

Step up to a brighter future

***CM First Step
Training Center, Inc.***

CATALOG

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Brooklyn, New York 11216
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www.allblackradio.com/cm



First Step Training Center, Inc

Licensed by the State of New York



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Mission & Purpose

CM First Step Training Center philosophy embodies a quote from Frederick Douglas: "We must lift as we climb, each one teach one."

We feel that educational opportunities should be available in an atmosphere of free inquiry and intellectual stimulation to all qualified applicants of diverse ages and backgrounds. As a community of people, we should join together with a deep desire and strong determination to grow in knowledge and maturity.

The completion of a program of instruction as a Nurse's Aide is the first step in the process of life learning in the health care continuum.

The goal of CM First Step Training Center is not only to teach, but to council and assist individuals in acquiring self confidence in order to reach their full potential.



Accreditation and Approval

CM is a Private Business School and is licensed by the State of New York.

Instructors

Qualified licensed and approved by New York State Education Department.



Admission

Enrollment Policy & Requirements

1. Basic Math and Reading Skills
2. High School Diploma (not required, but desired)
3. Good physical and mental health, as determined by the completed Nursing Assistant training school medical report.
4. Ability to read and speak the English language.
5. Personal interview with Director or Assistant Director
6. 30 hours minimal clinical training
7. Transfer credits are not acceptable
8. Financial Assistance is NOT available.
9. Make up classes are an additional \$10.00 per hour.
10. White uniform, shoes, and name pin are mandatory for all lab/clinical training classes (at the Nursing home).
11. Leave of absence with written approval only (not to exceed 60 days).
12. Students are not allowed to have children with them during classes.
13. Re-admission processing fee is \$50.00.

Entrance Requirements:

Applications to CM First Step may be obtained at the institution. A personal interview will then be scheduled with a Director to determine a student's ability to complete the program and placement potential.

CM First Step will regularly admit students who have completed high school or have a GED. Students who have not completed high school, but are 17 years of age or older will be considered for admission, if they receive a passing score on an approved ability-to-benefit(ATB) entrance examination. Additionally, all students are interviewed to determine their ability to successfully complete the requirements of the program.

CM First Step does not discriminate on the basis of race, color, religion, age, sex, physical handicap, marital status, sexual preference or national origin.



Nurse Aide Program

Program Objectives

To provide a comprehensive, qualitative program that meets the educational and performance needs of its students and the public.

To provide learning opportunities as a vehicle for students to grow and improve.

To provide an environment that practices the principles of adult learning and where students and faculty share in the learning process.

To continually assess and reassess the program for its effectiveness and customer satisfaction.

Class Schedule

Weekdays

Mondays to Fridays: 9:00 am-4:00 pm (5 weeks)

Evening

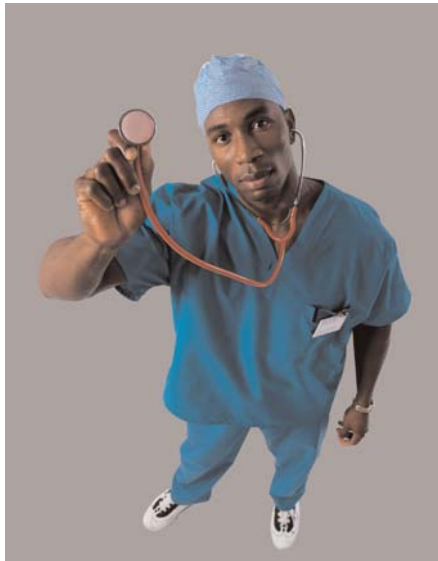
Mondays to Fridays: 5:00 pm-9:00 pm (7 weeks)

Weekends

Saturdays & Sundays from 9:00 am to 4:00 pm (11 weeks)



Clinical Externship



Clinical Externship Program

The Clinical Externship program is 30 hours spent in a nursing facility(nursing home), After completing 95 hours of theory and skills practice in the classroom.

Students extern in the Nursing Home under the supervision of an instructor from CM's First Step Training Center, Inc.

Students are expected to arrive at the Nursing Home in full white uniform wearing their student identification.

Students gain experience in the Nursing Home by applying the skills they learned in the classroom.

Students are expected to be respectful and courteous to residents, families and staff. They are further expected to observe resident's rights, safety, infection control, privacy and be mindful of resident abuse.

Students may be dismissed from the program for misconduct or disobedience.

