



**BASIC NURSING ASSISTANT (BNA) PROGRAM
STUDENT HANDBOOK
2026-2027**

Disclaimer: The contents of the Basic Nursing Assistant Student Handbook are effective as Summer 2026-Fall 2027. Any information contained herein is subject to change. Policies in this handbook supersede CCC policies to be in compliance with regulations and accreditation standards. If you have any questions or wish to confirm the information contained herein, please contact the BNA Program at 773-602-5577.

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HANDBOOK INTRODUCTION

Purpose of the Student Handbook

The purpose of this handbook is to familiarize students with the structure of the Basic Nursing Assistant (BNA) Program, the resources available, and the policies, rules, and regulations that will guide you toward success in your health care education. This handbook serves as an essential reference throughout your training and should be reviewed carefully.

Every effort has been made to ensure the accuracy of the information at the time of publication; however, Kennedy-King College reserves the right to modify any provision or requirement at any time. Students will be notified of any revisions through the BNA Program Student **Brightspace** shell via email prior to the effective date of the changes.

Students' Responsibilities

As a student of the KKC Basic Nursing Assistant (BNA) Program, you are responsible for understanding and adhering to the requirements of the BNA program curriculum, as well as the rules governing academic work and college policies. BNA students must comply with all policies and procedures outlined in the current KKC College Catalog and Student Handbook. In addition, the BNA Program maintains specific rules and regulations detailed in this handbook. It is your responsibility to review and follow these guidelines throughout your course of study.

Upon entry into the program and throughout enrollment in clinical courses, BNA students are required to meet compliance standards, which include:

- Fingerprinting and criminal background checks
- Drug and alcohol screening
- Health requirements, including proof of immunizations such as influenza and COVID-19 vaccinations
- Current CPR certification

Students are responsible for maintaining all health requirements and ensuring CPR certification remains valid throughout the program.

Faculty, counselors, and advisors are available to assist you, and your success remains the highest priority of the BNA Program. We strongly encourage students to utilize the wide range of support services available, including:

- Wellness Center-kkcwellness@ccc.edu
- Academic Support -KKTutoring@ccc.edu
- Financial Aid Office-kkc-financial-aid@ccc.edu
- ACCESS Center KK_AccessCenter@ccc.edu

Students who believe they may have a learning disability and require accommodation must contact the ACCESS Center directly at KK_AccessCenter@ccc.edu. Please note that all disability-related information is confidential and is not shared between instructors. Additional student support services are listed on Student Support Service website @[City Colleges of Chicago | Prepare | Virtual Student Services: Kennedy-King College - City Colleges of Chicago | Information & Updates](#)

LETTER TO STUDENTS

Dear Basic Nursing Assistant (BNA) Program: Student:

Welcome to the **Basic Nursing Assistant Program** at Kennedy King College!

We are honored to have you join a learning community dedicated to compassion, excellence, and service in healthcare.

This program marks the beginning of your journey into one of the most rewarding professions—caring for others. As a nurse assistant, you will play a vital role in improving the quality of life for patients and supporting the healthcare team. Your decision to pursue this path reflects your commitment to making a difference, and we are here to help you succeed.

The BNA curriculum is designed to provide you with knowledge, skills, and confidence to deliver safe, effective, and empathetic care. Through hands-on training and classroom instruction, you will learn the fundamentals of patient care, communication, and professionalism. These experiences will prepare you not only for certification but also for the realities of working in diverse healthcare settings.

Success in this program requires dedication, integrity, and a willingness to learn. We encourage you to approach each day with curiosity and determination. Remember, you are never alone—our faculty and staff are committed to supporting you every step of the way. Take advantage of our resources, ask questions, and engage fully in your learning experience.

This handbook is your guide to program expectations, policies, and standards. **Please read it carefully.** Keep this handbook as a reference throughout your studies. If you have any questions or need clarification, do not hesitate to reach out.

On behalf of the BNA Program Faculty and Staff, welcome to the **Basic Nursing Assistant Program**. We look forward to helping you achieve your goals and beginning a meaningful career in healthcare. **Your success is our priority.**

Katonja Webb- Walker ED, President

La Trice Finch DMin, PMC-NE, MS, RN, Director of Nursing Program MXC/KKC

_____, BNA Program Coordinator

BASIC NURSING ASSISTANT TRAINING (BNAT) PROGRAM OVERVIEW

The Basic Nursing Assistant Training (BNAT) Program is a collaborative effort among three key partners:

- Illinois Department of Public Health (IDPH) – Maintains the Healthcare Worker Registry.
- Southern Illinois University at Carbondale (SIUC) – Administers the state certification examination and manages the database of examinees.
- Kennedy-King College (City Colleges of Chicago) – Provides classroom instruction, hands-on training, and student assessment with the support of affiliated clinical sites.

Each partner plays a vital role in ensuring the integrity and success of the program. To maintain a harmonious and effective working relationship, each organization operates under its own policies and procedures. These guidelines, along with program-specific expectations, are outlined in this handbook.

Please review this handbook carefully, as it serves as your primary resource for understanding program requirements, responsibilities, and standards. If you have any questions or need clarification, do not hesitate to contact your instructors or program staff.

IDPH-Healthcare Worker Background Check Act

The Illinois Health Care Worker Background Check Act (225 ILCS 46) and the Healthcare Worker Background Check Code of Illinois govern who may be employed by healthcare providers. Compliance with these regulations is mandatory for all nursing students entering or participating in clinical courses.

Under this Act, employees of healthcare providers and others identified in the statute must undergo fingerprint-based criminal background checks through IDPH-approved Live Scan vendors, with results reported electronically to the Illinois Health Care Worker Registry (HCWR).

Important Considerations

You **cannot work as a nurse assistant** in hospitals, nursing homes, or home health agencies if you have certain criminal convictions. A list of disqualifying offenses is provided below. While this information is not intended to discourage you, it is strongly recommended that if you have a conviction for one or more of these crimes, you contact the Illinois Department of Public Health in Springfield to apply for a waiver. Failure to follow the waiver process may result in completing the program without eligibility for state certification.

To request a waiver application, call:

1-217-785-5133

A waiver does not erase your criminal record; it allows an employer to legally hire you despite your record. Waivers are granted at the discretion of the state and are not guaranteed. Each application is reviewed individually.

Factors Affecting Waiver Approval

You will likely **not** be granted a waiver if:

- You are currently on probation, parole, or incarcerated.
- Your victim was elderly or disabled.
- You have committed multiple similar crimes within the last 5 years.
- You have committed multiple violent crimes within the last 5 years.
- Your crime involves murder or sexual assault.
- You have less than 2 years of documented sobriety.

You may be considered for a waiver if:

- You have paid all court fines and completed probation.
- You have fewer than three convictions, all more than 5 years old.
- You have committed a single, non-violent crime in the last 5 years.
- You have more than 2 years of documented sobriety.

Disqualifying Crimes

Convictions (felony or misdemeanor) for the following offenses will prevent employment as a Certified Nursing Assistant (CNA):

- Battery, domestic battery
- Assault
- Theft, retail theft
- Robbery (including armed or aggravated)
- Burglary (including residential)
- Armed violence
- Criminal trespass to a residence
- Financial exploitation of an elderly or disabled person
- Murder, homicide, manslaughter
- Kidnapping, child abduction
- Unlawful restraint, forcible detention
- Indecent solicitation or sexual exploitation of a child
- Tampering with food, drugs, or cosmetics
- Aggravated stalking
- Home invasion
- Sexual assault or abuse
- Endangering the life or health of a child
- Abuse or gross neglect of a long-term care facility resident
- Criminal neglect of an elderly person
- Ritual mutilation or ritualized child abuse
- Vehicular hijacking (including aggravated)
- Arson
- Unlawful use of a weapon
- Manufacture/delivery of controlled substances or cannabis

- Possession with intent to deliver drugs or cannabis

Non-Disqualifying Convictions

You may still work if these are your only convictions:

- Prostitution
- Possession of cannabis or a controlled substance
- DUI
- Deceptive practices (e.g., writing bad checks on your own account)

Note: Even if you were not jailed, fines or probation still count as convictions. If you are unsure whether an arrest resulted in a conviction, contact the Circuit Clerk or State's Attorney's Office in the county where you were arrested, or consult with your attorney.

Basic Nursing Assistant Program Outcomes

Upon successful completion of the BNA Program, graduates will be prepared to:

1. Provide safe and competent nursing care in accordance with guidelines established by the State of Illinois and professional standards of practice.
2. Communicate effectively as a member of the healthcare team, using appropriate verbal, non-verbal, and written communication skills.
3. Collect and report accurate client data to support informed decision-making and the development of individualized care plans.
4. Apply learned nursing skills and concepts within diverse healthcare environments, implementing care plans to promote optimal client outcomes.
5. Sit for the State of Illinois Competency Exam to become recognized as a Certified Nursing Assistant (CNA)

Basic Nursing Assistant Program Curriculum

The BNA program consists of the Short-Term Health (STHLTH) 624 course. This course is designed to prepare individuals for employment in the healthcare industry as Certified Nursing Assistants (CNAs). Students are introduced to the discipline of nursing and the foundational principles of patient care. Emphasis is placed on caring for the whole person, understanding nursing practice within a multicultural society, and developing effective communication skills.

