



2026 Course Catalog

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Revised 06/08/26

ABOUT QUALITY CAREER PATHWAYS

Quality Career Pathways is a private, postsecondary career school licensed and accredited by the Nebraska Department of Education, licensed by the Department of Health and Human Services (DHHS) as a training center providing the 76-hour Certified Nurse Aide, 40-hour Certified Medication Aide & Nebraska Board of Pharmacy for Pharmacy Technician.

Owner: Quality CNA/CMA Classes, LLC
Governing Board: Calli and Cody Smith
Program Coordinator: Makayla Bregg
Operations Manager: Stacey Muell
Business Support Specialist: Megan McLaughlin
Education Manager: Jessica Becker
Instructor: Makayla Bregg, RN (CNA, CMA)
Instructor: Vernita Faison, RN (CNA, CMA, PEDS)
Instructor: Rebecca Knutson Kaufman, RN (CNA, CMA)

Instructor: Katie Kintzle, RN (CNA, CMA)
Instructor: Cheryl Capizano, RN (CNA, CMA)
Instructor: Kathleen Plog, RN (CNA)
Instructor: Melissa Reidy, RN (CNA, CMA)
Instructor: Lisa Dyrda, RN (CNA, CMA)
Instructor: Michelle Dixon, RN (CNA)
Instructor: Ryan Ross, RN (CNA, CMA)
Instructor: Mary Kay Thalken, RN (CNA,CMA)
Instructor: Florella Houston, LPN (CNA, CMA)
Instructor: Tricia Ramos, RN (CNA, CMA)
Instructor: Brittney Krutz, RN (CNA, CMA)
Instructor: Karen Anderson, LPN (CNA, CMA)
Instructor: Christopher Swain, LPN (CNA, CMA)
Instructor: Jennifer Miller, RN (CNA,CMA)
Instructor: Grace Bryant, RN (CNA,CMA)
Instructor: Billie Frost, RN (CNA,CMA)
Instructor: Stephanie Jensen, RN (CNA,CMA)
Instructor: Robbie Skidmore, RN (CNA,CMA)
Instructor: Joyce Meltoz, RN (CNA, CMA)
Instructor: DeVondymetria Cullins CPhT (PHARM)
Instructor: Shelby Boston CPhT (PHARM)
Instructor: Phil Lopez (BLS)

SCHOOL FACILITIES/LOCATIONS

Quality Career Pathways is located at 5437 N. 103rd Street, just to the North of 103rd and Fort Street. Normal business hours are Monday – Friday, 8:00am – 5:00pm.

Additional offsite locations:

Quality Career Pathways – 4060 Vinton Street, Ste. 101, Omaha NE 68105

SCHOOL CALENDAR

Quality Career Pathways calendar runs from January 1st to December 31st and observes the following holidays:

- New Year's Day
- Easter Sunday
- Independence Day
- Memorial Day
- Labor Day
- Thanksgiving, Day after
- Christmas Day

No classes will be held on these days. Because of the needs of the students and the number of hours required to complete the courses, the class schedule will vary during the year. A calendar will be posted on the website, and others will be available upon request. Quality Career Pathways has open enrollments for all listed classes.

EDUCATIONAL SERVICES OFFERED

Certified Nurse Aide (CNA)
Certified Medication Aide (CMA)
Pharmacy Technician (PharmT)
Basic Life Support (BLS)
Children's Hospital & Medical Center Pediatric CNA Program (PEDS)
Personal Care Assistant (PCA)

Program Descriptions

CERTIFIED NURSE AIDE – (CNA)

The Certified Nurse Aide program will provide students with the necessary training and education to provide safe, effective, and caring services to the patients in any healthcare setting.

We will provide students with many different types of training and will make changes in our curriculum as needed to meet their educational needs.

Our goal is to promote personal and professional growth with a training program that focuses on individualized quality patient care.

Training is designed to meet the training requirements of both federal and Nebraska laws for a nurse aide working in a licensed nursing facility. The skills and knowledge contained in this material can be adapted to any healthcare or residential setting.

Equipment used for this course includes practice mannequins, blood pressure cuffs, gait belts, hospital beds, medication cart, walkers, denture and oral kits, bed pans, linens, resident clothing, dining set, wheelchairs, scale, oxygen tank, canes, nail kit, urinal, transfer bench and commode.

The participant will be able to:

- Define/understand the scope of practice of the nurse aide and their role as part of the healthcare team.
- Demonstrate effective communication with staff, co-workers, faculty, and other members of the healthcare team.
- Understand privacy and security of patients and others.

Entrance Requirement for the CNA course:

- Must be 16 years of age.
- Be able to speak, read, write, and understand English.
- Be aware of eligibility requirements for placement on the state Nurse Aide Registry and/or employment. Persons with a criminal record, substance abuse problems or health problems that would interfere with safe practices may not be eligible for state testing or employment.
- Be in good physical health and able to lift 25 pounds.

Length of Program:

- To be in accordance with all state mandates for the CNA program, the length of the CNA program is 76 hours of instruction and training. Hybrid courses are 44 hours of online instruction and 32 hours of on-site training. Testing is additional time. Length of program varies depending on the current class, see director or class syllabus for specific class information.
- The class is finalized 2 weeks from the last day of class and all hours, written exams, and skills exams must be completed by that day.

