Student Catalog & Handbook



LNA Health Careers

70 Market Street, Manchester, NH 03101

Revised 10/2026

Page intentionally left blank

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

Page intentionally left blank

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

1. Message from the Director

"Thank you for your interest in our programs at **LNA Health Careers!**

Our programs were designed with quality in mind. Employers trust that graduates from LNAHC are well trained and well prepared to enter the workforce as health care professionals. Our qualified faculty provides a wealth of knowledge academically and clinically in a variety of settings. Our staff provide support every step of the way from preadmission to graduation.

Please feel free to call us at (603) 647-2174 if you have any questions about the program, enrollment, or locations of the training facilities. Our Enrollment Team is always available to help you throughout this process and we want you to have a great experience! We look forward to helping you start on your way to a rewarding career in healthcare!"

Kerri Dutton

Kerri Dutton, RN MSN

2. General Information

a. Mission Statement

Our mission is to provide a quality education to our students. By achieving this, our graduates will be confident, competent, and compassionate health care providers serving the healthcare community proudly.

b. Vision and Values

LNA Health Careers goal is to educate and prepare caring, competent, and compassionate health care workers prepared to take an exam for licensure.

Becoming a health care worker at LNA Health Careers prepares you for a career in a fast-paced healthcare environment. The programs incorporate classroom learning with simulated clinical activities in our lab and will prepare you for a successful entry into the healthcare workforce. With a high demand in New Hampshire for health care workers, there is no better time to start than today!

LNA Health Careers accepts the responsibility to provide an environment which encourages a learner's development as a person and as a professional member of the health care team. Learning will be accomplished through theory, hands on lab practice and clinical application.

Our values at LNA Health Careers are to be continuously learning, respectful of each other, always promote teamwork, take personal accountability, support innovation, uphold the highest of personal integrity, and maintain honesty at all times with ourselves and each other.



c. History

LNA Health Careers was founded in 2002. In 2020, the school changed ownership. Kerri Dutton RN MSN is the owner of LNA Health Careers and has expanded the courses offered, along with adding an online feature to the programs.

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

Notice of Risk of Closure or Delay

The School reserves the right to cancel or delay a course due to:

- Enrollment of less than 8 students.
- National or state declared emergency that would require the closure or delay of school.
- Internal or external disasters such as flooding, or loss of utilities that would make the school uninhabitable.
- Instructor emergency.

d. Facilities and Equipment

Campuses are equipped with clinical laboratory space with electric beds, bedside tables, over bed tables, wheelchairs, walkers, crutches, mannequins, and all supplies needed to care for a patient. Classrooms have smart boards, TVs, DVD players, and whiteboards.



e. Student Services

Students receive employment assistance by attending our monthly job fairs and joining our Facebook group for LNA Health Careers Graduates to network with employers.

LNA Health Careers has a team of Enrollment Specialists to assist our students with problems that may occur before enrollment, during enrollment and after. Our staff have resources available for students to apply to, to assist with transportation, tuition, childcare issues, home life issues, and much more. Students can access these services by requesting a meeting with their Program Director.

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

3. Catalog Limitations

Fees, policies, and procedures contained in this catalog were in effect at the time of printing.

LNA Health Careers does reserve the right to change tuition. Once a student is enrolled, the tuition rates would not change for those enrolled students. Please ensure you are reviewing our most recent Handbook, as it is subject to change. The most recent version of our Handbook is on our website for review.

4. Academic Policies

a. Criminal Record Policy

All students enrolled in a program at LNA Health Careers will be required to complete a NH State Police criminal background check. If an applicant has a positive criminal record, they must disclose it on their application. The Program Director will determine acceptance or denial of the individual into the program. All students will have their criminal record check completed before they begin clinical. If a record comes back positive that was not disclosed on the student's application, they may be terminated from the program.

Individuals with a positive criminal record may have difficulty finding gainful employment in the healthcare field and may not be eligible for licensure. LNA Health Careers has adopted a strict criminal record policy. All individuals with any prior convictions will be required to sign a criminal record consent form stating their understanding that LNA Health Careers cannot guarantee licensure or the ability for the individual to find gainful employment in the healthcare field with a criminal record. All individuals wishing to obtain licensure from the NH Board of Nursing upon graduation will be required to complete an additional criminal background check that includes FBI technology.

b. Holidays

LNA Health Careers will not be in class on the following holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, or Christmas.

c. Dress Code

Students are expected to always present themselves in a professional manner, including their appearance. Per Board of Nursing regulations, students must be easily identifiable.

- Navy-blue uniform scrub top, navy-blue scrub pants, optional white scrub jacket. Must be clean and in good repair. No spandex or tight-fitting clothing is acceptable.
- Clean, closed toe shoes, and non-skid sneakers are acceptable.
- LNA Health Careers will supply name tags which will be worn at all times.
- A watch with a second hand is required.
- Large jewelry, dangling earrings and necklaces are discouraged for safety reasons.

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

- Visible body piercing and tattoos must be covered or removed including nose and eyebrow rings.
- Acrylic nails are not allowed in clinical for infection control purposes. Nails are to be trimmed, clean and free of chipped polish.
- Hair longer than shoulder length will be pulled back.
- Practice good personal hygiene including: showering daily, wearing deodorant, and oral hygiene.

Any student coming to class or clinical without their proper attire will be sent home to change and hours missed doing so will be documented.



d. Breaks

Students will be given one 15-minute break for any 5-hour class. Classes longer than 6 hours will have a scheduled 30-minute break.

e. Code of Conduct

LNA Health Careers reserves the right to refuse a student in class if alcohol, drug, or any substance abuse is suspected. LNA Health Careers reserves the right to request a voluntary drug or blood alcohol test, to be completed within 24 hours, at the expense of the student if impairment is probable (suspected by two licensed staff, one being the instructor). Refusal will result in expulsion. Positive findings will also result in expulsion.

LNA Health Careers has a NO SMOKING policy. There is no smoking allowed at classroom or clinical facilities (even in designated smoking areas). During breaks, smoking is allowed only in the students' own vehicles. Also smoking materials must be disposed of in their vehicles.

LNA Health Careers will not accept behavior that interferes with the learning processes of fellow students, infringement of other's rights, or degradation. This includes sexual harassment, threats, insults, profanity and offensive jokes. Any student or staff who witnesses or is subjected to this behavior should report the behavior to their instructor immediately.

It is expected that students will present themselves in a positive, helpful manner at all times. Students must stay awake and alert during all classroom and clinical time. Students will abide by a code of ethics that fosters personal growth, responsibility, confidentiality, and professional conduct at all times. Any student that impedes the rights of others or acts in an unprofessional

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

manner will advance through the progressive disciplinary process.

f. Honesty & Integrity Policy

LNA Health Careers expects all Instructors, employees, and students to maintain and uphold high ethical and moral standards. We have adopted guidelines from the NH Board of Nursing Nur 501.03 General Ethical Standards which states:

(a) Hold the health and safety of clients to be of first consideration and render to each client the full measure of his or her ability as an essential health care provider.

(b) Always strive to perfect, enlarge, and utilize his or her knowledge in conjunction with his or her professional judgment.

(c) Observe the law and uphold the nursing profession.

(d) Be truthful and respectful of information received and rendered.

(e) Hold confidential the information received from clients and their caregivers.

(f) Not agree to practice under terms or conditions which through interference with professional judgment and skill would cause deterioration in the licensee's ability to always render safe care; and

(g) Fulfill all professional obligations conscientiously.

LNA Health Careers will not tolerate dishonest conduct in any form, including lying, cheating, and stealing. Dishonest conduct will result in termination and is also reportable to the NH Board of Nursing.

g. Abandonment

LNA Health Careers has a zero-tolerance policy on abandonment, defined as: "Leaving an assignment without notifying your supervisor (instructor)." Abandonment of any reason will result in immediate termination from the program.

h. Admission and Enrollment

1. Initial Inquiry and Information Distribution

Prospective students may inquire in person, online, or via phone. Admissions personnel provide accurate, clear, and complete information regarding:

- Program offerings
- Admission requirements
- Tuition and fees
- Financial assistance availability
- Program duration and outcomes
- Institutional policies and accreditations

Note: Staff must not make false promises of employment or guaranteed outcomes.

2. Admission Meeting and Tour

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

Prospective students are offered a one-on-one meeting to:

- Assess career interests and program alignment
- Explain expectations, schedules, and policies
- Tour facilities, if in person

3. Application Submission

Applicants must submit:

- Completed admission application
- Valid government-issued photo ID
- Any program-specific requirements

4. Enrollment Agreement Execution

The student and a school representative sign the enrollment agreement before the start of class. The agreement includes:

- Total cost of the program
- All relevant policies and procedures
- Program name and length
- Student responsibilities
- Signature and dates

i. Tuition/Payment of Course

If a student has a payment plan or contract, then the final payment must be received in the office or your online portal 7 business days prior to the final day of class, unless otherwise stated in the contract. There is a $50 late fee assessed to all accounts after the due date and every 30 days. Any student with a positive balance upon completion of the course will not be allowed to receive their certificate or sit for their final written competency exam until all the tuition and fees have been received, not to exceed 9 months from the date of graduation. Students who have an outstanding balance will not be allowed to sit for state licensure or graduate. Personal checks are not accepted for the final payment. Final payment can be made with Visa/MC/Discover, money order or cash.

j. Cancellation

An applicant has the right to cancel the Enrollment Agreement prior to the first day of class.

