

Course Description Catalog 2020

Effective Date: September 1, 2020

Getting Started

Welcome

Thank you for considering CQES for your educational needs. CQES strives to provide each student with a quality education and the knowledge needed to be successful. CQES is owned by Gretchen Batis and is **Licensed by the Nevada Commission on Postsecondary Education.**

“CQES is a school every caregiver need, it is so informative and empowering. I would recommend CQES to anyone!” Margaret. (Professional Caregiver Graduate)

Facility Members

Our Academic Director & one of our instructors, Priscilla Santayana, M.Ed., RN, B-C has over 57 years of experience in the healthcare industry. Kelly Carpenter the Executive Assistant will assist students with registration and enrollment.

Our instructors use a variety of interactive teaching methods to enhance the learning experience and are committed to training high quality direct care workers. All of these things, combined with low student-teacher ratios, result in what we believe to be unsurpassed quality training.

Mission Statement

Professionally educate individuals in the non-medical healthcare industry or private sector and to promote the continued growth of quality residential, assisted living and In-home services in the state of Nevada.

DETR Job Connect

Training Provider

CQES is an approved provider for Job Connect / DETR of Nevada. This partnership may provide some funding of the certification programs to qualified individuals. You must meet all DETR eligibility requirements.

Enrollment Process

Students wishing to enroll must complete the enrollment agreement and interview with the Director. To ensure a prospective student is capable of completing the program and benefitting from it, each student should have a high school diploma or equivalent. A pre-exam at CQES will provide sufficient testing for enrollment of diploma is not available

Facility : The training facility consists of one classroom along with a restroom and a break area.

Admission Requirements

Qualified applicants are expected to meet all admission criteria:

1. Student must not have committed a felony/misdemeanor within the past seven years.
2. It is recommended that students have a High School diploma or High School Equivalent. Students who do not have a High School diploma or High School Equivalent must pass an "Ability to Benefit" pre-examination prior to enrollment (must pass with 75% or higher)
3. Students must be 18 years of age
4. Student must be in good physical health
5. Students must be able to lift 50 lbs or more
6. Students must be able to read, speak and write English at an 8th grade level
7. Students have a Valid Photo ID

Upon successful completion of a course or class, the student will be awarded a Certificate of Completion. There is no credit for previous education and training.

Placement Assistance: CQES does not guarantee employment but will assist graduates in finding employment. The school maintains a listing of residential facilities for groups and PCA Agencies and will assist students in developing a proper resume and interviewing techniques.

Account for Student Indemnification: In an event of school discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a student or enrollee who has suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560

Payment of Tuition charges: When individuals use a credit card for payment there is an automatic 4% credit card fee and is not refundable.



Building a Team of Professional Caregivers **Online Courses**

101: Caregiving Fundamentals/In-Home Care Aide

Course Description (10 CEU's) \$75.00

This course will give a student a working knowledge of basic caregiving and In-Home Care Aide Scope of Practice. Individuals will understand core

101: Caregiving Fundamentals/In-Home Care Aide

Course Description (10 CEU's) \$181.50

This course will give a student a working knowledge of basic caregiving and In-Home Care Aide Scope of Practice. Individuals will understand core Activities of Daily Living. Includes Clinicals

103: Mental Illness & Developmental Disabilities. (8 CEU's) \$75.00

Course Description

This course provides the overview of mental illness, the causes and symptoms. This covers common Syndromes, Bipolar, and Schizophrenia

104: Chronic Illness (8 CEU's) \$75.00

Course Description

Students will gain knowledge of the most common Chronic Illness that the elderly face. They will learn the proper assistance they must provide while giving respect and dignity to individuals.

105: Aging Overview (5 CEU's) \$30.00

Course Description:

We examine the fall risks of the elderly and how to prevent or reduce the impact on a resident. We discuss the biological and physical aspects of the aging and implications for care. We will cover the proper care for bedridden clients and have an overview on End of Life and Hospice care

108: Accelerated Medication Management (8 CEU's) \$135.00

Course Description:

This approved (HCQC) Health Care Quality and Compliance

Medication Management refresher course can help direct care workers to prevent medication errors. This program will teach standards to administer medications safely, avoiding risky behaviors and special handling of narcotic medications. Campus testing

Program Information

We offer full programs and individual subject classes.