CNA Attendance Policy:

Students are expected to attend all sessions of the class in which they registered. If a student is a no call/no show for the first day of class, they will be dismissed from the course and no refund will be given. If a student does not have the required homework done (Hybrid only), a \$200.00 transfer fee may apply. Students eligible to transfer are only allowed to transfer one time. If a student is to be absent at any time, for any reason, Quality Career Pathways must be notified immediately. If a student is ill, this includes but is not limited to, having a fever, being contagious, etc. Quality Career Pathways reserves the right to ask a student not to attend class or ask a student to leave class. Normal make-up process applies.

Students who have missed hours need to make up the material covered from that absence individually with an instructor. This will be arranged by Quality Career Pathways and these hours might not be during the normal class schedule. Payment for the makeup hours is due prior to the makeup session. Not showing up at the scheduled makeup time or arriving more than 10 minutes late to your scheduled time will result in additional makeup fees. Students may be dismissed from the course if he/she has more than 1 absence or have missed more than 8 hours of scheduled classroom hours.

Each CNA student must complete a minimum of 76 hours of classroom/online instruction/training. The student will not be allowed to take the final state written or skills exams until the 76 hours of classroom/online instruction time and the skills competency sheet is completed.

CNA Tuition:

Tuition for the course includes one state written exam, one state skills test, and the \$150.00 registration fee*.

- Paid in full
 - \$560.00* Hybrid – due at the time of registration
 - \$560.00* Traditional - due at the time of registration
 - Does not include books – Textbook (required) \$50.00, Workbook (optional) \$20.00, Skills Book (optional) \$15.00
- Payment Plan (Hybrid) - \$575.00*
 - \$295.00* is due at the time of registration
 - \$280.00 – final payment (remaining balance) is due before the first day of scheduled in class sessions (if not paid before the first day, the student will be dismissed)
 - Does not include books
- Payment Plan (Traditional) - \$575.00*
 - \$295.00* is due at the time of registration

- \$280.00 – final payment (remaining balance) is due before the first day of scheduled in class sessions (if not paid before the first day, the student will be dismissed)
- Does not include books

If you do not attend your scheduled CNA class session or do not have the required online assignments completed for the online course, you may be dismissed or incur a \$200.00 transfer fee. Transfer fee must be paid within two weeks of original class date or student will have to reregister**

CNA Additional Fees:

CNA Exam Retesting:

- \$50 - Individual or additional written exam – up to a maximum of three times
- \$75 - Individual or additional skills testing – up to a maximum of three times

Late payment fee:

- \$25 for the first day the payment is late
- \$10 for every day after that, up to a total of 5 days, at which point you may be dismissed from class if not paid in full.

Make Up Hours:

- \$35 per hour assessed
- \$10 administrative fee per occurrence

Payment Options:

- Cash
- Credit card or
- On-line at www.enrollatquality.com for enrollment, payment plan payments, make-up hours, and skills re-take.
- Approved program vouchers.

Withdrawal/Dismissals CNA Hybrid:

To withdraw from a class, a student must contact the office to receive an electronic withdrawal form and may receive a prorated tuition refund.

If an electronic withdrawal form is received within 72 hours of enrollment, the student is eligible for a full refund (minus any provided textbooks/workbook). The request must be submitted, and time stamped within 72 hours of registration/enrollment.

If the official withdrawal form is turned in after 72 hours of registration / enrollment, the \$150.00 registration fee is NOT refundable. Books are non-refundable if provided to student. You may transfer to another class for a \$200.00 transfer fee. Transfer fees are non-refundable.

If the withdrawal form is turned in after classes have begun the \$150 registration fee and tuition payments are NOT refundable.

If a student is dismissed from the class they are enrolled in, prior to the start of class, a \$150.00 registration fee and tuition payments are NOT refundable. Books will not be refunded if the student is already in possession of them.

Once classes have started, if a student is dismissed from the course for a violation of the student conduct policy, no refund of tuition and fees will be granted.

A full refund will be given if the applicant is not accepted by the school. Also, a student who has not visited the school facility prior to enrollment will be given the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment. Students who enroll on-line are encouraged to tour the school prior to the first day of class.

Once purchased and provided, any books are considered used property of the student.

All refunds will be processed and mailed to the address provided within 60 days from the withdrawal request.

Official date of termination is the date that the withdrawal request form is turned in to the office.

Withdrawal/Dismissals CNA Traditional:

To withdraw from a class, a student must contact the office to receive an electronic withdrawal form and may receive a prorated tuition refund.

If an electronic withdrawal form is received within 72 hours of enrollment, the student is eligible for a full refund (minus any provided textbooks/workbook). The request must be submitted, and time stamped within 72 hours of registration/enrollment.

If the official withdrawal form is turned in after 72 hours of registration / enrollment but before classes have begun, a \$150 registration fee is NOT refundable while remaining tuition and book fees will be refunded (if applicable). You may transfer to another class for a \$200.00 transfer fee. Transfer fees are nonrefundable. Books will not be refunded if the student is already in possession of them. The \$150.00 registration fee is included in your initial tuition payment.

If the withdrawal form is turned in after classes have begun, the \$150 registration fee is NOT refunded, and the remaining tuition and fees will be refunded as follows:

- Day 1: 50% refund of tuition
- Day 2: 25% refund of tuition
- Day 3: No refund

If a student is dismissed from the class they are enrolled in, prior to the start of class, a \$150.00 registration fee is NOT refundable while remaining tuition and book fees will be refunded (if applicable). Books will not be refunded if the student is already in possession of them.