An applicant who cancels the signed Enrollment Agreement prior to the first day of class is entitled to receive a refund minus the $450.00 registration fee. Refunds are calculated based on the following conditions: Withdrawals before the class starts will result in forfeiture of the $450 registration fee. Once the student has started the training, LNA Health Careers will retain the non-refundable registration fee of $450, and all fees. Once the student attends the second day or later, there will be no refunds; and if there is a balance due, based on the enrollment agreement, it needs to be paid within five (5) business days of withdrawal. If the amount

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

retained by the school exceeds the amount the student has already paid, the student is responsible for the difference and it is due in the office within five (5) business days. Any student with discipline issues, with attendance concerns, breach of policy, clinical or academic failure will not be issued a refund, and will still be responsible for their balance if they have not paid in full.

All refunds shall be paid within 30 days upon written notification from a student of cancellation or withdrawal; and students receiving benefits from federal programs shall be subject to federal refund policies, rules and regulations.

Source. #10520, eff 2-12-14 (See Revision Note at chapter heading for Hedc 300); ss by #12644, eff 10-11-18

k. Withdrawal Policy

If a student wishes to withdraw from the program, he/she should clearly communicate this request to their respective Program Director. While it is preferred that the student submit the request in writing, the withdrawal procedure will be initiated regardless of method of communication. Online course work is considered attending a class. A student who withdraws may apply for another program in the future at full price contingent on all previous balances being paid in full. Please note that LNA Health Careers will only issue refunds to the organization or individual from which the original payment was received per our refund policy on tuition paid to LNA Health Careers. Bank transaction fees and postage fees are nonrefundable. All refunds shall be reviewed within 30 days upon notification from a student or staff member of cancellation or withdrawal. Students receiving benefits from federal programs shall be subject to federal refund policies, rules, and regulations. For any questions regarding this policy or the withdrawal process, please contact the Program Director.

To ensure a clear and structured process for students wishing to withdraw from the program, the following policy applies:

Voluntary Withdrawal: A student who chooses to withdraw from the program must notify their respective Program Director. The date the school receives the notice will be considered the official date of withdrawal for refund and academic record purposes.

Administrative Withdrawal: A student may be administratively withdrawn from the program if they:

- Fail to attend class or participate in clinicals for the required amount of time outlined in the attendance policy or the respective program
- Violate the Code of Conduct or academic policies
- Fail to meet financial obligations after appropriate notice

Determination Date of Withdrawal: The date of withdrawal determination is defined as the date LNA Health Careers becomes aware that the student is no longer attending or intends to withdraw.

Attendance Definition: Participation in in-person or online orientation and online coursework is considered equivalent to in-person attendance.

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

Future Enrollment: Students who withdraw from the program may apply for enrollment in another program at a later date. Readmission policies and procedures, including academic standing and financial obligations, will apply.

Class Absences: Missing more than the allotted hours specified in your program guidelines will be classified as a withdrawal from the program.

Refund Policy: An applicant who cancels the signed Enrollment Agreement prior to the first day of class is entitled to receive a refund minus the $450.00 registration fee. Refunds are calculated based on the following conditions: Withdrawals before the class starts will result in forfeiture of the $450 registration fee. Once the student has started the training, LNA Health Careers will retain the non-refundable registration fee of $450, and all fees. Once the student attends the second day or later, there will be no refunds; and if there is a balance due, based on the enrollment agreement, it needs to be paid within five (5) business days of withdrawal. If the amount retained by the school exceeds the amount the student has already paid, the student is responsible for the difference and it is due in the office within five (5) business days. Any student with discipline issues, with attendance concerns, breach of policy, clinical or academic failure will not be issued a refund, and will still be responsible for their balance if they have not paid in full.

Unpaid Tuition Balances: If a student withdraws with an outstanding balance, all payments must be made within 5 business days.

l. Student Complaint Policy

LNA Health Careers has established the following student complaint policy:

Initial Complaint Submission:

- If a student encounters a situation in class or clinical settings requiring conflict resolution assistance from an instructor, the student must submit their complaint in writing.
- The instructor has 3 weekdays to investigate and attempt to resolve the issue.

Escalation to Program Director:

- If the student is not satisfied with the instructor's resolution, they may escalate the complaint to the Program Director by forwarding all original written complaints.
- The Program Director has an additional 3 weekdays to investigate and provide a written resolution attempt.

Documentation:

- All grievance resolutions will be documented and forwarded to the Program Director.
- If the complaint involves the instructor, the student should directly provide written documentation to the Program Director.

Nonretaliation Policy:

- LNA Health Careers maintains a nonretaliation policy and values student feedback to improve processes and outcomes.

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

External Complaint Options:

- If the complaint remains unresolved after the school's investigation, the student has the right to contact the NH Department of Education, Office of Career School Licensing, at 101 Pleasant St, Concord, NH 03301; phone (603) 271-6443.

m. Progressive Disciplinary Procedure

It is anticipated that all students will adhere to the codes established by LNA Health Careers. It is also expected that students will follow policies, protocols and procedures of the facility offering the setting for the clinical training of the program. In the event this is not achieved, disciplinary action up to and including termination from the program may occur. Disciplinary action will be based on the severity of the transgression. LNA Health Careers recognizes two varying degrees of infractions. The lesser degree being those that do not result in physical or mental harm to others or result in damage to property due to purposeful or negligent acts. Lesser infractions may include but are not limited to the following:

- Excessive use of the telephone
- Loitering
- Unauthorized breaks
- Wasting facility supplies
- Failure to maintain personal appearance
- Tardiness
- Use of profanity or vulgar language
- Dishonest behavior
- Demonstrating unprofessionalism towards Instructor, staff, fellow classmates, and/or residents
- Not showing up to a scheduled class, tutoring session or make up without notification (“no call/no show”)

A first offense will result in counseling from the instructor. The area for concern will be brought to the student’s attention. The student and the instructor will work together to problem solve towards a positive outcome.

A second offense will result in a written warning. The student and the instructor will discuss the need for immediate improvement and a formalized plan of correction will be developed. A copy of the plan of correction will be given to the student with measurable goals and a time frame in which to demonstrate improvement.

A third offense will result in termination from the program.

Depending on the severity of the violation, a student may be terminated from the program without delay. Such actions of gross misconduct may include but are not limited to:

- Abuse of care recipients, classmates, Instructor and/or any other staff
- Attending class/clinical under the influence of alcohol, drugs, or other substance
- Falsifying records, including but not limited to falsifying information on the student

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

application
- Performing duties outside of parameters
- Breach of confidentiality
- Abandonment
- Cheating
- Theft
- Not showing up to a scheduled clinical without first notifying the instructor ("no call/no show")
- Violating Social Media Policies

Program Directors will communicate with students directly if there are changes in their ability to graduate as planned and with any discipline outcomes.

n. Social Media

In an increasingly digital world, we appreciate the opportunities and resources that social media can provide. It is important that students and staff always use social media responsibly. Be aware that future employers may see what you post on social media sites. Always maintain professionalism. Cell phones are never allowed on any facility unit during clinical and taking pictures at any time during the clinical setting is strictly prohibited. We request that you maintain professionalism while using social media, by ensuring confidentiality of all patients, employees, peers, and educational matters.

o. Insurance

Students are not covered by any type of medical/health insurance through LNA Health Careers while in class or clinical. Any accidents or incidents resulting in injury to a student will be the responsibility of the student to seek medical treatment on their own at their own expense.

Students are required to be covered by an active health insurance plan during their Practical Nursing, Phlebotomy, and Medical Assistant training programs.

p. Student Records, Privacy and Information Policy

LNA Health Careers is committed to protecting the privacy and confidentiality of student education records in accordance with the Family Educational Rights and Privacy Act (FERPA).

Confidentiality of Student Records

Student education records are maintained securely and are accessible only to authorized personnel. LNA Health Careers does not release personally identifiable information from a student's records without the student's written consent, except in situations where FERPA authorizes disclosure without consent, such as:

- To school officials with legitimate educational interests
- To accrediting agencies for accreditation purposes
- To federal, state, or local authorities in connection with an audit, evaluation, or

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

enforcement of educational programs
- In connection with financial aid for which the student has applied or received
- To comply with a judicial order or lawfully issued subpoena
- In cases of health or safety emergencies

Student Identification and Background Check

As part of the enrollment and verification process, students are required to complete a background check to confirm identity and eligibility for program participation. A non-refundable fee of $35 is charged to students for this service. This measure helps ensure the integrity of student records and compliance with program and clinical site requirements.

Student Rights Under FERPA

Students at LNA Health Careers have the right to:

1. Inspect and review their education records within 45 days of submitting a written request
2. Request an amendment to records they believe are inaccurate or misleading
3. Provide written consent before personally identifiable information is disclosed, except where FERPA permits disclosure without consent
4. File a complaint with the U.S. Department of Education regarding the institution's compliance with FERPA

Directory Information

Unless a student submits a written request to opt out, LNA Health Careers may disclose the following directory information without prior consent:

- Student's name
- Program of study
- Dates of attendance
- Certificates or awards received
- Enrollment status (e.g., full-time/part-time)

Students wishing to withhold directory information must notify the Program Director in writing.

