



Medication Aide/NA

Training

Catalog Volume 1— Effective Date 10/6/2026
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HISTORY

Passionate CNA Training L.L.C, is a small career school as defined by Texas law. The school will provide training and certification preparation for Medication Aide student. Student completing the Medication Aide Program course are prepared to take the state examination for certification as a medication aide.

MISSION STATEMENT

The mission here at Passionate CNA Training is to focus on providing education and professional opportunities to students in a compassionate, respectful, and ethical manner. We are passionate about building a solid foundation for anyone who is working toward a healthcare career.

GOALS

The goals for Passionate CNA Training are to have passing rates of 90% to 95% with the state board, and students that are knowledgeable with a caring attitude. Students will be able to care for resident in long-term care, home health, hospice, and hospital setting. Graduates will be prepared to use their skills, knowledge, and understanding for giving safe, quality health care to the resident.

ACCREDITATION AND APPROVALS:

Passionate CNA Training L.L.C, is a small career school as defined by Texas law. The school will provide training and certification preparation for both Nurse Aide and Medication Aide students. Student completing the Programs are prepared to take the state examination for certification as a CAN and MA.

Passionate CNA Training L.L.C. IS PENDING APPROVAL FROM TWC to provide and conduct a Medication Aide Training and competency Evaluation Program by Texas Department of Aging and Disability Services.

FACILITIES AND EQUIPMENT:

Passionate CNA Training LLC is located 1201 N. Watson Rd.#288 Arlington, TX 76006. The facility includes a large classroom equipped with tables that seat two students at the table, whiteboard, and an 47in TV. There is also a skill lab room equipped with one bed, one medication cart, MAR form, topical medication practice kit, eyes, ear, and nose practice kit and equipment to practice skills and a sink with running hot/cold water. The school has a private bathroom for the students. Students can go downstairs to the courtyard, for breaks/lunch or stay in the classroom area. It is asked that every student clean the area up after eating in the classroom.

Administration

OWNER/INSTRUCTOR:

Passionate CNA Training L.L.C is a Limited Liability Company under the Texas State Laws and Owned/Instructed by Teresa Benjamin LVN with 4yrs in skill/long term nursing
(Instructor)@Passionatecnatraining.com

PROGRAM DIRECTOR Zella Wilson RN has 25yrs of nursing supervision and education
(Pdirectorpassionatecnatraining.com)

TUITION & FEES:

4

(NA) Total course fee: \$850.00 There is 5\$ fee per page for Academic Transcript.

(MA) Total course fee: \$1200.00 There is 5\$ fee per page for Academic Transcript.

Payment Methods: Zelle, Cashier's check and Cash. Student may pay the full tuition upon enrollment or opt for payment plan. Those opting for payment plan, 50% of the tuition must be paid at the time of enrollment. The other 50% of balance is due one week before clinicals and final.

ITEMS INCLUDED IN COURSE FEE:

(NA) Workbook (Hartman's Nursing Assistant Care the Basics 6th Edition)

Blood Pressure cuff

Stethoscope

Gait Belt

BSL CPR Card (at discount price of 25\$)

Tote (with school logo)

Unisex Apron (with school logo and apron is due to be turned in at the end of the 6wks)

Pulse Oximeter

Name Badge

* Hartman's Nursing Assistant Care 6th edition Textbook will be available on site. This book must be returned to instructor at the end of program. If book is not return without any mark, student will have to pay a fee of 50\$ before he or she can complete the program.

(MA) Textbook is to be returned on the day the final exam. (Hartman's Complete Guide for the Medication Aide Textbook/Workbook Complete Guide, 2nd Ed)

Blood Pressure cuff

BLS CPR Card (at discount price of 50\$)

Tote (with school logo)

Pulse Oximeter

Name Badge

" Hartman's Complete Guide for Medication Aide, 2nd Ed Textbook will be available on site. This book must be returned to instructor at the end of program. If book is not return without any mark, student will have to pay a fee of 40\$ before he or she can complete the program.