Once classes have started, if a student is dismissed from the course for a violation of the student conduct policy, no refund of tuition and fees will be granted.

A full refund will be given if the applicant is not accepted by the school. Also, a student who has not visited the school facility prior to enrollment will be given the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment. Students who enroll on-line are encouraged to tour the school prior to the first day of class.

Once purchased and provided, any books are considered used property of the student. All refunds will be processed and mailed to the student at the address provided within 60 days from the withdrawal request. Official date of termination is the date that the withdrawal request form is turned into the office.

Grades:

Certificates of completion are issued at the end of the class if all course hours and financial obligations have been met. Grades are part of the student's permanent record. The student is responsible for reviewing their grade for accuracy. A permanent grade change may be changed only in the event of instructor or institutional error.

Students will receive a certificate of completion after completing the 76-hour CNA course. Ungraded Unit Exams are given throughout the course to provide students with feedback on how well they understand the material.

A state final exam is given upon completion of the course. The student must achieve a grade of 70% or above to pass. If the score is below 70% the student has 2 additional chances to score 70% or better.

The state clinical exam is assigned to each student in which the student must pass 6 skills. Like the written exam, if a student is not successful with a skills exam, they have 2 additional chances to pass. Student information will be sent to the State of Nebraska to be placed on the registry.

CERTIFIED NURSE AIDE TESTING ONLY (STAND ALONE)

Entrance Requirement for the CNA Testing Only course:

- Individuals that have a lapsed CNA license or have completed the 76-hour Nurse Aide course not at QCP are eligible to sit for the state examination.
- You must disclose to QCP if you have taken testing attempts at other testing locations.
- You must bring a photo ID or Driver's License.
- If you are not a lapsed CNA and are taking the exams for the first time after completing a non-QCP 76 hr course, you must provide your 76 hr completion certificate prior to testing.
- Ability to speak, read, write, and understand English
- In good physical health and able to lift 25 pounds

Tuition:

- Written exam: 50.00

- Skills Exam: \$75.00
- Includes online study materials

Refund Policy:

- No refunds are allowed for this course after 72 hours of enrollment.
- If you do not attend your original scheduled session, you will have to register for a new testing time. Transfers are not allowed for this course.

Grades:

- Tests will be graded at Quality Career Pathways. We will send grade reports to the Nurse Aide Registry on your behalf.

CERTIFIED NURSE AIDE RENEWAL – (CNAR)

- Individuals that have a lapsed CNA license.
- You must disclose to QCP if you have taken testing attempts at other testing locations.
- You must bring a photo ID or Driver’s License.
- Ability to speak, read, write, and understand English
- In good physical health and able to lift 25 pounds

Tuition: \$200.00

- 3 hours of instruction to refresh on key skills
- Includes 1 written exam, 1 skills exam, online study materials

Refund Policy:

- No refunds are allowed for this course after 72 hours of enrollment.
- If you do not attend your original scheduled session, you will have to register for a new testing time. Transfers are not allowed for this course.

Grades:

- Tests will be graded at Quality Career Pathways. We will send grades to the Nurse Aide Registry on your behalf.

CERTIFIED MEDICATION AIDE 40-HOUR - (CMA)

The 40-Hour Medication Aide program is designed to prepare the participant to meet the requirements of the Medication Aide Act and to assume the role and responsibilities of a medication aide. The training is intended for the medication aide in an assisted living facility, nursing facility, or intermediate care facility for individuals with developmental disabilities. It can be used to train medication aides in other settings.

Equipment used for this course includes practice mannequins, blood pressure cuffs, scale, hospital beds, medication cart, & oxygen tank.

The participant will be able to:

- Define the five rights of safe medication administration including accurate and complete documentation.

**Includes \$150 Registration/Application Fee*

- Understand resident rights, especially the right to refuse medications.
- Demonstrate in clinical setting providing medications by the following routes: oral, inhalation, topical and instillation.

Entrance Requirement for the CMA course:

- Be at least 18 years of age.
- Be able to speak, read, write, and understand English.
- Be aware of eligibility requirements for placement on the state Medication Aide Registry.

Length of Program:

To work as a Medication Aide in Assisted Living, ICF-DD Facilities or Nursing Homes, each C.M.A. student must complete a 40-hour course on the competencies required for the provision of medication. The class is finalized 2 weeks from the last day of class and all hours, written exams, and skills exams must be completed by that day. The State written exam will be taken on the last day of class. One attempt is included in your tuition payment.

Attendance Policy:

Students are expected to attend all sessions of the class in which they are enrolled. If a student is a no call/no show for the first day of class, they may be dismissed from the course and no refund will be given. If a student is to be absent at any time, for any reason, Quality Career Pathways must be notified immediately. If a student is ill, this includes but is not limited to, having a fever, being contagious, etc. Quality Career Pathways reserves the right to ask a student not to attend class or ask a student to leave class. Normal make-up process applies.

Students who have missed hours need to make up the material covered from that absence individually with an instructor. This will be arranged by Quality Career Pathways and these hours might not be during the normal class schedule. Payment for the makeup hours is due prior to the makeup session. Not showing up at the scheduled makeup time or arriving more than 10 minutes late to your scheduled time will result in additional makeup fees.

Students may be dismissed from the course if he/she has more than 1 absence or have missed more than 8 hours of scheduled classroom hours.

