



1410 Suite C2 7th St, Marysville WA 98270

Student Enrollment Agreement

Overview

This document outlines student rights, your program components, and requirements, and refund policies.

Student Rights

- You have the right to receive, review, discuss, and sign a copy of the enrollment agreement.
- You will receive clear information about the program length, curriculum, class schedule, and completion requirements, including exam, skills, and clinical training standards.
- You may withdraw from the program and may qualify for a tuition refund under current guidelines.
- Students may defer participation only once with medical documentation. Failure to complete training in the next cohort may result in dismissal without a refund.
- You will have access to the standard curriculum materials and class schedule provided by the Washington State Board of Nursing (WABON).

Students are allowed one retake for each exam, test, or skills demonstration. If a student does not pass the retake, they will be dismissed from the program.

Disruptive or disrespectful behavior may also result in immediate dismissal.

Missing class without prior approval or repeated tardiness may lead to dismissal.

To graduate, all missed classes must be made up in the following cohort failure to do so, will result in dismissal from the program.



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Nursing Assistant Program Structure and Requirements 4 weeks, Total hours 114

Students enrolled in the Nursing Assistant Training Course at **Med Smart Academy** must complete all required instructional components and meet state-approved standards to graduate.

To complete the program successfully, each student must meet the following minimum hour requirements:

- **Theory (Classroom Instruction):** 35 hours
- **Skills Lab Training:** 39 hours
- **Clinical Training:** 40 hours

Home Care Aide–Nursing Assistant Bridge Structure and Requirements 3 weeks, Total hours 46

This program includes three main components:

- **Theory (Classroom Instruction):** 21.5 hours
- **Skills Lab Training:** 18.5 hours
- **Clinical Training:** 6 hours

The program lasts three weeks. During the course, students will take three exams to assess their understanding. To complete the program successfully, students must earn at least 80% on all tests and exams and demonstrate competency in all required skills.



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Medication Administration Aide Program Structure and Requirements 4 weeks, Total hours 118

This program includes three main components:

- **Theory (Classroom Instruction):** 51 hours
- **Skills Lab Training:** 27 hours
- **Clinical Training:** 40 hours

The program lasts four weeks. During the course, students will take five exams to assess their understanding. To complete the program successfully, students must earn at least 80% on all exams, demonstrate competency in all required skills, and complete 40 hours of clinical training.

Home Care Aide Training Program

The Home Care Aide Training Program provides 75 hours of training over three weeks. To graduate, students must complete and pass all required modules and skills training.

Withdrawal and Refund Policy

The \$75 application fee is nonrefundable. If a student withdraws within five business days of registration, they will receive a full refund. If a student withdraws after five business days, a \$350 administrative fee will be charged. No refund will be issued after classes begin.

Curriculum and Schedule

Students will receive the class schedule and standard curriculum materials upon admission.



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Clinical Training Requirement Policy (40 Hours) – Nursing Assistant NAR Pathway(Independent Clinical Training)

To graduate, all Nursing Assistant and Medication Administration Aide students must complete at least 40 hours of supervised clinical practice.

Students may be allowed to complete clinical training at their workplace or another self-arranged site if they meet the following conditions:

1. Before starting clinical training, the student must complete all required classroom instruction and skills lab hours.
2. Approval from Program Administration, the program administrator or clinical coordinator must review and approve the clinical site to confirm that it meets educational standards.
3. Qualified Supervision, the student must be supervised by a qualified healthcare professional, such as an RN, LPN, or approved preceptor, who can oversee and evaluate the student's performance.
4. Scope of Practice Compliance, all clinical duties must align with the program curriculum and learning objectives.
5. Documentation of Hours, students must accurately record all clinical hours and submit signed logs from the supervising professional.
6. Evaluation Requirements, the student must complete all clinical evaluations successfully and demonstrate competency in the required skills.
7. No student can participate in the school led clinical training without a Basic Life Support (BLS) Card and all required immunizations and background check
8. Conflict of Interest, work hours and clinical hours must be kept separate. Clinical hours must be supervised and structured as a learning experience, not counted only as routine job duties.



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Disclaimer:

Enrollment in the Med Smart Academy Nursing Assistant Training Program does not guarantee program completion, exam passage, certification, licensure, or employment. Although the Academy provides quality instruction, resources, and support, each student's success depends on their attendance, participation, study habits, skill development, and exam performance. Students are responsible for meeting all program requirements and achieving their educational goals.

Filing Complaints

If students wish to file a complaint about this nursing assistant training program, they may do so through the Washington State Board of Nursing (WABON), formerly known as the Nursing Care Quality Assurance Commission, at <https://www.nursing.wa.gov/discipline-and-complaints/file-complaintt>.