



## Home Care Aide Training Program (Skill Labs in Olympia & Vancouver)

### Course Catalog



## **S&H TRAINING, CENTER INC.**

504 Union Ave SE  
Olympia, WA 98501  
(360) 539-7423

**April – December 2024**

## LICENSURE

This school is licensed under Chapter 28C.10 RCW. Inquires or complaints regarding this private vocational school may be made to the:

Workforce Board, 128-10th Ave. SW, Box 43105,  
Olympia, Washington 98504-3105  
Web: [wtb.wa.gov](http://wtb.wa.gov)  
Phone: 360-709-4600  
E-Mail Address: [pvsa@wtb.wa.gov](mailto:pvsa@wtb.wa.gov)

S&H Training Center, Inc. is approved to teach the Home Care Aide program through the State of Washington Department of Social and Health Services.

### OWNERS:

Sarah Lane, School Director  
Greg Lane

### ADMIN OFFICES:

504 Union Ave SE  
Olympia, WA 98501

### FACULTY:

Sarah Lane, HCA  
Specialty Instructor · HCA Instructor

Jessika Wood, CNA  
Specialty Instructor · HCA Instructor

Kathi Dunning, RN  
Nurse Delegation Instructor

### OLYMPIA SKILL LABS:

504 Union Ave SE  
Olympia, WA 98501

### VANCOUVER SKILL LABS:

5620 NE Gher Rd, Suite L  
Vancouver, WA 98662

### OFFICE HOURS

Monday – Friday  
8:30am – 4:30pm

# ACADEMIC CALENDAR

## Home Care Aide Classes:

- Orientation and Safety Training online - on your own at home (5 hours)
- Online Coursework - on your own at home (38 hours)
- Mental Health Class  
Online via zoom - 1st Thursday of the month 8:30am – 4:30pm
- Dementia Class  
Online via zoom - 3rd Thursday of the month 8:30 am – 4:30 pm
- HCA Skills Class  
Olympia lab – 1st Tuesday & Wednesday of the month 8:30am-4:30pm  
Vancouver lab – 3rd Tuesday & Wednesday of the month 8:30am-4:30pm

Total Clock Hours - 75

The following holidays will be observed, and classes will not be held: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve through New Year's Day. Holidays are not counted as part of the contracted time schedule.

The total hours of each program vary and are dependent upon the curriculum. Business hours are from 8:30am-4:30pm Monday-Friday.

## FACILITIES & EQUIPMENT

S&H Training Center in **Olympia** features an up-to-date facility with reception area, a large classroom, skills labs, and a computer room. S&H Training Center in **Vancouver** features an up-to-date facility with reception area and skills lab.

All locations have a microwave, refrigerator and table and chairs for students to use during breaks. There are bathrooms available, free parking in a well-lit parking lot, and all are located in close proximity to public transit. They are accessible by wheelchair and include accessible bathrooms, reasonable accommodation will be provided at the request of the student.

We use standard medical equipment found in a health care setting, such as hospital beds, over bed and bedside tables, wheelchairs, mannequins, basins, catheters, gait belts, classroom tables and chairs, audio visual equipment and computers.

## **ADMISSION REQUIREMENTS**

Students must possess a High School Diploma or a General Education Development (GED) Diploma and be able to read, write, speak and understand English; or pass a graded entrance exam. If they don't pass, they may enroll in a literacy program and then take HCA classes once the literacy program is completed. HCA students must pass a WA State Patrol background check to apply for their HCA license (a list of disqualifying crimes will be provided at registration), and will likely need to obtain a negative TB test for employment.

## **ANTI-DISCRIMINATION POLICY**

S&H Training Center encourages diversity and accepts applications from all minorities. S&H Training Center does not discriminate on the bases of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability. S&H Training Center acknowledges that information pertaining to an applicant's disability is voluntary and confidential, and will be made on an individual basis. If the information is presented, S&H Training Center will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the admissions administrator upon registration of the program. To be qualified, an individual with a disability must meet the basic skill, education, training and other eligibility requirements of the relevant job or vocational program, and must be able to perform the essential functions of the relevant job or vocational program, either with or without reasonable accommodation; the employment and academic standards are the same for all individuals enrolled.