Quality Career Pathways provides 32 hours of classroom instruction and skills competency testing, along with 8 hours of online study, for our traditional class. Our hybrid course provides 16 hours of classroom instruction and skills competency, along with 24 hours of online study.

CMA Tuition:

Tuition for the course includes one state written exam and the \$150.00 registration fee.

Hybrid Course

- Paid in full at the time of registration - \$360.00*

*Includes \$150 Registration/Application Fee

- Payment Plan - \$380.00*
 - \$220.00* is due at the time of registration
 - \$160.00 or remaining balance is due before the first day of class for hybrid students (if not paid before the first day of class, the student will be dismissed)
 - Does not include book - \$25.00 (required)

If you do not complete the online portion by your scheduled class date or do not attend your original scheduled class session, you may be dismissed or incur a \$200.00 transfer fee. Transfer fee must be paid within two weeks of original class date or student will have to re-register

CMA Additional Fees:

CMA Retake Fees

- \$50 - Individual or additional written exam – up to a maximum of three times
- \$75 – Individual or additional skills exam – up to a maximum of three times

Late payment fee:

- \$25 for the first day the payment is late
- \$10 for every day after that, up to a total of 5 days, at which point you may be dismissed from class if not paid in full.

Make Up Hours:

- \$35 per hour assessed
- \$10 administrative fee per occurrence

Transcript/DHHS replacement form fee:

- \$15

Payment Options:

- Cash
- Credit card or
- On-line at www.enrollatquality.com for enrollment, payment plan payments, make-up hours, and skills re-take.
- Approved program vouchers.

Withdrawal/Dismissals CMA Hybrid:

To withdraw from a class, a student must contact the office to receive an electronic withdrawal form and may receive a prorated tuition refund.

If an electronic withdrawal form is received within 72 hours of enrollment, the student is eligible for a full refund (minus any provided textbooks/workbook). The request must be submitted, and time stamped within 72 hours of registration/enrollment.

If the official withdrawal form is turned in after 72 hours of registration / enrollment, the \$150.00 registration fee, and books are NOT refundable. You may transfer to another class for a \$200.00 transfer fee. Transfer fees are nonrefundable.

If the withdrawal form is turned in after classes have begun the \$150 registration fee and tuition payments are NOT refundable.

Books will not be refunded if the student is already in possession of them.

Once classes have started, if a student is dismissed from the course for a violation of the student conduct policy, no refund of tuition and fees will be granted.

A full refund will be given if the applicant is not accepted by the school. Also, a student who has not visited the school facility prior to enrollment will be given the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment. Students who enroll on-line are encouraged to tour the school prior to the first day of class.

Once purchased and provided, any books are considered used property of the student. All refunds will be processed and mailed to the student at the address provided within 60 days from the withdrawal request.

Official date of termination is the date that the withdrawal request form is turned in to the office.

Grades:

Certificates of completion are issued at the end of the class if all course hours and financial obligations have been met. Grades are part of the student's permanent record. The student is responsible for reviewing their grade for accuracy. A permanent grade change may be changed only in the event of instructor or institutional error.

Students will receive a certificate of completion after completing the 40-hour CMA course as well as the Medication Aide Registration form documenting course completion and competency. Graded Unit Exams are given throughout the course to provide students with feedback on how well they understand the material. To pass the CMA course, each student must be signed off as competent in three components:

- The physical act of giving or applying a medication
- The recording of the physical act
- The observing and monitoring for, and taking appropriate action regarding, desired effects, side effects, interactions, and contraindications associated with the medication

CERTIFIED MEDICATION AIDE WRITTEN TEST (STAND ALONE)

Individuals that have completed the 40-hour Medication Aide course are eligible to sit for the state examination. This is a 50-question test with a one-hour time limit. A 72% on the final exam is required to successfully pass.

- Cost of this exam is \$50.00
- You must bring a photo ID or Driver's License.
- You must disclose to QCP if you have taken testing attempts at other testing locations.
- Tests will be graded at Quality Career Pathways. We will send grade reports to the Medication Aide Registry on your behalf.

Refund Policy:

- No refunds are allowed for this course after 72 hours of enrollment.
- If you do not attend your original scheduled session, you will have to register for a new testing time. Transfers are not allowed for this course.

CERTIFIED MEDICATION AIDE RENEWAL – (CMAR)

Individuals that have an expired or CMA license or need a renewal are eligible to take the CMA refresher. This course has one hour of required online work that must be completed prior to your scheduled testing time. If you do not have the online work done, you will not be able to test and will have to pay \$75.00 to attend a different exam time.

- Cost of this exam is \$75.00
- You must bring a photo ID or Driver's License.

Refund Policy:

- No refunds are allowed for this course after 72 hours of enrollment.
- If you do not attend your original scheduled session, you will have to register for a new testing time. Transfers are not allowed for this course.

PHARMACY TECHNICIAN – (PHARM TECH)

The Pharmacy Technician Program is a 12-week course that combines online learning, in-class checkpoints, and onsite training. The course is 140 hours consisting of 124 hours of online work, 8 hours of on campus checkpoints, and 8 hours of externship.

Through a partnership with Consonus Pharmacy, students will have the opportunity to experience one day of job shadowing. This course prepares and meets the requirements for students to register and take the ExCPT exam through the National Healthcareer Association. Upon completion of all course requirements and successfully passing the ExCPT exam, students will be awarded certification and will be allowed to use the credentials of CPhT in all 50 states. Certification is valid for two years and must be renewed within this time frame to remain valid. 20 hours of continuing education are required within each renewal period.

