



Time For Change Trade School

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School Catalog

2020-2021

TFCTS
Time For Change Trade School

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Administration

**Tonya Ridley LPC CRC CWIC
Founder and CEO of Time For Change (TFC) & (TFCTS)**

Admin Support (TBA)

**Bethann Davis (Morning instructor)
Director of Nursing Education**

**Garret Cordell RN
(Evening instructor)**

Statement of Purpose

Time For Change, Inc. is a non-profit agency whose mission is to eradicate crime and homelessness by way of employment. Acknowledging the identified needs of the most vulnerable in the district, Time for Change recognizes these populations as not experiencing adequate awareness or available access to vocational training programs. Additionally, Time For Change identifies a dire need for Community Health Nursing in the District's Ward 8 community.

Through a tangible implementation of the Time For Change mission, to supply the District's most vulnerable access to employability and ultimately eradicate crime and homelessness, the Time For Change Trade School's purpose is to provide exceptional employment training--resulting in a proficient and certified workforce in the field of community nursing.

Academic and Vocational Technical Education

Time For Change Trade School's students experience an education that blends academic and vocational/technical instruction. To facilitate this integration, vocational/technical teachers include academic instruction in their vocational/technical training and academic teachers use vocational contexts to frame classroom instruction as well. As a result, students who wish to pursue higher education can meet the admissions criteria for state and private colleges and universities. Students who intend to pursue full time employment have competitive job skills in addition to the math and communications skills that the modern workplace requires. Time For Change Trade School offers vocational/technical training in one area currently, Nursing aide.

School Schedule

Students have the choice to be enrolled to complete training in five full weeks. We understand that some students might work, and it may be difficult to complete the Nursing Practicums in one week. Our school gives the financial option to pay \$100.00 more to complete this part of the training in two weeks instead of one. We give this option to support the idea of finishing the entire school in a PT

schedule. If individuals choose to complete their nursing practicums in one week. They have this option as well by attending both day and night sessions during that one week of training.

Time For Change Trade School Schedule

65 HOURS OF LECTURE;; 20 HOURS OF CLINICAL LAB;; 40 HOURS OF NURSING HOME PRACTICUMS

	Monday	Tuesday	Wednesday	Thursday	Friday
65 Hours Morning	9:00am to 1:30pm				
65 Hours Evening	4:30pm to 9pm				
20 Hours of Clinical 2 Evening Session	Hours Vary Based on Needs and Placement				
22.5-45 Hours of Nursing Practicum 1 Morning	Hours Vary Based on Needs and Placement				
22.5-45 Hours of Nursing Practicum 2 Evening	Hours Vary Based on Needs and Placement				
22.5-45 Hours of Nursing Practicum 1 Morning	Hours Vary Based on Needs and Placement				
22.5-45 Hours of Nursing Practicum 2 Evening	Hours Vary Based on Needs and Placement				

Total Hours Mandatory 125 hours

Possible 135 Hrs

All TFCTS students have option to complete training in either five or six weeks depending on how nursing practicums are completed.

Study Sessions upon request are rendered and thereafter.

***Students are only allowed two absences please see attendance policies**

Enrollment Process

Time For Change Trade School recruits our students by way of partnership agreements with Time For Change and other non-profits and government funded direct human service agencies in The District. A major requirement of the Time For Change Trade School is a wiliness on the part of the student to engage, learn, and procure a professional employment opportunity as a Nursing Assistant within the District's public and/or private healthcare system.

Program Application Requirements

All applicants to the TFCTS's NA Program must:

- Be 18 years of age
- Possess a valid government issued ID
- Provide two forms of proof of residency
- Possess a high school diploma or equivalent degree
- Complete the online application/registration on site via the Time For Change Student Registrar (\$35 non-refundable application fee applies) *

Program Enrollment Requirements

Prior to enrollment all prospective students must additionally:

- Successfully pass the eCASAS exam at the 8th grade level in both reading and math
- TFC administers the eCASAS exam prior to enrollment to ensure individuals have adequate skill and abilities to function at a minimum of a 8th grade level in both reading and math
- There is a \$35 non-refundable test administration fee payable to TFC to complete the eCASAS
- It should be noted, if the interested person is unable to pass the eCASAS at the 8th grade reading and math level they will be referred to local community partners for tutoring
- If applicable, eligible for ESL 8 or higher
- Obtain and submit documentation of current physical exam including documentation of current immunizations including Hepatitis B, MMR, Tetanus-Diphtheria (Td), PPD/Chest x-ray, Varicella, and flu vaccine
- Obtain and submit current criminal background check
- The current fee charged by Time For Change to purchase a Good Hire criminal background check is \$75. This is fee is payable to Time For Change via www.timeforchange-tfc.com by the applicant at the time of student registration.
- Obtain a TFCTS Uniform
- TFC Nursing Assistant Uniforms consist of white scrub sets that must be rendered \$75.00
- Obtain all applicable textbooks
- Textbooks can be purchased from www.timeforchange-tfc.com for \$70.00 as we get them directly from the publisher for distribution to students.