# HOME CARE AIDE COURSE

## Program Description

The Home Care Aide Training Program was designed for individuals desiring to work in private homes, Adult Family Homes, and Assisted Living Facilities. The Home Care Aide Training Program is a 4-week program that consists of both online and classroom training.

The Home Care Aide Training Program is a course that has 43 hours of online training, 16 hours of zoom training, and 16 hours of classroom training. Students receive orientation to the online program, and receive their user ID and password once they have paid the \$350 deposit. They will then work independently with the online portion of the class. The first Thursday of the month, they will take a Dementia course online via zoom. The third Thursday of the month they will take a Mental Health class online via zoom. They will then come into the skills labs the first, second or third Tuesday & Wednesday of the month to Olympia or Vancouver to learn and demonstrate skills.

## Objectives

The goal of this course is to teach caregivers how to care for elderly and disabled individuals in a home care setting such as Adult Family Homes, Boarding Homes, Assisted Living, or in their own homes. The course includes the following:

1. Client Rights. Basic state and federal laws, advanced directives, Ombudsman program, adult abuse, problem solving.
2. Caregiver basic job responsibilities. Providing personal care, respecting privacy and independence, document observations, reporting guidelines, professional conduct, emergencies, and safety.
3. Infection Control. How infections spread, hand washing, wearing gloves, blood borne pathogens.
4. Body Mechanics. Transfers, falls, fall prevention.
5. Basic Communication. Body language, active listening, managing challenging communication.
6. Skin and Body Care. Personal hygiene and how to perform hygiene skills.
7. Nutrition and food handling. Nutrition basics, food-borne illness.
8. Bowel and Bladder Function.
9. Medications. Medication assistance and administration, nurse delegation, five rights of medication.
10. Self-Care. Reducing stress, setting boundaries, loss, and grief.
11. Specialty Courses. Dementia, Mental Health.

## Credentials Awarded

Upon successful completion of the Home Care Aide Course, students will receive a Certificate of Completion for the Home Care Aide program. They are also eligible to take the State Exam for home care aides to become state certified which costs \$150. Students should have already applied for their HCA license from the Department of Health which costs \$100.

## Cost of HCA Training

Registration Fee:	\$50.00
Tuition for in-person training:	\$420.00
Books and other printed materials:	\$60.00
<u>Tuition for online training:</u>	<u>\$110.00</u>
Total Cost:	\$640.00

Other Costs not Included, but needed to work as a Home Care Aide:

HCA License:	\$100.00
State Exam:	\$150.00
Background Check:	\$12.00 (long-term care employers will provide free background check)
Negative TB Test:	\$18.00-\$60.00

A deposit of \$350 must be paid at the time of registration with the balance of the amount due on the first day of skills class. If a student has a hardship, the school may set up a payment plan. Students must meet all financial responsibilities before a Certificate of Completion will be issued.

## GRADING SYSTEM

Students will be graded on tests and a skills evaluation. All grades are pass/fail. The student must pass all tests with 80% or higher. If a student doesn't pass a test, they can retake the test one time. If they still don't pass, they have the option of taking the course again at the next scheduled time. The student receives their test grades immediately after each test. The school will keep grades/transcripts in the student's file. A student may call the office and request an additional copy of their grades/transcript for a fee of \$10.

## **STUDENT EVALUATION TECHNIQUES**

A test will be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 80% are an indication that the necessary skills for entry into employment were not acquired. Administration may provide progress reports at predetermined intervals in the program. Students should make arrangements for additional practice, independent study, or tutoring, if needed. Grades and/or assessments will be provided to the students on a weekly basis with a final report and transcript provided at the completion of the program if the student is in good status. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

## **INCOMPLETE GRADES**

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when students don't turn in work or don't take tests. If a student does not make arrangement to take missed tests, a failure grade will be given. A student who misses a final test must contact the instructor within twenty-four hours of the test to arrange for a make-up examination.