Learners will assist licensed nurses and other members of the healthcare team in meeting the basic health needs of older adults. Instruction includes both classroom-based learning and

hands-on practice in the laboratory and clinical settings. Clinical experiences incorporate pre-conference and post-conference sessions at designated healthcare facilities.

The course integrates writing assignments, knowledge assessments, and skills evaluations appropriate to the discipline. Theoretical concepts and clinical skills taught in this course align with the standards and competencies established by the Illinois Department of Public Health for nursing assistants.

Basic Nursing Assistant Program Costs (2025-2026)

PRICES ARE SUBJECT TO CHANGE

| ITEM | (In District) \$81.00 | (Out of District) \$132.00 | (Out of state* District) \$187.00 |
|---|--------------------------|-------------------------------|---|
| BNA Course Tuition | \$648.00 | \$1,056.00 | \$1496.00 |
| Textbook: Mosby's Essentials for Nursing Assistants 7th ed. (Sorrentino & Remmert) ISBN# 978-0-323-52392-9 | \$67.00 | \$67.00 | \$67.00 |
| Workbook: Mosby's Essentials for Nursing Assistants 7th ed. (Sorrentino & Remmert) ISBN: 978-0-323-31976-8 | \$42.00 | \$42.00 | \$42.00 |
| Uniform Scrub Pant Ceil Blue | \$28.00 | \$28.00 | \$28.00 |
| Uniform Scrub Top Ceil Blue | \$42.00 | \$42.00 | \$42.00 |
| Gait/Transfer Belt with Metal Buckle | \$15.00 | \$15.00 | \$15.00 |
| Scope/Sphyg Nursing Kits (sphygmomanometer and blood pressure cuff set) | \$70.00 | \$70.00 | \$70.00 |
| Castle Branch: 2 package codes Medical Documents (MN63im) Drug test (MN63t) | \$92.97 | \$92.97 | \$92.97 |
| Black Leather skid resistant shoes | \$50.00 | \$50.00 | \$50.00 |
| Health Care Worker Background Check (Required by Illinois Dept. of Public Health) | \$31.50 | \$31.50 | \$31.50 |
| SIUC Certification Exam | \$85.00 | \$85.00 | \$85.00 |
| CPR Card for BLS Providers* held at CCC | \$50.00 | \$50.00 | \$50.00 |
| Estimated Total= | \$1,221.47 | \$1,629.47 | \$2,069.47 |
| Estimated Total Minus Program Tuition= | \$573.47 | \$573.47 | \$573.47 |
| PRICES ARE SUBJECT TO CHANGE | | | |
| *International Students | | | |
| <u>MEDICAL REQUIREMENTS</u> | | | |

| | |
|---|----------------|
| General Physical | varied |
| Measles-titer | varied |
| Mumps-titer | varied |
| Rubella-titer | varied |
| Varicella-titer | varied |
| Influenza vaccine | \$ 20.00-45.00 |
| TB Screening (tuberculin skin test) | varied |
| Hepatitis B Series (1st in series required) | varied |
| 10 Panel drug screening | varied |
| Tetanus Booster | varied |
| Estimated Total = | Varied |

Course Objectives

Upon completion of this course, students will be able to:

1. Demonstrate knowledge of core elements required for State of Illinois certification, as evidenced by achieving a passing grade in the course.
2. Apply fundamental principles of basic nursing practice, including compliance with standards of care for nursing assistants. Competency will be assessed through skills evaluations throughout the semester, focusing on privacy, safety, dignity, and patient rights.
3. Develop essential nursing assistant competencies through structured learning experiences in both classroom and clinical settings.
4. Gain an introduction to the healthcare field and the role of nursing assistants, incorporating the common elements required for certification by the State of Illinois.

Student Learning Outcomes

Upon successful completion of the course, students will be able to:

1. Describe the functions of body systems within the scope of practice for nursing assistants.
2. Explain the roles and responsibilities of nursing assistants, including ethics, communication, legal responsibilities, HIPAA privacy regulations, and abuse prevention laws.

3. Demonstrate professional communication skills, including accurate recording and reporting, while adhering to legal and ethical standards.
 4. Apply safety and infection control practices that comply with nursing assistant standards of practice.
 5. Identify stages of growth and development and explain how these changes influence nursing care requirements.
 6. Define common medical terminology and abbreviations used in healthcare settings.
 7. Exhibit competence and proficiency in all nursing assistant skills, as outlined by state standards.
 8. Demonstrate effective communication and interpersonal relationships with clients, families, and healthcare team members.
 9. Perform personal care procedures in accordance with established protocols.
 10. Accurately measure and record vital signs using appropriate techniques.
 11. Display knowledge of nutritional requirements and feeding techniques for diverse patient populations.
 12. Demonstrate proper procedures for admission, transfer, and discharge of clients.
 13. Explain and implement exercise and activity protocols to promote patient mobility and well-being.
 14. Assisting patients with elimination needs using correct procedures and maintaining dignity.
 15. Apply warm and cold treatments safely and effectively.
 16. Provide appropriate care for clients with special needs, including those with chronic conditions or disabilities.
 17. Recognize and perform skills associated with end-of-life care, including post-mortem care.
 18. Identify communication strategies for clients with Alzheimer's disease and related disorders, ensuring compassionate and effective interaction.
-

BASIC NURSING ASSISTANT PROGRAM RULES & REGULATIONS

Student Eligibility Requirements

To enroll in the Basic Nursing Assistant (BNA) Program, students must meet the following criteria:

- Be a Kennedy-King Student, who has met all the BNA program admission requirements per IDPH.
- Be at least 16 years of age.
- Possess a valid Social Security number.
- A high school diploma or GED certificate is not required but strongly recommended for academic success.
- Successfully pass the Illinois Department of Public Health fingerprint background check or obtain an approved waiver.
- Attended Mandatory Information Session.
- Submit ALL medical requirements into KKC's clinical compliance management platform.

Academic Prerequisites

- Placement into English 100 and Math 98 on the CCC Placement Test,
- Completion of English 100 and Math 98 with a grade of "C" or better; verifiable by an official transcript.

Student Registration

Students must be formally admitted into the BNA Program through the selective application process and meet all program admission requirements to be eligible for registration in the Short-Term Health (STHLTH) 624 course.

- Registration for the BNA course is conducted exclusively through Student portal after accepting seat offer.
- Students are permitted to self-register after accepting a seat offered by the BNA Program Director. It takes 24-48 hours after accepting your seat offer to self-enroll
- Any student enrolled in the Short-Term Health (STHLTH) 624 course without an accepted seat offer or completing the admission process will be withdrawn from the class roster and required to apply for the next admission cycle.

Classroom and Clinical Training

The BNA program provides comprehensive training through both classroom and clinical instruction, ensuring students gain essential knowledge and hands-on experience:

- Classroom Instruction (class): Focuses on theory and practical skills through structured lessons and lab experiences.
- Clinical Instruction (clinical): Offers real-world application with hands-on care in hospital settings and long-term care facilities.
- BNA Program Emphasis: Prepares students for entry-level nursing assistant roles, combining foundational knowledge with patient-centered care skills.

Class and Clinical Capacity

- The number of students in each clinical section must not exceed the current clinical capacity of eight (8) students, as determined by the Illinois Department of Public Health (IDPH) or as specified by the clinical site.
- The number of students in each lab section must not exceed five (5) students per bed to ensure safety and effective learning.
- The number of students in each lecture section must comply with the IDPH maximum class capacity of 16 students or the published class capacity, whichever is lower.

BNA Faculty/Instructor Qualifications

All BNAT instructors are IDPH-approved Registered Nurses, licensed in the State of Illinois, and bring years of experience in both theory and clinical practice to ensure students receive comprehensive, high-quality training. See the BNA Program website for the list and contact information of faculty, instructors, and staff.

Student ID Badge

All students enrolled in the Basic Nursing Assistant Program are required to wear a valid City Colleges of Chicago-Kennedy King Collage (KKC) Student ID in a visible location while on campus and during clinical rotations. The ID must be clearly displayed on the upper body (e.g., clipped to the uniform or worn on a lanyard) so that faculty, staff, and clinical site personnel can easily identify the student.

Failure to display a visible student ID may result in:

- Denial access to clinical facilities or classrooms.
- Documentation of non-compliance, which may affect progression in the program.