CLINICAL SKILLS TASK AREAS

1. Bed Bath
2. Feeding-partial assistance
3. Feeding-total meal assistance
4. Perineal care-Male
5. Perineal care-Female
6. Dressing/ Undressing- complete assistance (male)
7. Dressing/ Undressing- complete assistance (female)
8. Toileting-bedside commode
9. Toileting-bedpan, partial assistance
10. Mouth care -brushing teeth (resident with no dentures)
11. Mouth care - care of dentures (resident with full dentures)
12. Grooming-male (hair combing and shaving)
13. Grooming- male (hair combing and fingernail care)
14. Grooming- male (shaving and fingernail care)
15. Grooming- female (hair combing and fingernail care)
16. Routine mobility- change of position
17. Routine mobility-transfer
18. Routine mobility- range of motion
19. Selection, application and removal of safety devices- vest restraints
20. Selection, Application, and removal of safety devices - waist restraints
21. Changing an occupied bed
22. Making an unoccupied bed
23. Taking and recording vital signs (Temp., Radial pulse, Resp.)
24. Measuring and recording height and weight



Location & Facilities

Facilities

C.M. First Step Training Center is located at 1360 Fulton Street, Brooklyn, New York in the Beautiful Restoration Plaza Complex, Building, A, 4th floor, the visual and performing arts institute in Bedford Stuyvesant.

It is easily accessible by car, bus, subway, and the Long Island Railroad(LIRR). There are street and underground parking.

The plaza provides you with an attractive location with shopping, post office, theatre, banking and other amenities for your everyday needs and growth.

Classrooms have central air conditioning and heating. There is a 24-hour private security force and modern elevator service.

Class sizes are small enough to encourage individual attention, and teachers uses up-to-date teaching methods and equipment to encourage student participation, motivation and curiosity.

Travel Directions

B #25 Bus takes you directly to 1360 Fulton Street. The cross streets Marcy and New York Avenues.

B #44 Bus takes you to the corner of Nostrand Avenue and Fulton Street. Walk one block East to 1360 Fulton Street.

Take the "A" Train to the corner of Nostrand Avenue and Fulton Street. Walk one block over to Fulton Street.

The Franklin Avenue shuttle train from Eastern Parkway to Franklin Avenue and Fulton Street. Walk two blocks East to 1360 Fulton Street.

Take the Long Island Railroad to Nostrand Avenue. Walk one block over to New York Avenue and Fulton Street.



Refund Policy

Tuition payable at the first class each week.

Deposit- \$400.00
Week 1 -\$150.00
Week 2 -\$150.00
Week 3 -\$150.00
Week 4 -\$150.00

A student who cancels within 7 days of signing the enrollment agreement receives their money back except the non-refundable registration fee.

There after, the student will be liable for:

1. The non-refundable registration fee.
2. The cost of textbooks or supplies required.
3. Tuition liability as of the student's last day of physical attendance.

Tuition liability is divided by the number of hours the student completed in the program.

If termination occurs:

0-15% of program
16-31% of program
32-45% of program
46-60% of program

School keeps:

0%
25%
50%
100%

Attendance Regulations

Attendance Regulations

1. Students are expected to be punctual, complete assignments and attend all classes.
2. Any student absent from 10% of classes must arrange with instructor to make up those classes.
3. 20% or more absences could lead to dismissal.
4. Leave-of-Absence must be approved by the director.
5. Leave-of-Absence will not extend longer than 60 days.
6. Leave-of-Absence must be requested in writing.
7. Re-admission processing fee is \$50.00.



Standards for Grading

- A- Excellent - 100-90 score**
- B- Good - 89-80 score**
- C- Fair - 79-70 score**
- D- failing - 69- Below score**

Lab practice skills: Pass or Fail

A Student must complete all of the steps in a procedure to obtain a pass grade in a lab skills practice.

Students grades are monitored and evaluated by the instructor and the director.

Students grades are discussed after each test (with the student) by the instructor.

Students, who receive a grade below 70 or fail a Lab Class, will meet with the instructor to arrange for additional help and re-take the test or repeat the skill (at no additional cost to the student.)

Continued unsatisfactory grades(2) will necessitate a personal interview with the director to determine an immediate resolution to the problem.

All students must maintain at minimum a "C" average on the final exam to be eligible for graduation.

A student is allowed to take the final exam two times.

There will be no make-up for missed classroom exams and a zero will be averaged into the grade (unless there has been an excused absence).

Final exams must be taken within two weeks of completion of the program.

Clinical practice will follow each completion of classroom work.

NOTE: A TEST IS GIVEN AT THE END OF EACH UNIT.

Conditions for Dismissal

Conditions for Dismissal

Students while in attendance at the school are subject to its rules and regulations.

The school reserves the rights to counsel, suspend or dismiss a student for misconduct, infraction of the rules, disobedience, fighting, cursing, poor attendance, cheating, interference with the learning process of other students or disregard for the rights of students or instructors.