Equipment used for this course includes syringes, pill counting trays

The participant will be able to:

- Complete patient paperwork
- Accept payments & process insurance claims
- Receive & verify prescriptions
- Price & fill prescriptions
- Package & label prescriptions
- Manage Drug Supplies

Entrance Requirement for the Pharmacy Tech course:

Students must be registered by DHHS as a pharmacy technician.

The following requirements are implemented by The Nebraska Department of Health and Human Services to register as a Pharmacy Technician:

**Includes \$150 Registration/Application Fee*

- Must be 18 years of age
- High School Graduate or GED equivalent
- Never been convicted of any non-alcohol, drug-related misdemeanor, or felony

Length of Program:

The Pharmacy Technician Program is a 12-week course that combines online learning, in-class checkpoints, and an externship. This course consists of 124 hours of online work, 8 hours of on campus checkpoints, and 8 hours of job shadowing at a Community Pharmacy.

Attendance Policy:

Students are expected to attend all sessions of the class in which they are enrolled. If a student is a no call/no show for the first day of class, they may be dismissed from the course and no refund will be given. If a student is to be absent for any time, for any reason, Quality Career Pathways must be notified immediately. If a student is ill, this includes but is not limited to, having a fever, being contagious, etc. Quality Career Pathways reserves the right to ask a student to not attend class or ask a student to leave class. Normal make-up process applies.

Students who have missed scheduled class sessions for any reason will need to make up the material covered from that absence individually with an instructor. This will be arranged by Quality Career Pathways and these hours might not be during the normal class schedule. Payment for the makeup hours is due prior to the makeup session. Not showing up to scheduled makeup time or arriving more than 10 minutes late to your scheduled time will result in additional makeup fees.

Students may be dismissed from the course if he/she miss more than 1 scheduled class session or miss any part of their scheduled externship appointments.

Pharmacy Technician Tuition:

Tuition for the course includes one ExCPT exam. NOTE: If all online material is not 100% complete with a score of 80% or better on all modules, as well as the study guide practice tests, the student will not be given their access code at the end of class to sign up for the National Exam.

- Paid in full at the time of registration - \$750.00*
- Payment Plan - \$800.00*
 - \$225.00* (1st payment) is due at the time of registration
 - \$200.00 (2nd payment) is due before class starts
 - \$175.00 (3rd Payment) is due by the 2nd week of class
 - \$100.00 (4th Payment) is due by the 5th week of class
 - \$100.00 (5th Payment) is due by the 8th week of class
 -

If you do not complete the online assignments by the assigned due date or do not show up for class, you may be dismissed or incur a \$200.00 transfer fee. Transfer fees must be paid within two weeks, or student will have to re-enroll.

Pharmacy Technician Additional Fees:

Any DHH\$ fees associated with the registration fee or background checks are not included in tuition

*Includes \$150 Registration/Application Fee

Make Up Hours:

- \$35 per hour assessed
- \$10 administrative fee per occurrence

Payment Options:

- Cash
- Credit card
- Approved program vouchers

Withdrawal/Dismissals Pharmacy Technician:

To withdraw from a class, a student must contact the office to receive an electronic withdrawal form and may receive a prorated tuition refund.

If an electronic withdrawal form is received within 72 hours of enrollment, the student is eligible for a full refund. The request must be submitted, and time stamped within 72 hours of registration/enrollment.

If the official withdrawal form is turned in after 72 hours of registration and online course materials have been provided, a \$425.00* online course materials fee is NOT refundable while remaining tuition will be refunded (if applicable). The \$150.00* registration fee is included in your initial tuition payment.

If the withdrawal form is turned in after classes have begun, the \$425.00* online course materials fee is NOT refunded, and remaining tuition and fees will be refunded as follows:

- Week 1: 50% refund of tuition
- Week 2: 25% refund of tuition
- Week 3: No refund

If a student starts a class prior to being placed on the Nebraska Pharmacy Technician registry and they are found to be ineligible for placement on the registry, a \$425.00* administrative fee is NOT refundable while remaining tuition will be refunded (if applicable).

If a student is dismissed from the class they are enrolled in, prior to the start of class, the \$425.00 online course materials is NOT refundable while remaining tuition will be refunded (if applicable).

Once classes have started, if a student is dismissed from the course for a violation of the student conduct policy no refund of tuition and fees will be granted.

A full refund will be given if the applicant is not accepted by the school. Also, a student who has not visited the school facility prior to enrollment will be given the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment. Students who enroll on-line are encouraged to tour the school prior to the first day of class.

All refunds will be processed and mailed to the student at the address provided within 60 days from the withdrawal request.

Official date of termination is the date that the withdrawal request form is turned in to the office.

Grades:

Certificates of completion are issued at the end of the class if all course hours and financial obligations have been met. Grades are part of the student's permanent record. The student is responsible for reviewing their grade for accuracy. A permanent grade change may be changed only in the event of instructor or institutional error.

Students will receive a certificate of completion after successful completion of the ExCPT exam. The use of self-reported measures of confidence within each lesson, a required 80% or above on all summative end of lesson quizzes, in class reviews, and externship evaluations, provide students with feedback on how well they understand the material. To pass the course, each student must successfully complete the online course work, in class review sessions, externship & ExCPT exam.