Application Deadlines for Enrollment Periods

First Session: July 6th, 2020 – August 14th, 2020

Completed applications and all supporting materials are due to TFCTS no later than June 29th, 2020

Second Session: August 31st, 2020- October 9th, 2020

Completed applications and all supporting materials are due to TFCTS no later than August 24th, 2020

Third Session: October 26th, 2020 – December 4th, 2020

Completed applications and all supporting materials are due to TFCTS no later than October 19th, 2020

Tuition Costs and Payment Options

TFCTS does not take federal student aid and does not participate with any programs that provided financial assistance. However, Time For Change Trade School provides payment options through After Pay and we are available to assist you in your efforts to identify potential resources to fund your vocational endeavors.

The total cost of tuition for the Time For Change Trade School is:

Courses, Clinical, and Nursing Practicum \$2,295.00 + additional fees (\$675.00)

The Time For Change Trade School application fee, eCASAS fee, and the student's criminal background check must be paid in full and submitted for an application to the NA program to be considered complete and undergo review for admission. Upon acceptance and prior to enrollment, all Clinical Kits and Textbooks will need to be purchased prior to the first day of class. Finally, uniforms must be purchased no later than the second week of classes to ensure they are available for the first day of practicum.

It is anticipated prior to the first instructional session all students will demonstrate the ability to be funded and/or pay the \$2,295.00 per session tuition for five/six-week Nursing Assistant (NA) program. It should be noted that thereafter the student commits and signs the enrollment contract, they are committed and bonded to pay installment payments according to the course of completion they selected upon registration and enrollment.

The tuition is the only item that can be broken into payment installments. Individuals can pay \$2,295 in full at the start of the class or depending on if they chose to complete their program in five or six weeks. Everyone, regardless of five or six-week completion must pay 30% up front for tuition \$688.50. If the five-week option is chosen students must pay \$401.62 every Monday when the school session starts. If the six-week option is chosen students must pay \$321.30 every Monday when the school session starts. It should be noted that if the payment is not made on Monday the student will not be allowed into session for which they have not paid.

All Students can pay in full or you can select a payment options through TFCTS that works for you. All payments are due before the next week of class.

Tuition payment options:

5-week option	Price	6-week Option	
Application Fee	\$30.00	Application Fee	\$30.00
Initial Payment for Enrollment Week #1	\$688.50	Initial Payment for Enrollment Week #1	\$688.50
Weekly installment #2	\$401.00	Weekly installment #2	\$321.30
Weekly installment #3	\$280.00	Weekly installment #3	\$321.30
Weekly installment #4	\$280.00	Weekly installment #4	\$321.30
Weekly installment #5	\$280.00	Weekly installment #5	\$321.30
		Weekly installment #6	\$321.30
Total	\$2,325	Total	\$2,325

Grading and Progress System

Grading reflects a composite of many factors: attendance, class participation, homework, the demonstration of skill competencies, and content mastery. Assessments are made through exams, tests, quizzes, and projects (oral and written).

- 75% and above is considered a passing/satisfactory grade: P = Pass/Satisfactory
- 74% and below is considered a failing/unsatisfactory/grade: F = Fail/Unsatisfactory

Quizzes:

Quiz AVERAGES must be maintained at a 75%. Quizzes are utilized as a learning tool and therefore students who fail any quizzes may be given the opportunity to learn from mistake and retake to obtain a 75% or higher. Students unable to maintain a quiz average of 75% or above may be placed on academic probation.

Tests and Exams:

Tests and final exams for each section must be passed with at least a 75%. Above 75% you will obtain a PASS for your grade and below a 75% you will receive a FAIL – ex, 74% is considered a FAIL.

Documentation of Satisfactory/Unsatisfactory Performance:

Upon completion of each assignment (quiz, test, exam, and/or clinical practice) individual grades will be rendered and registered with the Student Registrar immediately by way of the Registered Nurse via staff communication. Upon successful completion of each transcript requirement, including lecture, clinical lab, and nursing practicum a certificate will be issued by way of the Student Registrar and or Nurse Instructor and documented as completed in each required section.