Students Rights and Appeals

Any students who desires to file a grievance about any action, employee or student of the school must follow the procedure below:

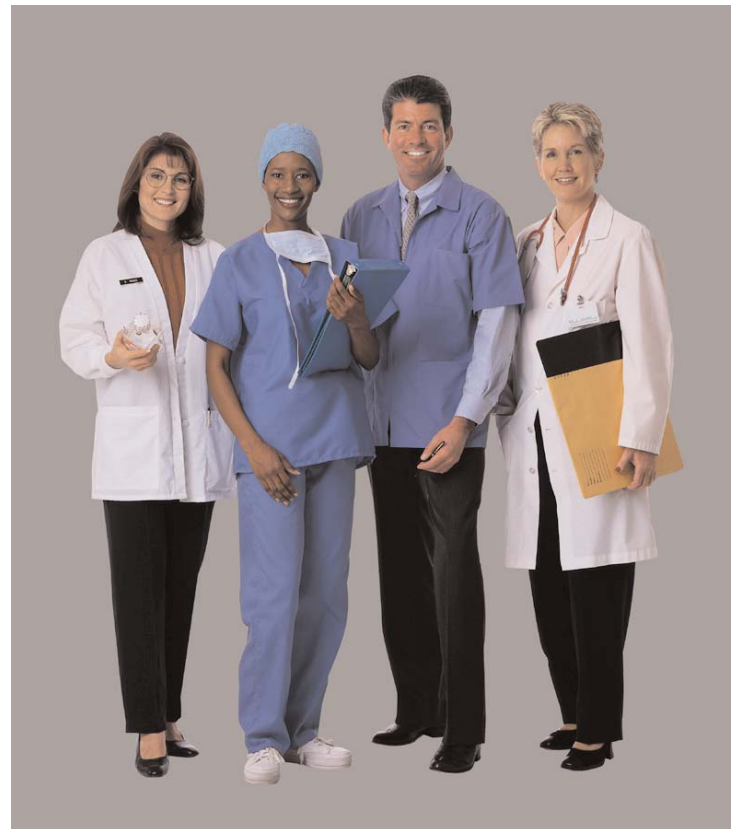
1. Students' complaints may be submitted to the Director verbally or in writing. Complaints will be addressed by the Director/Designee within 72 hours or the next day of class. Complaints are addressed before or after class.
2. Contact the State Education Department. The NYSED regulates the operation of the Licensed Private Schools and registered Business Schools/Computer Training Facilities.

Disclosure Statement

"Students should be aware that information in this catalog is subject to change. It is recommended that students considering enrollment check with the Director to determine if there is any change from the information provided in this catalog.

Officers

Clarissa McKenzie, Assistant Director
Astor Hosang, Financial Director





Legal Holidays

LEGAL HOLIDAYS

1. New Year's Day
2. Martin Luther King Jr.'s Birthday
3. George Washington's Birthday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Christmas Day

FIGEROUX & ASSOCIATES

Attorneys at Law

www.falaw.us

PERSONAL INJURY - ACCIDENTS - POLICE BRUTALITY

The Lawyer you hire does make a difference

IMMIGRATION

- Health Care (RN/OT/PT/TSHH/SLP'S & IT Cases)
- Extension of Status & Visa Renewals
- Work Authorization
- H-1B Professional Workers
- F-1 Students
- J-1 Exchange Visitor Trainees
- O-1 Extraordinary Ability
- R-1 Religious Workers
- US Citizenship
- Family Sponsored Permanent Residence
- Green Cards/ Labor Certification (RIR)
- Immigration Visa Petitions: Employment Based
- Temporary Work Visa
- Naturalization Derivative Petitions
- Labor Certifications
- Applications for Asylum
- Petitions For Writ of Habeas Corpus
- Appeals to the Board of Immigration Appeals
- Lawsuits involving Eligibility and processing for Citizenship

CIVIL LITIGATION

- Auto Accident
- Bus, Train, Subway Accidents
- Pedestrian
- School & Playgrounds
- Wrongful Death
- Slip & Fall Injuries
- Premises Defects
- Fires, Explosions
- Birth Defects/ Injured Children
- Construction/ Ladders/ Worksite
- Scaffold Accidents
- Asbestos Exposure
- Lead Poisoning
- HMO Claims

BANKRUPTCY

- Stop Foreclosure
- Harassment
- Garnishment
- Creditor Lawsuits

MATRIMONIAL

- Divorce
- Separation
- Custody
- Child & Spousal Support
- Parent's Rights/ Visitation
- Adoption
- Orders of Protection
- Abuse/ Neglect

To schedule an appointment, call:

718-834-0190

718-363-7788

718-622-1800