BASIC LIFE SUPPORT – (BLS)

The Basic Life Support program is designed for healthcare professionals and other personnel who need to know how to perform CPR and other basic cardiovascular life support skills in a wide variety of in-facility and prehospital settings.

Equipment used for this course includes American Heart Association 2020 BLS Course and Heartcode BLS Videos, 2020 AHA BLS Provider Manual, AED trainer with adult and infant pads, adult manikin, infant manikin, pocket masks, bag-mask device for each manikin, stopwatches.

The participant will be able to:

- Describe the importance of high-quality CPR and its impact on survival
- Describe all the steps of the Chain of Survival and apply the BLS concepts of the Chain of Survival
- Recognize the signs of someone needing CPR
- Perform high-quality CPR for adults, children, and infants
- Describe the importance of early use of an AED and demonstrate its use
- Provide effective ventilations by using a barrier device
- Describe the importance of team dynamics in multirescuer resuscitation and perform as an effective team member during multirescuer CPR
- Describe the technique for relief of foreign-body airway obstruction (choking) for adults and infants

Entrance Requirement for the BLS course:

- Ability to speak, read, write, and understand English
- In good physical health and able to lift 25 pounds

Length of Program:

Traditional course - 3.5 hours in classroom with written exam. Includes demonstration videos and participation in simulated clinical scenarios to reinforce skills proficiency.

Attendance Policy:

Attendance is required for these sessions. Not attending class, leaving class early, or not completing any required online assignments may result in dismissal.

BLS Tuition:

Traditional Course - 3.5 hours in classroom with written exam

Tuition for this course includes demonstration videos and participation in simulated clinical scenarios to reinforce skills proficiency along with an American Heart Association Basic Life Support ecard valid for 2 years.

- Required Student Text: BLS for Healthcare Providers, 2020 Edition. AHA now allows the book to be used during the written exam.
 - Rental - \$5.00
 - Purchase new - \$25.00
- Tuition - \$75.00 – Nonrefundable after 72 hours of registration

If you do not attend your original scheduled class session, you will have to register for a new class. Transfers are not allowed for this course.

BLS Refund Policy:

No refunds are allowed for this course after 72 hours of enrollment.

A full refund will be given if the applicant is not accepted by the school. Also, a student who has not visited the school facility prior to enrollment will be given the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment. Students who enroll on-line are encouraged to tour the school prior to the first day of class.

Once purchased and provided, any books are considered used property of the student. Official date of termination is the date that the withdrawal request form is turned in to the office.

Payment Options:

- Cash
- Credit card or
- On-line at www.enrollatquality.com for enrollment, payment plan payments, make-up hours, and skills re-take.
- Approved program vouchers.

Grades:

Certificates of completion are issued at the end of the class if all course hours and financial obligations have been met. Grades are part of the student's permanent record.

Students will receive a BLS Provider Course Completion Card from The American Heart Association via email. This card is valid for two years.

CHILDREN'S HOSPITAL & MEDICAL CENTER PEDIATRIC CNA PROGRAM – (PEDS)

This one-day program is designed to teach you how to adapt your CNA skills to care for children. Additionally, it will prepare you to work within hospital and clinic settings.

Equipment used for this course includes Infant Crib, Infant/Adult Scale, Blood Pressure cuffs in various sizes, Diaper scale, 2 Infant Manikins, 2 CPR and Trauma 5-year-old child full body, Tape measure, Baby Blankets, Diapers

The participant will be able to:

- Demonstrate basic pediatric nursing skills
- Define/understand the scope of practice of the nurse aide and their role as part of the health care team
- Define/assess the growth and development stages with communication and behavior management strategies for each stage
- Identify/report emotional, physical, and sexual abuse and neglect
- Understand patient rights and mental health needs of minors
- Demonstrate effective communication, interaction and de-escalation techniques while providing cares and with family members involved

Entrance Requirement for the Children's Hospital and Medical Center Pediatric CNA course:

- Must have an active CNA license or currently attending classes at Quality prior to enrolling in this course
- Ability to speak, read, write, and understand English
- In good physical health and able to lift 25 pounds
- Attend class at the Quality Career Pathways school in Omaha, NE

Length of Program:

This is a blended learning course with an instructor in which the student completes part of the course online and a hands-on session with an instructor. Time commitment of 3.5 hour for online course and 3.5 hours for hands-on training.

Attendance Policy:

Attendance is required for these sessions. Not attending class, leaving class early, or not completing the required online assignments may result in dismissal.

Tuition:

Tuition for this course includes 3.5 hours online prior to class and 3.5 hours of on-site instruction.

- Pay in full - \$175.00* – Non-refundable after classes begin
- Payment Plan - \$200.00* – \$150.00 Non-refundable after classes begin
 - \$100.00 is due at the time of registration

- \$100.00 is due the day before class starts (if not paid at this time, the student will be dismissed)

**If you do not attend your original scheduled class session, or if you do not complete the online portion by your scheduled class date you will have to reregister for a new class.

Transfers are not allowed for this course.

PEDS Refund Policy:

If the official withdrawal form is turned in after 72 hours of registration or once class has begun, a \$150.00* registration fee is NOT refundable while remaining tuition will be refunded.

A full refund will be given if the applicant is not accepted by the school. Also, a student who has not visited the school facility prior to enrollment will be given the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment. Students who enroll on-line are encouraged to tour the school prior to the first day of class.

Official date of termination is the date that the withdrawal request form is turned in to the office.