It is necessary to pass all exams as they are required to progress from Classroom to Clinical Labs on to your Nurse Practicum. Students who fall below a 75% average will be placed on academic probation.

Students making unsatisfactory progress (74% average or below) will be issued a formal letter advising them of their probationary status with included recommendations for areas of improvement and/or courses needed to be retaken. Students who will need to take and pay for individual sessions per the individual session fee schedule.

For individual sessions to be considered, they must be repeated within one year. The administrators may make exceptions to this policy. However, requests to this policy must be put in writing 30 days prior to the start of the next session to be considered.

Homework Policy

Regular, purposeful homework is an essential component of the instructional process. TFCTS recognizes that homework is an integral factor in fostering the academic and vocational achievement of students and in extending school activities into the home and the community. In general, homework assignments must be completed the following day; however, long-range assignments and/or special projects provide students with an opportunity to develop and refine research skills and the ability to work independently.

Students must meet the following obligations:

- Submit completed assignments on time.
- Submit homework assignments that reflect careful attention to detail and quality of work.

If a student is absent on the date the assignment is due, that assignment must be turned in on the day the student returns to school. Additionally, homework is important to understanding course work render in the class.

Absent Policy

Regular school attendance is vitally important to a student's academic achievement. For that reason,

and to meet requirements set by the District of Columbia, TFCTS has set strong parameters regarding time and attendance. Nonadherence to the TFCTS time and attendance requirements will result in being placed on Absenteeism Probation, non-completion of required certification(s), and deferment of program graduation.

Late Arrival:

Students arriving more than 5 minutes late for any scheduled program activity will be considered late. You are only considered a non-repeat offender of late arrival for the first occurrence. If a second occurrence of late arrival happens, you will be sent home for the day and will need to arrange to repeat the class. Being sent home for late arrival will be documented as one instance of an excused absence.

Early Dismissal:

It should be noted that Instructors are the only ones who can render an early dismissal based on local weather and or local emergencies. If one is rendered, please note this will extend the current educational session for how many hours the school was dismissed.

Excused Absences:

TFCTS cares about personal instances which may occur. However, due to the specific number of educational hours required for certificate completion and graduation, students are permitted no more than two (2) excused absences for the duration of the Time For Change Trade School session.

To request an excused absence the student is responsible for reporting the purpose for the absence to the TFCTS on the day prior, the day of, or within two school days following the absence. Absences may be considered excused for the following:

- Illness of student.
- Illness of an immediate family member.
- Death in family.
- Subpoena by a law enforcement agency.
- Special events if the student gets permission from the school at least five days ahead of time. Such trips refer to exceptional cases of family need, college visitations or trips of an academic nature.
- Doctor or dental appointment if the student provides a note from the doctor or dentist giving the date and appointment time.

Unexcused Absences:

If the reason for being absent is not listed under the above Excused Absence List, it is an unexcused absence as no other excuses are accepted.

Documentation of Time and Attendance:

All students will be required to sign in upon arrival to all educational activities. A sign-in sheet will be located at the front of the classroom and a picture will be taken of the sign-in sheet five minutes after the class starts. If a student signs in after the picture is taken, or does not sign in at all, they will be considered absent.

All sign-in sheets completed at the beginning of each class will be maintained by the Student Registrar in the appropriate program files for the currently. Also, the pictures the instructors take at the start of the class are emailed to student registrar for the purpose of maintaining clear documentation of the official time stamp for time and attendance purposes. The Student Registrar will then enter student time and attendance in each student’s file for the purpose of documenting accurate attendance.

Dismissal From TFCTS Resulting from Lack of Attendance:

The maximum permitted per session to be absent is a combined total of two (2) full school days. This combined total includes time missed due to late arrival, signing out early, and missing partial and/or full school days due to excused or unexcused absences.

If a student misses more than a total of two (2) combined days of instruction, they will not have earned enough hours to complete the educational requirements of the TFCTS and will not graduate. Therefore, The Student Registrar will close and archive the student’s file and the student will be placed on Absentee Probation.

Further, the Student Registrar will issue a letter via email and mail officially notifying the student of their dismissal from the current TFCTS Session and probationary status. The student will be provided instructions of how to re-enroll into next session and if the student qualifies a tuition cred will be issued.

Individual course prices for Make-ups:

5-week option	Price	6-week Option	
Instructional courses	\$91.80	Instructional courses	\$76.50
Clinical Labs (make up Time)	\$91.80	Clinical Labs (make up Time)	\$76.50
Nurse Practicums (make up Time)	\$91.80	Nurse Practicums (Make up Time)	\$76.50

These make up course prices will not have a finance option. They will be due preceding the retake of the course in the start of the next session.

