

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

Cert 1	\$125
Cert 2/Cert 3	\$80
Cert 1 Renewal	\$60
Cert 2/3 Renewal (includes skills)	\$50
Standalone Classes (OTC/VNS/EpiPen)	\$25 each

- All public classes are posted on the DoDD website and limited to 10 people per class.
- **Certs 2 & 3, renewals and standalone classes are by appointment only.**
- Proof of graduation (**high school diploma/GED/transcripts with graduation date/college diploma**) is **required**.
- Payments & Cancellations: **All payments are required before class start 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 credit your payment to a future class.
- **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.
- Test results will be emailed to agency & student within **one business week** from the end of class.
- 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 RN Trainer Beth at bsmith@louisaridge.com with any questions.

I understand and will comply with these stated rules.

Attendee: _____ Date: _____

Supervisor: _____ Date: _____