HOLIDAYS TO BE OBSERVED

1. New Year Day
2. Martin Luther King
3. President Day
4. Good Friday
5. Memorial Day
6. 4th of July
7. Labor DAY
8. Thanksgiving Day & Day After

9. Christmas Eve
10. Christmas Day
11. New Year Eve

Students are not required to report to school on these holidays. See school Director or Instructor in the event a student is scheduled for clinical training in the nursing home during one of the holidays.

ENROLLMENT PERIODS:

(MA) Projected Enrollment Dates — 2026

July 16, 2026	September 6, 2026
September 17, 2026	November 8, 2026
December 3, 2026	January 24, 2027
February 4, 2027	March 28, 2027
April 8, 2027	May 30, 2027

MA DAILY CLASS SCHEDULE: Daily schedule (Tues—Thurs): 4:30 PM - 9:00pm (Sat and Sun.): 9:30am-2:pm

Class Instruction	100hrs
Skills Lab	20hrs
Clinical Experience	20hrs
Total Program Hours	140hrs

Daily Schedule Example

Days	Times	Format	Note
Tuesday/Thursday	4:30PM-9:00PM	Classroom/Hybrid /Lab	Evening sessions (4.5hrs each)
Saturday/Sunday	9:30AM-2:00PM	Classroom/Hybrid/Lab	Weekend session (4.5hrs each)
Clinical Rotation (Week 7/8)	TBD	Clinical	20hrs total under RN/LVN supervision

(MA) HOURS OF OPERATION

Office hours are 8:30 AM to 5:00 PM Monday through Thursday and 9:00AM to 2:30PM Saturday / Sunday, excepting the days school will be closed. When classes are not in session, the office will be closed for lunch from 1220 AM to 12:50 PM.

(MA) COURSE TIME HOURS:

This course is 8 weeks long. Students must meet the minimum requirements for graduation within the program period. The classroom/hybrid hours (100) and lab hours (20) portion of the training is approximately 120 hours in the length and the clinical portion is approximately 20 hours in length in a total of 140 hours.

Course Outline

SUBJECT#	TITLE	LECTURE/HYBRID/LAB	CLINICAL HOURS	TOTAL HOURS
NURA 1013	Medication Aide classroom instruction	100		100
NURA 1013	Medication Aide Skill Lab	20		20
NURA 1013	Medication Clinical		20	20
Total Hours				140

NURA1013— Medication Aide (classroom/ Hybrid /skill lab)

Lectures covering medication administration, safety, infection control, dosage calculations, documentation, elder care, special considerations, and related theory., Hands-on practice in medication administration, injections, topical/eye/ear medications, and simulated patient scenarios.

Clinicals will be supervised practice in real healthcare settings; students must demonstrate competency before administering medications to patients.

Clinical Portion shifts will vary and may begin at 0645, 0700, and end 1530 or 1545. There is a total of 20 hours of clinical training 2.5 days. Please be advised that occasionally the clinical site we are working with may change the time/shift of rotation or even the day of rotation to a weekend which may be beyond our control due to the influx of other students from other programs. We will provide you with a schedule if there are any changes.

The Medication Aide Program prepares students to safely administer medications under the supervision of a licensed nurse. Students will gain knowledge of drug classifications, medication administration techniques, safety procedures, documentation requirements, and legal/ethical responsibilities. Upon successful completion, graduates are eligible to take the Texas Department of Health and Human Services (HHS) Medication Aide Examination.

ADMISSION REQUIREMENTS FOR MAs

1. Be at least 18 years of age
2. Original Social Security Card
3. Identification Card/ Driver's License

4. Proof of Education: GED, high school diploma, or 8th grade transcript as a prerequisite
5. Must have at least 90days of employment as a CNA
6. TB Skin Test Have a current TB tee or chest x-ray within the last 12 months showing no active TB or communicable disease process
7. Completed Student Application
8. Be able to read, write, and speak English
9. Be in good physical health and able to bend, twist, lift at least 50 pounds.
12. Not be listed on the Nurse Aide Registry in revoked status

CLINICAL HOURS FOR CONSIDERATION FOR GRADUATION

SUBJECT#	TITLE	LECTURE	LAB	TOTAL
NUA 101	NURSE AIDE HEALTH CARE SKILLS	60	15	75
NUA	NURSE AIDE CLINICAL		40	40
PROGRAM TOTAL HOURS				115

Student who successfully completed both classroom and clinical portion of the course and meet their financial obligation to the school will received a Certificate of Completion which qualifies them to take the state exam to become a Certified Nurse Aide of State of Texas.