It is the student's responsibility to maintain the ID in good condition and replace it promptly if lost or damaged. Instructions for obtaining or replacing a KKC Student ID can be found through the college's Safety and Security Office, Room V 231.

For more details, please go to: [Get My Student ID Card - City Colleges of Chicago](#)

Criminal Background Check and Fingerprinting

- Fees for fingerprinting and background checks are paid directly to the vendor.
- Results are confidential and will be mailed to the student's home address.
- Questions regarding background check results should be directed to the Illinois Department of Public Health (IDPH) at 217-782-2913.

The Basic Nursing Assistant Training (BNAT) Program is regulated by the Illinois Department of Public Health (IDPH), with a primary focus on providing quality care for elderly individuals in various healthcare settings.

Program Commitment

The BNA Program requires significant time, effort, and commitment. Students are responsible for managing personal, family, and work obligations to meet academic and clinical requirements. Ineffective time management may negatively affect academic performance.

ATTENDANCE POLICY

Attendance is mandatory and strictly enforced in accordance with the Illinois Department of Public Health (IDPH) regulations – Section 395.150, which outlines minimum hours of instruction. Attendance is critical for all portions of this program, including theory, lab, and clinical practice.

No exceptions will be made unless the circumstance is deemed appropriate by the BNA Program Coordinator or his/her representative. All exceptions require proper documentation. Falsification of documentation will result in immediate expulsion from the program. In the event of an emergency, make-up time may be arranged; however, this is not guaranteed. Students must notify their instructor 30 minutes prior to the start of class/lab or one hour prior to the start of the clinical. Messages relayed through a third party will not be considered official notification.

Attendance will be recorded and documented for every class, lab, and clinical session. Program hours consist of 120 hours of classroom/skills lab instruction and 40 hours of clinical practice, as regulated by Kennedy-King College (KKC) and IDPH regulations – Section 395.150.

Tardiness and Punctuality Policy

Punctuality is essential for success in the BNA Program and for maintaining professional standards expected in healthcare settings. Students are expected to arrive five (5) minutes early for class. Students are required to arrive on time for all classroom sessions, laboratory activities, and clinical experiences. Timeliness reflects professional behavior and respect for patients, peers, and healthcare team members. Students are expected to plan accordingly to avoid delays.

- Students must be present and prepared at the scheduled start time for all classes, laboratory sessions, and clinical rotations. Preparedness includes:
 - Reporting to the assigned location in the approved and appropriate uniform.
 - Bring all the required equipment and supplies.
 - Being ready to engage in scheduled learning activities or provide care for assigned patients.

Class Tardy

- If you arrive after the start time of the class, you will be marked with a tardy.
- **Two (2) instances of tardiness** will equal **one absence**.
- Students who are more than one hour late for class will be sent home and receive one absence.

Clinical Tardy

- Students arriving after the start time of clinical (late) to a clinical site may be denied participation for that day, which will count as an absence. Clinical tardiness must be reported to the instructor and the clinical site **before the scheduled start time**.
- **Two (2) instances of tardiness** will equal **one absence**.

Repeated tardiness or failure to adhere to scheduled times may result in disciplinary action, including point deductions, class/clinical failure, or dismissal from the program. Excessive tardiness or absenteeism will jeopardize successful completion of the course and program requirements.

Absences

An absence is defined as the failure of a student to attend a scheduled class, practical lab, clinical session, or required instructional activity at the designated time and location. Absences may impact course progression and are subject to the attendance policy outlined by the program. **Illness:** Use good judgment about attendance if you're sick or contagious. **Emergency absences:** Make-up time may be possible with proper documentation, but it's not guaranteed.

Students who miss 12 hours of class or one (1) clinical day must provide documentation to the BNA Program Coordinator or his/her representative. Failure to provide documentation will result in dismissal.

Two absences will result in dismissal from the program. Attendance in the lecture of course, laboratory component and clinical is combined and cumulative.

- For example, one absence from theory and one absence from the lab component equals two absences.
- One absence in theory and/or lab and one absence in clinical equals two absences.

Classroom Absences

Students are expected to attend all scheduled classes and lab sessions. If the students do not attend the scheduled class and lab, the students will be marked absent. For an excused "emergent" absence with make-up eligibility, students must notify their instructor ASAP, no later than **30 minutes prior to the start of class or lab**. Messages relayed through a third party (fellow students) will not be considered official notification. Students are responsible for missed lectures or lab content.

Clinical Absences

If the students do not attend clinical, the students will be marked absent. If absent from a clinical session, students must notify both the clinical instructor and BNA Coordinator via phone and email at least **one hour prior** to the scheduled start time. The message must include:

- First and last name
- Contact number
- Instructor's name
- Reason for absence

If the student is absent from one clinical with documentation, the clinical instructor in collaboration with the BNA Coordinator will arrange a date, time, and location for clinical make-up. Student failure to attend scheduled make-up sessions will be dismissed from the program.

Leaving early from clinical:

Students are expected to attend the entire clinical day until dismissed by the clinical instructor. Leaving before the dismissal from clinical equals one (1) absence.

No Call/No Show

Students who fail to notify the program of an absence (no call, no show") for theory, lab, or clinical must schedule a meeting with the BNA Program Coordinator within 24 hours of the absence. This meeting must occur before the next scheduled class or clinical session. A "no call, no show" may result in an F grade for the course.

Break Policy

The BNA program operates within a college campus environment. Per IDPH policy, students are required to take a break from instructional time. Length of break is according to IDPH requirements.

On-Campus Breaks

Students may leave campus for scheduled breaks. Failure to return on time may result in being marked tardy or absent, which can impact course progression and program eligibility.

Students under 18 years old: A signed Student/Parental Acknowledgement form (See appendix B) is required for all students under 18 years of age to leave campus for scheduled breaks. Students are required to remain on campus without a signed parental acknowledgement form. Students are expected to plan accordingly to ensure compliance with this policy. Failure to comply with this policy is a violation of the program policy and may result in expulsion from the BNA program.

Off-Campus/Clinical Breaks

The BNA operates as a closed campus during clinical rotations. Students are not permitted to leave the clinical sites during clinical hours. All students must return to class promptly at the end of the lunch period to avoid disruption of instruction. Failure to return on time may result in being marked tardy or absent, which can impact course progression and program eligibility. Students are expected to plan accordingly to ensure compliance with this policy.

INCIDENT/EMERGENCY POLICIES

Definition of A Medical Incident

- A medical incident is non-life-threatening accident or injury occurring in the classroom (e.g., fall, cut, or other accident)

Definition of An Emergency

An emergency is a life-threatening illness/accident or a health condition that needs immediate medical attention.

Examples of In-Class medical emergencies

- Sudden illness (e.g., fainting, severe allergic reaction)
- Acute mental health crisis (e.g., panic attack, severe anxiety episode)

Please feel free to share the following information with your family or child caregiver, as this routine will be followed. **Please note: No cell phones in clinical areas:** For emergencies, your family should call the unit's phone number. **Permission required to leave:**

Always speak with your instructor before leaving; leaving without permission can lead to dismissal.

In-Class Medical Incident/emergency

In the event of a medical incident/emergency during class, the following steps must be taken:

1. **Notify the Instructor Immediately**
Students must speak with the instructor before leaving the classroom.
2. **Instructor Communication**
 - The instructor will contact the Campus Security department and provide details of the medical incident/ emergency. Security will respond based on CCC medical emergency policy, which may include calling 911. If 911 is called, the student will be transported to nearest hospital. *Note: Students are responsible for any medical expenses incurred.*
 - The instructor will contact the BNA Program Coordinator to notify them of the emergency and provide an emergency contact number for a family member or significant other (if student is transported by 911).
3. **Student Follow-Up**
Students are required to send an email to the BNA Program Coordinator informing them of the outcome of the emergency. The BNA Program Coordinator will respond with follow-up instructions regarding next steps.

Clinical emergency

In the event of a clinical emergency, the following procedures must be followed:

1. **Notify the Clinical Instructor Immediately**
Students must speak with the clinical instructor before leaving the clinical site. If the situation is a medical emergency, the student may be transported to the Emergency Department of the clinical facility, or 911 may be called.
Note: Students are responsible for any medical expenses incurred.
2. **Instructor Communication**
The clinical instructor will contact the BNA Program Coordinator and provide an emergency contact number for a family member or significant other. The instructor will contact the campus security, per CCC policy.
3. **Student Follow-Up**
Students are required to send an email to the BNA Program Coordinator informing them of the outcome of the emergency. The BNA Coordinator will respond with follow-up instructions regarding the next steps.

Family/Home Emergency

A family emergency is defined as an unexpected and urgent situation involving the health, safety, or well-being of an immediate family member that requires a student's presence or attention. Examples include, but are not limited to:

- Serious illness, injury, or hospitalization of an immediate family member.
- Death of an immediate family member.
- Situations requiring the student to provide essential care or support due to unforeseen circumstances.

