



633 Oakland Avenue, Helena, AR 72342 - P O Box 3158, West Helena, AR 72390  
 (870) 816.6738 - info@beyond4ward.com

### Enrollment Form

**Select you Programs or study:**     Nursing Assistants                       Pharmacy Technician  
     Customer Service & Sales Course     EKG Technician (coming soon)

***Pre-registration is required for all courses, at least, 7 days before start of a class.***

Complete this form and send it with your money order non-refundable application fee based on your training of choice to Beyond Career Training, LLC., (P O Box 3158, West Helena, AR 72390) 633 Oakland Avenue, Helena, AR 72342. Applications cannot be processed without payment of the application fee of \$50.00. Beyond Career Training, LLC does not discriminate in admission, treatment of students, employment, or programs based on sex, disability, age, race, national origin, color or religion as specified by Title IX of the Educational Amendment of 1972, the Rehabilitation Act of 1073, and other federal laws and regulations.

Student Information			
<b>Full Name</b>			
<b>Mailing Address</b>			
<b>Phone:</b>		SS#	DOB
<b>Email</b>			County
<b>Emergency Contact</b>	Name	Phone	Relationship

**Education (please check):**     High School Diploma/GED     Two-Year College     Current in school FT/PT  
**Employment status:**     Full-time     Part-time     Retraining for new career     Job hunting

Program Information					
Title of Program	Total #of hours	Registration Fee Non-refundable	Tuition	Books supplies	Total cost of program
Certified Nursing Assistant	98	\$50	\$450	\$100	\$600
Basic Pharmacy Technician	60	\$50	\$360	\$150	\$560
Customer Services & Sales	4 weeks or less	\$50	300	-	\$350
EKG – coming soon	60	\$50	\$360	65	475
<b>Not included in total program cost are Certification &amp; License fees:</b> CNA State License exams: \$125 (\$135 for Oral Knowledge Exams) Arkansas State Board of Pharmacy Registration: *\$107.75 (after Graduation) * Subject to change without notice AHH National Certification – Pharmacy Tech \$110 – EKG \$110 (at graduation)					

<b>By Signing below I certify that, I have none of the Criminal Offenses listed on page 2</b>			
Student Signature:		Date:	



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### Enrollment Form

I am a:  US Citizen  Permanent Resident: Alien Registration

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Please be advised: The Certified Nursing Assistant Training Program cannot accept non-immigrant applicants and is not an approved program of the Unites States Citizenship and Immigration Services (USCIS).

Have you been convicted of a crime other than a traffic offense? Yes  No   
I have been convicted of a felony. Yes  No   
I have been convicted of a misdemeanor. Yes  No

If you would like to submit an explanation please attach separate page. (Optional)

Criminal Background Check Information is REQUIRED – failure to complete by checking either yes or no to the above options could constitute ineligibility into the program. By signing below I am acknowledging that this criminal background check information is true. It is my understanding that acceptance to the Beyond Career Training, LLC Certified Nursing Assistants Training Program is dependent on successfully passing a criminal background check.

I hereby certify that all of the above information is true and accurate, and that withholding information requested or giving false information could make me ineligible for admissions. I understand that my admission will not be completed until I submitted all documentation as outlined on the Program Bulletin and have read and agreed to the terms of the Program Bulletin for the class I am registering for. If I am receiving tuition assistance, I give consent to release information regarding my academic process to such sponsors.

Office Use only  
\_\_\_\_\_  
School Official Signature/Title  
\_\_\_\_\_  
Date

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**Training Location:** All Classroom and Lab training will be held at Beyond’s location. Training materials and equipment needed for course study will be provided. Classes that require clinical or externship time will be conducted at approved sites that have a Clinical Site Agreement with Beyond Career Training.

**Class Schedules:** Class schedules are posted and available at our facility, on facebook and online at www.beyond4ward.com. Beyond will not hold classes on the following days: Easter Monday, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, Black Friday (Day After Thanksgiving), and December 25th – January 1st.

**Equal Opportunity Institution:** At Beyond Career Training educational opportunities and performance decisions are made on the basis of merit and without discrimination to race, color, religion, sex, national origin, age, disability or genetics. Prospective learners should be aware that each program offered by Beyond leads to employment in fields where certain physical abilities are essential.