## **ATTENDANCE**

S&H Training Center records the daily attendance of each student. Records are available for student review. Students are expected to attend class every day. If there is an emergency and they cannot attend, they must let the instructor know as soon as possible and make up all work that is missed. If a student misses more than 1 day, they will need to make that day up at the next scheduled course. If a student doesn't show up to a class they are scheduled for and doesn't give the school advance notice via phone or email, they will be charge a \$20 no show fee.

## **MAKE-UP WORK**

If lessons and/or assignments missed due to absences, the student should meet with the instructor to get missed assignments. If more than 1 days' worth of lessons/assignments are missed, the student will need to make that work up at the next scheduled course. Make-up work may be required to complete the approved hours for the program. Without completing all the missed hours the school may withhold the final certificate until the hours are completed.

## TARDINESS

Developing a good work ethic is an important part of the training at S&H Training Center. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness:

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

## WITHDRAWING FROM SCHOOL

Students must prepare a written notification and submit it to the school director. This document must contain the student's name, address and date. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.

## CODE OF CONDUCT

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
6. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds.
7. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.
8. Violation of published school policies.



## **CONDITIONS FOR DISMISSAL**

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies, and code of conduct.
2. Not meeting financial responsibilities to the school.

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate institution if the student is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

## **RE-ENTRY POLICY**

Students dismissed from the school who request re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns, it may be possible to re-enter at the next scheduled course. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then re-enter the school. In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with the director before re-entering the school. The decision of the director is final and the student will receive a letter within five business days stating the decision.

## **STUDENT GRIEVANCE-COMPLAINT/APPEAL PROCESS**

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint.

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the school director. These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals.

The student will be notified in writing within five business days of the outcome of the meetings.

Should the contract be canceled by either the student or the school the last date of attendance will be used as the date to calculate any refund in accordance with the school’s refund policy.

## CANCELLATION & REFUND POLICY

Should the student’s enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is cancelled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A “registration fee” is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the online training costs as described in the following table for the online training:

<b>If the student completes this amount of training</b>	<b>The school may keep this percentage of the tuition cost</b>
0% through 10%	10%
11% through 25%	25%
26% through 50%	50%
More than 50%	100%

5. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the in-person training costs as described in the following table for the online training:

<b>If the student completes this amount of training</b>	<b>The school may keep this percentage of the tuition cost</b>
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% through 50%	50%
More than 50%	100%

To calculate the amount of in-person training completed, the number of total in-person training days provided will be divided by the number of in-person training days the student attended.

6. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
- The date the school receives notice of the student's intention to discontinue the training program;
  - The date on which the school recorded the student's last day of attendance;
  - The date on which the student is terminated for a violation of a published school policy which provides for termination; or,
  - When a student, without notice, fails to attend classes for 30 calendar days.
  - No student shall be continued on an inactive status in violation of school policy without written consent of the student. Inactive students must be terminated within thirty days of the next available start date and refunded appropriate prepaid tuition and fees at that time.
7. An online training student who cancels after paying full tuition is entitled to receive all course materials, including kits and equipment.

## STUDENT RECORDS

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, whether voluntary or involuntary, educational records or transcripts will be forwarded to the Workforce Training and Education Coordinating Board. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing the school for \$10. Student records are available for review by student at anytime during business hours.

## **PLACEMENT ASSISTANCE**

Brochures and flyers from agencies and facilities looking for employees will be prominently posted at S&H Training Center. On occasion employers may speak to students to share what it is like to work in different settings, such as a hospital, skilled nursing facility, adult family home, home care or home health.

## **RELIGIOUS ACCOMODATION**

S&H Training Center will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for a student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates; and releasing a graduate assistant from teaching or research responsibilities on a given day.

## **FINANCIAL AID**

We do not currently offer financial aid.