Students experiencing a family emergency should notify their instructor and provide appropriate documentation when requested. The program will work with the students to determine reasonable accommodations in accordance with institutional policies.

Confidentiality will be strictly maintained, but we need to know the nature of the emergency, e.g. child or family member with a chronic condition that may require life-saving attention. In this case, a cellular device placed on vibrate will be approved during class time only.

Make-up Assignments:

1. It is mandatory for students who miss a laboratory to arrange with their lab instructor to meet the missed objectives prior to the next lab. If this does not occur, students will be written up with a disciplinary action.
2. It is mandatory for the student to attend all clinical experiences. Any clinical absence must be reported to the clinical instructor per attendance policy. The clinical absence will be evaluated by the clinical instructor and program coordinator to determine how the missed clinical objectives will be met. A make-up clinical session related to the clinical objectives is at the discretion of the clinical instructor and program coordinator.

Readmission Policy

Students who **fail any part of the BNA training program** will receive a failure for the course. They may reapply the following semester and must repay tuition for the entire program. Each readmission request will be reviewed by the BNA Program Coordinator and the Director of Nursing Program, and approval is at their discretion.

Students seeking readmission after failure are required to complete an exit interview with their instructor and the BNA Program Coordinator. Students are given **two (2)** opportunities for readmission.

Withdrawal and Refund Policy

It is the student's responsibility to officially withdraw from classes. To qualify for a refund: Credit Class - the withdrawal must have been recorded in the student system within the specified refund period, and the withdrawal drops the student's enrolled hours to a lower credit hour tier or the class was cancelled by the college.

For the withdrawal and full refund procedure: Please see the policy on the following webpage: <https://www.ccc.edu/services/tuition-refund-policy/>

Failure to drop or withdraw from a class by the Tuition Refund Date may result in mandatory payment of tuition and charges (including book charges), forfeiture of financial aid eligibility, and/or **a failing grade**. <http://www.ccc.edu/menu/Pages/Policies.aspx>

This is in accordance with the City Colleges of Chicago (CCC) Refund Policy.

College/Instructor Initiated Withdrawals

A student may also be withdrawn on the recommendation of the instructor or college. Withdrawal may be made necessary for lack of academic progression, lack of attendance and participation, or social discipline. It is the student's responsibility to become familiar with these types of withdrawals. For the full withdrawal policy, please visit the following website:

https://www.ccc.edu/wp-content/uploads/Documents_Academic-and-Student-Policy-Manual-November-2025.pdf

Military Service Member Readmission Policy

Under the **Higher Education Act of 2008 (Public Law 110315)**, military service members who withdraw from Kennedy King College due to federal active-duty military service are entitled to readmission.

Limited Admission Programs

This policy applies to the following programs:

- Basic Nursing
 - Dental Hygiene
 - EMT-Paramedic
 - Health Information Technology
 - Medical Assisting
 - Mortuary Science
 - Nursing AAS
 - Pharmacy Technology
-

- Phlebotomy
- Physical Therapist Assistant
- Practical Nursing
- Radiography
- Respiratory Care
- Surgical Technology

Eligibility Requirements

- Applies to students called to active duty under federal authority.
- Applies only to students who fully withdraw from college for military service.
- Does **not** apply to routine absences for training.
- Eligible service members will be readmitted to the next available class(es) in their program after notifying the program director and the registrar of their intent to return.
- Total cumulative military absence may not exceed **five years**.
- Eligibility ends if the service member receives a **dishonorable** or a **bad conduct** discharge.

Non-Attendance Due to Military Service (Illinois Statute 330 ILCS 60/5.2)

Students who miss class due to military service have the right to be excused and to reschedule any missed examinations.

- The student and instructor will jointly determine whether the student can successfully complete the course or should withdraw due to military service.
- Students must provide each instructor with a copy of their military orders **before** their absence.
- Students are responsible for completing all course requirements.

For extended military leave (more than **30 consecutive days** of active duty), students should withdraw due to military service. In accordance with Public Law 110315, they are entitled to readmission to the next available class(es) upon notifying the program director of their intent to reenroll.

For additional support, please visit the **Kennedy King Veterans Services Center**:

<https://www.ccc.edu/kennedy/departments/Veterans-Services/>

<https://www.ccc.edu/kennedy/services/Military-and-Veteran-Educational-Benefits/>

PROFESSIONAL CONDUCT RULES AND REGULATION

PROFESSIONAL BOUNDARIES

Faculty–Student Relationships

- Students and faculty are expected to maintain professional, respectful interactions at all times.
- Demeaning, disrespectful, or otherwise unprofessional behavior toward faculty, staff, or administrators is not permitted. Concerns that cannot be resolved professionally must be addressed through the established grievance or grade appeal procedures.
- Noncompliance may result in disciplinary action.
- Students should not invite instructors to social events or offer gifts or money. Brief cards or notes of appreciation are acceptable.
- Students and faculty involved in a romantic relationship prior to the student’s enrollment in the program must follow the CCC policy for notification of Supervisor.
- Students cannot enroll in the class taught by a faculty in a familial or romantic relationship with the student.

Student–Client Relationships

Students must maintain clear professional boundaries with clients, demonstrating dignity, respect, and acting in the client’s best interests. Students must have professional interactions involving helpful behaviors that meet the person’s health needs. Students must not:

1. Engage in personal or inappropriate relationships with clients.
2. Share personal information beyond what is necessary for client care.
3. Offer or solicit personal or business services.
4. Seek personal benefits from client interactions.
5. Do not give or accept gifts from clients

Student Conduct

Students are expected to uphold the mission, vision, and values of the City Colleges of Chicago. Misconduct may result in disciplinary action, including dismissal from the program. Violations include, but are not limited to:

1. Disrespectful behavior toward faculty, staff, or administration, including:
 - Raised voices
 - Argumentative conduct
 - Profanity or inappropriate language (verbal or written)
 - Negative or inappropriate social media posts
 - Defamation of character

2. Physical or verbal abuse, threats, intimidation, or harassment.
3. Possession of weapons, ammunition, or explosives.
4. Disruption of academic, administrative, or disciplinary processes.
5. Dishonesty, theft, or forgery.
6. Smoking is strictly prohibited in classrooms, labs, and clinical sites. As one of the CCC colleges, Kennedy King College is a tobacco-free campus; smoking is not permitted on or near campus property.

Refer to *Section 8:18 Standards of Conduct* in the Academic and Student Policy Manual (August 2019) for full details of disciplinary actions and Student Conduct Policy

Academic Integrity and Honesty Policy

City Colleges of Chicago (CCC) is committed to the principles of truth, honesty, and academic integrity. Students are expected to uphold the highest standards of honesty in all academic work. Plagiarism, cheating, and other forms of academic dishonesty are serious violations of these standards.

Academic dishonesty includes, but is not limited to,

- Cheating involves copying another student's work, using unauthorized notes or devices, or improper exchanging information during class or examinations.
- Unauthorized collaboration on assignments or assessments also constitutes cheating. Complicity refers to assisting or attempting to assist another student in committing academic dishonesty.
- Fabrication and falsification involve inventing or altering information, data, records, or sources in academic work.
- Forgery includes falsifying or duplicating signatures or documents to represent them as authentic.
- Plagiarism occurs when a student fails to properly acknowledge the intellectual work of others, including ideas, data, language, or materials, thereby misrepresenting such work as their own. Reuse of one's own previously submitted coursework without prior approval from the instructor may also constitute plagiarism.
- The use of artificial intelligence tools without explicit instructor permission is considered academic dishonesty. Students are expected to follow course syllabi, faculty guidance, and CCC policies regarding responsible AI use.

Sanctions for academic dishonesty may include, but are not limited to, a failing grade on the assignment, a written warning, a course failure, or issuance of an Academic Dishonesty Withdrawal (ADH). The severity of sanctions is determined by the instructor, except for ADH withdrawals, which require Vice President approval. Students have the right to appeal findings of academic dishonesty in accordance with CCC appeal procedures.

Additional sanctions, including dismissal from CCC or revocation of a certificate or degree, may be imposed when warranted. Students may appeal disciplinary actions in accordance with CCC disciplinary hearing and appeal policies.

Chain Of Command

The chain of command in its simplest definition is the line of authority and responsibility for communicating within the BNA program, the clinical unit, the hospital, or between different units. Following the chain of command in healthcare is a critical component associated with patient safety and is considered a key trait of health care professionalism.

It is common for students to have concerns about aspects of the BNA program or about patient care. When this occurs, students should discuss these concerns following the chain of command.