Student records are maintained at the admissions office located at 70 Market Street in Manchester, NH and/or offsite in a fireproof vault. Student records are maintained for five years. After five years, records may be purged except for copies of the certificate, diploma, or transcript. The school maintains an educational record for all currently enrolled students that consists of all admissions; transcript and academic progress reports; records related to tuition and fee payments, refunds, and financial aid; and information upon which a student's initial and continued enrollment is based.

q. Tutoring (Remediation)

If a student feels they would benefit from additional review of course material or lab practice with an instructor on a one-on-one basis, tutoring is available. Tutoring sessions are scheduled in two-hour increments at the rate of $65 per hour ($130 per session). Tutoring is conducted in

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

person at 70 Market Street, Manchester, NH or may be conducted virtually.

r. Academic Probation

Students who are not performing at a successful level either academically or clinically will be placed on academic probation. During the time of academic probation, the student will be closely monitored by faculty to ensure improvement. If there is no improvement noted the student may be dismissed from the program. Students may also be placed on academic probation for being in violation of school policies (please see Code of Conduct).

Students may be placed on academic probation for the following:

- Not achieving the acceptable grades in each program.
- Academic Dishonesty or Plagiarism.
- Unsafe or unprofessional conduct.
- Students in the Allied Health Programs must achieve a grade of 80% or better.
- Students will receive a letter of warning for academic grades that do not meet the minimum.
- The length of time for academic probation in all other programs will be determined on a case-by-case basis by the instructor.

s. Attendance Policy

Due to regulatory requirements set by the Board of Nursing, 100% attendance is mandatory for all students. Program hours are state-mandated and must be completed in full. Students are expected to arrive on time, prepared, and attend all scheduled classes, clinicals, labs, and other required activities. A class schedule/calendar will be provided to each student at the start of the program.

Tardiness and Early Departures

Arriving late or leaving early disrupts instruction and negatively impacts student performance. Any student who is tardy or leaves early more than two (2) times—regardless of the reason—will be subject to the progressive disciplinary actions detailed later in this section.

Absences: Attendance Monitoring and Administrative Review

While 100% attendance is required by the Board of Nursing, the school acknowledges that rare, unforeseen events may lead to absences. However, students who accumulate more than 10 total hours of absence—regardless of whether the absences are excused or unexcused—will be placed under administrative review.

This review is necessary due to the limited availability of make-up sessions and the strain that excessive absences place on a student's ability to complete program hours and graduate in a timely manner.

The administrative review will assess the student's academic standing, attendance record, and overall progress. Outcomes may include those found in the disciplinary procedure detailed later in this section.

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

All absences must be supported by official documentation to be considered excused. The following are the only acceptable reasons for an excused absence:

- Illness documented by a signed physician's note
- Vehicle accident with a police or insurance report
- Pre-approved court appearance
- Death in the immediate family (documentation required)

Any time missed, especially clinical or lab hours, must be made up. Students must coordinate all make-up time with the program director. A make-up fee of $65 per hour applies to all required lab and clinical make-up hours. Unexcused absences will result in disciplinary action and may impact a student's ability to continue in the program.

Distance Education (Theory Online)

Students enrolled in online theory courses are required to complete all coursework within the deadlines outlined in their program schedule. Extensions will only be granted in cases of documented and approved extenuating circumstances. Students are expected to manage their time effectively and adhere to all deadlines. Failure to complete assignments or meet participation standards may result in academic probation or dismissal from the program.

Preclinical and Clinical Attendance

Preclinical training must be fully completed before a student may begin clinical rotations. Any unexcused absence during preclinical training may result in immediate dismissal.

All clinical hours are mandatory and must be completed in full. If a student misses clinical time due to an excused absence, the hours must be made up before graduation. Make-up time is subject to the $65 per hour fee and must be scheduled with prior approval. Clinical make-up time is only offered to students who provide valid documentation for an excused absence.

Disciplinary Process

Failure to meet the expectations outlined in this attendance policy will result in progressive disciplinary actions, including but not limited to:

- Verbal or written counseling
- Required make-up hours and associated fees
- Placement on probation
- Termination from the program

Students have the right to submit a written appeal for any disciplinary action within five (5) business days of receiving notification. Appeals must include supporting documentation and will be reviewed by the school's administrative team.

t. Employment

Graduates of the programs offered at LNA Health Careers are prepared to pursue entry-level employment opportunities in the healthcare field. Each program is designed to equip students with the foundational knowledge, skills, and hands-on experience necessary for successful

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

performance in their respective areas of study. While completion of a program does not guarantee employment, it qualifies students to seek positions appropriate to the training received, including roles commonly available in long-term care facilities, hospitals, outpatient centers, and other healthcare settings.

LNA Health Careers does assist with job placement but does not guarantee it. LNA Health Careers encourages all students to participate in routine job fairs and meetings with the Job Placement Specialist.

Graduates from the LNA program will receive an employment survey by email or text, up to two times the first year after graduation, in an effort for the school to track employment statistics. We appreciate you taking the time to complete those brief surveys.

u. Emergency Preparedness

The plan may be obtained on each floor of the school in a red and white binder.

v. Distance Education

All Policies and Procedures in the LNA Health Careers Student Catalog and Handbook Also Apply in the Distance Education Program.

LNA Health Careers – Distance Education Mission Statement

Here at LNA Health Careers, we recognize that Distance Education programs are the programs both of today and of tomorrow. We emphasize the importance of accessibility, technological advancement, lifelong learning, practices of diversity and inclusion, personalized learning, critical thinking through creative assignments and global citizenship. Our programs are based on trauma informed educational practices and situate around an interactive model with student-leading emergent learning. Our curriculum is based upon the most current research in the field of technological education and framed within the Universal Design for Learning.

Elements that Compose the Distance Education Program

- Digital Literacy
- Online Learning
- Gamification of Learning
- Assistive Technology
- AR and VR Education
- Digital Divide – socioeconomics
- Ethical AI
- Digital Age and Mental Health
- Digital Collaboration
- Student Engagement
- Diversity and Inclusion
- Multiple Intelligences

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

Expected Outcomes

1. Technology Skills
2. Global Citizenship
3. Critical Thinking
4. The Skills of Academic Integrity

Participation Grades

Your participation grade is a part of your final grade overall. This also includes the completion of all distance education forms, documents, requirements and training specified in Polischool.

Technical Specs Minimum Recommended Requirements

- Graphics card: @1080p NVIDIA GeForce® GTX 1660 Super / Radeon™ RX 5600XT | @4K NVIDIA GeForce® RTX 2080 or RTX 3060 Ti / Radeon™ RX 6800
- CPU: Intel® Core™ i5-9600 / AMD Ryzen™ 7 3700X
- RAM: 8 GB RAM
- Storage space: 55 GB available space
- Operating system: Windows 10 (64 bit version only)
- DirectX: Version 12

Feedback

We welcome your feedback on the accessibility of LNA Health Careers - Distance Education Courses. Please let us know if you encounter accessibility barriers on Learn Dash:

- Phone: 603-647-2174
- E-mail: info@Lnahc.com
- Postal Address: 70 Market Street, Manchester, New Hampshire 03101

Lifelong Learning

We recognize here at LNA Health Careers that all students, faculty and staff are all lifelong learners and though we enter this process to learn, that we appreciate and accept learning in any format including digitally beyond the means of our school. We emphasize both student achievement and student satisfaction as lifelong learners.

Practices of Diversity, Equity and Inclusion

Within the Distance Education program, we recognize that each and every learner is unique, with their own passions and goals. We are committed to meeting the needs of ALL of our diverse learners through Distance Education courses that build connection. We strive each and every day to make content accessible to all learners that is fair, equitable, and inclusive.

Learning Paths

Within the LNA Health Careers Distance Education program, it is recognized that each and every individual is an expert in progress. Therefore, our curriculum involves personalized learning and numerous pathways for students to complete their Distance Education requirements. The foundation of our Distance Education program stems from the work of Howard Gardner's

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

Multiple Intelligences. These Multiple Intelligences weave through all of the Distance Education content and structure of the assignments.

Rationale for the Creative Assignments

The LNA Health Careers Distance Education program is proud to present an array of assignments that are both student led and creative in nature. It is our belief that through creative assignments which do not leave room for academic dishonesty in AI, that students will take an active role in the research process and engage in their own preferred learning. We base such practices on current research surrounding student achievement and student retention.

Responsible Use of AI

An element within the distance education program that is explicitly taught is the responsibility of each student to appropriately use AI within the program. We believe as a program that AI has many misuses and that there are also opportunities for its appropriate applications. Therefore, the responsible use of AI will be incorporated throughout all of the distance education programs.

Resources for Students

In the Distance Education program, students receive a great deal of support overall from videos, website resources, and a variety of tools that will support their overall learning. Students will be required to advocate for themselves whenever possible should they need additional resources available to them.

Student Interaction

In the LNA Health Careers Distance Education Program, we put a high value on the interaction from student to student and from student to instructor. We believe in active learning and processes of engagement that ultimately uplift the students in their program. We have created a multitude of ways within the Distance Education program that students can engage in such interactions.

Technical Issues with Learn Dash

Should there be technical issues with Learn Dash or a malfunction with the “facial recognition software” it is requested that students inform the Director of Distance Education at info@Lnahc.com with the specifics as to what technical issues have occurred. In your email, please address the following:

1. The technical issue occurring and if there is an ERROR code
2. What you have tried to remedy
3. The name of the assignment you were working on
4. The instructor’s name for the class
5. If applicable, a SCREENSHOT of the ERROR code

Once you have sent this email, a record is created with this request and in addition, all late submissions will be forwarded to the instructor at their own discretion.

