

2023

Endless Beginnings Training Center



**Endless
Beginnings**

Katrina Harris & Crystal Everett

08/01/2023

Endless Beginnings
Training Center LLC

Table of Contents

Table of Contents	2
Administration	3
Academic Calendar	4-6
General Information	6-7
Admission Information	7
General Academic Information	7-9
Student Services	9
Student Policies	9-11
Programs of study	11-14
Satisfactory Progress	15

Endless Beginnings, LLC retains the right to change any of the provisions in this catalog at any time. This manual does constitute a contract.as the student it is your responsibility to follow procedures in this catalog. This is catalog 3 and the class catalog is effective 08/01/2023.

Administration

Important numbers:

Endless Beginnings Training Center

6675 Sorensen PKWY

Omaha, NE 68152

402-799-1501 402-779-

1502

Crystal Everett, Instructor (cell): 402-671-1661

Katrina Harris, Assistant Instructor (cell): 402-812-6676

EBTCNE.COM

Academic Calendar 2023

2023 ENDLESS BEGINNINGS TRAINING CENTER CLASS SCHEDULE

PHLEBOTOMY

- January 16- February 24 (EVENING ONLY) 5PM-10PM
- April 10-May 19 (EVENING ONLY) 5PM-10PM
- July 24-September 1 (EVENING ONLY) 5PM-10PM
- October 9- November 17(EVENING ONLY) 5PM-10PM
- December 4- January 26 (EVENING ONLY) 5PM-10PM

CNA

- January 23- February 3 9AM-5PM
- March 13- March 24 9AM-5PM
- May 8- My 19 9AM-5PM
- June 12- June 23 9AM-5PM
- August 7- August 18 18 9AM-5PM
- September 11- September 22 9AM-5PM
- October 9-October 20 9AM-5PM
- November 6- November 17 9AM-5PM
- December 4- December 15 9AM-5PM

CMA

- February 13- February 17 9AM-5PM
- April 3- April 7 9AM-5PM

- May 29- June 2 9AM-5PM
- July 10- July 14 9AM-5PM
- August 7- August 11 9AM-5PM
- August 28- September 1 9AM-5PM
- September 11- September 15 9AM-5PM
- October 9- October 13 9AM-5PM
- October 23- October 27 9AM-5PM
- November 13- November 17 9AM-5PM
- December 11- December 15 9AM-5PM

BLS

- Mondays and Wednesdays 11am-1:30pm
- CALL FOR SCHEDULING 402-799-1501

CPR/FIRST AID

- Mondays and Wednesdays 11am-1pm
- CALL FOR SCHEDULING 402-799-1501

MANDT

- CALL FOR SCHEDULING 402-799-1501

CNA RENEWAL

- BY APPOINTMENT ONLY
- CALL FOR SCHEDULING 402-799-1501

CMA RENEWAL

- BY APPOINTMENT ONLY
CALL FOR SCHEDULING 402-799-1501

The classes will not be held on the following holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, and Thanksgiving Day & Christmas. For a current listing of dates and times of class offering or to enroll, visit our website at www.ebtene.com or call 402-799-1501 for further information. Competency Assessments are held separate from class and are by appointment only.

General Information School

facilities:

Endless Beginnings Training center is located at 6675 Sorensen PKWY. Our training room is at the end of the main hallway.

Classrooms:

One classroom is equipped with chairs and tables, television, and projection equipment. One classroom is a lab for skill check out and training equipment.

Equipment for Training:

- **CMA training equipment:** blood pressure machine, blood pressure cuff (wrist manual), stethoscopes, thermometer (oral, tympanic, infrared), bubble packs, pill bottles, nose sprays, nebulizer, gloves, liquid medication cups, and oral syringes.
- **CNA training equipment:** full body mannequin, hospital beds, call lights, bedside table, walker, wheelchair, cane, linen container, scale, hoist lift, urinal, bedside commode, gait belt, foley catheter & bag, graduate cylinder, bed pan, gloves, wash basin, sheets, blankets, pillow cases, towels, trash can emesis basin, blood pressure cuff (wrist manual), stethoscopes, thermometer (oral, tympanic, infrared), and all other needed CNA training equipment.

- **Phlebotomy training equipment:** tray, tray liner, tourniquets, 2x2 gauze, bandages, alcohol wipes, gloves, collection tubes, butterfly and straight needles, transfer bag, IV pole, sharp container, and mannequin arm.
- **MANDT training equipment:** no equipment required
- **CPR/First Aid/AED and BLS training equipment:** infant CPR mannequin, child CPR mannequin, adult CPR mannequin, gloves, CPR mouth barriers, AED machine, first aid training kit, CPR training bag valve, oxygen tubing, and ambu bag.

