



ENROLLMENT AGREEMENT

- A. SCHOOL NAME AND ADDRESS:** Arriba Juntos; 1850 Mission Street, San Francisco, CA 94103
ADDRESS WHERE THE INSTRUCTION WILL BE PROVIDED: 1850 Mission Street, San Francisco, CA 94103
CLINICAL SITE ADDRESS: San Francisco Health Care and Living Center. 1477 Grove Street, San Francisco, CA 94117

B. STUDENT INFORMATION:

Student's First and Last Name (Please Print)

Student's Address

City, State, and Zip Code

Home Phone Number

Alternate Phone Number (PGR, VM, Cell)

- C. This agreement is a legally binding instrument when signed by student and accepted by the school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given: (a) a written statement of the refund policy including examples of how it applies and; (b) a catalog including a description of the course or educational service including all materials and facts concerning the school along with the program or course of instruction, which are likely to affect your decision to enroll immediately upon signing this agreement. You will be given a copy of this agreement for your own retention.

- D. **THIS AGREEMENT IS FOR THE COURSE OR EDUCATIONAL SERVICE:** *CERTIFIED NURSING ASSISTANT*: Training is from _____ To: _____
A total of _____ are required to complete the course or educational service.
Start Day: _____ Completion Day: _____

E. BUYER'S RIGHT TO CANCEL:

The students have a right to cancel this enrollment agreement and obtain a refund. To cancel this enrollment, use the attached cancellation form.

F. STUDENT TUITION REFUND AND FUND DISCLOSURES:

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed or discontinued, and you did not choose to participate in a teach-out plan approve by the Bureau or did not complete a chosen teach-out plan approve by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an education program within the 120 day period the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or valued of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund or any other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sough legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has more than four (4) years since the action or event that made the student eligible, the must have file a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

The student has a right to a full refund of all charges in the amount of _____ for a registration fee if he/she cancels this agreement prior to or on the first day of eighth business day after the first lesson. The amount retained for the registration fee may not exceed one hundred dollars (\$100.00).

In addition, the student may withdraw from a course after instructions have started and receive a pro-rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, if the student completes only the 30 hours on a 90-hour course and paid \$300.00 tuition, the student would receive a refund of \$200.00.

\$300.00 x	60 Clock Hours/	90 Clock Hours =	\$200.00
Amount Paid	Instruction Paid for but not Received	Instruction for which the Student has Paid	Refund Amount

The school will also refund money collected for sending to a third party on the student’s behalf such as for license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

ANY QUESTIONS OR PROBLEMS CONCERNING THIS SCHOOL, WHICH HAVE NOT BEEN SATISFACTORILY ANSWERED OR RESOLVED BY THE SCHOOL, SHOULD BE DIRECTED TO THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION: 2535 CAPITOL OAKS DRIVE, SUITE 400, SACRAMENTO CALIFORNIA, 95833 (916) 431-6959.

NOTICE

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL THE CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSET AGAINST THE SELLER OR GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH PROCEEDS HEREOF, RECOVER BY THE DEBTOR SHALL NOT EXCEED AMOUNT PAID BY THE DEBTOR HEREUNDER.

G. FEES AND CHARGES:

The student is responsible for the following fees and charges:

Registration	\$ <u> N/A </u>	Lab supplies or Kits	\$ <u> N/A </u>
Tuition	\$ <u> N/A </u>	Nonrefundable Charges	\$ <u> N/A </u>
Equipment	\$ <u> N/A </u>	Nonrefundable Deposits	\$ <u> N/A </u>
Assessment fees	\$ <u> N/A </u>	Textbooks	\$ <u> N/A </u>

THE TOTAL AMOUNT FOR ALL FEES, CHARGES, AND SERVICES THAT THE STUDENT IS OBLIGATED TO PAY FOR THE COURSE OR EDUCATIONAL SERVICE IS **\$0.00**

H. MY SIGNATURE BELOW CERTIFIED THAT I HAVE READ, UNDERSTOOD, AND AGREED TO THE RIGHTS AND RESPONSIBILITIES, AND THAT THE INSTITUTION'S CANCELLATION AND REFUND POLICIES HAVE BEEN CLEARLY EXPLAINED TO ME.

Signature of Student

Date

I. THE AGREEMENT IS NOT OPERATIVE UNTIL THE STUDENT MAKES AN INITIAL VISIT TO THE INSTITUTION AND RECEIVES A THOROUGH TOUR OR ATTENDS THE FIRST CLASS OR SESSION OF INSTRUCTION. THIS REQUIREMENT IS NOT APPLICABLE TO CORRESPONDENCE OR OTHER DISTANCE LEARNING PROGRAM.

Signature of Student: _____

Date of Tour: _____

J. I certify that Arriba Juntos has met the disclosure requirement of Education Code & 94312 to the Private Postsecondary and Vocation Reform Act of 1989.

INSTITUTIONS PARTICIPANTS IN STATE OR FEDERAL STUDENT ASSISTANCE PROGRAM:

I further certify that the institution has met all requirements for the administration of any state financial aid program under Chapter 2(commencing with Section 69500) of Part 42 of any federal student assistance program under Title IV of federal Higher Education Act of 1965(P.L. 89-329), extensions of that act, amendments to that act, and rules and regulations adopted under the act.