At the clinical site (typically associated with issues associated with patient care):

1. If the student has a question about patient care or condition, or any other concern regarding functioning on the clinical unit, the student should bring the concern **first** to the **clinical instructor**. This includes concerns about clinical site staff.
 - It will be the judgment of the clinical instructor as to how to proceed. If the student has concerns about the instructor's judgment, the discussion needs to occur between the student and the instructor as soon as feasible in a location that provides privacy where other students, staff, patients, and family are not present. It is the responsibility of the clinical instructor to bring the concern, if appropriate, to the patient's primary (assigned) nurse.
2. If the clinical instructor is not available, the student should seek assistance regarding patient safety concerns from clinical site C.N.A. and primary nurse. It is the responsibility of the primary nurse to assess the data and intervene as appropriate.
3. If neither the clinical instructor or primary nurse is immediately available, the student is empowered to bring the patient's safety concerns to the charge nurse for assessment and follow-up. The student should inform the clinical instructor immediately after the safety issue has been addressed.
Further unit-based chain of command may vary by clinical site and will be communicated to students as appropriate.

Academic concerns (examples include but are not limited to assignment questions, instructor issues, educational relationships with nursing staff, student peers, etc.):

- The concern should be addressed first with the **instructor** if the concern is associated with a course.
-

- If no resolution is made, the student may discuss the issue with the program coordinator.
- If no resolution is made, the student may make an appointment with the Director of Nursing Program to address the issue.
- If resolution is still not achieved, the student may submit a formal complaint through the Compliments and Complaints Management System for intervention.

Communication Expectations

All students are required to use their **City College of Chicago (CCC) email address** as their primary method of communication. Students are responsible for maintaining access to their CCC email; failure to do so may result in missed important information that can jeopardize student's progress in the program.

Faculty will send essential course updates through Bright Space. Students and faculty may communicate through Bright Space or through Outlook email, but **only** CCC email addresses may be used.

Within the BNA program, students must use the appropriate chain of command when submitting concerns, asking questions, offering suggestions, or reporting issues.

Email Etiquette

Email is a formal method of communication and should be used respectfully and professionally. Because tone and intent can be easily misunderstood in writing, students must use clear, courteous language always.

Students are expected to avoid any communication that could be interpreted as hostile, disrespectful, or disruptive to academic processes. Concerns should be addressed through the appropriate chain of command.

Failure to maintain professional email conduct may result in disciplinary action, up to and including dismissal from the program.

Mobile Device and Computer Responsibilities

Professional behavior and proper technology etiquette are required when using electronic devices. Devices may be used only with faculty authorization and only for clinical or academic purposes.

Students must adhere to the following:

1. Devices must remain **silent or airplane mode** during class, lab, and clinical activities.
 2. Students may not take photographs in clinical or lab environments unless part of an assignment.
 3. No personal calls or texting are permitted in client areas.
-

- **1st violation:** Clinical warning
 - **2nd violation:** Dismissal for the day and an unexcused absence
 - **3rd violation:** Removal from the clinical rotation and course failure
4. Device use is allowed only in designated break areas.
 5. Any violation of patient privacy will result in HIPAA-related consequences of the clinical agency.
 6. Students may not photograph clients or client records, nor reproduce client documents.
 7. Students are prohibited from sharing their username and passwords for facility computers.
 8. Faculty or facility staff may request to view programs used on clinical computers. Personal use of clinical facility's computers is **STRICTLY** prohibited.
 9. Students must always protect patient's confidentiality in accordance with HIPAA.

SOCIAL MEDIA POLICY

Students enrolled in the BNA program at Kennedy King College must adhere to this social media policy, as well as the Standards of Conduct outlined in the Academic and Student Policy Manual.

Prohibited Actions

Students are **strictly prohibited** from:

- Recording, photographing, or sharing images or videos of classrooms, labs, clinical sites, or any related environment.
- Post confidential or proprietary information about City Colleges of Chicago, clinical partners, students, faculty, or staff. Sharing any class materials (notes, slides, recordings, handouts) without written instructor permission.
- Referring to or discussing any patient, including those under a student's care, an instructor's care, or care within the clinical facility.
- Sharing any information that violates the Health Insurance Portability and Accountability Act of 1996 (HIPAA). For more information, refer to: HIPAA Overview <https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html> and HIPAA for Professionals: <https://www.hhs.gov/hipaa/for-professionals/index.html>

Warnings and Etiquette

Students must remain aware of possible HIPAA violations, including accidental disclosure of identifiable information.

- Lack of knowledge is not a defense against HIPAA violations; students are held accountable regardless of intent.

- Violating this policy or HIPAA regulations may result in immediate dismissal from the program, and the student may be barred from admission to future CCC Health Sciences or Nursing programs.
- Even seemingly harmless posts about classroom, lab, or clinical activities may inadvertently disclose protected information and are subject to disciplinary action.
- Students must remember that even if a patient, student, or faculty member on social media is not identified by name, it is still a breach of confidentiality.

Students must utilize social media etiquette:

- Students are strongly cautioned to be aware that inappropriate postings on social media sites may lead to dismissal from the BNA program without the possibility of readmission.
- When contributing to a social networking site, it is important to remember that everyone can see and read what is placed on the site. Keep your interactions professional and error on the conservative side when posting comments and/or pictures

Penalties

Students who violate the Social Media Policy may be subject to disciplinary actions by the Program and/or the College, up to and including dismissal from the program or the college. All disciplinary actions will follow the judicial procedures outlined in the Academic and Student Affairs Policy Manual.

Students dismissed for policy violations **are not** eligible for refunds of tuition, fees, or program-related costs.

For additional information on how to use social media professionally, you are required to read the guidelines from National Council of State Boards of Nursing:

<https://www.ncsbn.org/search.page?q=social+media>

INSTRUCTIONAL POLICY AND PROCEDURES

MEDICAL EXAM AND IMMUNIZATION REQUIREMENTS

Students must submit a completed release of medical records, which includes documentation of an annual physical examination, required immunizations, and current CPR/BLS certification. These requirements are mandated by the Illinois Department of Public Health (IDPH) and affiliated clinical sites. All documentation must be submitted by the deadline established by the

BNA Program. Students will not be permitted to participate in the Basic Nursing Assistant Training (BNAT) Program without verified proof of full medical compliance. Required documentation includes:

- **Proof of Tuberculosis (TB) immunity**, demonstrated by either a QuantiFERON-TB Gold blood test or a two-step PPD test (results must be dated within the past six months). A positive result requires a chest X-ray dated within one (1) year.
- **Blood titers** for Measles, Mumps, Rubella (MMR), Hepatitis B, and Varicella. Negative titer results require documented proof of immunity following booster vaccination from a healthcare provider.
- **Tetanus (Td or Tdap) booster** within the last ten (10) years.
- **Ten-panel drug screening.**
- **Influenza vaccination**, required for Fall and Spring semesters only.
- **Current CPR/BLS certification** for healthcare providers.
- **Additional requirements** as specified by the clinical site.

All records will be maintained in the student's file. Students with pre-existing medical conditions requiring ongoing care must submit documentation of an annual physical examination and a medical records release.

[Comprehensive Medical Documentation Tracking System](#)

All medical and compliance documentation must be submitted and tracked through the comprehensive medical documentation tracking system (CMDTS) designated by the BNA program. The CMDTS provides secure storage, verification, and real-time monitoring of student compliance with program, IDPH, and clinical site requirements. Students are responsible for ensuring that all required documents are uploaded, current, and approved in the CMDTS by established deadlines to maintain eligibility for class and clinical participation. Students are responsible for the cost of the comprehensive medical documentation tracking system.

Pregnancy

The BNA program is committed to supporting student safety while maintaining compliance with clinical and regulatory requirements. The following guidelines are intended to ensure student well-being and should not be interpreted as restrictive:

- Students who are pregnant must notify the BNA Coordinator and assigned instructor as soon as pregnancy is confirmed. A pregnancy waiver must be completed without delay.
 - Students must submit written documentation from their healthcare provider verifying their ability to participate fully in clinical activities, including lifting, transferring, and mobility tasks, without restrictions.
-

- Any change in health status must be immediately reported to the clinical instructor and supported by written medical documentation.
- Clinical agency policies regarding pregnancy must be followed at all times and may supersede program guidelines. Provider-imposed limitations may necessitate course withdrawal if program objectives cannot be met.
- Confidentiality is strictly maintained; however, disclosure of pregnancy to instructional staff is necessary to ensure student safety in lab and clinical environments.

