



**J. Johnson Education Center, Ltd.**  
7905 W. Appleton Avenue  
Suite 202  
Milwaukee, WI 53218  
Ph: (414)438-9390 Fax: (414)438-9392

## CNA ENROLLMENT FORM FOR PRIVATE PAY STUDENTS

*(PLEASE PRINT CLEARLY)*

Today's Date \_\_\_\_\_

Training Class Date \_\_\_\_\_

Last Name	First Name	Middle Initial	Maiden Name
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Address	City	State	Zip Code
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Mailing Address (if different)	City	State	Zip Code
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Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Alternate \_\_\_\_\_

Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_

Ethnic Origin \_\_\_\_\_ High School \_\_\_\_\_  
Name of School

High School Diploma or GED \_\_\_\_\_ Year \_\_\_\_\_

Highest year of school completed Please Note: 13-16 are college level **(Please Circle One)**  
6 7 8 9 10 11 12 13 14 15 16

**PLEASE CHECK ONE** \_\_\_\_ Drive to class/clinical or \_\_\_\_ Take the bus to class/clinical

**PLEASE CHECK ONE** \_\_\_\_ 9:00am-1:30pm Morning Class or \_\_\_\_ 4:00pm-9:30pm Evening Class OR  
\_\_\_\_ Weekend Class (Fridays from 5:00pm-9:00pm & Saturdays from 8:00am to 5:00pm)

**How did you hear about us? (Please check one)**

- |  |  |
|--|--|
| <input type="radio"/> Advertisement    | <input type="radio"/> WI Department of Quality Assurance |
| <input type="radio"/> Family or Friend | <input type="radio"/> jjohnsoneducationcenter.com        |
| <input type="radio"/> Search Engine    | <input type="radio"/> Other (specify) _____              |



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## TUITION PAYMENT POLICY & AGREEMENT

I understand tuition and fees for this class is **\$1200.00**. This amount includes a \$1180.00 tuition fee and a \$20.00 background check fee. Tuition and the background check fees are **nonrefundable**. Tuition **does not** cover the state testing fee (\$125.00), seasonal flu shot, TB testing, Covid-19 testing or uniforms.

Today, I have paid a deposit of \$\_\_\_\_\_ and my training class is scheduled to start \_\_\_\_\_ (month/date/year). My initials here \_\_\_\_\_ indicate I understand, JJEC will do its best to deliver the class and clinical as scheduled, but unforeseen circumstances (weather emergencies, domestic terrorism, public health emergencies/pandemics etc.) may arise which may prevent this and cause a class to be delayed or canceled. If, JJEC delays the start of your class, we will allow you up to six months to take the class. If we delay or cancel your class and you cannot take it at a later date, you can request a refund. **Please note:** The only exception to our no refund policy is if JJEC delays or cancels the class. If you request a refund, it must be done in writing and your refund will be disbursed to you within thirty days from the date we receive your written request. Furthermore, I have read and understand:

- Tuition/the tuition deposit and the background check fee are **non-refundable except for the reason explained above**. Accordingly, it should be noted:
  - **If I decide not to complete the class or clinical (for any reason), my tuition/tuition deposit will not be refunded because a spot was held for me.**
  - **If I begin the class and decide for any reason not to complete it, the tuition I have paid will not be refunded.**
  - **I understand successful completion of this program requires the student to be present and on time for each class and clinical day and in accordance with the uniform policy. Furthermore, I understand that any absence, tardiness or disruptive behaviors such as talking/texting during class time, fighting, cursing, sleeping in class, harassment, academic dishonesty etc. (List not meant to be exhaustive) will not be tolerated and will result in my dismissal from the program. If I am dismissed for absence, tardiness or disciplinary issues my tuition and background check fees will not be refunded (No Exception).**
- I am required to make bi-weekly payments of at least \$100.00 from the date of enrollment (today) and all balances must be **paid in full ten (10) DAYS BEFORE** the class starts.
- If I am unable to pay my remaining balance (if any) 10 days before the class starts, I understand my tuition deposit will not be refunded. Furthermore, I understand I will lose my place in my intended class (**No Exception**). I may join a new class that has available seats after I pay the remaining balance and I have **six months from my original class date** to take the class (**No Exception**). If I do not pay my remaining balance **and** take the class before the six month deadline, my tuition deposit is forfeit and I will not be able to use these funds towards a new class.
- I understand if I am pregnant I must visit my physician to receive documentation I am able to perform skills during class and clinical without restriction. JJEC **highly recommends** I get this documentation before making a tuition deposit for the class because it is non-refundable. This documentation must be on file before the first day of class and no pregnant student will be allowed to complete class or clinical without this documentation on file.
- I understand I will be scheduled for one of the clinical weeks that follow the last week of theory. Furthermore, I understand that



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assignments to a clinical week are determined by my final payment date, my criminal background check results and what slots are available at that time I pay in full. **Please note:** Clinical dates and times are subject to change. This rarely occurs, but if it does you will be expected to adjust your schedule as needed to attend clinical on the new dates/times.

- I understand at the end of my course office staff will inform the state I have completed the class. When my completion has been processed by the state/Headmaster I will receive an email or text informing me I can schedule my state test. I must submit payment of **\$125.00** to **Headmaster (wi.tmuniverse.com)** when I register with them for my state testing. I also understand my course completion documents (completion certificate, clinical evaluation etc.) will be available to pick up in the office the next Friday after my class ends.

My signature below indicates I have read the above information, it has been discussed with me and I agree to the terms of the tuition payment policy & agreement. Furthermore, I understand my financial responsibilities once I have enrolled.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature (required if student is a minor)**

\_\_\_\_\_  
**Date**



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## ADMISSION CRITERIA & POLICY

To be admitted to and to successfully complete J. Johnson Education Center's Certified Nursing Assistant Program the student must:

- Pay the current tuition fee (as indicated and described in the "Tuition Payment Policy & Agreement" section of this document).
- Provide a complete BID Form and pay the \$20.00 background check fee upfront
- Provide documentation of negative TB Test Results and Covid-19 Results the week before class starts
- Provide documentation of receiving a Seasonal Flu Shot (Classes that start **OR** end October 1<sup>st</sup>-April 15<sup>th</sup>).
- If pregnant, provide documentation from physician or nurse midwife indicating you are able to perform in class and clinical without restrictions of any kind.
- Remain drug and alcohol free while in class and clinical for the duration of the course
- Be physically able to perform in class and clinical (as indicated and described in the "Physical Requirement" section of this document).
- Provide own transportation to clinical site which may not be on a bus line.

For your knowledge and benefit these requirements are further described below as needed.

## BACKGROUND CHECK POLICY

You are required to complete and sign the Background Information Disclosure ("BID") Form and submit \$20.00 for a background check. The BID Form gathers information as required by the Wisconsin Caregiver Background Check Law to ensure you are an eligible candidate for CNA certification at this time. It also assists J. Johnson Education Center's clinical site administration to determine if you are eligible to complete clinical rotation at their facility. The information we collect from the BID Form and the BID Form results may be shared with clinical site administration and Wisconsin Caregiver Training Program regulatory bodies, but will not be shared with any other entities or used for any other purposes not mentioned within this paragraph without the student's express written consent. You must submit information for any and all pending criminal charges or convictions in federal, state, local, military and tribal courts whether or not you believe this information has been or will be expunged from your record. **Please note:** Failure to indicate pending charges or convictions can result in an inability to complete the clinical portion of this course, ineligibility to take the nurse aide state exam and your paid tuition will not be returned.

### *Act, Crimes and Offenses Barring or Requiring Rehabilitation Review*

In accordance with the provisions of Chapters 48.685 and 50.065, Wis. Stats., for persons who have been convicted of certain acts, crimes, or offenses: The Department of Health Services (DHS) may not license, certify, or register the person or entity. In some instances they may not license, certify, or register the person or entity without a rehabilitation review. For a list of barred crimes and offenses requiring rehabilitation review or for more information see DQA publication P-000387, *Wisconsin Caregiver Program Manual*, at <http://www.dhs.wisconsin.gov/publicatios/DQAAnum.asp>

**I have read the above criteria & policy for admission to the CNA program and my signature below indicates I understand what the criteria is for entering this program and I meet the requirements for admission.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (required if student is a minor)

\_\_\_\_\_  
Date



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## HEALTH HISTORY FORM

(Please Print Clearly)

\_\_\_\_\_  
Student Last Name      Student First Name      Student Middle Name

SEX      M\_\_\_\_ F\_\_\_\_

## EMERGENCY CONTACT INFORMATION

\_\_\_\_\_  
Emergency Contact Person Name      Emergency Contact Address

\_\_\_\_\_  
Emergency Contact Phone Number      Relationship to You

## GENERAL HEALTH

List any recent or continuing health problems: \_\_\_\_\_

List any Physical or learning disabilities: \_\_\_\_\_

Are you currently under the care of a doctor or other health care professional, including mental health treatment?      YES\_\_\_\_ NO\_\_\_\_

## DRUG/FOOD ALLEGIES

List any drug or food allergies and briefly describe reaction

\_\_\_\_\_

\_\_\_\_\_

## MEDICAL HISTORY

Students with known and ongoing medical problems must take special precautions in preparing for and managing their situation overseas. Check if you have any of the following:

	Yes	No		Yes	No		Yes	No
Headaches			Ulcer/colitis			Back/joint problems		
Epilepsy/seizures			Hepatitis/gallbladder disease			High blood pressure		
Asthma/lung disease			Bladder/Kidney problems			Thyroid Problems		
Heart disease			Diabetes			Recurrent or chronic infectious diseases		
Anemia or bleeding disorder			Cancer/tumors			Other (List): _____ _____ _____		



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## MENTAL HEALTH HISTORY

Have you ever suffered from, been treated for, or hospitalized for the following?

	Y/N	Please provide an explanation below for any box you have checked
Depression/Anxiety		
Substance abuse (alcohol or drugs)		
Eating disorder (anorexia/bulimia)		
Are you taking/have ever taken medication for above problems?		

## IMMUNIZATION RECORD

Indicate most recent date.

	Date
Polio immunization	
Tetanus booster or Tetanus/diphtheria booster	
MMR - Measles, Mumps, Rubella	

## MEDICATIONS

Are you currently taking medications? YES\_\_\_\_ NO\_\_\_\_

Please specify below. Including any medication you carry for possible use, e.g., inhaler, bee sting kit.

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**I CERTIFY THAT ALL RESPONSES MADE ON THIS FORM ARE COMPLETE, TRUE AND ACCURATE, TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature (required if student is a minor)**

\_\_\_\_\_  
**Date**



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## **PHYSICAL & MENTAL CAPABILITY REQUIREMENTS**

- The student must be physically able to perform required task/skills as lifting, transfers, communicate with client/resident and provide client/resident cares with the use of their arms, hands, and or mechanical lifts as necessary.
- Participant must be able to read and understand the textbook, handouts and other materials to meet the theory requirements. This requires a minimum ninth grade reading level.

**Please Note:** The agency is unable to accommodate an individual with lifting restrictions, or individuals that are: blind, have limited dexterity of fingers, have limited use of hands and arms, are wheel chair bound, are deaf, or those that are unable to speak or read, as the theory and training task/skills requires the participant to successfully complete a number of skills, and possess the ability to communicate with the client/resident to meet necessary competency requirements to complete the course.

## **HEALTH REQUIREMENTS**

### ***TB Testing& Seasonal Influenza Policy***

Our partner clinical facilities are governed by laws that require them to protect the health and safety of their residents. J. Johnson Education Center (JJEC) enables them to fulfill this duty to their residents by taking steps to require you to prove you have taken the necessary precautions to prevent the introduction and spread of communicable diseases like flu and TB to their resident population. Accordingly, we require our students to provide documentation of the following:

- Negative results from a TB test (if results are positive the student must complete a chest X-Ray)
- Proof the student has taken the current season's flu vaccine (Classes beginning or ending October 1<sup>st</sup> through April 15<sup>th</sup>)
- Completion of the Health History Form

These items are collected only to ensure you are an eligible to complete clinical rotation at our partner clinical facilities and will be shared with clinical facility administration and Wisconsin Caregiver Training Program regulatory bodies, but will not be shared with any other entities or used for any other purposes not mentioned within this paragraph without the student's express written consent.

These items are maintained by the clinical facilities and by JJEC. JJEC maintains these records for a period of three years after which they will be securely destroyed. These items may be maintained by the clinical facilities for a longer period as deemed necessary under the individual clinical facility's policy or as regulated by State of Wisconsin or federal regulatory bodies. These items will also be destroyed as outlined in the clinical facility's policy or as regulated by State of Wisconsin or federal regulatory bodies.

If TB test results, proof of receiving a flu shot and Health History Form are not provided, it will result in the student not being able to complete the clinical.

### ***Pregnancy Policy***

J. Johnson Education Center, Ltd. recognizes the need to protect all of our students from any potential harm to themselves or their unborn children if pregnant. If a student is pregnant we must receive a letter or form from her obstetrician or nurse midwife that she is physically able to complete classroom training and clinical in the nursing home during her pregnancy without accommodation or restrictions of any kind.

This policy is implemented to achieve this goal. Because of changes in health needs and potential restrictions on activities during pregnancy, the following will apply to pregnant students:



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The student will:

1. Inform the classroom/clinical instructor or administrative assistant as soon as possible regarding the pregnancy and
2. Submit the appropriate letter or form from her obstetrician or nurse midwife at the following times verifying that the student is in satisfactory physical condition to attend class, skills lab and clinical without accommodation or restrictions.
  - Before class begins if known before the start of class
  - When the pregnancy is confirmed or
  - If the classroom or clinical instructor becomes concerned about the health and well-being of the pregnant student and the unborn child.
3. If at any time the obstetrician or nurse midwife states the student is unable to perform expected tasks, functions, and studies for the course, the student is expected to notify J. Johnson Education Center as soon as possible and she will be withdrawn from the course and will be allowed to complete her training during an upcoming class/clinical rotation as space is available. Before the student will be scheduled for training the student must:
  - Provide a letter or form from her obstetrician or nurse midwife stating that she is physically able to do Clinical in the nursing home during her pregnancy without accommodation or restrictions.

In the absence of written disclosure, a student cannot be considered pregnant. However, each student will be expected to sign a statement that she has read this policy, and that she understands that failure to abide by this policy will be grounds for termination from the training course by the administrator or clinical instructor.

### ***Substance Abuse Policy***

J. Johnson Education Center will provide an environment, which is free from the use, sale, possession, or distribution of illegal drugs and/or alcohol. Additionally, everyone must be able to perform their duties without the presence of illegal drugs or alcohol in their system. To manufacture, use, possess, sale, purchase, or transfer any illegal drug is prohibited, while on J. Johnson Education Center property or at other training related locations. J. Johnson Education Center prohibits the use or abuse of such drugs to the extent that one's performance, fitness for classroom or clinical activity, and safety are adversely affected. This policy is to ensure a safe, healthy, and work efficient environment for everyone at J. Johnson Education Center and the general public. The administration of J. Johnson Education Center will utilize every reasonable measure to maintain a drug and alcohol free environment.

Anyone who is found to use, sell, possess, or distribute any illegal drug while in training-related activities, on J. Johnson Education Center premises or its other training locations, will be subject to disciplinary action. Any illegal substance or paraphernalia confiscated will be turned over to the appropriate law enforcement agency for additional investigation and appropriate action. Being arrested or charged with illegal possession, use, or distribution, can subject anyone to disciplinary action.

### ***Drug Testing Policy***

In order to effectively meet the objectives of this policy, J. Johnson Education Center recognizes the need to implement a Drug and Alcohol Testing Policy to include the following:

#### **Reasonable Suspicion Testing**

Instructors/Staff members who observe behavior or performance problems (or other evidence) of any student which could have an adverse effect on his or her personal safety or performance and/or reasonably suspects such behavior and performance to be at the result of use of alcohol or other drugs, shall immediately notify the Administrator of J. Johnson Education Center. The following shall serve as examples of behavior which can form reasonable suspicion: changes in attitude or performance level, disorientation, mood swings, slurred speech, odor of alcohol or other drugs on breath or person, unexplained disappearances while





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on duty, confusion or lapses in memory, excessive absences and/or tardiness, or imprudent judgment under the set of circumstances. (This list is for reference and is not intended to be complete).

**Incident/Post-Accident Testing:** J. Johnson Education Center may require a drug and alcohol screening test immediately after an accident or incident to either confirm or refute drug or alcohol use as a possible cause. Incident/Post-Accident Testing may apply to both the injured and/or those individuals affecting the accident or incident.

J. Johnson Education Center's Administrator must authorize Reasonable Suspicion or Incident/Post-Accident testing on a student before a test is required or administered. In the absence of the Administrator, a designee may authorize a test. No Reasonable Suspicion or Incident/Post-Accident Test will be administered without the authorization of the Administrator or next in command. No advance notice to the student is required to test for reasonable suspicion or incident/post-accident testing. Tests may be performed on blood, urine, breath, or hair samples and will be completed at the expense of the student.

#### **Confidentiality**

Test results and information obtained during testing will be held in confidence and treated as medical information. If a student tests positive, only those personnel with a need to know will be provided access to the test information.

#### **Refusal to Test**

Refusal to consent to a substance abuse test or refusal to test within the set timeframe will result in dismissal.

#### **Disciplinary Action**

J. Johnson Education Center reserves the right to subject any student found to be in violation of the Substance Abuse and Drug Testing Policy to disciplinary action up to and including immediate dismissal. If results are negative the student will be allowed to continue their course and/or reschedule if necessary

#### **Instructor/Staff Responsibility**

Every instructor/staff member working for the J. Johnson Education Center is required to ensure a safe and effective work environment for students/patients. Instructors/staff members will be subject to disciplinary action if the Substance Abuse and Drug Testing Policy is not personally supported in principle and practice. It is part of professional obligation to report unsafe practice according to American Nursing Association code of ethics.

#### **Referral of Questions**

Questions concerning this policy should be directed to J. Johnson Education Center's Administrator.

**My signature below indicates I have read and agree to be bound by the requirements, standards, policies, and procedures set out in J. Johnson Education Center's physical & mental capability requirements & its health requirement policies which include policies and requirements for physical & mental functioning and capability, TB testing, seasonal flu shot, pregnancy and substance abuse. I understand that I will be held accountable for deviation from these requirements and obligations and that such deviation may result in disciplinary action taken against me including suspension or release from the course. I also understand that JJEC policies are subject to change at any time verbal or written notice. Questions regarding updates may be directed to the Administrator.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (required if student is a minor)

\_\_\_\_\_  
Date



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## **CRITERIA FOR SUCCESSFUL COMPLETION & THE GRADING SYSTEM FOR THEORY/SKILLS EVALUATION**

### ***Successful Completion of Program***

Successful completion of the program will be determined as follows:

- Satisfactory completion of the skills component in class and clinical.
- Grade average of 77 or higher after all tests and final exams have been completed (see grading policy).
- All students must complete 120 required training hours which consists of 88 theory hours and 32 clinical hours.
- Per state guidelines if the student is dismissed from class or clinical or the student does not successfully pass the course or clinical for any reason (including dismissal from class or clinical for lateness or absence) the student will need to retake the course in its entirety. Please be aware JJEC will assess the full tuition fee if you decide to retake the course and this will only be allowed with instructor/administrator approval.

### ***Grading Policy***

To complete theory portion of program, the student will be expected to finish course with an overall average of 77 and a satisfactory skills performance in the classroom and clinical to complete the program satisfactorily.

Students will be tested on all chapters given and handout materials related to subject matter. **Please note:** If you score a 77 or lower on 2 tests, you will be placed on academic probation. If you score 77 or lower on an additional 2 tests you will be dropped from the course. A score of 77 or better is expected overall to pass the course. The grading system will be as follows for all exams:

100 – 93 =	A
92 - 85 =	B
84 - 77 =	C

- The average will be computed based on number of given tests and test scores.
- The overall average or GPA for theory will be computed as follows:
  - Average from test scores from the chapter exams overall
  - Final Exam
  - Abbreviation Exam
  - Vocabulary Exam
- The four scores will be added together and divided by (4) to give student an overall average for theory.
- To pass the theory portion of the course an overall average of 77 is required to meet program satisfaction.
- Tested materials will be reviewed with students to ensure an understanding of materials read and tested.
- Skills review will be evaluated as Satisfactory/ Unsatisfactory.
- If student cannot meet satisfactory skills performance, in class, the student will not be scheduled for clinical, until a satisfactory review of the skills has been achieved.
- A Satisfactory performance of skills in class/clinical must be met to achieve course completion.
- Students unable to meet requirements of theory with an average of 77 and meet clinical expectations will be required to repeat the entire class.

**My signature below indicates I have read, agree to be bound by the requirements, standards, policies, and procedures set out in J. Johnson Education Center's criteria for successful completion of the CNA program and its grading/evaluation policy.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature (required if student is a minor)**

\_\_\_\_\_  
**Date**



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### ***Uniform Policy***

Students are expected to wear uniforms for class, students provide own uniform for class any color is acceptable. For clinical experience uniforms are expected to be kept clean and in good repair. Substitution of other clothing or uniform types is not permitted. Students must present a professional appearance whenever they are in clinical facilities; therefore, uniforms are to be worn to all clinical sites. The required uniform consists of:

- **Scrubs:** Burgundy scrub top and Burgundy scrub pants. Students may also wear a plain cotton white long-sleeve shirt underneath the scrub top or a white lab jacket to keep warm and/or to cover tattoos. No hoodies.
- **Shoes:** White tennis shoes with closed heels and toes and rubberized/nonskid soles must be worn. No mules or clogs are permitted.
- **Gait Belts:** When in clinical a gait belt must be worn at all times for transfers and will be provided to you in clinical.
- **Name Badges:** Name badges will be worn in all clinical settings. (will be provided to you in clinical)
- **Socks:** For class practice

### ***Professional Appearance Policy (in classroom and clinical)***

- **Jewelry:** Wedding or engagement rings and a maximum of two stud earrings per ear are allowed. No dangling earrings, hoops, necklaces, as well as no facial or tongue piercings are allowed to be worn in class and clinical. If you have piercings in places other than your ear the piercing/jewelry must be removed or taped with Band-Aid.
- **Hair:** Hair is to be clean, neatly pulled back and secured so that hair does not come in contact with the patient, peers or the clean field; men must be clean shaven or have neatly trimmed beards and/or mustaches. **No scarf/scarves, bandanas and/or hats may be worn in class or clinical.**
- **Nails:** Nails are to be kept short, clean, and in good repair, polish should be clear and not chipped, and no artificial nails or nail enhancements are permitted (This includes artificial nail tips, appliques, acrylic gels, and any additional items applied to nail surface) in class, clinical orientation or clinical. No exception.
- **Body Art:** Any tattoos or other form of body art should be covered by the uniform or bandage in class, clinical orientation or clinical. No exception. This can be accomplished by wearing a bandage/Band-Aid, wearing a white or black long-sleeve shirt underneath the scrub top, or by wearing a white or black lab jacket.

If the student does not comply with the uniform and professional appearance policies they will be sent home. This may mean the student may not finish their course and/or clinical.

Please, print name, sign and date below to indicate you have read the uniform and professional appearance policy and understand that noncompliance with this policy will result in dismissal from class and/or clinical. Furthermore, your signature below indicates that you have been notified, if you are dismissed, you may not be able to finish the class.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature (required if student is a minor)**

\_\_\_\_\_  
**Date**



## COVID-19 Policy

With the COVID-19 pandemic present J. Johnson Education Center, Ltd. recognizes the need to protect all of our students and we must take all necessary precautions when it comes to the health of you, the student, as well as our visitors, instructors, and office staff. We have no idea what or who people have been exposed to, so both as a precautionary and safety measure:

- All students are required to take a COVID-19 test the week before class begins. The results must be in the office the Friday before your class begins. Accordingly, students are advised to take the test the Monday prior to their class start date to ensure we receive the results in time. Students with negative results can begin class as slated. Students with positive results will be asked to quarantine for 14 days and will not be allowed to begin class until they can provide negative results from the week prior to their intended new class date.
- Daily students are required to complete a COVID-19 symptom questionnaire and temperature check. If a questionnaire indicates the student has symptoms or a temperature check indicates a fever, the student will be asked to leave to see a medical professional. Please note, any temperature 100.4 F or greater is considered a fever (CDC, 2020). If an individual student misses class or clinical because they are suspected to have COVID-19 or test positive for COVID-19 they may not be able to finish with their class. If this occurs, we will work with the student to ensure completion, but the student will not be allowed to attend a new class until they can provide negative results from the week prior to their intended new class date.
- While attending the class, students who develop symptoms, students who suspect they could have COVID-19 or students who suspect they have been exposed to someone who has COVID-19 will be asked not to attend class or will be dismissed from class and are required to see a medical professional. The student will not be allowed to return to class or attend a new class until they can provide negative results.
- Finally, if a student tests positive for COVID-19 while attending class, all students from their class will be dismissed from class the day we receive notification. All students will be required to immediately see a medical professional to complete COVID-19 testing. Class will not resume until we receive documentation of negative results from all students. We will work with the class to ensure all negative students are able to complete the class in a timely manner and will work with any positive students to ensure they complete their class as soon as possible after they receive negative results.

In addition to these measures, we highly encourage common sense standard precautions & regular hand washing (both soap and water and hand sanitizer). Access to both is readily available.

**My signature below indicates I have read and agree to be bound by the requirements, policies, and procedures set out in J. Johnson Education Center's COVID-19 policy. I understand that I will be held accountable for deviation from this policy and that such deviation may result in disciplinary action taken against me including suspension or release from the course. I also understand that JJEC policies are subject to change at any time with verbal or written notice. Questions regarding updates may be directed to the Administrator.**

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Student Signature

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Date

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Parent/Guardian Signature (required if student is a minor)

---

Date



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### **Transportation to and from the Clinical Sites**

JJEC currently hosts clinical at nursing home facilities, some of which are not on a bus line. You are responsible for getting yourself to clinical regardless of if it is on a bus line or not and we cannot and will not guarantee we will be able to assign you to clinical at a facility that is on a bus line. JJEC cannot endorse any of the recommendations below for those who need transportation, but we offer these as some suggestions you can research. The suggestions are:

- Contact a transportation company such as Pole Enterprises
- Use Uber, Lyft or a cab company
- Arrange transportation with a family member or friend
- Carpool with other clinical students.

Please choose wisely. Students cannot be absent from clinical and will be sent home if tardy to clinical.

### **Information about Pole Enterprises**

If you choose to use Pole Enterprises (PE), there are a few things you will need to know. PE provides door to door service to and from the clinical sites and the fee for service includes the cost for all five days of clinical. You can contact PE to receive fee information by calling Mrs. Key at (414)800-6180 or by contacting her via email at [incemirrapole@poleenterprises.net](mailto:incemirrapole@poleenterprises.net). Fees are non-refundable and must be paid no later than the last week of theory hours. Please be advised PE staff will not transport someone in their vehicles who has drugs, alcohol or drug paraphernalia with them or who is under the influence of drugs or alcohol. They will immediately terminate your service and any fees that have been paid will be forfeit. No exceptions. Furthermore, if they see or suspect someone has drugs or alcohol or is under the influence of either, PE will notify JJEC's administrator or staff and we will require drug testing/negative test results before the student can continue with a future clinical.