This agreement is accepted by _____
Signature of School Official

Date: _____

Title of School Official: _____

Date: _____

OBJECTIVES

WELCOME to Arriba Juntos! The Nursing Assistant Pre-Certification Training Program is a 166-hour course designed to prepare students to provide health services to long-term care patients.

The requirements of this course are 66 hours of nursing theory classroom hours, along with 100 hours of clinical nursing. At the successful completion of this course, the student will be eligible for certification (Certified Nursing Assistant) and will be employable within this classification.

In the classroom and during the Home Health component, the student will be presented with theory that will enable him/her to develop knowledge and understanding about the care of the patients in long term care facilities and the techniques utilized in providing this care.

In this course, the students will learn skills not only related to care of the patients in long term care, but will also learn information and techniques that will contribute to his/her own healthful living.

The education gained in this course and work experience as a Certified Nursing Assistant can result in a lifetime career in the health field. There are opportunities for a career ladder in the nursing profession beginning with Nursing Assistant training.

At the completion of this course of study, the student will be able to:

1. Describe the role and the perimeters of responsibility of the Certified Nursing Assistant as well as the role and function of other members of the health care team in a long term care facility.
2. Describe the function and purpose of the various health care institutions and agencies.
3. Communicate effectively with patients based upon an understanding of their physical, psychological, psychosocial, and spiritual needs.
4. Practice positive relationships (interpersonal relationships) with patients, families, coworkers, classmates, and others.
5. Understand the relationship between microorganisms/infection; applying infection control measures in the care of patients.
6. Practice safety in daily work with patients in relation to environment, patient care skills, and personal habits, and hygiene.
7. Describe the function of the nursing procedures that he/she performs in patient care.
8. Demonstrate competence in performing patient care procedures.
9. Respect the rights of patients and perform his/her duties in an ethical and legal manner.

Signature of Student

Date

INTRODUCTION

The Nursing Assistant Pre-Certification Training Program is a 166 hour course designed to prepare students to provide health services to long term care patients.

The requirements of this course are 66 hours of nursing theory, 100 hours of clinical nursing. At the successful completion of this course, the student will be eligible for certification (Certified Nursing Assistant) and will be employable within this classification.

In the classroom, the student will be presented with theory that will enable him/her to develop knowledge and understanding about the care of the patients in long term care facilities and the techniques utilized in providing this care.

Students will be expected to complete reading assignments for each class and to be prepared to participate in classroom discussion. The Textbook for this course is: "Being a Long Term Care Nursing Assistant" 5th edition by Connie A. Will, R.N. and Judith B. Eighmy, R.N. Hospital Education and Development Systems, Huntington Beach, CA., 1988.

Quizzes (5) and final exam will be given during the nursing theory to test the student's knowledge. Grading standards and policy will be addressed in another section.

In the clinical area, the student will practice the skills and techniques learned in the classroom. Grading standards and policy will be addressed in another section.

Student evaluation will be accomplished through written tests and performance of Return Demonstrations of Skills listed. If the student's performance is below standard, corrective counseling will be conducted.

In this course, the students will learn skills not only related to care of the patients in long term care, but will also learn information and techniques that will contribute to his/her own healthful living.

The education gained in this course and work experience as a Certified Nurse Assistant can result in a lifetime career in the health field. There are opportunities for a career ladder in the nursing profession beginning with Nursing Assistant training.

Description of faculty and qualifications: the instruction for both N.A. and HHA training programs will be performed by a Registered Nurse, DSD Certified by the Department of Health Services with 1-year experience in a long -term care facility and 1-year experience in a Home Health Care.

PRE-CERTIFICATION NURSING ASSISTANT PROGRAM GENERAL INFORMATION

GENERAL GUIDELINES AND RULES:

1. During the certification course, the instructor will be the principal person responsible for your training. It is important that the student communicate openly with the instructor. If the student is having difficulty in the classroom or clinical area, the proper channel of communications is from the student to the instructor. In the absence of the instructor, another person will be designated.
2. Smoking is not permitted during class time. Smoking is permitted in designated areas only.
3. Students will be provided with a 30-minute lunch break. During clinical, students will have a 30 minute lunch break as well.
4. The student is responsible for notifying the instructor in case of absence. Specific instructions will be given at the beginning of the course.
5. You will be expected to read the material in your student textbook as assigned before coming to class.
6. Homework is a part of your grading evaluation process. Students will be expected to complete the workbook and submit the entire workbook to the instructor before the end of the course. In addition, you are expected to complete the exercises at the end of each assigned page in the handout package.
7. In the clinical area, the facility or hospital reserves the general staff lounge for the use of the hospital staff. Students will be provided with an area for breaks and lunch.
8. In the clinical area, it is important that the student is at all time cognizant of the environment. In the long-term care facility, some patients need the stimulation of conversation and activity with others. Some patients may require a quiet environment because of ill health. Thus, students must be aware of the individual patient's needs and adjust their behavior accordingly.
9. The student is responsible for obtaining and submitting to school their most recent (with 3 months) Physical/Health examination including TB skin test or chest X-ray before the first day of clinical. No one will be permitted to begin clinical without medical clearance (as regulated by the Department of Health Services).
10. In the clinical area, the student to teacher ratio will be 15:1 or less.
11. Policies and procedures will be developed to govern this training program. They will be reviewed annually and revised as often as determined necessary by the nursing facility or agency.
12. Arriba Juntos' Staff will assist the Nursing Assistant participants in the process of taking their live-scan fingerprints during the first two weeks of work readiness in order to enroll them officially into the Nursing Assistant Training. And, also will submit participant's fingerprints along with the 283(B) initial application to the Department of Health Services before or during the first week of the Nursing Assistant Theory.