Dress Code

Students are required to adhere to the following dress code at all times during classroom, skills lab, and clinical activities:

- **Uniform:** Ceil blue scrub top with KKC BNA program patch and pants must be worn for class, skills lab, and clinical experiences. Uniforms may be purchased from the CCC online bookstore or vendor of choice. The BNA program patch can be purchased at the CCC online bookstore only.
- **Student Identification:** A valid CCC student ID badge must be worn at all times in clinical settings.
- **Footwear:** All black leather, slip-resistant shoes with closed toes and backs are required. Sandals, clogs, or backless shoes are not permitted. White or neutral socks must be worn.
- **Nails:** Nails must be short, clean, and natural. Nail length may not exceed ¼ inch beyond the fingertip. Nail polish, artificial nails, and nail ornaments are prohibited due to infection control standards.
- **Hair:** Hair must be clean, neat, and secure away from the face. Only natural hair colors are permitted (black, brown, blonde, auburn, gray/white). Hairstyles must not interfere with patient care. Violations of the hair policy will not be tolerated.
- **Facial Grooming:** Men must be clean-shaven, and beards and mustaches must be neatly trimmed.
- **Jewelry:** Permitted jewelry includes one plain wedding band, one watch with a second hand, and single post earrings (one per earlobe). Facial jewelry, body piercings, hoop earrings, and excessive jewelry are prohibited. Students are responsible for safeguarding personal items. All body artwork must be fully covered.
- **Tattoos:** No visible tattoos are allowed. A white long-sleeved shirt may be worn under the scrub top to cover arm tattoos, provided it does not conflict with clinical site policy.
- **Fragrances:** Perfume, colognes, and scented personal care products are **prohibited** due to the risk of patient allergies and respiratory sensitivities, including residual cigarette smoke.

Please note that these requirements align with KKC BNATP standards and affiliated clinical site policies. Clinical site policies supersede program requirements. Failure to comply with dress code standards will result in the student being dismissed from class or clinical for the day, and the dismissal will count as an absence.

Instructional Hours in the Classroom and Clinical

The Basic Nursing Assistant Training (BNAT) Program is regulated by the Illinois Department of Public Health (IDPH). Students are required to complete *160 total instructional hours, consisting of 120 hours of classroom and skills lab instruction and 40 hours of clinical practice*. Failure to complete the required hours in either theory or clinical practice will result in failure of the program.

Students are responsible for learning all required course content, including assigned readings in the textbook, workbooks, and clinical skills. Faculty are committed to facilitating a supportive learning environment. Each student is provided with **three (3) opportunities to successfully demonstrate required skills**.

CLASSROOM INSTRUCTION AND SKILLS LAB EXPERIENCE

Theory Instruction

Each student will receive access to the course syllabus. Instructional methods may include lectures, active learning activities, required handouts, electronic and multimedia presentations, hands-on lab activities, worksheets, and tutoring. Course content and assessments are guided by the BNAT curriculum and delivered at the instructor's discretion.

Students who score **below 80% on their first examination** will have an Individual Remediation Prescription Plan (IPRR) initiated by your class instructor. Students are required to meet with the class instructor and will be referred to the Tutor for mandatory remediation. Tutoring services are also available upon request.

Skills Lab Instruction

Students are required to complete assigned worksheets and actively participate in skills practice. All required skills must be approved by lab instructors to successfully complete the classroom portion of the course. All required skills are to be successfully performed in Lab practice prior to performing skills at clinical. Successful demonstration of skills in both the lab and clinical setting is required for program completion.

Participation in all scheduled classroom and lab activities is mandatory. Refusal to participate constitutes grounds for dismissal from the program. Students are responsible for following Laboratory usage guidelines as posted in lab (See Appendix A)

Grading and Evaluation

A satisfactory grade is awarded to students who successfully complete all required clinical skills and achieve a **minimum final course average of 80%**.

Grade scale is as follows:

A = 92% -100%

B = 85% -91%

C = 80% - 84%

D = 70% - 79%

F = 69% and BELOW

Grade distribution is as follows:

- Quizzes and tests: **55%**
- Midterm and final examinations: **40%**
- Workbook assignments and special projects: **5%**

All exams must be taken on the scheduled date and time. Students who miss an examination must arrange a make-up exam with the instructor as soon as possible. All make-up exams must be taken prior to the final exam.

Students are responsible for completing all required instructional and clinical hours. Missed classroom or clinical experiences may be made up **only at the discretion of the instructor and BNA Program Coordinator**, contingent upon availability and required documentation.

TESTING AND COMPUTER LAB GUIDELINES

The purpose of the Testing Guidelines is to establish and maintain a secure, fair, and standardized testing environment that upholds the highest standards of academic and professional integrity. This guideline outlines expectations, responsibilities, and procedures for all individuals utilizing the BNA Computer Lab. This guideline applies to all students, faculty, staff, proctors, and visitors involved in or supporting any testing activity administered through the BNA Program Computer Lab.

The BNA Program is committed to strict test integrity. All students must adhere to the following standards:

Prohibited Behaviors

- Cheating, attempting to cheat, or assisting another test taker.
 - Using unauthorized materials, including notes, textbooks, smart devices, calculators (unless allowed), or wearable technology.
 - Possession of electronic devices, including cell phones, smartwatches, earbuds, headphones, or tablets during testing.
 - Communicating with others inside or outside of the testing environment during a test.
 - Communicating the exam questions with others inside or outside of the testing environment after a test.
 - Copying, photographing, recording, or replicating test content in any form.
 - Remove or attempt to remove test materials from the Computer Lab.
 - Accessing websites, software, or applications that is not explicitly permitted by the exam.
 - Engaging in disruptive behavior or actions that compromise the testing environment.
-

Academic Honesty

Students are expected to complete all exams and assessments on their own unless the instructor specifically allows for collaboration. If this expectation is not followed, appropriate consequences will apply in accordance with the Academic Honesty Policy.

Personal Belongings and Locker Use

To maintain strict test integrity, all personal belongings must be stored securely in assigned lockers prior to entering the testing area.

Locker Assignment

- Each test candidate will select a locker number during check-in.
- Students must store all personal belongings—including cell phones, smartwatches, wallets, purses, backpacks, hats, outerwear, and unauthorized materials—in their selected locker.
- Lockers may only be accessed before and after the exam.
- Any attempt to hide unauthorized items outside of the assigned locker will be considered a violation.

Assigned Seating Policy

- Students will be assigned a seat number that corresponds to their locker number.
- Students must sit only in their assigned seats.
- Seat changes are not permitted unless authorized by class instructor or proctor.
- Seating assignments may not be negotiated or swapped.

TEST SECURITY PROCEDURES

The Computer Lab maintains strict control of all entry and exit points to ensure test security. In addition, all testing materials are managed according to strict protocols, requiring secure handling, protection of computerized test content, and the return of all materials before leaving the testing area.

Controlled Entry and Exit

- All Students must enter through the designated Entry Door.
- Students must check in with Instructor at the proctor station.
- All Students must exit through the designated Exit Door only.

Departure After Exam Completion

- Students who complete their exam before the scheduled end time may be permitted to leave **at the discretion of the instructor or proctor**.
 - Once a student leaves the testing room after completing the exam, **re-entry is not permitted**.
 - Students must exit quietly to avoid disrupting others who are still testing.
 - Loitering outside the testing room, hallways, or near entry/exit doors is not allowed to maintain testing integrity.
-

Washroom Breaks During Testing

- Washroom breaks are not automatically permitted during testing.
- Candidates must obtain explicit permission from a proctor before leaving their seat.
- Personal items may not be retrieved from lockers during the break.
- Breaks do not stop the exam timer. Time lost due to breaks will not be reinstated.
- Students are prohibited from visiting any area outside the designated restroom route!

Test Materials Handling

- All tests are computerized format.
- All test materials are the property of the BNA Program or Instructor, and all materials must be returned before leaving.
- Test content is confidential and may not be disclosed, discussed, or reproduced.

Computer Lab Scheduling and Usage

The BNA Computer Lab maintains a standardized scheduling system to ensure fairness and controlled testing conditions.

Room Assignment

- Testing room is assigned based on first-come basis and availability.
- Students are required to take exams with their enrolled class.

Capacity and Availability

- Room capacity limits are enforced. (16 Students)

Changes and Cancellations

- Requests must be submitted per guidelines.
- Same-day changes are not permitted except in emergencies.

Use of Computer Lab

- Rooms are reserved only for approved exams.
- No studying, tutoring, or non-testing activities are permitted.

Earplugs usage

- Disposable Earplugs are available to the students to reduce distraction for white noise in Testing Center
- Students must request the usage of ear plug
- The disposable ear plug must be thrown in the garbage after examination.

Uncontrollable Circumstances

- If an uncontrollable circumstance, i.e., emergency (Fire Drill or Fire alarm), the exam will be stopped immediately.
- Follow that the procedure per CCC policy
- Resume or reschedule the exam without penalty to the student

CLINICAL INSTRUCTION AND PRACTICE

Clinical instruction consists of hands-on patient care in hospital and residential healthcare settings. All clinical instructors are Illinois Department of Public Health (IDPH)–approved Registered Nurses licensed in the State of Illinois.

Students are guests of the clinical facilities and are expected to demonstrate professional behavior at all times. Students must follow all instructions, procedures, and guidance provided by their BNA instructors. If facility staff request student assistance, students must first consult with their clinical instructor before taking any action.