Admission Information

Enrollment Procedures:

To enroll in the course, students may register online and complete, the online registration form @ EBTCNE.com, or a paper registration form submitted to Endless Beginnings Training Center, 6675 Sorensen PKWY, Omaha, NE, 68108. Late enrollments are subject to approval by administration. Late fees will be added upon approval. Late fees is \$75.00 if approved by administration.

Entrance Requirements: To enroll students must be at least 18 years old, have a high school diploma or equivalent and fill out an enrollment form. Payment for class must be made 5 business days before class begins.

Per DHHS regulations, to enroll in the certified nursing assistant program (CNA), prospective students in this course can be at least 16 years old.

General Academic Information

Credit Granted Policy

No credit is granted for previous education, training or experience.

Student Conduct

All students attending Endless Beginnings Training Center are expected to abide to a high standard of integrity and honesty and plagiarism are violations of the academic honesty, to show respect for the authority of the faculty and abide by the policies of the school.

Students conduct that is not in accordance with standards of Endless Beginnings Training Center:

Academic dishonestly, Cheating, Facilitating academic dishonesty and plagiarism are violations of the academic honesty policy and if persistent or severe, may be treated as violations of the student conduct code.

Destroying or damaging property:

Intentionally, recklessly and/or persistently destroying or damaging property of other students.

Drugs:

Using, possessing or distribution of any substance, illegal drug or alcohol are not allowed on school property.

Harm/Harassment:

Discriminating against, sexually harassing, and threatening or intimidating another person by word or gesture, or physically molesting or assaulting another person which substantially harms or causes reasonable apprehension of such harm to that person or which mis intended to harm him or her. This includes, but is not limited to, physical, psychological or sexual harm/harassment based on religion, nationality, ability/disability, gender, sexual orientation, racial or ethnic origin, cultural identity or political affiliation. This provision in the codes is intended to protect members of the school against damage or threat of damage to property and injury or threat of injury or threat of injury to physical person or psychological well-being.

Cell phone use in the classroom is not allowed. Students are to shut off their cell phones prior to entering the classroom.

Approved by the Nebraska Department of Health and Human Services and the Nebraska Department of Education Private Postsecondary Career School.

The Endless Beginnings Training Center is committed to equal opportunity and does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, or, marital status, sexual orientation, creed or disability in the administration of its educational policies.

Authorized to operate and regulated by the Commissioner of Education.

Student Services

Financial Aid

The Endless Beginnings Training Center does not qualify for Federal Financial Aid at this time.

Parking

Students may use the visitor's parking lots outside the building alongside the back fence.

Dining Area

Located next to the skills lab.

Telephones

Telephones are available outside the classroom.

Placement assistance

Placement assistance is not provided for students seeking employment.

Student Policies

Attendance Policy

Students are expected to attend all sessions of the class in which they are enrolled. To meet course requirements and pass the course, the required hours of attendance must be completed. Absences may result in failure of a course. If crisis has occurred, course faculty must be notified immediately of the absence and reason. The course instructors have the right to adjust class schedules as necessary. Students seeking readmission due to unsatisfactory attendance must follow the readmission policy.

Endless Beginnings Training Center Refund Policy

1. All monies paid by the student applicant will be refunded if the applicant cancels their enrollment in writing within three days of signing an enrollment agreement.
2. A full refund will also be given if the applicant is not accepted by the school.
3. A full refund is due to the students who are contracted educational services are denied as a result of intentional deception, or misrepresentation of facts, or the use of advertising which is known to be false, inaccurate, or misleading.
4. Students who have not visited the campus prior to enrollment will have the opportunity to withdraw without penalty with three days following a tour of the school facilities and inspection of equipment.
5. If the applicant cancels after three days after signing an Enrollment agreement but before classes begin or home study materials are deliverable, a full refund less \$50.00 will be given.
6. If cancellation occurs after student classes have begun or after distance education materials have been delivered, Endless Beginnings will adhere strictly to the refund policy published in the school catalog or in the enrollment agreement. Once books and supplies have been issued, they become the property of students and any refunds on them will be at the discretion of the school.

7. If the applicant cancels or withdraws after classes begin, the refund shall be at the discretion of the school administrator. If approved for a refund it will be a \$150 cancellation fee.

