
STATE TESTED NURSE AIDE (STNA)

Prospective Student Information Booklet



PHOENIX

HEALTHCARE INSTITUTE

"PARTNERSHIPS IN HEALTHCARE TRAINING"

PHOENIX HEALTHCARE INSTITUTE

Partnerships in Healthcare Training

STNA Training Program

PHOENIX EAST 25000 Euclid Ave., Suite 300 • Euclid, Ohio 44117

PHOENIX WEST 5357 Broadview Rd., • Parma, Ohio 44134

Phone 216-486-2900 • Fax 216-486-2944 • Phone 216-661-7890 • Fax 216-661-7891

Email: phxhealthcare@att.net



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Congratulations and Welcome to Phoenix Healthcare Institute

Thank you for your interest in the Phoenix Healthcare Institute S.T.N.A. program. We are pleased that you have chosen Phoenix Healthcare Institute as the place to pursue your educational and career goals. Graduates of the Phoenix S.T.N.A. program are eligible to work at local hospitals, long term care facilities, clinics and private physician's offices. After satisfying the course requirements, students are awarded a certificate of completion.

You are the most important stakeholder in our business. Therefore, our goal is to provide you with the highest quality training which will, upon completion, catapult you into a high value career. To this end, Phoenix Healthcare Institute will meet and/or exceed your expectations. Doing so will turn you into an advocate for our program.

To fuel your enthusiasm and confidence, let me share with you that we are continually working to raise our educational standards. We do not seek to offer mediocre programming found commonly at other programs; instead we strive to be the leader by offering programs which will, when all things are equal, provide our graduates with an advantage in today's competitive nursing workplace. After successfully completing Phoenix Healthcare Institute's requirements for State registry, students are eligible to take the State Skills and written exam to become a State Tested Nursing Assistant in the State of Ohio.

Upon successful completion of the program, each graduate will receive a completed file. This file will include your certificate of completion, physical exam, Mantoux (TB Test) and criminal background checks. These are tools needed to obtain immediate employment.

For more information or to schedule a tour at our facility, please call 216-486-2900. Building a premier provider of S.T.N.A. training begins with you.

Welcome to Phoenix Healthcare Institute.

Andrew A. Barnes

Chief Executive Officer
Phoenix Healthcare Institute



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NON-DISCRIMINATION POLICY

Phoenix Healthcare Institute is committed to providing a welcoming and inclusive environment for all members of our community and to ensuring that educational and employment decisions are based on each member's abilities and qualifications.

It is the policy of Phoenix Healthcare Institute to maintain a working environment free of all forms of discrimination. Phoenix Healthcare Institute affords equal opportunity to all qualified applicants. Based on our non-discrimination policy we consider for admission to the educational programs and for employment to our company individuals without regard to age, color, creed, disability, gender, gender identity, marital status, national origin, race, religion, sex, sexual orientation or veteran status.

It is the goal of Phoenix Healthcare Institute to create an environment in which equitable and consistent standards of conduct and performance are applied. Such a policy ensures that only relevant factors are considered and valued which promotes and empowers all to succeed.



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FREQUENTLY ASKED QUESTIONS

What do I need to apply for the course?

Each student is required to submit a completed application, a recent physical, Two-Step Mantoux (TB Test) or negative chest x-ray and a criminal record check.

How old can the physical and Two-Step Mantoux (TB Test) be?

All health records MUST be no more than 1 year old from the start of course. Exception: Chest x ray Must be no more than 2 years old. Two Step Mantoux test, must be no more than six months old.

Where can I get a physical?

You can obtain a physical from your personal physician. Students without medical coverage can contact the Free Medical Clinic or Northeast Ohio Neighborhood Health Services (NEON)*.

Free Medical Clinic
12201 Euclid Ave.
Cleveland, Ohio 44106
216-721-4010

NEON
15322 St.Clair Ave
Cleveland, Ohio 44110
216-851-1500

Minute Clinic
(CVS Pharmacy)
28100 Chagrin Blvd.
Woodmere Village, OH 44122
1-866-389-2727

(There are five NEON locations. Check the yellow pages.)

*Appointments must be scheduled. You are rated according to income. Be sure to bring Photo ID.

Where can I get a Two-Step Mantoux (TB Test)?

MetroHealth Medical Center
TB Clinic
2500 MetroHealth Drive
Cleveland, Ohio 44109
216-778-3097
Hours: Mondays
9:00am – 5:00 pm
Tuesdays & Thursdays:
9:00 – 4:00 pm

Bring Photo ID
Free Medical Clinic
12201 Euclid Ave
Cleveland, Ohio 44106
216-721-4010
Monday Wednesday
Between 11 am - 2 pm
(No Cost).

If you are a Cuyahoga County resident the MetroHealth Medical Center TB Clinic offers the test for a cost of \$15.00 dollars per test. Total cost of both tests would be \$30.00 dollars.

What do I receive upon completion of the STNA course?

You will receive a certificate of completion for the STNA training program.

Are the class times flexible?

No. You MUST attend ALL classes and clinical experiences. YOU MUST BE ON TIME.

What days and times are the classes?

The two week east day class hours are 8:30 am - 3:00 pm Monday thru Friday. West day class hours are from 9:00 am - 3:30pm Monday thru Friday. The (4) week evening class hours are from 5:00 pm - 9:15 pm. Monday thru Thursday for four weeks. The (5) week weekend class hours are 8:30 am - 5:30 pm Saturday and Sunday. There is a minimum enrollment of eight students for classes to proceed.