Students may not leave their assigned clinical area without notifying and receiving permission from their clinical instructor. Any clinical incident must be managed in accordance with the healthcare facility's established policies and procedures.

A **clinical skills packet** will be completed in compliance with IDPH regulations. All required skills must be practiced and formally observed in their entirety by a clinical instructor. Competency is verified by the instructor's signature, and students are responsible for ensuring that all documentation is accurate, current, and complete.

Behavioral Expectations in the Classroom and Clinical Setting

At the discretion of the instructor and BNA Coordinator, students may be sent home from class, lab, or clinical for the following behaviors:

- Consumption of alcohol before or during classroom, lab, or clinical activities
- Disruptive, abusive, threatening, or unprofessional conduct toward faculty, staff, patients, or peers
- Loud verbal confrontations or threats of physical violence
- Refusal to perform required academic, lab, or clinical assignments
- Leaving the clinical site without notification or permission
- Altercations in or near patient care areas
- Behavior that compromises patient safety or confidentiality

GROUNDS FOR DISMISSAL FROM THE BNAT PROGRAM

Students may be dismissed from the program for the following reasons:

- Use of illegal drugs or alcohol before or during class, lab, or clinical activities
 - Impaired behavior in academic or clinical settings
 - Theft of equipment or supplies
 - Compromising patient safety or confidentiality
 - Disruptive, abusive, threatening, or unprofessional behavior
 - Leaving class or clinical without permission
 - Failure to complete required clinical skills
 - Cheating in classroom, lab, or clinical settings
-

All dismissal decisions are made in accordance with the **Academic & Student Policy** and are subject to review by the Associate Dean or their designated representative.

BASIC NURSING ASSISTANT TRAINING PROGRAM COMPLETION

Basic Nursing Assistant Training Program Completion Requirements

To successfully complete the BNAT Program, students must meet **all** of the following requirements:

- Successful completion of all theory and skills lab requirements
- Successful completion of clinical practice
- **A final course average of 80% or higher**

The Certificate of Completion will not be issued, and students will not be eligible to take the State Competency Examination unless both theory and clinical components of the program are successfully completed.

Certificate of Completion for the BNAT Program

Upon successful completion of the BNAT Program, students must request their Certificate of Completion through the Registrar's Office. Students who complete a state-approved BNAT Program at Kennedy King College are not certified until they take and pass the Illinois State Competency Examination for Nursing Assistants.

Examination results (Pass, Fail, or No Show) will be recorded in the Illinois Department of Public Health (IDPH) Healthcare Worker Registry and linked to the student's demographic information. A passing result on the IDPH registry qualifies the student for employment as a Certified Nursing Assistant (CNA) in the State of Illinois.

Pinning Ceremony

Upon successful completion of the Basic Nursing Assistant (BNA) Program, Kennedy-King College (KCC) may host a Pinning Ceremony to recognize students who have met all program completion requirements. Participation in the Pinning Ceremony is limited to students who have successfully completed all required theory, skills lab, and clinical hours and are eligible for program completion.

The Pinning Ceremony is a long-standing healthcare tradition that symbolizes the student's transition into the role of a Certified Nursing Assistant (CNA) and readiness to enter the healthcare workforce. This ceremony provides an opportunity to celebrate students' dedication, achievement, and commitment to patient-centered care. The event is coordinated by BNA Program faculty, staff, and students and reflects the values of professionalism, compassion, and service.

During the ceremony, each graduate is presented with a BNA pin, which may be bestowed by a healthcare professional or faculty member. If a presenter is not designated, the pin will be presented by the BNA Program Director or designee.

Students participating in the Pinning Ceremony must adhere to program-specified attire, which will be communicated in advance by the BNA Program. The date, time, and location of the ceremony will be provided to eligible students. Attendance at the Pinning Ceremony is optional and is separate from any College-wide commencement activities. Students may receive a limited number of invitations for family and guests. Additional details will be shared by the BNA Program closer to the event date.

SOUTHERN ILLINOIS UNIVERSITY (SIUC) – STATE EXAMINATION

Southern Illinois University (SIUC) is responsible for administering the Illinois State Competency Examination for Nursing Assistants. To be eligible to sit for the examination, students must successfully complete all required theory and clinical hours and submit an online application with the appropriate examination fee.

Students testing through Kennedy King College may pay the examination fee using a credit or debit card. Students who choose to pay by money order must send payment directly to:

SIUC – Nurse Aide Testing

Southern Illinois University at Carbondale
1840 Innovation Drive
Carbondale, IL 62903

SIUC will issue a numbered voucher for students paying by money order. Students whose examination fees are included in tuition payments to Kennedy King College will also be issued voucher numbers. SIUC strongly recommends requesting vouchers well in advance of scheduled registration dates. Once a voucher is used, it cannot be applied to any other transaction. Students are allowed to complete three (3) attempts within one year of program completion to pass the State Competency Examination.

STUDENT'S RIGHTS & RESPONSIBILITIES

Student Conduct Complaint

Any student or member of the faculty, staff, or administration may file a student's conduct complaint with the Dean of Student Services. If the complaint constitutes a violation of the student conduct policy, then the student against whom a complaint is made shall have the right to be notified in writing of the complaint, including the specifics of the alleged student conduct policy violation(s) and shall be provided the

opportunity to present his/her version of the facts in writing no later than two (2) academic days after receipt of the complaint notification.

See [Glossary of Terms](#) for the definition of “academic days.”

Matters involving complaints of sexual harassment, sexual assault, relationship violence, and similar Title IX concerns are addressed through the process for [Disciplinary Hearings Involving Allegations of Sexual Harassment](#) and are immediately reported to the Title IX District Director.

Formal Compliments and Complaints

The Complaints and Compliments Management System is an online portal, whereby City Colleges of Chicago (CCC) students, faculty, staff, and community members can submit a formal complaint or compliment regarding an academic or non-academic matter. Complaints and/or compliments can be submitted [here](#). After submitting feedback, your submission will be reviewed by the appropriate department leader within 5-10 business days. If you provide contact information, you may be contacted about your submission. Complaints that are appeals for Instructional Grading, Academic Dishonesty, or Enrollment Status or other identified policies must follow the separate policy and procedure.

Procedure for Filing a Formal Non- Academic Complaint

Students, faculty, staff, and community members, once into the system, must first select to file a complaint and select the appropriate CCC college location associated with the compliment or complaint. Next, the individual is required to select the appropriate category and select to provide supporting documents. Once the complaint is submitted, a notification is sent to the arbiter and a copy of the complaint and confirmation of the receipt is sent to the filer.

Each college department with a complaint category assigned to them, has a department lead (arbiter) designated to process the complaint and resolve issues in a timely manner. Per the CCC policy for grievances [or complaints] outside of the grade appeal process, students receive a response within five business days. A response may include, but is not limited to: a request for further information, a suggested resolution, or a final disposition. In the event a student wants to appeal a decision or is dissatisfied with the outcome, an appeal can be filed.

Oversight of Complaint Management System

All complaints are tracked from initial submission to final disposition and archived within

Complaints/Compliments System. The Complaints/Compliments System is monitored by Malcolm X College's Ombudsman. Oversight of timely resolution of complaints through the system, in accordance with the CCC Non-Academic Student Complaint Policy, is managed by a designated administrator (or Ombudsman) at each college.

Grade Appeals

The CRM system is separate from the process for filing a grade appeal. Grade appeals, as an academic performance only issue continue to be managed through the office of the Vice President at Malcolm X College. Please follow the grade appeal process found in the Academic and Student Policy Manual [here](#).

Students with Disabilities

CCC's goal is to promote equality of opportunity and full participation in our services, programs and activities. CCC endeavors to provide reasonable accommodations to qualified individuals in accordance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and all pertinent federal, state and local anti-discrimination laws. Students who believe they have a need for disability accommodations are responsible for requesting such accommodation(s) and are responsible for providing all requisite documentation to verify eligibility to the ACCESS Center. ACCESS Centers (www.ccc.edu/access) will provide reasonable accommodations for qualified students with disabilities as required by law.

Additional Student's Rights and Responsibilities

Students can access additional policies about student's rights and responsibilities at:[Understanding your Rights and Responsibilities at CCC](#)

Appendix A- Lab Usage Guidelines

To ensure a safe and productive learning environment in the BNA labs, please follow these guidelines:

General Rules

- Labs are scheduled for sessions. Students may not use lab equipment outside of class time.
- No food, drinks, or personal items are allowed in the lab.
- Students must always be supervised by an instructor.
- Perform hand hygiene upon entering lab.

Equipment Use

- **Simulators:**
 - Handle simulators with care.
 - Do **not** use ballpoint pens or pencils near simulators.
- **Lab Supplies:**
 - Use only the supplies required for the scheduled lab lesson.
 - Do not remove supplies or equipment from the lab.