Curriculum and Completion Expectations

Currently, TFCTS offers training in one trade and that is Nursing Assistant. The requirements to complete the Time For Change Trade School are as follows:

65 HOURS OF LECTURE; 20 HOURS OF CLINICAL LAB; 40 HOURS OF NURSING PRACTICUM

Upon completion of each educational activity (65 hours of Lecture, 20 hours of Clinical Labs, and 40 hours of Nursing Practicum) a certificate of completions is rendered, and the student's official transcript is marked for completion of these activities. To obtain a certificate of completion, students must achieve a passing score of 75% on all exams and quizzes.

Promotion/Graduation Requirements

Upon Successful completion of the program, which consist of maintaining an average of 75% percentile combined on classwork and all quizzes obtained. Of course, all the above-mentioned hours of clinical labs and nursing home Practicums must be obtained, and all three certificates must be obtained for successfully completion of the program. At the end of the Nurse Curriculum, a certificate of achievement will be rendered, and our students will be ready and equipped to sit for the National Nursing Aid exam. All our graduates must sit for the exam a month prior to the end of the fiscal year (November 30th) to be considered for our December commencement ceremony for all our sessions.

Career Advancement

TFCTS students are eligible for promotion upon obtaining three certificates of completion: Lecture, Clinical Labs, and Nurse Practicums. Upon completion of the TFCTS Nursing Assistant Training Program, students must sit for the National Certified Nursing Aid Exam before being considered to work with a Time for Change Employment Specialist.

Completion of TFCTS Nursing Assistant Training Program will only render a successful completion of this one trade. Completion is not applicable to other degrees, but it allows for our students to be more applicable to other educational institutions for advancement in the field of nursing. Moreover, upon completion of the National Certified Nursing Aid process, the student will be more equipped to enroll into a Licensed Practical Nursing program.

TFCTS has an Employment Specialist who builds jobs on behalf of TFC clientele. TFCTS students will now be clientele of our clinical employment program. This provides student with access to an Employment Specialist and individualized career profile. The TFCTS Employment Specialist is directly invested in actively developing partnerships with nursing homes, hospitals, and healthcare organizations to place students into the healthcare workforce quickly.

Commencement

TFCTS will host a yearly Commencement Ceremony for their graduates who have passed the certification exam prior to end of the Fiscal year, which is December 31st. We will host a yearly February/March commencement ceremony.

Time For Change, Inc. Code of Professional Ethics

- Promotion of ethical work environments that support student and community health;

- Development of relationships with organizations whose principles and actions are in harmony with TFCTS's mission and values and the termination of relationships with organizations whose known actions violate TFCTS's business and ethical principles; and
- Support of the role of the known trade through advocacy, integrity, and participation in public policy development and social justice.

Time For Change Trade School Student Rights and Responsibilities

- A student shall have the right to participate in a free exchange of ideas, and there shall be no Time For Change Trade School rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution
- Each student shall have the right to participate in all areas and activities of TFCTS, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws
- A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and TFCTS authorities alike
- Each student subject to disciplinary action arising from violations of TFCTS Rules shall be assured a fundamentally fair process
- A student has the responsibility to respect the rights and property of others, including other students, the faculty and Time For Change Trade School officials
- A student has the responsibility to be fully acquainted with the published TFCTS Student Rules and to comply with them, as well as federal, state, and local laws
- A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire TFCTS community
- A student has the responsibility to maintain a level of behavior which is consistent in supporting the learning environment of the institution and to recognize the TFCTS's obligation to provide an environment for learning

Time for Change Trade School Student Code of Conduct

TFCTS students must:

- Maintain Respect for my fellow peers
- Maintain Respect for staff.
- Not bring any youth and or young adults to the program who are not connected to Time For Change
- Not bring drug paraphernalia or weapons in the building where Time For Change is having programming.
- Participant in activities as assigned
- Collaborate with staff in understanding my role in helping myself
- Never participate in unwanted touching unless granted by the opposing person. (Hugging, kissing, handshaking, and or punching, hitting, and smooching).
- Communicate all things relevant to feeling uncomfortable
- Come focused and prepared to work with peers and staff.

- Participate in Time For Change programming
- Keep an open mind to information given
- NO SMOKING on or near the property
- Provide a safe, supportive, and open environment for communication.

Time For Change Trade School Dress Code

Students are to dress in appropriate fashion for a professional school setting. The list below contains the things not allowed to be worn:

- Frayed jeans
- Leggings without long shirt
- Shorts and/or skirts shorter than finger length.
- Open toe shoes where all toes are visibly exposed—including thong flip flops.

Time For Change Trade School Nursing Practicum Dress Code

- All White Scrubs; TFC branded.
- TFCTS white scrub wear shirt to collaborate with other white scrub wear pants and closed toe black rubber bottom shoes
- All hair must be tied back
- Nails must be of natural color or a pink or nude shade of polish

Nursing Assistant Code of Ethics

Child Well-being

- Nursing Assistants (NA's) support and promote student abilities to achieve the highest quality of life as understood by each individual and family.
- NAs integrate caring, kindness, and respect into supporting nurses adequately.
- NAs serve a unique role in transition planning to address patient's health needs within the environment.
- NAs maintain protection of, and confidentiality with, student health records according to the Health Insurance Portability and Accountability Act (HIPAA), Family Education Rights Protection Act (FERPA), other applicable federal laws, state laws and regulations, and professional standards of practice to safeguard privacy.
- NAs refer patients to other health professionals and community health agencies as needed to promote health and well-being.

Diversity

- NAs deliver care in a manner that promotes and preserves patient autonomy, dignity, and rights so that all are treated equally regardless of race, gender, socio-economic status, culture, age, sexual orientation, gender identity, disability, or religion.
- NAs deliver care in an inclusive, collaborative manner that embraces diversity in the school community.
- NAs actively promote patient's health, safety, and self-worth.

Excellence

- NAs must have knowledge relevant to meet the needs of the patients and maintain the highest level of competency by enhancing professional knowledge and skills and by collaborating

- with peers, other health professionals and community agencies.
- NAs incorporate information from supervisory clinical evaluation to improve practice.
- NAs evaluate their own practice in relation to professional standards of applicable laws, regulations, and policies.

Innovation

- NAs are aware of social determinants of health in the CMS facility they are assigned, provide healthcare to all patients, support facility staff.

Integrity

- NAs maintain confidentiality within the legal, regulatory, and ethical parameters of health and education.
- NAs understand, follow, and inform others about health record protection according to HIPAA, and other applicable federal laws, and state laws and regulations.
- NAs acknowledge instances of illegal, unethical, or inappropriate behavior that can endanger or jeopardize the best interest of the healthcare consumer or situation and report it to their supervisory Nurse.

Leadership

- NA's are patient advocates
- NAs support patient rights in navigating the educational environment.
- Delegation or assignment of nursing tasks, including accountability for delegated tasks, may be the responsibility of the school nurse. School nurse assignments and delegations must be consistent with state nurse practice guidelines and established best practice.
- NAs work within educational institutions to define and implement professional standards of practice and school health policy development.

Scholarship

- NAs are lifelong learners in pursuit of knowledge, training and experiences that enhance the quality of their support in practice
- NAs adhere to the ethics that govern research, specifically: Rights to privacy and confidentiality; Voluntary and informed consent; and Awareness of and participation in the mechanisms available to ensure the rights of human subjects, particularly vulnerable populations (e.g. minors, disabled)

Non---Discrimination Policy: CERTIFICATE OF NON-DISCRIMINATION

The Time For Change Trade School understands that it is an unlawful discriminatory practice in the District of Columbia, subject to exemptions in Section 1-2520 (b) of the District of Columbia Code (1981 ed.) for any educational institution:

- To deny, restrict, or to abridge or condition the use of, or access to, any of the facilities and services to any person otherwise qualified, wholly or partially, for a discriminatory reason, based upon race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, political affiliation, source of income or physical handicap of any individual; or
- To make or use a written or oral inquiry, or form of application for admission, that elicits or attempts to elicit information, or make or keep a record, concerning the race, color, religion, or national origin of an applicant for admission, except as permitted by regulations of the Office of Human Rights.

Further, it is understood that Section 1-2522 requires every educational institution to post and keep posted in a conspicuous location where business or activity is customarily conducted or negotiated, a notice whose language and form has been prepared by the Office of Human Rights, setting forth excerpts from or summaries

of, the pertinent provisions of the law and information pertinent to the filing of a complaint.

Technology Policy

A phone basket will be at entry way of classroom and they will have to be dropped there in basket for the entire 4.5 hours of the classroom hours. During clinical labs and nursing practicums this will remain the same. There is a lot of information to cover and no distractions are welcomed in TFCTS. You will get phone or any type of technology when you finish for the day.

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