Internet Outages

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

There may be times when an internet provider experiences an outage. Whenever an internet outage occurs, students are encouraged to report the outage to their service provider.

w. Credentials Awarded by Credit Programs

- Licensed Nursing Assistant Program – Certificate
- Medication Nursing Assistant Program – Certificate
- Phlebotomy Program – Certificate
- Medical Assistant Program – Certificate
- Licensed Practical Nurse Program – Diploma

x. Credentials Awarded by Non-Credit Courses

- AHA BLS CPR course – e-card certificate
- IV Therapy course – Certificate
- EKG course – Certificate
- LNA Refresher – Certificate

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

5. Licensed Nursing Assistant Program Information

a. Clinical Requirements

Students are required to provide documentation of a 2-step TB test prior to the first day of clinical. The TB test must be dated within 12 months and must remain current throughout the duration of the program. Failure to provide the results of a current TB test prior to the first day of clinical will result in termination from the program.

Students must also provide proof of COVID-19 vaccination. Exemptions are available through the Admissions Office.

During flu season (October–April), all students and staff are required to complete a "Flu Vaccine Information or Declination" form. This form states that the student has either had the flu vaccine for the current flu season and the month that it was received, or that the student declines to receive the flu vaccine. If a student declines to receive the flu vaccine, they will be required to wear a mask during clinical.

b. Expected Outcomes

Training will be conducted in a New Hampshire Board of Nursing approved environment that fosters growth and where students are given the opportunity to succeed. The classroom preparation will include theory as well as varied clinical experiences. During the clinical and theory, student outcomes will include the following:

- Demonstrate comprehension of training and provide care through a holistic approach.
- Demonstrate strong interpersonal skills with both patients and the healthcare team to ensure optimum care is provided.
- Demonstrate sound decision-making abilities and provide safe practices based on direction from a registered or licensed practical nurse.
- Demonstrate understanding of the importance of reporting significant information regarding their clients.
- Demonstrate understanding of the importance of the role of the caregiver and to always maintain professionalism.
- Demonstrate safety at all times.

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

c. Curriculum

LNA Health Careers offers the LNA program in two formats:

Component	Hybrid Program	In-Person Program
Part 1: Theory	50 hours (online)	34 hours (in person)
Part 2: Pre-Clinical Lab Skills	16 hours (in person)	16 hours (in person)
Part 3: Clinical	60 hours (in person)	60 hours (in person)
Total	**126 hours**	**110 hours**

The hybrid format allows students to complete the theory portion at their own pace online, with no virtual meeting times; the online theory must be completed before the student's pre-clinical lab day. The in-person format is 100% in person from start to finish and is the best option for students who want to complete the course as quickly as possible.

Teacher to student ratio will be no greater than 8 students to 1 instructor during clinical days. Clinical will follow completion of theory and will offer varied opportunities for learning. Students will be monitored closely by the instructor and will be instructed on safe practices. The instructor, through documentation on the Proficiency Skills Checklist, will measure students on all learning experiences.

Theory will consist of the body system, disease process, rehab, death and dying, and communication skills through a holistic approach. The importance of professionalism, stress reduction, and time management skills will also be introduced.

A class calendar will be given to each student. Theory is provided first followed by lab, and then clinical. Credit is not issued for prior education. Theory and clinical experiences will include but may be limited to:

- Performance of ADLs with a varied client population to foster independence whenever possible.
- Continuation of rehab/restorative programs through ambulation, ROM, and ADL skills. To include use of personal adaptive equipment.
- Safety of client in varied situations based on disease processes under the supervision of a registered or licensed practical nurse.
- Care of the terminally ill client and providing end of life care with preservation of dignity and postmortem care.
- Admitting, transferring, and discharging of clients.
- Privacy, dignity, and confidential care to support, comfort, spiritual needs, and attainment of client's goals. Encouragement of activity programs to promote wellbeing.
- Comparison of caregiver roles in different settings such as homecare vs. long term or hospital care as well as SNF vs. ICF.
- Life safety concerns - to include fire safety, environment safety, security, and resources to assist with decision-making.

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

- Infection control practices.
- Environmental and personal safety involving housekeeping concerns, adaptive devices, and special clothing, including personal protective equipment.
- Emotional support including appropriate behavioral response, the aging process, identification of resources, preservation of dignity, assuring freedom from fear/reprisal.
- Comfort, rest, and activity including privacy, physical and occupational skills.
- Emergency situation including appropriateness of action or non-action, fire drills, security of environment, resources available.
- Time management and organizational skills.
- Special procedures.
- Demonstrate observational and documenting skills required for reporting of care recipient's health, welfare, physical and mental condition, and general wellbeing.
- Provide safe nursing-related activities under the supervision of a registered or licensed practical nurse.

d. Admission and Program Requirements

Admission Requirements:

- At least 16 years of age
- Documentation of a 2-step TB test
- Proof of COVID-19 vaccination (exemptions are available through the Admissions Office)
- An internet-connected device to access course materials, including recorded lectures and skills videos

There are four (4) areas that are required to pass the course; in addition to meeting the criminal record policy, you must pass academically, clinically and with attendance.



© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

e. Academics/Grading/Clinical

Examinations will be as follows:

Throughout the program, there are four (4) tests, and a final exam. Each test/exam is worth 25% of your grade. A 70% or greater must be obtained on each theoretical test/exam taken to pass the program (Pursuant to Nur 704.09 (k)). Grades are listed as pass or fail. There are no letter grades. Exams are formulated from the program objectives and expected outcomes. LNA Health Careers has adopted a zero-tolerance policy on cheating. Any student caught or suspected of cheating will result in disciplinary action and/or expulsion from the program.

Clinical competence will be evaluated through accurate completion of the proficiency skills checklist and by direct observation of the instructor. The proficiency skills checklist will be reviewed each class by the instructor. All students must demonstrate proficiency in all basic skills to be eligible for certification.

If a student fails the course and is eligible for readmission, they may enroll later. Credit hours are provided upon successful completion of the course.

- Hybrid program: 126 clock hours; 7.8 quarter credit hours
- In-person program: 110 clock hours; 6.2 quarter credit hours
- Credit awarded upon successful completion of all instructional components

f. Attendance

LNA Health Careers' hybrid training consists of 126 hours: 50 hours of online theory, 16 hours of pre-clinical lab, and 60 hours of clinical. The in-person training consists of 110 hours: 34 hours of theory, 16 hours of pre-clinical lab, and 60 hours of clinical. Our expectation is that students will come to class prepared, on time and as scheduled. A class schedule/calendar will be provided to each student. Leaving early/coming in late more than 2 times for any reason will result in progressive disciplinary action.

Logging in to your online course work counts as attending a class. Students must provide proof of an excused absence for any missed time. An excused absence consists only of: (1) a doctor's note, (2) vehicle accident report, (3) pre-approved court appearance or (4) death in the immediate family.

Any missed clinical time must be made up. Clinical make-up is ONLY available to students who provide proof of an excused absence. All excused clinical absence must be made up and will be an additional fee of $65 per make-up hour. Students that miss clinical may attend the next scheduled clinical day; all make-up hours must be made up prior to graduation.

Students who complete their theory work online are required to attend 16 hours of preclinical lab and may not attend clinical until all 16 hours are completed. Any unexcused absence during preclinical or clinical time will result in termination. Students may not miss more than 10 hours of the program. Missing more than 10 hours of the program, regardless of the circumstances surrounding the missed time, will result in termination.

All make-up time must be scheduled with the LNA Health Careers' office and will be the financial

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

responsibility of the student regardless of the circumstances surrounding the missed time. Make-up time must be complete within 9 months from the anticipated date of graduation of the student's class. Make-up time not completed within the 9-month period will result in attendance failure. The program can be completed in 4 to 8 weeks.

g. Detail of Fees - LNA

The following is a table of all fees charged by LNA Health Careers. Items listed in bold are fees charged to all students. Items not listed in bold are extra fees that could be encountered.

Item	Fee	Detail of Fee
Registration Fee	**$450**	**Registration for one class**
Supplies Fee	**$225**	**Choice of eBook or Textbook, gait belt, online coursework, name badge**
Criminal Record Check Fee	**$35**	**NH State Police criminal background check**
State Test Exam Fee	**$250**	**Paid to Excel Testing for licensing exam. Covered through 12/31/2026; paid by the student beginning 1/1/2027.**
Tuition	**$1,790**	**LNA program tuition**
Total	**$2,750**	**Total fees for the LNA program**
Late Fee	$50 every 30 days past due	Assessed if payment is received after due date outlined on payment contract
Clinical Make Up Fee	$65/hour	Assessed for any missed clinical time
State Exam Retake – Written	$100	Assessed if a student fails the written portion of the state exam.
State Exam Retake – Clinical	$100	Assessed if the student fails the clinical portion of the state exam.
Tutoring	$130 per 2 hours	Optional for students who request additional support
Paid Parking	$0.75/hour (coins) $1.00/hour (card) $1.00/hour + convenience fee (Passport app)	**Students are responsible for cost of street parking while at Market St. Campus**

h. Underage Students

Students under the age of 18 may not use any mechanical lifts while in training or as an LNA in the field. Per federal labor laws, anyone under the age of 18 employed in a facility may not use mechanical lifts. While there are facilities that do employ LNAs between the ages of 16-18, please be aware it may be difficult to obtain employment as a minor.

Students under the age of 18 will also be required to have a parent/guardian sign a release form

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

prior to attending the first day of class.

i. Graduation Requirements

Students completing the Licensed Nursing Assistant Program will be awarded a Certificate of Completion after meeting the following requirements:

- Students must complete all theory and clinical hours.
- Students must obtain a grade of 70% or better on all exams.
- Maintain satisfactory clinical performance in all areas.
- Make up all necessary clinical time.
- Complete all records and return all school property.
- Meet all financial obligations.
- Be approved for graduation by the faculty.
- Graduates of the Licensed Nursing Assistant program are eligible to take the NH Board of Nursing LNA licensing exam.