**School Policies and Procedures Learner Withdrawal/Refund Policy:** Learners must contact the admissions office and fill out an Official Withdraw Form in order to withdraw from a class. Learners who withdraw from a class will receive an “Incomplete” on their transcript for that class. In accordance with the Beyond Career Training Refund Policy, in the event of a withdrawal by the learner or dismissal by Beyond Career Training:

- All refunds will be made to the learner no later than thirty (30) calendar days after the learner withdraws from the class. The effective withdrawal date is considered the last day the learner attended class.
- Tuition and lab fees will be subject to the Refund Policy. Books and uniforms will be non-refundable. Exam fees will be fully refunded, unless the learner has already scheduled to take the exam.
- At completion of less than 25% of the program, the refund on tuition will be made on a pro rata basis
- At completion of 25% but less than 50% of the program, the learner will be refunded 50% of the tuition
- At completion of 50% but less than 75% of the program, the learner will be refunded 25% of the tuition
- At completion of 75% or more of the program no refund is due to the learner.

**Attendance:** Learners are required to attend a minimum of 90% of their class time and 100% of their clinical or externship time (CNA learners must attend 100% of the class and clinical time). In the event of a missed class session, learners are responsible for contacting their instructor in order to make up work they missed. Learners who have unsatisfactory academic progress due to excessive absences or tardiness will be subject to academic probation and/or dismissal from the class. A Leave of Absence will not be permitted if more than 10% of the class work will be missed; learners will need to withdraw from the class and re-enroll in a future class.

**Class Cancellation/Inclement Weather Policy:** Beyond Career Training, will not be held liable for failure to provide a class if the failure is the result of any cause beyond the control of the school (i.e. civil disruption, natural disaster, etc.). The school reserves the right to postpone classes that do not have enough learners registered to be economically feasible; learners will be notified before the first scheduled class period if the class is postponed. In the event of inclement weather, follow us on Facebook (Beyond Career Training) to get the most up to date information on whether or not classes are cancelled.

**Credit for Previous Training/Work Experience:** If a Beyond Career Training learner withdraws from any course they must re-enroll within 45 days or the next immediate available course, which ever comes first, to receive

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previous training credit. Credit will not be given for previous work experience or prior training that does not follow the guidelines above.

**Evaluation of Academic Progress:** Learner's will be given a final grade on a pass, fail, or incomplete basis. In order to pass a class, the learner must demonstrate proficiency in required skills and have a 75% average on written tests. A learner will be placed on academic probation when his/her cumulative grade is below 75% at Mid-Term, has been absent for more than 10% of the program duration, or performance is considered unsatisfactory. The learner will be expected to progress academically or they will be dismissed from the class.

**Learner Conduct:** Any learner whose conduct is unbecoming of professional standards will be subject to academic probation or dismissal. Under no condition will firearms, weapons, alcoholic beverages, illegal drugs, or persons under the influence of alcohol or drugs be permitted on school premises; any violation of this policy will result in dismissal from the class on the first offense. Learners engaged in academic dishonesty, stealing, interrupting classes or disturbing normal school operations are also subject to dismissal from class. Learners should refer to the Learner Externship and Clinical Agreement for behavioral expectations in clinical areas. Learners may dress "casually nice" (but non-revealing/decent) for class, but must wear the learner uniform during Lab, Clinical or Externship times.

**Learner Grievance Procedure:** A learner wishing to file a complaint may do so by contacting the School Administrator or by emailing info@beyond4ward.com. Beyond Career Training is licensed by the Arkansas Division of Higher Education (ADHE 423 Main Street, Suite 400, Little Rock, AR 72201, email: DHE.Private.Career@adhe.edu). If a learner does not believe Beyond took the appropriate action in resolving a grievance, the learner will have the right to file an appeal with the ADHE.

**Learner Insurance, T.B. Testing:** Learners who attend clinical/externship may be required to have a current Tuberculosis (TB) test, showing negative results. In the case that a TB test is required for clinical, TB test results will have to be provided to the class instructor prior to attending clinical.

**Financial Assistance:** Beyond partners with many different government and private organizations that assist learners in funding their education. A list of available assistance, scholarships, payment plans, and loans can be found on www.beyond4ward.com or at our facility.

**Employment Information Assistance:** Beyond Career Training is glad to communicate known employment opportunities to learners, as well as speak with potential employers that may have questions regarding programs. However, Beyond does not guarantee learner job placement upon graduation.

**Visitors:** Visitors are welcome to come by the admissions office to obtain information or they can make an appointment to tour the school. To maintain safety, visitors have limited access to only the admissions office. Only actively enrolled learners will be allowed to stay in the building during class hours. **Children are not allowed to remain at the school**

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Student Signature:		Date:	
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