Potential work locations where graduates may be employed include long-term care, hospital, home health, hospice, hospital, and assisted living facilities.

SCHOOL CALENDAR

COURSE NAME	COURSE#	ENROLLMENT PERIOD	START DATE	END DATE	CLASS DAYS
NA Training Course	NUA 101 NUA102	9/6/2025	SEE CALENDER INSERT	SEE CALENDER INSERT	MTWT

NA) HOURS OF OPERATION

The school will be open Monday through Friday from 0830 am to 430 pm Central Standard Time. Class will begin at 0830am and end 0430pm. Student will be given a 10minute morning break and a 10minute afternoon break. Student will receive a 30minute lunch break. Class will be from 0830 10:00 am. Break is from 10:00am -10:10. Class is from 10:10am - 11:30. Lunch is from 11:30am 12:00pm. Class resumes at 12: 00pm-2:30pm. Afternoon break is from 2:30pm-2:40pm. Class resumes from 2:40pm - 4:30pm. There will be approximately 10 class days.

Clinical Portion (Long Term Care Facility) Shifts will vary and may begin at 0645am, 0700am and end 4:30pm or 4:45pm. There is a total of 40 hours of clinical which should occur over 6 (7 hour) days.

Note: Please be advised that occasionally the clinical site we are working with may change the time/shift of the rotation or even the day of the rotation to a weekend which may be beyond our control due to the influx of other students from other programs. We will provide the schedule with you for each site as it is available.

(NA) COURSE TIME HOURS:

This course is 6 weeks long. Student must meet the minimum requirements for graduation within the program period. The classroom portion of the training is approximately 75 hours (10 class days) in the

length and the clinical portion is approximately 40 hours (6 days) in length in a total of 115 hours.

STUDENT MUST SATISFACTORILY COMPLETE AND A MINIMUM OF 75 CLASSROOM/LAB HOURS AND 40 hours clinical.

ADMISSION REQUIREMENTS FOR NAs

- 1.Be at least 17 years of age
- 2.Original Social Security Card
3. Identification Card/ Driver's License
4. Proof of EdUcation: GED, high school diploma, or 8th grade transcript as a prerequisite
- 5.TB Skin Test Have a current TB test or chest x-ray within the last 12 months showing no active TB or communicable disease process
- 6.Completed Student Application
- 7.Be able to read, write, and speak English
- 8.Be in good physical health and able to bend, twist, lift at least 50 pounds.
- 9.Not be listed on the Nurse Aide Registry in revoked status

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE:

This is not offer at Passionate CNA Training

CANCELLATION POLICY:

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY:

1.Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

2.The effective date of termination for refund purposes will be the earliest of the following:

- (a) The last day of attendance if the student is terminated by the school.
- (b) The date of receipt of written notice *from* the student; or
- (c) Ten school days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and.if after expiration of the 72-hour

cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws. Or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect, a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other, academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund if they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:

- (a) An enrollee is not accepted by the school.
- (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- (c) If the student's enrollment was procured because of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Refund Policy for Students Called to Active Military Service:

8. A student at the school or college who withdraws from the school or college because of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) If tuition and fees are collected in advance of the withdrawal, a pro rate refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.