Dismissals

1. Students may be dismissed due to such reasons as no shows or attendance problems. Readmission will be allowed for the next three months, if the student is unable to complete the course as scheduled, the student may rescheduled for a future session for a period of up to, but no more than 3 months.
2. The official date termination will be the last date student attendance and documented on the attendance record.

Student Complaints

Students who believe they have an academic or non-academic complaints should make every effort to resolve the issue with the person(s) involved. If the complaint is not resolved, the student can request a meeting with the instructor or administration where the information can be presented by the student. The information will be documented and reviewed and the student informed of a decision. The student may contact the Program Director of Private Post Career Schools at the Nebraska Department of Education at NDE PPCS-VE P.O. Box 94987 Lincoln, Nebraska 68509-4987 or at <https://www.education.ne.gov/ppcs/contact-us/>

Program of Study

76 Hour Certified Nursing Assistant (CNA)- \$500

CNA Renewal (3hrs)-\$250

Teacher to Student Ratio- 1/10

1. The skills of a nurse assistant (CNA) and their role within a health care team.
2. Effective communication skills to interact with staff, coworkers, faculty, and other members of the healthcare team.

3. The important privacy and security of patients and others.

40 Hour Medication Aide Course (CMA)-\$400

CMA Renewal (8hrs)-\$200

Teacher to Student Ratio- 1/10

1. The five rights of safe medication administration including accurate and complete documentation.
2. Residents rights, especially the right to refuse medications.
3. How to administer medications in clinical setting by the following routes: oral, inhalation, topical, instillation.

MANDT Course (16hrs)-\$200

MANDT Renewal (8hrs)-\$120

Teacher to Student Ratio- 1/10

1. Articulate the belief that all people have the right to be treated with dignity and respect.
The importance of approaching caregiving as a relation-based process.
2. Developed an understanding of the importance of positive communication in building strength in relationship with other people. Define the major elements of communication and assessed the importance of what we think, what we say, and what we do in our communication with others.
3. Articulate the importance of positive communication in building trust in a relationship with other people.

4. Recognize the different traumatic events will affect individuals in different ways and will affect the type of supportive response needed. Develop an awareness of retraumatization as a negative consequence of using restraint and strategies to minimize it.
5. Develop an understanding of antecedents, behavior, and consequence in explaining the nature of behavior.
6. Develop an understanding of the regulatory expectations on approaches used to address behavioral challenges.
7. Determine the purpose and procedures for the appropriate use of physical interaction.
8. Distinguish between situations requiring physical release and those that could be resolved through non-physical release. Demonstrate the use of each of the physical skills presented in the chapter.
9. Demonstrate understanding of the scope of restraint related injuries. Identify what is meant by threat that is believable, capable, and immediate. List six prohibited practices as defined by The Mandt System.

Phlebotomy Course (150hrs)-\$950

Teacher to Student Ratio- 1/10

1. Demonstrate knowledge of the health care delivery system and medical terminology.
2. Demonstrate knowledge of infection control and safety.

3. Demonstrate understanding of requisitioning, specimen transport and specimen transport and specimen processing.
4. Communicate (verbally and nonverbally) effectively and appropriately in workplace.
5. Following standard operating procedures to collect specimen.

CPR/First Aid/AED (2hrs)-\$65

Teacher to Student Ratio- 1/12

1. Safe response to emergencies, and scene size up.
2. Recognize cardiac arrest, perform CPR, and use an AED.
3. Respond individually and as a team.
4. Choking care.

BLS (2.5hrs)-\$80

Teacher to Student Ratio- 1/12

1. How to quickly recognize and emergency and respond safety.
2. When to call 911.
3. How to check a person for life-threatening condition.
4. CPR course- recognize cardiac arrest, provide CPR, and use an AED.
5. First Aid course-recognize and care for common illnesses and injuries.

Satisfactory/Academic Progress

Satisfactory progress in the course of student require an achievement of a 72% or better on a percentage scale of up to 100% A-100-91, B- 90-81, C-80-72, anything below 71 is failing. Progress reports will be given weekly, midway, and 3 days before completion of the course. Through the completion of worksheets, quizzes, exams, and the documentation of skills competencies.

Progress reports will be made to students by the instructor informing students of their scores on all graded course requirements and whether the student is making satisfactory progress according to the required grading measurements. Students will be placed on academic probation due to unsatisfactory grades. Students will need to improve their grades by the completion of the course or will need to retake the whole course. Students may repeat the class only once due to unsatisfactory grades.