



Hello,

We are excited to be partnering with your organization to help guide select employees/staff to become Certified Nursing Assistants (CNA), with the help of GatorCNA. Below are specific roles and responsibilities of all parties involved: **GatorCNA/Instructor, Organizational Sponsor** and **Student**. All parties will be required to sign this agreement to ensure each party knows their specific roles and responsibilities.

GatorCNA's Roles and Responsibilities:

Our objective is to ensure each student passes the Florida Board of Nursing's CNA State Exam. Here are the roles and responsibilities to ensure we meet our objective.

1. **GatorCNA Instructors** will demonstrate each of the 22 skills and provide each **Student** the opportunity to practice these skills under supervision of an **Instructor** during the initial training.
2. **GatorCNA** will provide each **Student** a CNA Course Manual and review this in detail with **Student** during class.
3. **GatorCNA** will provide access to our Online CNA Training Program/Modules. These modules include a recording of each skill from beginning to end with a set of practice quizzes and exams.
4. **GatorCNA** will provide unlimited access to Open Lab practice sessions. Open Lab is designed to provide students additional practice time in 2-3 hour time blocks.
5. **GatorCNA** will assist **Students** who need assistance registering for their State Exam and Background Checks, if needed.
6. **GatorCNA Instructors** will be available to assist **Students** in whatever way necessary throughout this process, but it is the **Students'** responsibility to identify that need and reach out to us to schedule time.
7. **GatorCNA** will provide **Organizational Sponsor** a Student Progress Report immediately within 24 to 48 hours of **Student** completing their in-person course. Once distributed to the **Sponsor**, it is the responsibility of the **Sponsor** to meet with **Student** on a weekly basis to track progress. (See Sample Student Progress Report Attachment).
8. **GatorCNA** offers a 100% Money Back Guarantee of the Prep Class Fee (not including the background check or state exam fees) to the **Sponsor** (See attachment showing our Refund Policy).

The Organizational Sponsor's (Sponsor) Role and Responsibilities:

It is suggested that the **Sponsor** have some form of agreement with the **Student** regarding the expectations of **GatorCNA** and the **Sponsor**, in return for the organization paying for the Prep Course and other associated fees.

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1. **Sponsor** will register **Students** for their desired class and location using the pre-assigned Promo Code. When registering each student, use their full name, their phone number and their unique email address.
2. **Sponsor** and **Student** understand that Skills taught in a CNA Prep Class are performed differently during the State Exam than how you might perform at your place of work. Because of this, GatorCNA discourages any additional practice from being performed at your workplace, as normal day-to-day procedures are different than the State Exam.
3. **Sponsor** Fee and Payment Schedule:
 - a. \$349 - CNA Prep Class (includes approx. 20 hours of in-class instruction, Access to Online Training Modules, Access to unlimited Open Lab).
 - b. \$80 to \$100 - Background Check if needed. **Sponsor** needs to make sure **Student** has an eligible Background for their state exam. Please Call **GatorCNA** with questions.
 - c. \$155 - State Exam. To be invoiced as incurred.
 - d. Invoices are sent to **Sponsors** monthly based on Registration volume and related activities.
 - e. All Invoices are due Net 30 Days.
4. **Sponsor and Student** must notify **GatorCNA** one week (7 calendar days) prior to scheduled class, should they want to cancel or reschedule a **Student**, so as to avoid being charged for this student's registration. Reference Refund/Cancellation Policy here: <https://www.gatorcpr.com/terms-and-conditions>.
5. **Sponsor** understands that, should a **Student** attend any portion of our Prep Class and not complete the process of getting their CNA Certification, the **Sponsor** is still responsible for their fee, even if this **Student** is no longer employed by the **Sponsor**.
6. **Sponsor** is responsible for reviewing the Student Progress Report on a weekly basis with the **Student**, holding them accountable for any lack of progress.
7. **Sponsor** is responsible for informing **GatorCNA** of the **Student's** testing date as soon as possible.
8. If a **Student** fails either portion of the state exam, it is the responsibility of the **Sponsor** to make sure the **Student** reaches out to **GatorCNA** and follows the Refund Policy (Refund Policy Attached).

The Student's Role and Responsibilities:

The success of the **Student** on test day relies heavily on their own drive and dedication. GatorCNA will do all that we can to help students be successful. The only way that GatorCNA can ensure that students are likely to pass the skills and written portions of testing is for the student to attend open labs with an instructor for further review and guidance, use the online study materials until scores are above 85%, and keep in contact with their instructor to help them stay on track.

1. **Student** will be required to attend each day of their scheduled class/training, arrive on time and stay the full length of the class each day unless previously arranged with the **Instructor**.
2. **Student** will be required to actively participate in the class, including physically participating in each hands-on practice and provide verbal cues of understanding.

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3. **Student** must read their Course Manual; as this is a great resource should a **Student** have any questions.
4. **Student** is expected to complete all parts of our Online CNA Training Program/Modules prior to day of test and have a score of 85% or better.
5. **Student** should plan on attending as many Open Labs as needed to better prepare for the State Exam. Failure to attend Open Labs, could negatively impact a student's success in passing the state exam.
6. **Student** may attend as many Open Labs as needed, prior to testing. Should a student choose not to attend additional labs it is the responsibility of the **Student** and the **Sponsor** to be sure that they are practicing the skills *as taught in class* during their work schedule.
7. **Student** must practice skills as taught in class and as they are written in the manual. **Student and Sponsor** understand that State Exam testing requirements are different from their workplace activities. Therefore we discourage practicing without the direction or guidance of GatorCNA Prep Class, Course Manual, Online Training Program and/or Open Labs.
8. **Student** must reply to emails and return any phone calls in a timely manner.
9. **Student** understands that part of our Prep Class requires the discipline to self-study on their own time and register for their own Open Labs. .
10. **GatorCNA** suggests that the **Student** register for the State Exam during the classroom portion of the Prep Class. If not during class, **Student** must register for the State Exam on their own within two weeks of completing the classroom portion of the Prep Class.
11. **Student** will inform **GatorCNA** as soon as they are approved for testing.
12. If **Student** fails to pass their state exam, the **Student** must reach out to **GatorCNA** within 5 days to complete an Action Plan for retaking the State Exam to ensure their success in their next attempt. This Action Plan is required as part of our Refund Policy (See attachment showing our Refund Policy).

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| Student's Name: | Signature: | Date: |
| Organizational Sponsor Representative: | Signature: | Date: |
| GatorCNA Representative: | Signature: | Date: |