(b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the students, transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available; not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c)The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

- (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
- (2) demonstrated sufficient mastery of the program material to receive credit for completing the program

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form CSC-1040R provides the precise Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information .that TWC collects about the individual by emailing toopen.recordstwc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266 Austin, TX 78778-0001

A student's final numeric grade for a subject will be compiled from the grades earned by the student for work assigned and then weighted by the instructor according to the proportions shown in the "basis of grades" sections of the subject syllabi provided to students by their instructors. To determine the student's final average for course completion, the subject numeric grades are converted to grade points based on a 4.00 scale using the table below:

Numeric Grade	Letter Grade	Grade Points
89.5-100	A	4.00
79.5-89.4	B	3.00
74.5-79.5	C	2.00
59.5 - 74.4	D	1.00
Below 59.4	F	0.00

SATISFACTORY PROGRESS:

To remain in good standing, the student must maintain at least a minimum grade point average of 2.00 with no more than one subject class grade below 75. Student grades will be recorded at midpoint (50 hours) and the end of each progress evaluation period (100 hours). Progress, report will

be given to each student midpoint of the program. Student that is not making satisfactory progress at

midpoint shall be place on academic probation. For the remainder of the evaluation period. If student

do not meet satisfactory progress by the end of the probationary period, the student's enrollment

shall be terminated. The satisfactory progress is achieving a grade of a C or higher as it is written in the grade section of this catalog.

ACADEMIC PROBATION:

If a student is placed on academic probation the school will counsel the student prior to student returning to class. This will be done by the Program Director and/or Instructor. Any remedial work done will be noted in the student's record. Student will be allowed to reenroll after a minimum of one progress evaluation period. This does not circumvent the approved refund policy. Student will be placed on academic probation for next grading period. If the student does not satisfactory progress at the end of this probationary period, that student enrollment shall be terminated.

****Withdrawal:** Under Texas Education Code §132.061(f), a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student's academic status may request a grade of "I" for incomplete.

A "W" for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with a grade of 'VI' cannot complete the course of study and will be issued a refund in accordance with the refund policy below.

REMEDIAL WORK AND REPEATED COURSES:

Passionate CNA Training does not offer remedial work.

ATTENDANCE POLICY AND MAKE-UP WORK

Here at Passionate CNA Training believes that it is essential within the curriculum to teach

1. employability skills as an integral part of the education program.
2. Excused Absence counts toward the 10% of the total program hours a student misses before they are terminated.
3. Illness of the student (medical evidence may be requested)
4. Death in the family (with proof provided)
5. Emergency in the family
6. Religious holidays
7. Subpoena by the law enforcement agency
8. Justifiable reasons approved in advance All other absences are unexcused.

LEAVE OF ABSENCE:

Leave of absence under the following circumstances may be considered:

- 1'. Medical or Extended Illness — students will be considered for a leave of absence due to extended illness.
2. Family — a leave of absence for pregnancy, paternity, adoption leave, or parental care will be granted consistent with the family leave act.

TARDY:

If you arrive more than 5mins after class time begins, you are tardy. Student are expected to be in class, at their desk, prepared to work at 435 pm Tuesday/ Thursday and 0935am Saturday/Sunday.

This includes following breaks and lunch periods. Student who are not on time will be marked tardy

by the instructor. Three reported tardiness is an absence.

LESS THAN 120 CLOCK HOURS IN THE CLASSROOM/Hybrid AND 20 HOURS IN THE CLINICAL SETTING. AS THE STUDENT MUST HAVE 140 HOURS COMBINED AS DEFINED BY THE DEPARTMENT OF AGING AND DISABILITY SERVICES.

MAKE-UP Policy:

There is no attendance probation policy. If the student misses more than 8 hours of scheduled class days will be withdrawn or must arrange (for an additional fee) to continue classes either through

makeup session with the instructor or during the next scheduled course session. Only 5% of the total clock hours for the program can be made up. Make- up shall be as follows:

1. Be supervised by an instructor approved.
2. Student must demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session.
3. Must be completed within one weeks of the end of the grading period during which the absence occurred.
4. All make-ups will be documented by the school as being completed, recording the date, time, duration of the make-up session and the name of the supervising instructor with both the student and instructor.