Group Work

- Limit **five students per bed** during practice sessions.
- Follow instructor directions for all procedures and demonstrations.

Clean-Up Responsibilities

- At the end of each lab session:
 - Straighten furniture and equipment.
 - Wipe down and clean all used equipment.
 - Return unused supplies to their designated storage areas.

Supply Cabinet Access

- Cabinets must remain locked when not in use.
- Students are not allowed to in supply cabinets

Safety/Reporting Issues

- Notify the Instructor immediately if:
 - Supplies are running low.
 - Equipment needs repair or replacement.
- Orientate yourself to the lab equipment and supplies
- Follow all safety protocols outlined by manufacturer.
- Report any accidents or hazards to the instructor immediately.

Appendix B- Welcome letter

Welcome to the BNA Program at Kennedy-King College

Hello BNA Students,

Welcome to **BNA Program at Kennedy-King College (KKC)**! We are excited to have you join us and want you to have a wonderful experience. Please review the following important details and tips:

Program Location

- **Building:** V-Building (Southeast corner of 63rd & Halsted)
- **Student Entrance:** Door near the corner of 63rd & Halsted
- **ID Requirement:** Your college ID must be visible to enter the building. If you forget your ID, sign in with a legal ID.
- **Administrative Suite:** Room V-124

Parking

- Free parking is available in the **student parking lot** (see campus map).

Classroom Locations

- **Classrooms:** V-220 & V-221 (2nd floor)
- **Testing Room:** V-216
- **Rules:** No food or drinks in classrooms or clinical sites.
- **Access:** Students are not allowed in classroom without instructor.

Attendance

- Students must attend all classes, labs, and clinical rotations as scheduled.
- Break times will be provided; return promptly after breaks.

Gathering Spaces

- Designated break room (2nd floor, V-Building)
- Cafeteria (W-Building)
- Library (X-Building)

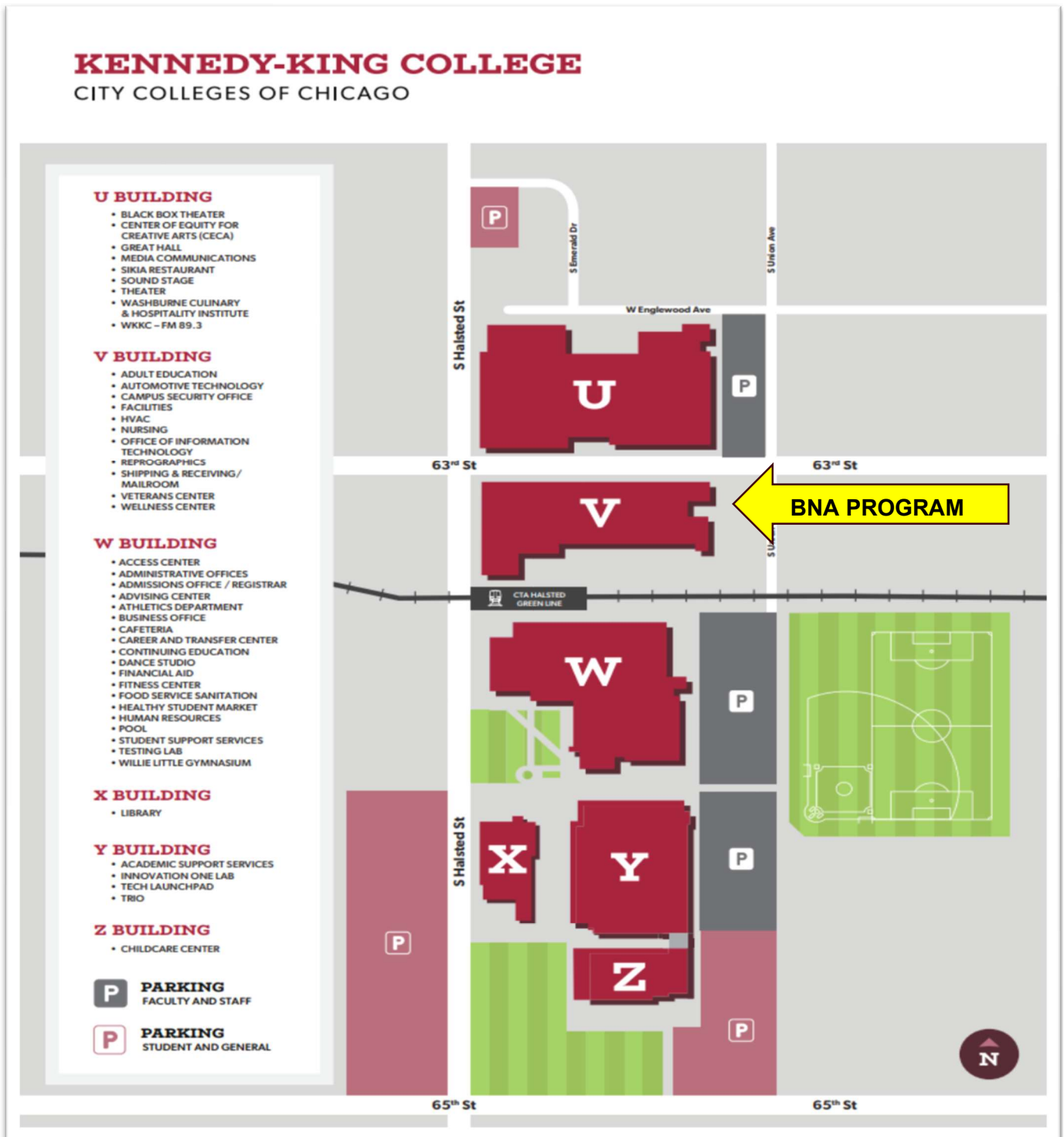
Safety

- Wear your college ID at all times.
 - Enter and exit through security-manned doors.
 - If leaving campus during breaks:
 - Stay alert, avoid distractions (phones/headphones), and travel in pairs or groups.
 - Do not prop doors open or allow unauthorized entry.
 - Security Office is located at V-132
-

Program Policies

- Students are required to know and follow all policies in the **BNA Student Handbook**. (see link below) _____

CAMPUS MAP



Appendix C
BNA Program
EARLY COLLEGE
STUDENT/PARENTAL ACKNOWLEDGEMENT PAGE

Student's Name: _____

Student's ID: _____

Acknowledgement of Program Guidelines

As the parent/ guardian of the student enrolled in the Basic Nursing Assistant (BNA) Program through the Early College Program, I acknowledge and understand the following:

1. **Program Expectations**
 - o The program operates within a college campus environment
 - o The student is expected to adhere to all program policies, including attendance, professional behavior, and completion of required coursework and clinical hours.
2. **Class Breaks and Leaving Premises**
 - o Students may be permitted to leave the campus during scheduled breaks.
 - o It is the student's responsibility to be mindful of their activities and safety while off campus during these breaks.
 - o It is the student's responsibility to return on time for classes after breaks.
3. **Communication**
 - o Parents/guardians will not receive routine updates on attendance or academic progress unless required by law or consented by the student.
 - o Any concerns should be addressed directly with the student or program administration.
4. **Liability**
 - o The institution assumes no liability for students who leave campus during breaks or outside scheduled program activities.

By signing below, I confirm that I have read and understood the above guidelines and acknowledge that my student may leave campus during breaks at their own discretion and responsibility. Students without this signed acknowledgement will not be allowed to leave the campus for a break.

Parent Name: _____

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

Return form on the first day of class

Basic Nursing Assistant Training Program (BNATP)
Student Handbook Acknowledgement Form

This Student Handbook serves as a guide for students enrolled in the Kennedy King **College Basic Nursing Assistant Training Program (BNATP)**. The program is designed in accordance with standards established by the **Illinois Department of Public Health (IDPH)** and the **Illinois Community College Board (ICCB)**. This handbook also includes Kennedy King College policies that students are required to follow to successfully complete the program.

By signing below, I acknowledge that I have read, understand, and agree to comply with all BNATP guidelines and Kennedy King College policies as explained during orientation and outlined in this Student Handbook, including but not limited to:

- Training Program Requirements
- Attendance and No Call/No Show Policy
- Pregnancy Policy
- Dress Code
- Emergency Procedures
- Grading Scale
- SIUC State Examination
- Classroom and Clinical Instruction and Practice
- Behavioral Expectations
- Grounds for Dismissal
- Certificate of Completion
- Withdrawal and Refund Policy
- Social Media Policy

I understand that failure to comply with these policies may result in disciplinary action, including dismissal from the program. I further authorize **Kennedy King College BNATP** to contact me using the information provided below.

Printed Name: _____

Signature: _____ **Date:** _____

Email: _____ **Telephone:** () _____ - _____

Address: _____ **City:** _____ **Zip code:** _____

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