Payment Options:

- Cash
- Credit card or
- On-line at www.enrollatquality.com for enrollment, payment plan payments, make-up hours, and skills re-take.
- Approved program vouchers.

Grades:

This is a pass/fail course. Certificates of completion are issued at the end of the class if all course hours and financial obligations have been met. Grades are part of the student's permanent record. Students will receive a certificate of completion to provide to potential employers.

Personal Care Assistant (PCA)

The Personal Care Assistant course is designed for individuals new to healthcare and the skills it takes to care for others. This course also explores the unique careers and employers available in healthcare. It is the perfect first step for someone exploring a medical career. Equipment used for this course includes practice mannequins, gait belts, hospital beds, walkers, denture and oral kits, bed pans, wheelchairs, canes, nail kit, shaving kit, urinal, and commode.

The participant will be able to:

- Understand the scope of practice of the Personal Care Assistant and their role as part of the healthcare team.

*Includes \$150 Registration/Application Fee

- Understand cultural diversity and demonstrate effective verbal and nonverbal communication with clients and their family members, and other members of the healthcare team.
- Understand privacy, rights, and security of clients.
- Demonstrate how to recognize and respond to medical emergencies
- Identify basic human needs and components of holistic care
- Understand the difference between confusion, dementia and Alzheimer's Disease and related interventions with common activities of daily living (ADLs)
- Identify characteristics of mental health disorders and role in caring for clients with mental health disorders
- Describe the grief process, hospice programs and common signs of approaching death
- Describe how clean, safe, and healthy environments affects physical and psychological well-being including basic housekeeping procedures
- Identify methods and guidelines for meal planning, shopping, preparation, and safe food storage

Entrance Requirement for PCA course:

- Ability to speak, read, write & understand English
- In good physical health and able to lift 25 pounds

Length of Program:

This course is 12 hours in length with 8 hours of online coursework and 4 hours of in class training.

PCA Attendance Policy:

Attendance is required for the classroom session. Not attending class, leaving class early, or not completing the required online assignments may result in dismissal.

PCA Tuition:

Tuition for this course includes 12 hours of online & in class coursework.

- Pay in full - \$150.00* – Nonrefundable after 72 hours of enrollment
- After you complete the PCA course, if you decide to further your medical career to become a Certified Nursing Assistant (CNA) you can apply your \$150.00 PCA tuition to our CNA course within 60 days.

PCA Refund Policy:

No refunds are allowed for this course after 72 hours of enrollment.

Grades:

This is a pass/fail course. Certificates of completion are issued at the end of the class if all course hours and financial obligations have been met. Grades are part of the student's permanent record. Students will receive a certificate of completion to provide to potential employers.

INSTRUCTOR/STUDENT RATIOS

Student-to-instructor ratios vary because of the range of modalities in imparting information. The classroom component of various programs will not exceed 25 students per instructor. The instructor may delegate supervision to appropriate personnel to enhance the classroom experience. Some programs that are lectures in nature may be larger (50:1). Accommodations will be made in the event of large class sizes, and additional personnel will be available to support the learning environment.

- Pharmacy Technician has a ratio of 12:1
- BLS has a required ratio of 9:1
- Pediatric CNA Course has a ratio of 12:1
- PCA has a ratio of 12:1

ENROLLMENT PROCEDURES

Enrollment dates are open. All students accepted for admission must demonstrate a desire to acquire new information and skills.

Students enrolling at Quality Career Pathways consent to being photographed and videotaped during educational sessions for possible use in future marketing materials published by Quality Career Pathways.

All requests for admission and completed course application forms must be submitted to Quality Career Pathways.

Course applications are available on the Quality Career Pathways website at www.enrollatquality.com or at Quality Career Pathways, 5437 N 103rd Street, Omaha, NE 68134.

WITHDRAWAL POLICY

Students must initiate a withdrawal form from a program. To withdraw from a class, students must contact the office for an electronic withdrawal form. This form must be completed and submitted directly to the Academic Services Coordinator at Quality Career Pathways. This form must be received during normal business hours. Failure to attend class, notification by telephone, email, or texting does not constitute withdrawing from a class. If a student needs to switch classes, the student must completely withdraw from the course and re-register for the new course. The registration fee may be applied and is at the discretion of Quality Career Pathways.

READMISSION POLICY

A student will be considered a new applicant even if they have been in a previous class and want to return to take another class. All paperwork, enrollment requirements, etc. will need to be completed again. Tuition and fee schedules remain the same. There is no waiting period between classes. This does not apply to students dismissed for violation of the student conduct policy.

RECORDS

Policies and procedures have been developed to comply with the Family Educational Rights & Privacy Act (FERPA) of 1974. These rights apply to all students 18 years of age or older, students who are no longer dependent on a parent/guardian, students in a postsecondary program regardless of their age, and parents of eligible dependent children.

Students have the right to:

- Inspect/review and or receive their educational record at their request.
- A hearing to challenge the contents of their records
- Receive all or part of their educational records upon request

All requests must be made in writing and directed to the Academic Services Coordinator or Program Coordinator of Quality Career Pathways.

Information that can be released:

- Field of Study/Name of the class
- Dates of attendance
- Awards received
- Students address and telephone number

The student's social security number (SSN) is required as a condition of enrollment. The SSN is considered a part of the educational record under FERPA. Disclosure of SSN is only with the consent of the student.

Retention of Student Records

The official academic records will be retained permanently at Quality Career Pathways.