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

6. Medication Nursing Assistant Program Information

a. Philosophy

LNA Health Careers goal is to educate and prepare caring, competent, and compassionate MNAs who will function in this role in long-term care and assisted living facilities. The MNAs will adhere to the NH BON regulations for MNA medication administration. MNAs will assist the nurse as a team member in the nursing department.

Our MNA Students will provide care for individuals that are chronically ill. The MNAs will promote dignity and maintain resident's rights. Medication Nurse Assistants interact with residents and other members of the health care team to promote, maintain, and restore health through the administration of medications. The MNAs will be safe and cautious and promote comfort when giving medications.

The scope of practice for the Medication Nurse Assistant is directed toward collaborating with the RN for the administration of medications to support stable individual's response to common well-defined health problems. The MNA will perform these functions under the direct supervision of an RN.

LNA Health Careers carries the belief that learning is enhanced in an environment where there is mutual respect between teacher and learner. LNA Health Careers accepts the responsibility to provide an environment which encourages a learner's development as a person and as a professional member of the health care team. Learning will be accomplished through theory, hands on lab practice, and clinical application.

b. Program Hours

The guidelines set forth by the NH Board of Nursing require a minimum of 30 hours of theory and 30 hours of clinical instruction for the MNA program.

The MNA program at LNA Health Careers exceeds this requirement with a 75-hour hybrid online and in-person program consisting of three components:

- Part 1: Theory (online)
- Part 2: Pre-clinical lab skills (in person)
- Part 3: Clinical (in person)

Day and evening schedules are available for the in-person portions of the course. In-person classes can be completed in as little as 3 weeks. Once all training hours have been met, the written competency exam is then offered.

c. Classroom/Lab Training (Theory)

Training will be conducted in a New Hampshire Board of Nursing approved environment that fosters growth and where students are given the opportunity to succeed. The theory portion of

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

the program is completed online and includes 4 written tests. You will then attend lab, and then clinical.

Learning is achieved through interactive lectures, various teaching methods and strategies, small group activities including jeopardy and classroom discussion and lab practice. Students will be monitored closely by the instructor and will be instructed on safe practices. Through documentation on the Proficiency Skills Checklist, the Instructor will measure students on all learning experiences. Clinical skills required for an MNA will be practiced in the lab setting prior to beginning clinical. The following topics will be covered during theory:

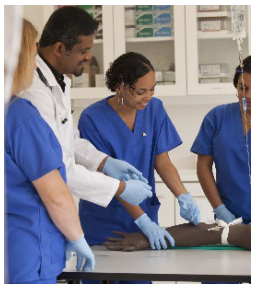
- Information related to individual rights regarding accepting or denying medications.
- Review of the law and rules pertinent to nursing and nursing-related activities in NH.
- Review of the policies, protocols, and procedures of the facility where clinical training will take place.
- Review of anatomy and physiology as it relates to medication administration.
- Principles of infection control and aseptic procedures as they relate to medication administration.
- The 6 principles of medication administration: Right Drug, Right Time, Right Dose, Right Person, Right Route, Right Documentation.
- Residents have the right to refuse medication.
- Methods of administration of medication to stable clients.
- Common reactions to medications.
- Quality management related to storage, disposal, security, recording, and error control pertinent to medications.
- Methods of documenting the administration of medications and the storage and disposal of medications, including security for supplies of medications and errors in the administration of medications.
- Effective communication with residents about their medications.
- Behaviors and performance expected of an MNA administering medications.

d. Clinical Training

Clinical training is conducted in person in a long-term care setting. Students must hold an active LNA license and have 2 years of employment as an LNA. The ratio of MNA Instructor to student will not exceed 1:4 during any hour of clinical instruction. The content of the clinical component is designed to teach the accurate and safe administration of medications by the following methods complying with NUR 804.02 (6)a-h:

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

- Topical
- Oral
- Nasal
- Ocular
- Auricular
- Vaginal
- Rectal
- Enteral Tubes


All clinical training will be held in a long-term care facility that meets the following criteria:

1. There are one or more nursing clients who are in-patients.
2. A nursing care plan has been established for such clients by a registered nurse.
3. The care of such clients is managed by a healthcare team.
4. The student is permitted to participate in the care of the clients.

e. Expected Outcomes

The MNA program at LNA Health Careers was designed to meet the evolving needs of the healthcare industry. The curriculum is designed to provide LNAs the knowledge and understanding of the NH Board of Nursing regulations for MNA medication administration and the skill and knowledge to safely administer medications to a stable population under RN supervision. Expected outcomes include:

- Demonstrate understanding of the role of the Medication Nursing Assistant within the healthcare system.
- Demonstrate comprehension and basic knowledge of medication categories and commonly prescribed medications within those categories as well as associated side effects and possible adverse effects.
- Identify basic drug actions and factors that affect them.
- Demonstrate strong communication skills.
- Ability to strictly adhere to the principles of medication administration.
- Demonstrate understanding of infection control practices.
- Identify and understand medical terms/abbreviations necessary for MNAs to communicate while charting and/or verbally.
- Demonstrate understanding of all legal and ethical responsibilities as they relate to nursing and nursing-related activities in NH.
- Identify ethical and legal issues of the MNA.
- Demonstrate understanding of clients' rights regarding accepting or denying medications.
- Always demonstrate professionalism.
- Safely administer medications under the supervision of a Registered Nurse.
- Ability to report changes and concerns to the delegating nurse for feedback and assistance.

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

- Always demonstrate safety.

f. Admission and Program Requirements

Admission Requirements:

- 2 years of employment as an LNA and an active LNA license
- 2 character references from a DON or Nurse Supervisor
- Proof of COVID-19 vaccination (contact the Admissions Office for available exemptions)
- TB QuantiFERON blood test
- Internet-connected device to access course materials, including recorded lectures and skills videos

There are three (3) areas that you are required to meet to pass the course: You must pass academically, clinically, and with attendance. LNA Health Careers also follows NUR 806.03, which states after the completion of the theory and clinical components of the medication administration education program, a student shall pass with a minimum of 90% on a final competency written exam.

g. Academics/Grading/Clinical

Examinations will be as follows:

There is a Final Competency Written Exam administered at the completion of the course. The written competency exam is administered upon completion of all 75 program hours within 5 business days. A minimum grade of 90% must be obtained on the Final Competency Written Exam to pass the course and apply for your MNA Certification.

If a student does not score a 90% or greater on the competency exam, they are given the opportunity to retake a different version of the Final Competency Written Exam for an additional $25 fee. Only two retakes are allowed. If after 2 retakes the student has not met the minimum 90% requirement, the student will be required to retake the course over at the rate of $2,750 (tuition & registration fee).



Clinical competence will be evaluated through successful completion of the proficiency skills checklist and by continuous direct observation of the instructor. The proficiency skills checklist will be reviewed each class by the instructor. All students must demonstrate proficiency in all

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

basic skills to be eligible for certification. If there is a concern with the student regarding the clinical component of the course, the instructor will identify those areas with the student in the form of a counseling report, and the instructor will send a copy of the counseling report to the Medication Nurse Reviewer. A counseling report can lead to probation or termination from the program, depending on the severity of the concern. Final clinical evaluation will be completed by the instructor based on the skills checklist.

If a student fails the course and is eligible for readmission, they may enroll at a later date at full price.

Credit hours are provided upon successful completion of the course.

- 75 clock hours

h. Detail of Fees - MNA

The following is a table of all fees charged by LNA Health Careers. Items listed in bold are fees charged to all students. Items not listed in bold are extra fees that could be encountered.

Item	Fee	Detail of Fee
Registration Fee	**$450**	**Registration for one class**
Supplies Fee	**$200**	**Textbook, online learning platform, class and lab supplies, and name badge**
Criminal Record Check Fee	**$35**	**NH State Police criminal background check**
State Exam Fee	**$200**	**Written and Clinical Exam Fee**
Tuition	**$1,865**	**MNA Program Tuition**
Total	**$2,750**	**Total fees for the MNA program**
Late Fee	$50 every 30 days late	Assessed if payment is received after due date outlined on payment contract
Clinical Make Up Fee	$65/hour	Assessed for any missed clinical time
Tutoring	$130 per 2 hours	Optional for students who request additional support
Final Competency Written Exam Re-Take	$25 per retake	Only two re-takes allowed
Paid Parking	$0.75/hour (coins) $1.00/hour (card) $1.00/hour + convenience fee (Passport app)	**Students are responsible for cost of street parking while at Market St. Campus**

i. Graduation Requirements

The students completing the Medication Nursing Assistant Program will be awarded a certificate for Medication Nursing Assistant after meeting the following requirements:

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

- Students must complete all theory and clinical hours.
- Students must obtain a grade of 80% or better on all exams.
- Maintain satisfactory clinical performance in all areas.
- Complete all records and return all school property.
- Meet all financial obligations.
- Be approved for graduation by the faculty.
- Graduates of the Medication Nursing Assistant Program are eligible to take the State Board Competency Examination to become a Licensed Medication Nursing Assistant.

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

7. Phlebotomy Program Information

a. Philosophy

The purpose of this program is to prepare students for employment as phlebotomists or to provide supplemental training for persons previously or currently employed in this occupation. The content includes, but is not limited to, communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; observing safety policies and procedures; medical terminology; emergency procedures including CPR; delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples to appropriate laboratory sections; and preparing collection trays for specimen procurement.