What happens if I miss a day?

The STNA training program requires attendance at all class and clinical sessions of the 75 hour program. Absolutely No Exceptions will be accepted during the first week of class. One subsequent absence can be made up. All make-up hours must be documented and completed within 30 days of the missed class. The make-up day will be assessed a fee of \$75.00 per day to Phoenix Healthcare Institute and must be paid prior to the make-up day.

What is the cost of the program?

The STNA program course fee is **\$495.00**. If you are receiving financial assistance from a third party source (United Labor Agency, City or County WIA program, Youth Employment Program, Church, or employer.) You will need your (ITA) agreement or letter from your employer. In order to enroll into the STNA program, you will need a \$250.00 deposit. **Call 216-486-2900.**

Where can I obtain financial aid for the program?

Phoenix Healthcare Institute is an approved provider for the State of Ohio Work Force Investment Acts. (WIA) Funds. This includes our entire nurse aide training, to see if you are eligible to receive assistance you must contact the WIA office of the county in which you live. A payment plan is also available.

How long does it take to get financial aid?

You must complete the entire process in order to determine your eligibility for financial aid.

Is a high school diploma or GED needed in order to sign up for the class?

No. However many employers require a high school diploma or GED.

Is the state exam fee included in the tuition and where will I take the state test?

No, the state exam fee is not included in your tuition package. The state exam will be held at Phoenix Healthcare Institute east or west locations.

Where can I obtain a criminal record check?

The Justice Center downtown for a total of **\$6.05**. You will need both City and County records check to enroll into the STNA program. If you live outside of Cuyahoga County you may contact your local police department.

Justice Center – Cleveland Police Headquarters
1300 Ontario Street
Cleveland, Ohio 44115
216-623-5000 3rd Floor
Hours: Mondays, Wednesdays, & Fridays
8:00 am to 3:00 pm
CLOSED Tuesdays & Thursdays



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HEALTH FORM

A completed physical exam and Two-Step Mantoux Test are REQUIRED to participate in the clinical experience.

NAME _____

ADDRESS _____

PHONE _____

PHYSICAL EXAM

Each student participating in the S.T.N.A./Home Health program MUST complete and submit a current physical exam record signed by a licensed Physician verifying eligibility to participate in the program.

CHECK ONE: FULL PARTICIPATION UNABLE TO PARTICIPATE

After review of the above named individual's medical history, I verify that he/she is able to FULLY participate in the S.T.N.A./Home Health Aide program. Please comment below if restrictions are advised.

COMMENTS: _____

SIGNATURE/TITLE/AGENCY _____ DATE _____

ADDRESS _____ CITY _____ STATE _____

PHONE _____

TWO-STEP MANTOUX TEST

Test No.	Date Given	Forearm Site	Administered by	Date Read	Results	Read By
#1		R or L			_____mm	
#2		R or L			_____mm	

If a positive skin test reaction is noted a chest x-ray is required. A copy of the x-ray results MUST accompany this form.

Comments: _____



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IMPORTANT INFORMATION

PHYSICAL & TWO- STEP MANTOUX (TB TEST)

Completed physical exam and proof of Two-Step Mantoux Test **MUST** be submitted to Phoenix Healthcare Institute on or before the **FIRST FRIDAY OF EACH CLASS**. (You can not attend the clinical experience if not completed)

CRIMINAL BACKGROUND CHECK

Completed background check Must be submitted to Phoenix Healthcare Institute on or before the **FIRST FRIDAY OF CLASS**.

I affirm that I have not been convicted of a crime, other than a minor traffic violation. I understand that Senate Bill 160 will not allow individuals who have been convicted of certain felonies and/or misdemeanors to work in long term care facilities.

REFUND POLICY

There is no application fee. The \$250 Deposit will hold your seat in the class. The deposit is **NON-REFUNDABLE**. Enrollment is on a first come first serve voluntary basis. As a result, once deposits are posted they cannot be refunded. When deposits are posted, others may have been denied placement in the training program due to lack of space.

No refunds will be given to students who withdraw from classes regardless of reason for withdrawal. If you withdraw from class, you will not be held responsible for the unpaid balance and will not be billed. If payment in full has been received you will be given an opportunity to re-enroll in upcoming classes as space allows. You will be responsible for a \$100 re-entry fee with each enrollment.

To the best of my knowledge, I verify that the information I have supplied in this application is accurate and true. I have read the policies of Phoenix Healthcare Institute and I agree to abide by the company's rules and regulations.

SIGNATURE _____ DATE _____

For Phoenix Healthcare Institute Use:

Payment Information: Cash Money Order Credit Card Financial Aid

Forms: Application Health Form Background Check General Information & Policies



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ENROLLMENT CHECKLIST-STNA

Utilize this checklist to track your enrollment process. While we do not maintain files for prospective students, we will be glad to consult with you at any time to ensure that you complete the enrollment process quickly and accurately. For assistance, contact our office at 216-486-2900.

The following documents are required to enroll in the STNA program:

- Photo ID
- Social Security Card
- Program Application
- Health Form-Physical and Two-Step TB
- Criminal Background Checks, City and County
- Important Information Form

Your deposit is applied to your tuition once you start school, but it is not refunded if you fail to attend or withdraw early.