain the instructor's permission to continue the course. Those missing eight hours or more for any reason will generally be dropped from the course because of the inability to make up the experiences missed. Zero hours may be missed from the clinical time. Your child WILL automatically fail if clinical time is missed. You are expected to be punctual for all classroom, laboratory, and clinical experiences. If your child expects to be late, the instructor must be notified as soon as possible. Repeated or habitual tardiness could result in dismissal from the program (over three incidents of 10 or more minutes late).

**Dress Code:** A scrub top and scrub pants are required to be worn to each course session/activity. Footwear must be low-heeled, non-skid shoes with closed toes. Tennis shoes are acceptable. Socks must also be worn. Watch with a second hand is optional but strongly encouraged. Students NOT wearing proper attire will be asked to go home and change. Missed time will fall under the attendance policy.

**Hygiene:** Personal hygiene is important. Daily bathing and use of deodorant are required. Aftershave, cologne, or perfume use is not appropriate for classroom and clinical activities. Outside of wedding rings, engagement bands, and small post earrings in earlobes, jewelry is not permitted. Facial piercing must be removed or covered. Fingernails should be short and clean. Absolutely NO fake or acrylic nails will be permitted. Hair should be clean and neat and should be tied back and away from the face.

**Substance Policy:** Smoking and vaping are prohibited during all class, clinical, and break times. The consumption of alcohol and/or drugs is prohibited before and during classroom periods.

**HIPAA Requirements:** I will reinforce the concepts my child will learn about the Health Insurance Portability and Accountability Act (HIPAA), which my child will need to follow while working in a healthcare facility during their required clinical times. I will encourage my child to keep all details regarding patients, staff, and situations within the healthcare facility confidential per HIPAA laws. While my child is participating in work experience during clinical times, I understand that, even as their parent, I am not allowed to know any information regarding patients, staff, and situations within the healthcare facility.

**Conduct:** Attitude is as important as ability in nursing assistant work. Professional, respectful, and safe behaviors are always expected, both in the classroom and clinical settings. The following behaviors are expected, and serious deviation may affect whether your child passes or fails the course. You will be informed of any instructor concern. \*Attention and respect for

instructor and guest speakers. \*Participating in all classroom and laboratory activities. \*Courteous classroom conduct according to instructor's guidelines. \*Neat, clean, and well-groomed clothing and appearance.  
\*Conscientious attention to the details of clinical practice.

**Class Expectations:** I understand that to be successful in this program, my child must be able to read, write, and comprehend the English language at least at an eighth-grade level. Completion certificates must be earned by attending and participating, demonstrating the knowledge, attitudes and skills which meet the course exit requirements. Students are expected to complete their online education, skills and assignments, and have a test score of at least 80% to be successful in the course. I understand that all assigned class work is REQUIRED to pass the class. Failure to complete ALL required assignments will result in my child failing the program.

**Cancellation Policy:** I understand my child must email [CNATraining@thelutheranhome.org](mailto:CNATraining@thelutheranhome.org) to withdraw from the course. "No Shows" are not considered officially canceled. If cancellation or dismissal occurs after class has started, no refund will be given. I understand my child must withdraw from the course at least seven (7) days before class begins to receive a full refund. See Refund policy below.

**Refunds:** I understand that if my child decides not to take a class and notifies Milwaukee Catholic Home Human Resources less than seven (7) days before class begins, they will receive a refund of what has been paid less the enrollment fee. Occasionally there are significant life events – health issue, family emergency, etc., that make them unable to attend or complete a course. I understand that my child must provide documentation to be eligible for a waiver of the fees to be transferred into a future class. Students who have started the course are not eligible for a refund. I understand that they will not receive a refund if they are dismissed from the course for cause or if they fail the course.

**State Exam:** The evaluation fee is not part of the training program. The State Exam Testing fee is \$137.75. This fee is waived with Scholarships. If additional tests are needed, student will be responsible for the cost.

**Flu shot/TB Requirements:** I understand that my child is required to provide proof of flu shot (if applicable) or receive onsite before the first in-person lab day. My child is also required to complete a TB skin test at the clinical site as indicated on the class schedule. Failure to provide proof of flu shot and failure to complete a TB skin test will result in removal from the Nursing Aide Training program.

**Media/Photo Information Release:** Periodically throughout the training program the instructors will take pictures of the students practicing skills. These photos are then posted on our Facebook page and website for the students and our members to see. Students are then able to tag themselves or share the photos on their personal pages for their friends and families. Occasionally we use these photos for marketing purposes. Group photos are typically taken and shared on the last day of class. *You may choose to opt out of the following disclaimer below.*

**Media/Photo Information Disclaimer:** I give Lutheran Home & Harwood Place, its designees, agents and assigns, unlimited permission to use, publish and republish in any form or media, information about my child and reproductions of my child's likeness (photographic or otherwise) and my child's voice, with or without identification of my child by name.

- I agree to the terms and conditions of the media/photo information release.
- I choose not to have my child's photos posted and I understand that this means that my child will NOT be included in any photos taken during the class or at graduation.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature