

## Level Up HCA Admission/Enrollment Requirements

This is a fast-paced course. Please read all requirements carefully, as you must adhere to all program rules including attending class and clinicals. You must schedule an appointment to register for class. Limited seats available as each class is limited to 8 students to ensure a personable experience. Failure to comply with these requirements will result in non-acceptance or dismissal from the program. The public expects and deserves highly qualified professional nurse aides caring for them and their families. ***\* This information is subject to change and will be clarified prior to enrollment & payment. Further information is available at enrollment. Please ask questions prior to submitting documents and fees.***

### Tuition, Material Fees, Payment

Tuition/ Books/Application-Registration Fee is \$1250 ( \$30.00 included application fee is non-refundable) Tuition includes Books , 60 hours of classroom and skills instruction, 40 hours of clinical instruction/practicum.

Educational Supplies/ Training Fees=\$ 450.00 listed below are:

- South Carolina CNA State Board Exam Fee
- AHA Basic Life Support CPR Certification
- South Carolina Law Enforcement Division (SLED) Background check
- Urine Drug Screening Lab
- PPD TB QuantiFERON Gold Lab
- 1 set of Hunter Green scrubs (larger & taller sizes may cost more)
- School ID Badge
- Backpack with writing supplies
- Watch with a second hand
- Professional Malpractice/Liability Insurance
- Pinning/Commencement Event with CNA Pin
- If available Google Chromebook for use during the 6-week program.

Payment Methods May Vary: Money Order, Cashier's Check, PayPal, Zelle, Stripe, Afterpay, QuickBooks, etc. *\*Note electronic debit/credit cards may include a processing fee.*

Basic Life Support (BLS) Certification Class will be offered at Level Up Healthcare Academy as part of your tuition. Please note if you cannot attend this class, you will be responsible for your BLS certification prior to starting clinicals, at your own cost.

**\*All tuition and course fees must be paid by the first day of class.**

### **ENROLLMENT/ADMISSION REQUIREMENTS PROCESS**

- Students will complete application forms and pay a non-refundable application fee.
- Admissions staff will review the application for completeness within 1 week.
- Qualified students will be contacted and enrolled in the program providing they meet all admission requirements. All admission requirements are submitted at the time of admission by the student.
- Students must complete the enrollment package including having a Criminal background check with the South Carolina Law Enforcement Department (SLED).
- Students must attend the orientation information session prior to the first day of class and will not be allowed to enroll in a class after the first week from the class start date.
- Students' class schedule is given to students on enrollment including start date and end date.

### **Admission Requirements**

All students must complete the Registration/Enrollment package. You must acknowledge and sign the enrollment application agreeing to adhere to all policies, guidelines and other directives as required throughout the program. \* Note non-compliance or failure to pass the background check and drug screen may result in your admission denial. Nurse aide programs prepare graduates for employment; credit for this training may not transfer from another program or to another institution. Completing this program does not guarantee employment, or job placement assistance.

**You must have the following to enroll and adhere to the following requirements.**

- Must be at least 16 years of age or older.
- High School Diploma or GED preferred. Must be able to read, write, and speak the English language to at least an 8<sup>th</sup> grade level for successful completion. Instruction and exams are in English.
- Not be listed on the Nurse Aide Registry in revoked status.
- Provide 2 references (Personal & Professional).
- Have a valid social security card, valid ID card (driver's license, state ID, passport) and be legally eligible to work and train in the United States.
- Admission application and nonrefundable application fee-\$30.00
- Must be able to physically bend, kneel and lift at least 30 pounds and be able to stand and walk for extended periods of time.

- Recent (within 6 months) Physical Examination- may be an additional cost from your provider if needed.
- Student understands and agrees to take a 2-step Tuberculosis test or QuantiFERON Gold blood draw and the result should confirm a NEGATIVE TB status. A licensed medical professional must sign this test result. If done outside Level Up Academy, it must be dated no more than 9 months prior to the start date of the course and must be signed by a licensed medical professional. A "positive TB result" or any in-progress TB medication treatment (ABT) will result in an admission denial.
- Any pregnant student assumes all risks and indemnifies the program from any liability. The student should not be in the third trimester of a pregnancy. All pregnant enrollees must have a medical release from their physician at the time of registration. Students who register without disclosing pregnancy will not be permitted to continue.
- **MUST NOT HAVE** any known allergies to latex, vinyl, acrylic, synthetic foams, alcohol, menthol, sanitizing chemicals, detergents, or any other chemicals, material types or products commonly used in medical facilities that would pose a major health or life-threatening reaction.
- Student proclaims by signing that they are proficient in the English language to meet the demands of the program. **APPLICANT MUST BE ABLE TO COMMUNICATE CLEARLY USING THE ENGLISH LANGUAGE** due to its exclusive use by the instructors and its predominant use by medical teams and medical facilities.
- Student must not have **ANY** felony or misdemeanor pending charges or prior convictions in ANY state involving ANY sex related crimes or ANY crimes related to: **murder, attempted murder, assault, battery, kidnapping, abduction of a minor, aggravated menacing, aggravated robbery, grand theft, patient abuse, patient neglect, Medicaid fraud, insurance fraud or any pending charges or convictions involving the abuse, neglect or harassment of a minor or elderly person or person who was in your entrusted care, any recent shoplifting or theft charges ANY pending charges or prior convictions involving cocaine, crack, heroine, or methamphetamine** will result in an admission denial.
- The student agrees to have SLED criminal background check completed with the results delivered to this program by the performing agency. *Note: If the results of this background check confirm compliance with the requirements as listed above, then the applicant/student **WILL NOT** be contacted by Level Up with the results.*
- Students acknowledge they understand that **ATTENDANCE IS MANDATORY ON THE FIRST DAY OF CLASS AND AT ALL CLINICAL TRAINING SESSIONS**, and that **ONLY FOUR (4) TOTAL HOURS** of pre-clinical training can be missed. If greater than 4 total hours are missed, the applicant understands that they will be denied further training, and their Student Contract may be terminated. **Reinstatement into the next available course requires payment of a \$100 fee by the applicant plus approval by the program director. This reinstatement option must be requested within 45 days of the student's last day of attendance.**

- Students acknowledge and understand that no alcohol or marijuana use will be accommodated during any aspect of the training due to program compliance with Federal laws. Any person deemed under the influence of marijuana, drugs or alcohol will be terminated from the program and the Board of Nursing will be notified.
- Students with excessive tattoos/brands must not be exposed or visible (includes visible through the scrubs) which is considered your uniform. Excessive is defined as any tattoo/brands that exceed ¼ of the exposed body part and those above the collarbone and readily visible when wearing an open collar uniform. Students will not be allowed to display excessive tattoos that would detract from an appropriate professional image while in uniform. Students must maintain complete coverage of the tattoos using current (Scrubs) uniforms items (e.g., long-sleeved shirt/blouse, pants/slacks, dark hosiery, etc.). \*\*All tattoos and any body piercing must remain covered when in the Clinical Facility. \*\* Students are encouraged to wear their hair up off their shoulders and refrain from using heavy colognes and perfumes.
- Students are prohibited from attaching, affixing, or displaying objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (includes visible through the scrubs). EXCEPTION: Students may wear one small spherical, conservative, diamond, gold, white pearl, or silver pierced, or clip earring per earlobe and the earring worn in each earlobe must match.
- Earring should fit tightly without extending below the earlobe.

**\*If you have questions or need further clarification, please ask, or email PRIOR to submitting documents and paying tuition/fees.**

**Level Up Healthcare Academy, LLC**  
**1100 12<sup>th</sup> Street**  
**Cayce, SC 29033**  
[info@leveluphca.com](mailto:info@leveluphca.com)  
**803-814-0033**