

Certification Class Guidelines – must be signed for students to attend.

Cert 1	\$100
Cert 2/Cert 3	\$80
Cert 1 Renewal	\$45
Cert 2/3 Renewal	\$35
Standalone Classes (OTC/VNS/EpiPen)	\$15 each

- All public classes are posted on the DoDD website and limited to 10 people per class.
- All renewals and standalone classes are **by appointment only**.
- Staff must fill out the application listed on DoDD website & this Louisa Ridge Affidavit and return them to RN Trainer **no later than** one business week before start of class. Copies of both documents are found on Louisa Ridge’s website (www.louisaridge.com). A copy of high school diploma/GED or college diploma is **required**. Late applications and walk-ins are not accepted.
- Payments & Cancellations: Please provide no later than five (5) business days before class date. Cash, money order, business checks, and online credit card payments are accepted. Please make checks out to “Louisa Ridge”. Receipts are provided for all transactions. All payments are **nonrefundable**.

Life can be unpredictable. If you/your employee must cancel class attendance, Louisa Ridge will provide a credit for a future class as follows:

Before 5 business days	100% credit
4 business days to 48 hours	50% credit
Less than 48 hours/no show	No credit

- Please have students arrive **promptly** at the beginning of each class session. Students will not be admitted into the classroom after 15 minutes. Late students forfeit their class space and will have to reschedule. Students are **strongly encouraged** to pack a lunch. Light refreshments are provided.
- American Disabilities Statement: Students with documented disabilities who may need special instructional accommodations must notify instructor and agency at the time of registration/one business week before class starts.
- Test results will be emailed to agency and student within **48 hours** from the end of class.
- Renewals: Agencies/participants must notify RN Trainer of which health related activities need to be retested and have participant fill out the DoDD application no later than **1 week** before renewal. Late applications will not be accepted.
- Non-participation, distracting behavior, monopolizing conversations, or rudeness to teacher or other students will not be tolerated and may result in permanent dismissal from the class.
- Physical Contact Statement: Due to the nature of the subjects discussed, close physical contact between the student and the instructor or other students may occur.
- Class Cancellations: Students will be notified no later than the morning of the class by RN trainer regarding class cancellation and will be notified via phone or email of class makeup date.
- Please email our RN Trainer Beth at bsmith@louisaridge.com with any questions.

I understand and will comply with these stated rules.

Attendee: _____ Date: _____

Supervisor: _____ Date: _____