LNA Health Careers carries the belief that learning is enhanced in an environment where there is mutual respect between teacher and learner. LNA Health Careers accepts the responsibility to provide an environment which encourages a learner's development as a person and as a professional member of the health care team. Learning will be accomplished through theory, hands on lab practice and clinical application.

b. Program Hours

LNA Health Careers follows the guidelines set forth by the National Healthcareer Association, certifying agency, which requires completion of a formal phlebotomy training program, successful completion of 30 venipunctures and 10 dermal punctures. The program can be completed in as little as 6 weeks.

The Phlebotomy Training Program at LNA Health Careers consists of 60 hours of theoretical instruction and then 30 hours of clinical instruction as simulated lab time, for a total of 90 hours of training. Once all training hours have been met, the written competency exam is then offered, and an optional 40–80-hour clinical externship can be arranged. Changes have been made due to COVID-19.

c. Classroom/Lab Training (Theory)

Training will be conducted in an environment that fosters growth and where students are given the opportunity to succeed. The theory portion of the program consists of 60 hours of classroom instruction, including online and in-person instruction. Our classes are 1:10 in the classroom and lab.

Learning is achieved through interactive lectures, various teaching methods and strategies, small

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

group activities including jeopardy and classroom discussion and lab practice. Students will be monitored closely by the instructor and will be instructed on safe practices. Through documentation on the Proficiency Skills Checklist, the Instructor will measure students on all learning experiences. Clinical skills required for a phlebotomist will be practiced in the lab setting prior to beginning any clinical externship. The following topics will be covered during theory:

1. Basic laboratory terminology and abbreviations.
2. Anatomy and Physiology. Suggested systems: Cells and Blood Circulation, Heart, Respiratory, Lymph, Urinary, Musculoskeletal.
3. Blood composition, specifics of different blood cells, function, plasma, and serum.
4. Venipuncture procedures with: Vacutainer, Syringe, Butterfly. **Including specifics about the order of draw, blood tube colors, and additives.**
5. Blood culture collection.
6. Skin-puncture procedure including heel and finger sticks.
7. Responsibility and role of the phlebotomist, health care provider, and where the field is headed today.
8. Professionalism.
9. Ethical and legal issues.
10. Safety in the laboratory.
11. Infection and Isolation protocol.
12. Quality control and quality assurance.
13. Special and timed laboratory procedures: Bleeding Time Tests, TDM, GTTs, etc.
14. Departments within the laboratory and the hospital.
15. Processing and transporting of laboratory specimens.
16. Significance of laboratory tests, as related to the body systems.
17. Physical problems that can occur in the field.
18. Patient types, problems, and complications.
19. Diseases that can affect laboratory personnel: AIDS, hepatitis, TB.
20. CPR, certificate program.
21. Computer skills should be part of the program if used in the hospital and laboratory setting.

Throughout the theory component of training, there are 2 written tests. Students must maintain an overall average of 80% on their written tests to continue to successfully complete all components of training. Students are given the opportunity to retake one test throughout the duration of theory. If an 80% average is not achieved by the last day of theory, the student will be in academic failure and will not be able to graduate with their certificate of completion.

Students in academic failure are eligible to retake the course at the rate of $2,750 (tuition and registration fee).

d. Expected Outcomes

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

The Phlebotomy Technician Program at LNA Health Careers was designed to meet the evolving needs of the healthcare industry. The curriculum is designed to provide students the knowledge and understanding of the Phlebotomist's role and designed to meet the standards of the National Healthcareer Association suggested curriculum. Expected outcomes include:

- Demonstrate entry-level phlebotomy skills for routine procedures.
- Demonstrate professional conduct and practice behavior consistent with established professional code of ethics.
- Communicate accurately and precisely using written, verbal and non-verbal techniques, ensuring understanding by the recipient.
- Demonstrate skills representative of safe working practices as defined by the CDC and OSHA.
- Describe health care systems, including functions, components and organizational structures.
- Describe the components and functions of departments of the clinical laboratory.
- Define medical terminology associated with the function of a phlebotomist.
- Relate basic anatomy and physiology concepts to the practices and procedures of a phlebotomist.
- Demonstrate safety at all times.

e. Program Requirements

There are three (3) areas that you are required to meet to pass the course: You must pass academically, clinically and with attendance.

LNA Health Careers Phlebotomy Training Program students must pass with a minimum of 80% on the final competency written exam.

LNA Health Careers does not accept transfer of credits from other Phlebotomy programs.

f. Academics/Grading/Clinical

Examinations will be as follows:

There will be 2 written tests to be graded during the theory portion of the program. You must pass with an 80% average or better to successfully earn your certificate of completion. Students are given the opportunity to retake one test to bring up their average, if necessary.

There is a Final Competency Written Exam administered at the completion of the course. The written competency exam is administered upon completion of all 90 program hours. A minimum grade of 80% must be obtained on the Final Competency Written Exam to pass the course and receive a certificate of completion. If a student does not score 80% or greater on the competency exam, they are given the opportunity to retake a different version of the Final Competency Written Exam for an additional $25 fee. Only two retakes are allowed. If after two retakes the student has not met the minimum 80% requirement, the student will have the option to retake the course over at the rate of $2,750 (tuition and registration fee).

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

Clinical competence will be evaluated through successful completion of the proficiency skills checklist and by continuous direct observation of the instructor. The proficiency skills checklist will be reviewed each class by the instructor. All students must demonstrate proficiency in all basic skills to be eligible for certification. If there is a concern with the student regarding the clinical component of the course, the instructor will identify those areas with the student in the form of a counseling report and the instructor will send a copy of the counseling report to the Phlebotomy Director. A counseling report can lead to probation or termination from the program, depending on the severity of the concern. Final clinical evaluation will be completed by the instructor based on the skills checklist.

Clinical Skills are based on a pass or fail standard. There are no letter grades. Exams are formulated from the program objectives and expected outcomes. LNA Health Careers has adopted a zero-tolerance policy on cheating. Any student caught or suspected of cheating will result in disciplinary action and/or expulsion from the program.

If a student fails the course and is eligible for readmission, they may enroll at a later date. The fee will be $2,750 which includes the registration fee and tuition.

Credit hours are provided upon successful completion of the course.

Instructional Component	Clock Hours	Credit Hour Conversion	Quarter Credit Hours
Theory (Lecture)	60	10:1	6.0
Clinical	30	30:1	1.0
Total	**90**		**7.0**

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

g. Detail of Fees - Phlebotomy

The following is a table of all fees charged by LNA Health Careers. Items listed in bold are fees charged to all students. Items not listed in bold are extra fees that could be encountered.

Item	Fee	Detail of Fee
Registration Fee	**$450**	**Registration for one class**
Supplies Fee	**$250**	**Textbook, online learning platform, class supplies, lab supplies, and name badge**
Criminal Record Check Fee	**$35**	**NH State Police criminal background check**
Liability Insurance Fee	**$125**	**Covers the student while practicing skills and during clinical externship**
Tuition	**$1,890**	**Phlebotomy program tuition**
Late Fee	$50 / every 30 days late	Assessed if payment is received after due date outlined on payment contract
Clinical Make Up Fee	$65/hour	Assessed for any missed clinical time
Tutoring	$130 per 2-hour session	Optional for students who request additional support
Final Competency Written Exam Re-Take	$25 per retake	Only two re-takes allowed
Optional Externship	$200	Covers administration fees accrued while arranging externship opportunity
Paid Parking	$0.75/hour (coins) $1.00/hour (card) $1.00/hour + convenience fee (Passport app)	**Students are responsible for cost of street parking while at Market St. Campus**

h. Certification

Any student wishing to obtain a National certification from the National Healthcareer Association will be required to register with the Program Director via the Admissions team.

Hospitals, laboratories, and other employers have an increasing demand for phlebotomists. Most seek, and many require, a professional certification. With a CPT certification, you will have the credentials you need to set yourself apart from other applicants as you embark on a rewarding healthcare career. As more employers require phlebotomy certifications, a CPT will help improve your marketability in a growing and rewarding field.

Phlebotomists are critical team members at hospitals, diagnostic laboratories, and blood donor centers. As advancements in medical technology rise, it is an especially exciting time to begin a career in this thriving field. Earning your Phlebotomy Technician Certification (CPT) from NHA can give employers confidence in your skills and abilities. Set yourself up for success and reach

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

your career goals in the rewarding healthcare industry.

Individuals with a positive criminal record, especially those within the past 3 years, may have difficulty finding gainful employment in the healthcare field. LNA Health Careers cannot be held responsible for any individual not being eligible for employment or who has falsified information on their application.



i. Graduation Requirements

Students completing the Phlebotomy Program will be awarded a certificate for Phlebotomy after meeting the following requirements:

- Students must complete all theory and clinical hours.
- Students must obtain a grade of 80% or better on all exams.
- Maintain satisfactory clinical performance in all areas.
- Make up all necessary clinical time.
- Complete all records and return all school property.
- Meet all financial obligations.
- Be approved for graduation by the faculty.
- Graduates of the Phlebotomy program need to obtain an 80% or better on the final exam to apply for national certification.

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

8. Medical Assistant Program Information

a. Philosophy

The purpose of this program is to prepare students for employment as Medical Assistants or to provide supplemental training for persons previously or currently employed in this occupation. The content includes, but is not limited to, communication, leadership, human relations, and employability skills. Clinical skills include performing collection of vital signs, assisting with basic medical procedures, observing safety policies and procedures, medical terminology, and emergency procedures including CPR.