Start a new CAREER path in 3-6 days. Professional Caregivers and Personal Care Attendants and Med Techs are in great demand.

All Classes meet between 3-8 hours each day, Monday through Friday.

A. Direct Care Worker

This program prepares students to assist individuals in the activities of daily living such as dressing, feeding, social activities and companionship. This non-medical training will enable you to work in Residential Facilities, Assisted Livings and Homes for Individual Residential Care to name a few. Medication Management and Personal Care Attendant training included in this program. *A series of 9 classes.*

101: Caregiving Fundamentals, 102: Alzheimer's & Dementia, 103: Mental Illness & Development Disabilities, 104: Chronic Illness 105: Aging Overview, 106: Diabetes, 107: Advanced Documentation 108: Medication Management, 109: Advanced Personality (80 hours) \$1201.00 plus registration fee of 10%. Supportive Services may also apply (See class descriptions on pages 6&7)

B. In-Home Care Aide

This program prepares students to assist individuals in the activities of daily living such as dressing, feeding, social activities and companionship. As a Personal Care Attendant, you may assist children, adults and the elderly in the privacy of a home. A series of 4 classes.

101: Caregiving Fundamentals, 102: Alzheimer's & Dementia, 104: Chronic Illness, 107: Advanced Documentation (45 hours) \$598.00 and registration fee of 10%. (See class descriptions on pages 6&7)

C. Medication Management

This program prepares students to become a certified Medication Technician for Residential facilities, Assisted Living and Homes for Individual Resident Care. This is a Health Care Quality and Compliance (HCQC) approved curriculum and testing administered by a State Proctor. *108: Medication Management (16 hours) \$182.00 plus registration fee of 10%.*

Standards of Progress

To be considered eligible for graduation, each student must maintain an 80% average. Grades are derived from daily quizzes, mid-term tests, assignments and final exam. Any student who falls below 80% will be placed on academic probation and afforded remedial training and work to improve their grade point average. If a student is not able to complete the remedial training and meet the 80% grade point average, the student will be dismissed from the program. *Medication Management is 80% or better for testing.*

Attendance

Each student must attend each scheduled class. Any absences must be made up at the discretion of the instructor. Students must complete at least 90% of the course hours to be considered eligible for a completion certificate.

Conduct Policy

Students are to treat all members of the school and other students with respect and dignity. Any student who willfully destroys schools' property, attend the school under the influence of drugs or alcohol, is disruptive, insubordinate, obscene, vulgar, boisterous or is caught cheating, may be suspended or terminated.

Students are training for professional employment and must be well groomed, clean and wearing scrubs. Hair must be neat and must be pulled away from hanging in the face. No caps, hats or hair coverings may be worn in the facility. No visible or facial piercing is permitted (includes tongue piercing). No garments intended as underwear or sleepwear shall be worn as an outer garment.

Students who violate the conduct policy will be counseled by the director and will be allowed to continue in a probationary status, suspended or dismissed, at the discretion of the director.

Career Services Placement Assistance:

CQES does not guarantee employment but will assist graduates in finding employment. The school maintains a listing of assisted living residences and will assist students in developing a resume and interviewing techniques.

Refund Policy

NRS 394.449 Requirements of policy for refunds by postsecondary educational institutions.

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
 - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
 - (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less, and that if the institution is accredited by a regional accrediting agency recognized by the United States Department of Education, the institution may also retain any amount paid as a nonrefundable deposit to secure a position in the program upon acceptance so long as the institution clearly disclosed to the applicant that the deposit was nonrefundable before the deposit was paid.

(c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.

(d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

(a) Date of cancellation by a student of his or her enrollment.

(b) Date of termination by the institution of the enrollment of a student;

(c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or

(d) Last day of attendance of a student,

☐ whichever is applicable.

3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.

4. For the purposes of this section:

(a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.

(b) The period of time for a training program is the period set forth in the enrollment agreement.

(c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.