STUDENT CONDUCT EXPECTATIONS:

If student harass, threaten, or use inappropriate language with fellow students, staff or patient will be terminated from the school immediately. Student are expected to be punctual for class and clinicals. It is encouraged to be friendly with the staff and patients but NEVER familiarly with them. There will be no playing with the equipment in the lab, there is to be no lying or sitting on the beds except in mock clinical practicum.

DRESS CODE/PERSONAL APPEARANCE:

All students are to be in dress code (burgundy scrubs bottom and black school shirt with logo). Apparel with suggestive messages is not appropriate. Uniforms and scrubs will be expected the third day of class and through the remainder of the course. A copy of the school dress code would be given to you the first day of class. The instructor would do a regular grooming check. All students are to be well groomed, shower, hair neat and pull back. Every student is to practise good hygiene, acrylic nails are not allowed

THE SCHOOL IS A SMOKE FREE FACILITY. Students are to always follow the clinical site smoking policy. If student is suspected of drinking or smoking on the school premises or clinical site will be subject to random drug testing.

Reenrollment after Dismissal for Violation of Student Conduct Expectations:

Student may request readmission after being termination for unsatisfactory attendance if the student dose the following: has rectified the issue causing the attendance problem. The student must commit to arriving on time to class. The student will not be able to reenter the program before the start of the next grading period if he or she was terminated for violation of the attendance policy

GRADUATION REQUIREMENTS

Completion Standards GRADUATION REQUIREMENTS FOR THE NURSE AIDE PROGRAM

The student must have satisfactorily completed in a minimum of 100 clock hours of training (grade C or better which is a 2.0 GPA, including:
60 clocks hours of classroom training that does not involve direct resident care.

40 clock hours of hand-on-resident care in a nursing facility under the direct supervision of a licensed nurse approved by DADS. The student MAY NOT enter clinical unless they have proof of a negative TB skin test or negative Chest Xray that shows no communicable disease in interaction routes in administration of infection control and safety practice recording and reporting requirements programme review, testing, and preparation of state examination or activity TB within the preceding 12 months.

Student must produce one of the two three days before the start of clinicals. If not he or she will not be able to move forward in the program.

The student must have completed the DADS-established curriculum, this includes:
16hours

introductory hours of training in the following areas.

1. Overview of medication aide role, responsibilities, and regulation
2. Drug Classification, effectiveness, and interactions
3. Routes Of administration, infection control, and safety practise
4. Recording Add reporting requirements
5. Program Review, testing, and preparation for state exam

Certificate of completion

Students meeting the requirements outlined in the graduation requirements section of this catalog

will receive a certificate of completion for both Nurse Aide and Medication Aide training which qualified them to set for a Certified Medication Aide Evaluation exam to become a Certified Nurse

Aide and a Medication Aide in the State of Texas.

The school will track and follow students' post-graduation as the state requires the school to maintain a placement rate for the students that graduate the Nurse Aide and Med Aide program. If

the school do not maintain a state required post-graduation payment rate, it may become in jeopardy for losing its licence to operate.

Placement services

The school has a job posting board to help students with potential employment opportunities. Students are encouraged to investigate the local job market for placement opportunities. Indeed recruitment website and direct communication with facilities that employ Nurse Aides and Med Aides are all recommended resources for students looking for work since the state mandate that

the school maintain a placement rate for graduates, the school will monitor and follow students after

they graduate the school may risk having its licence to operate revoke if it failed to maintain the postgraduate placement rate mandated by the state the Nurse Aide and Medication Aide programme completion and pass rates are comparable

Student Complainants.

Passionate CNA Training L.L.C. has a Certificate of Approval from the Texas Workforce Commission (TWC).

The TWC-assigned school number is: S6668.

The school's programs are approved by the Texas Workforce Commission (TWC).

Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog. The school is responsible for

ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform school management.

Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable. Information on filing a complaint with TWC can be found on TWC's website at: www.texasworkforce.org/careerschoolstudents

True and Correct Statement

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

Program Director
Codzella Willson, BSN RN,

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