LNA Health Careers carries the belief that learning is enhanced in an environment where there is mutual respect between teacher and learner. LNA Health Careers accepts the responsibility to provide an environment which encourages a learner's development as a person and as a professional member of the health care team. Learning will be accomplished through theory, hands on lab practice and clinical application.

b. Program Hours

LNA Health Careers follows the guidelines set forth by the National Healthcareer Association (NHA), certifying agency, which requires completion of a formal Medical Assistant training program. The Clinical Medical Assistant Training Program at LNA Health Careers consists of 192 hours of theoretical instruction and 96 hours of simulated lab time. There is an additional 80 hours of required clinical externship, for a total of 368 hours of training. The program can be completed in as little as 12 weeks. Once all training hours have been met, the written competency exam is offered, and upon successful completion students are then scheduled to sit for the National Healthcareer Association – Certified Clinical Medical Assistant (CCMA) exam.

Instructional Component	Clock Hours
Theory (Lecture – online and in person)	192
Simulated Skills Lab	96
Clinical Externship	80
Total	**368**

c. Enrollment Process

LNA Health Careers has adopted a rolling enrollment process for the Medical Assistant Training Program. Each session of the course is scheduled concurrently, and class dates are posted throughout the year. Students can choose to apply for entry to any of the posted/available class dates and admission is not limited to only the upcoming class schedule. Classes are filled to a maximum of 12 students per session and LNA Health Careers reserves the right to cancel a class should enrollment not meet the required minimum to run. In this case, students will be offered an alternate class schedule or a full refund at the discretion of the Director.

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

d. Classroom/Lab Training (Theory)

Training will be conducted in an environment that fosters growth and where students are given the opportunity to succeed. The theory portion of the Medical Assistant program consists of 192 hours of classroom instruction, including online and in-person instruction. Learning is achieved through interactive lectures, various teaching methods and strategies, small group activities, classroom discussion and lab practice. Students will be monitored closely by the instructor and will be instructed on safe clinical practices. Through documentation on their Proficiency Skills Checklist, the instructor will measure students on all learning experiences. Clinical skills required for a Medical Assistant will be practiced in the lab setting prior to beginning any clinical externship. The following topics will be covered during theory:

1. History
2. Law and Ethics
3. Communication Skills
4. Patient Education
5. Telephone and Reception
6. Managing Appointments
7. Written Communications
8. Health Information Management and Protection
9. Electronic Applications in the Medical Office
10. Nutrition and Wellness
11. Medical Asepsis and Infection Control
12. Medical History and Patient Assessment
13. Anthropometric Measurements and Vital Signs
14. Assisting with the Physical Examination
15. Sterilization and Surgical Instruments
16. Assisting with Minor Office Surgery
17. Pharmacology
18. Preparing and Administering Medications
19. Diagnostic Imaging
20. Medical Office Emergencies
21. Disaster Preparedness and the Medical Assistant
22. Clinical Duties Related to Medical Specialties
23. Career Strategies

Throughout the theory component of training, there are 5 tests and 1 final exam. Students must maintain an overall average of 80% on their written tests to successfully complete all components of training. Students are given the opportunity to retake 2 tests throughout the duration of theory. If an 80% average is not achieved by the last day of theory, the student will be in academic failure and will not be able to graduate with their certificate of completion. Students in academic failure are eligible to retake the course at the rate of $6,275 (tuition and registration fee).

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

e. Clinical Externship Training

Clinical externship training will consist of 80 hours of experience, conducted in a medical office setting. The ratio of Evaluator to student will not exceed 1:1 during any hour of clinical instruction. Externships are not an optional portion of the course and are scheduled for two 40-hour work weeks at an affiliated site, arranged by the school. Students should make arrangements to adapt their schedules to fit the required hours of their host site. Expected dates and times of the clinical component will be disclosed at the beginning of the course.

f. Expected Outcomes

The Medical Assistant Program at LNA Health Careers was designed to meet the evolving needs of the healthcare industry. The curriculum is designed to provide students the knowledge and understanding of the Clinical Medical Assistant's role and designed to meet the standards of the National Healthcareer Association suggested curriculum. Expected outcomes include:

- Demonstrate entry-level Medical Assistant skills for routine procedures.
- Demonstrate professional conduct and practice behavior consistent with established professional code of ethics.
- Communicate accurately and precisely using written, verbal and non-verbal techniques, ensuring understanding by the recipient.
- Demonstrate skills representative of safe working practices as defined by the CDC and OSHA.
- Describe health care systems, including functions, components and organizational structures.
- Describe the components and functions of departments of the medical office and the variety of offices for which students may be employed.
- Define medical terminology associated with the function of a Medical Assistant.
- Relate basic anatomy and physiology concepts to the practices and procedures of a Medical Assistant.
- Demonstrate safety at all times.

g. Program Requirements

There are three (3) areas in which you must be successful in order to pass this course: Academic, Clinical and Attendance.

LNA Health Careers Medical Assistant students must pass with a minimum of 80% on the final competency written exam. **LNA Health Careers does not accept transfer of credits from other Medical Assistant programs.**

Individuals with a positive criminal record, especially those within the past 3 years, may have difficulty finding gainful employment in the healthcare field. LNA Health Careers cannot be held responsible for any individual not being eligible for employment or who has falsified information on their application.

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

h. Admission Requirements

To participate in the Medical Assistant program, you must fulfill all admission requirements before the start of the program. All electronic surveys and agreements must be completed in the student's portal.

Enrollment Documents Include:

- COVID-19 Precautions
- Confidentiality
- Flu Info or Declination
- Handbook Acknowledgement
- Attendance, Contact and Transportation Agreement
- Criminal History
- Media Release
- Enrollment Agreement
- BEAS

Additionally, the Medical Assistant program requires specific documents to be uploaded so that students may participate in the course.

Additional Documents Required On File:

- High School Diploma or GED
- Safe To Work Exam
- Proof of Active Health Insurance
- COVID Vaccination Card
- 2-Step TB or blood work showing immunity
- Vaccination Records: MMR, Tetanus, Varicella, Flu (October–April), Hep B

i. Academics/Grading/Clinical

Examinations will be as follows:

There will be 5 graded tests and 1 final exam during the theory portion of the program. You must pass with an 80% average or better in order to successfully earn your certificate of completion and become eligible to sit for the NHA Certified Clinical Medical Assistant Exam. Students are given the opportunity to retake 2 tests in order to bring up their average, if necessary.

There is a Final Competency Exam administered at the completion of the course. The Final Competency Exam is administered upon completion of the theory portion of the course, but before students are admitted to attend their clinical externship. A minimum grade of 80% must be obtained on the Final Competency Written Exam to pass the theory portion of the course.

If a student does not score an 80% or greater on the competency exam, they are given the opportunity to retake a different version of the Final Exam for an additional $50 fee. Only two

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

retakes are allowed of the Final Exam. If after 2 retakes the student has not met the minimum 80% passing grade requirement, the student will have the option to retake the course over at the rate of $6,275 (tuition & registration fee).

Clinical competence will be evaluated through successful completion of the proficiency skills checklist and by continuous direct observation of the instructor. The proficiency skills checklist will be reviewed each class by the instructor. All students must demonstrate proficiency in all basic skills in order to be eligible for certification. If there is a concern with the student regarding the clinical component of the course, the instructor will identify those areas with the student in the form of a counseling report and the instructor will send a copy of the counseling report to the Allied Health Programs Director. A counseling report can lead to probation or termination from the program, depending on the severity of the concern. Final clinical evaluation will be completed by the instructor based on the skills checklist. Clinical Skills are based on a pass or fail standard. There are no letter grades.

Exams are formulated from the program objectives and expected outcomes. LNA Health Careers has adopted a zero-tolerance policy on cheating. Any student caught or suspected of cheating will result in disciplinary action and/or expulsion from the program.

If a student fails the course and is eligible for readmission, they may enroll at a later date. The fee will be $6,275, which includes the registration fee and tuition.

j. Attendance

At LNA Health Careers, our expectation is that students will come to class prepared, on time and as scheduled. A class schedule/calendar will be provided to each student. Leaving early/coming in late more than 2 times for any reason will result in progressive disciplinary action.

Students must provide proof of an excused absence for any missed time. An excused absence consists only of: (1) a doctor's note, (2) vehicle accident report, (3) pre-approved court appearance or (4) death in the immediate family. Any missed time over 6 hours must be made up regardless of the reason for the missed time. All absences (excused or unexcused) over 6 hours must be made up and will be an additional fee of $65 per make-up hour regardless of the reason for the missed time. Unexcused absences beyond 18 hours will result in termination. Absences, regardless of the circumstances surrounding the missed time, may result in termination.

All make-up time must be scheduled with the LNA Health Careers' office and will be the financial responsibility of the student regardless of the circumstances surrounding the missed time.

k. Refund and Withdrawal Policy

Once the student has started the training, LNA Health Careers does not provide refunds. If the student withdraws before the first day of class, they are eligible for a refund less the $450 non-refundable deposit fee. Any student in attendance, breach of policy, clinical, or academic failure will not be issued a refund if they have completed 35 hours or more of the program and will still be responsible for their balance if they have not paid in full.

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

All qualified refunds shall be paid within 30 days upon written notification from a student of cancellation or withdrawal. Students receiving benefits from federal programs shall be subject to federal refund policies, rules, and regulations.

The general Withdrawal Policy (Section 4.k) and Student Complaint Policy (Section 4.l) in this Catalog also apply to students in the Medical Assistant program.