All Financial Records will be maintained for 5 years from the last date of program completion, graduation, or termination.

TRANSCRIPTS

A transcript will be issued upon written request of the student. The request needs to include:

- Name (at time of attendance)
- Social Security Number
- Dates of Attendance
- Signature
- Address where transcript is to be sent.

Transcripts may be picked up, emailed, or mailed within five business days from the date of request. Transcript charges must be paid before a transcript will be issued.

Transcripts will not be faxed or given over the telephone.

Transcripts will remain on file at the educational institution.

A transcript request form is available at Quality Career Pathways.

Transcripts will not be released if financial obligations to the school have not been resolved.

PLACEMENT ASSISTANCE

While Quality Career Pathways does not guarantee job placement with any employer, Quality Career Pathways will provide a career opportunities board of employers hiring. Participating in a program does not guarantee employment with Quality Career Pathways, or any other related businesses.

No financial aid is available at this time.

PROBATION POLICY

Due to the short nature of the training programs offered, Quality Career Pathways LLC does not have a probation policy; please refer to the student conduct policy.

CREDIT GRANTED FOR PREVIOUS EDUCATION POLICY

Quality Career Pathways does not grant credit for any previous education, training, or experience for the purposes of the training courses offered.

STUDENT CONDUCT POLICY

Students are expected to obey all laws, regulations, policies of the nation, state, community, and school.

Honesty and integrity are expectations while enrolled at Quality Career Pathways. Student will always act in a professional manner. Student will treat other students, guest speakers, and course instructors with dignity and respect.

Students may be dismissed when violations occur. Suspension or dismissal may be the first action depending on the violation.

Unacceptable behaviors include but are not limited to:

- Falsification of hours
- Cheating, plagiarism, forgery, alterations, or misuse of school records
- Unauthorized use of electronic devices such as phones, tablets, or iPads
- Disruption or obstruction of teaching, administration, or disciplinary procedures
- Excessive unassigned breaks or absences from the classroom
- Conduct which threatens or endangers the health and safety of a person. This abuse includes all forms of harassment and discrimination
- Unlawful possession, use, distribution, or under the influence of illicit chemicals
- Possession of items used as a weapon
- Destruction of property owned by the school
- Removal of property owned by the school
- Unauthorized entry on to school property
- Unauthorized use of school facilities or equipment
- Violation of school rules, policies, or regulations
- Disorderly, obscene, lewd, or indecent conduct on school property or to administrative staff at any time
- Theft of items deemed student property

- Failure to pay outstanding tuition or related charges

Cell phone use of any kind (calls, texting, browsing) is NOT allowed during class time. Calls or texts can be done during breaks or meal periods. Not following this policy may result in immediate dismissal.

There is a zero-tolerance policy for sleeping during class. Not following this policy may result in immediate dismissal.

Please do not put other students at risk by attending class when ill and contagious.

If dismissed from the course for a violation of the student conduct policy, a student will not be eligible for readmission.

ONLINE STUDENT CONDUCT POLICY

Students are expected to obey all laws, regulations, policies of the nation, state, community, and school.

Honesty and integrity are expectations while enrolled at Quality Career Pathways.

Student will always act in a professional manner. Student will treat other students, guest speakers, and course instructors with dignity and respect.

Students may be dismissed when violations occur. Suspension or dismissal may be the first action depending on the violation.

Unacceptable behaviors include but are not limited to:

- Cheating, plagiarism, and forgery
- Disruption of the learning environment
- Conduct which threatens or endangers the health and safety of a person. This abuse includes all forms of harassment, bullying, and discrimination
- Violation of school rules, policies, or regulations

GENERAL STUDENT INFORMATION

Appearance

Reasonable cleanliness and appearance are expected of all students. Quality Career Pathways does not require scrubs, but you may wear them if you prefer. Please dress comfortably (no pajama pants, slippers).

Solicitations

The sale or solicitation of goods and/or services, including free samples, is not allowed at Quality Career Pathways.

Breaks

Day and Weekend classes will be provided with a 30-minute lunch break as well as rest breaks. The Evening class will only receive a rest break. You may leave the school grounds during the lunch break, but NOT during rest breaks.

Other

Smoking is prohibited except in designated smoking area. Parking is allowed in designated areas. There is a break room with a refrigerator, microwave, and a vending machine with drinks and snacks.

DISCIPLINARY PROCEDURES

If a student is suspected of violating a rule or regulation, the student must be immediately informed of the suspicion. The complaint will be thoroughly discussed with the student.

The purpose of the discussion is to determine the seriousness of the complaint as well as the appropriate response. The following are options which may be considered:

- **Warning:** Written or verbal statement to student that rule violation may be subject to more severe disciplinary action.
- **Restitution:** Required payment for damage. This obligation may be satisfied by payment of money or other appropriate services.
- **Dismissal:** Termination of student status. No admission is allowed.

STUDENT COMPLAINT POLICY

Quality Career Pathways, LLC is available to listen to student complaints. We encourage students to visit with the course instructor, if possible, to attempt to resolve a complaint. Students can also file a complaint with the Owner of Quality Career Pathways, Denise Magill at 402-609-9583. Also, the student may contact the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education at <https://www.education.ne.gov/ppcs/contact-us/> It is the policy of Quality Career Pathways Classes, LLC to provide equal opportunity and nondiscrimination in all matters pertaining to admission and attendance matters. This applies to all persons without regard to race, color, religion, sex, national origin, or disability.