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

l. Detail of Fees – Medical Assistant

The following is a table of all fees charged by LNA Health Careers. Items listed in bold are fees charged to all students. Items not listed in bold are extra fees that could be encountered.

Item	Fee	Detail of Fee
Registration Fee	**$450**	**Registration for program**
Tuition	**$4,855**	**Medical Assistant Program tuition**
Books	**$125**	**Course textbook(s)**
Supplies	**$500**	**Class and lab supplies**
Other Costs	**$345**	**Uniform and certification exam**
Total	**$6,275**	**Total fees for Clinical Medical Assistant program**
Late Fee	$50	Assessed if final payment is received after due date outlined on payment contract
Clinical Make Up Fee	$65/hour	Assessed for any missed clinical time
Tutoring	$130 per 2-hour session	Optional for students who request additional support
Final Competency Written Exam Re-Take	$50 per retake	Only two re-takes permitted
Paid Parking	$0.75/hour (coins) $1.00/hour (card) $1.00/hour + convenience fee (Passport app)	**Students are responsible for cost of street parking while at Market St. Campus**

m. Certification

Any student wishing to obtain a National certification from the National Healthcareer Association will be required to register with the Program Director via the Admissions team. Your exam will take place at LNA Health Careers in Manchester, NH.

Medical offices, urgent care facilities, and many other employers have an increasing demand for well-trained Medical Assistants. Most seek, and many require, a professional certification. With a CCMA certification, you will have the credentials you need to set yourself apart from other applicants as you embark on a rewarding healthcare career. As more employers require Medical Assistant certifications, a CCMA will help improve your marketability in a growing and rewarding field.

n. Graduation Requirements

Students completing the Medical Assistant Training Program will be awarded a certificate of completion after meeting the following requirements:

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

- Students must complete all theory and clinical hours.
- Students must obtain a grade of 80% or better on all exams.
- Maintain satisfactory clinical performance in all areas.
- Complete all necessary clinical time.
- Complete all records and return all school property.
- Meet all financial obligations.
- Receive approval for graduation by LNA Health Careers faculty.
- Successfully obtain an 80% or better on the final exam to apply for national certification.

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director



9. Non-Credit Courses

a. LNA Refresher Program Information

LNA Health Careers offers a refresher program for LNAs seeking to reinstate their license, including LNAs who have been out of the field for a while or who have moved to New Hampshire from another state. This 6-hour course is highly recommended for those who've been out of the field before taking the state competency exam.

The refresher program covers topics such as infection control, safety, resident's rights, communication, terminology and abbreviations, and basic nursing skills. It includes practical clinical scenarios to prepare candidates for the competency exam and real-world application. **All refresher courses are held in person.**

1. Admission Requirements

None.

2. Program Hours

This program is 6 hours in length.

3. Academics/Grading/Clinical

This course is Pass or Fail.

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

4. Detail of Fees – Refresher

The following is a table of all fees charged by LNA Health Careers. Items listed in bold are fees charged to all students. Items not listed in bold are extra fees that could be encountered.

Item	Fee	Detail of Fee
Registration Fee	**$300**	**Registration for one class. Nonrefundable for any reason.**
State Exam – Written Fee	**$100**	**Written portion of the state exam.**
State Exam – Clinical Fee	**$100**	**Clinical portion of the state exam.**
Total Tuition Fee	**$500**	**Total tuition cost of registration fee and state exam fees**
State Exam Retake – Written	$100	Assessed if a student fails the written portion of the state exam.
State Exam Retake – Clinical	$100	Assessed if the student fails the clinical portion of the state exam.
Paid Parking	$0.75/hour (coins) $1.00/hour (card) $1.00/hour + convenience fee (Passport app)	**Students are responsible for cost of street parking while at Market St. Campus**

b. IV Therapy

1. Philosophy

LNA Health Careers and Infusion Knowledge University offer a 32-hour hybrid online and in-person IV Therapy Education Program for Registered Nurses (RNs). The program is comprised of 28 hours of online didactic instruction delivered through the Infusion Knowledge University portal, followed by a 4-hour hands-on simulated IV skills lab facilitated by LNA Health Careers, with a ratio of no more than 6 students to 1 instructor.

Topics include an overview of current IV therapy practice; IV therapy national standards and guidelines; considerations for geriatric and pediatric patients; legal considerations, patient consent, and documentation; peripheral and central venous access devices; live video demonstrations of peripheral IV insertion and implanted venous port access; site care and maintenance; IV medication and fluid administration; and total parenteral nutrition (TPN).

2. Admission Requirements

This program is designed for Registered Nurses (RNs).

3. Program Hours

This course is 32 hours in length: 28 hours of online didactic instruction and a 4-hour in-person IV skills lab. Learning is achieved through class lectures, video, discussions, role-playing, hands-

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

on skills training and demonstration and clinical practice. Certification can be completed in as little as 3 weeks.

4. Academics/Grading/Clinical

This is a Pass or Fail course.

5. Detail of Fees – IVT

The following is a table of all fees charged by LNA Health Careers. Items listed in bold are fees charged to all students. Items not listed in bold are extra fees that could be encountered.

Item	Fee	Detail of Fee
Registration Fee	**$100**	**Registration for one class. Nonrefundable and nontransferable.**
Supply Fee	**$100**	**Course and skills lab supplies**
Tuition	**$300**	**IV Therapy program tuition**
Total	**$500**	**Total fees for the IV Therapy program**
Paid Parking	$0.75/hour (coins) $1.00/hour (card) $1.00/hour + convenience fee (Passport app)	**Students are responsible for cost of street parking while at Market St. Campus**

c. CPR Basic Life Support (BLS)

1. Philosophy

LNA Health Careers offers a 4-hour (half-day) CPR Basic Life Support (BLS) course for healthcare professionals. The course follows the most recent American Heart Association (AHA) Guidelines Update for CPR and Emergency Cardiovascular Care (ECC). Skills covered include CPR for adults, children, and infants; the AHA Chain of Survival; early use of an AED; ventilations with a barrier device; multi-rescuer CPR teamwork; and relief of foreign-body airway obstruction (choking).

2. Program Hours

This course is 4 hours in length. Learning is achieved through class lectures, video, group discussions, role-playing, hands-on skills training and demonstration, and clinical practice.

3. Detail of Fees – CPR BLS

The following is a table of all fees charged by LNA Health Careers. Items listed in bold are fees charged to all students. Items not listed in bold are extra fees that could be encountered.

Item	Fee	Detail of Fee
Course Fee	**$75**	**CPR BLS course. Nonrefundable for any reason.**

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

d. EKG Technician

1. Philosophy

The EKG Technician course prepares students to perform cardiovascular tests on patients, explain each step of the procedure to patients, set up EKG components for accurate readings, monitor EKG equipment and report malfunctions, collect cardiovascular data for physicians to analyze, and ensure patient safety and comfort while following safety standards.

The course is completed in two parts. Part 1 (Online Theory): students complete the curriculum and course materials on the online learning platform at their own pace. Part 2 (In-Person Skills Lab): after completing the theory portion, students schedule an in-person skills demonstration at the Manchester campus, where they perform 10 live EKGs on volunteers they bring to class.

2. Admission Requirements

- High school diploma or GED
- Active health insurance plan and card
- Proficiency in English and basic math skills as determined by the pre-entrance exam; 80% or higher required to pass
- Internet-connected device to access course materials, including recorded lectures and skills videos
- Previous LNA or Phlebotomy course is strongly recommended but not required

3. Certification

Students who successfully complete the course receive a certificate of completion and are eligible to sit for the National Healthcareer Association (NHA) Certified EKG Technician exam. Students must register for the exam with the Program Director via the Admissions team. The exam fee is $130.

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

4. Detail of Fees – EKG

The following is a table of all fees charged by LNA Health Careers. Items listed in bold are fees charged to all students. Items not listed in bold are extra fees that could be encountered.

Item	Fee	Detail of Fee
Registration Fee	**$450**	**Registration for one class**
Supplies Fee	**$250**	**Online learning platform and class supplies**
Criminal Record Check Fee	**$25**	**NH State Police criminal background check**
Liability Insurance Fee	**$25**	**Covers the student while practicing skills**
Tuition	**$750**	**EKG Technician course tuition**
Total	**$1,500**	**Total fees for EKG Technician course**
NHA Certification Exam	$130	Optional national certification exam

e. Phlebotomy Refresher

1. Philosophy

The Phlebotomy Refresher course is designed for individuals reentering the field or wishing to refresh their phlebotomy skills.

2. Program Hours

The course consists of a self-paced online theory program, which must be completed within 30 days, followed by 16 hours of in-person classes. Students perform venipunctures on volunteers they invite, and the course is complete after 15 successful sticks. Additional in-person time is available if needed to complete the 15 successful sticks.

3. Detail of Fees – Phlebotomy Refresher

The following is a table of all fees charged by LNA Health Careers. Items listed in bold are fees charged to all students. Items not listed in bold are extra fees that could be encountered.

Item	Fee	Detail of Fee
Tuition	**$500**	**Phlebotomy Refresher course. Nonrefundable and nontransferable.**

10. Accreditation

All Nursing Programs are NH Board of Nursing Approved.

All programs offered through LNA Health Careers are approved and licensed through the Department of Education.

LNA Health Careers is accredited by the NH Better Business Bureau.

© All materials belonging to LNA Health Careers cannot in any way be copied without written permission from the Director

LNA Health Careers

70 Market Street, Manchester, NH 03101