ATTENDANCE POLICY AND PROCEDURES

Participants must completed the required numbers of hours in theory and clinical. Therefore, attendance is extremely important. The hours of classes for both theory and clinical are written in the program syllabus. Promptness in reporting for class and clinical is expected. There will be break periods in addition to the lunch break and promptness in reporting to the schedule activities from these breaks is expected. Make-up hour classes (4 hours Theory and 8 hours Clinical) are provided at the end of the course.

RESIDENTS RIGHTS AND CRIMINAL CONVICTION POLICY

It is the policy of Arriba Juntos to provide the required hours of theory and clinical instruction to each student. The school shall also provide sufficient time for each student to make up any time missed due to illness or other reasons.

It is a policy of Arriba Juntos that scheduling of clinical rotation for the Nurse Assistant training program be implemented with the consultation and consent of the contracted skilled nursing facility.

It is a policy of Arriba Juntos to hire a qualified Licensed Nurse as a Director of Staff Development who is fully responsible for the management of the 100 hours of nursing training.

It is the policy of Arriba Juntos to prohibit mistreatment, neglect, and abuse of residents and misappropriation of resident property. Students are prohibited from subjecting residents to verbal, mental, sexual or physical abuse, corporal punishment, or involuntary seclusion. Further, it is agency policy to screen all na applicants for prior criminal convictions. Applicants convicted of crimes under penal code sections specified by dhs (see attached list) will be banned from participating in Arriba Juntos' NA program. Arriba Juntos will verify all applicants' eligibility by calling the State Registry (916) 327-2445 before enrollment in the program.

DRESS CODE AND APPEARANCE

Good hygiene and personal appearance are important factors in maintaining a clean and safe environment for patient care. Therefore, standards for cleanliness, personal hygiene, and appearance are established for personnel working in hospital settings. Uniforms are to be worn during clinical assignments. The uniform for men is a white shirt with white pants. White, black or brown oxford-type shoes may be used. Students are expected to provide their own uniforms. Uniforms must be clean and in good repair. Shoes must be clean and polished. Students are expected to be clean and well groomed at all times.

GRADING POLICY

An overall score of 75% is required to satisfactorily complete and pass the course. In the classroom, quiz scores will count for 25% of the total grade; the average of the final examination will count as 25%, and the clinical performance will count as 50% of the total grade. The clinical grade will be based upon the satisfactory completion of the clinical skills. A total of 20 patient care skills are listed for Return Demonstration of the students. In order to satisfactorily complete the course, the student must perform each skill according to the step outlines on the Skill Evaluation Sheet. Students will be given copies of the Skill Evaluation Sheet to be used as a guideline for practice and evaluation. It is the student's responsibility to make arrangements with the instructor for the auditing and return demonstration of each skill.

In addition to skills, there is a number of other factors considered in the clinical evaluation. These factors include, but are not limited to: communication, attitude, attendance, personal grooming, and interpersonal relationships.

CERTIFICATION

Documentation of the course shall be submitted to the State, which will then issue your California State Nursing Assistant Certificate in 8 to 12 weeks.

NA Training Class is a very fast paced class. A lot of material will be covered in a single class session. Therefore, class attendance in both theory and clinical is **VERY IMPORTANT**. The hours you are expected to attend are required by the State of California for your certification process. Therefore, any **MISSED** class hours ***MUST BE MADE UP***.

ATTENDANCE

Participant must complete the required number of hours in theory and clinical. Therefore, attendance is extremely important. The hours of classes for both theory and clinical are written in the program syllabus. Promptness in reporting for class and clinical is expected. There will be break periods in addition to the lunch break and promptness in reporting to the scheduled activities from these breaks is expected. Make-up classes (4 hours Theory and 8 hours Clinical) are provided at the end of the course.

Regular daily attendance is expected of students. Refer to the class calendar for specific dates of classes.

TARDINESS

Coming to class (theory or clinical) 10 minutes late and over after the specified time is considered tardy. Two (2) counts of tardiness is equivalent to 2 hours of absence (make-up class required). You are only allowed to be late from class a maximum of four (4) times (Make-up classes required). Any tardiness over four (4) times will lead to immediate dismissal from the program.

ABSENCE

IF a student is to be absent for any reason, student must telephone the school or teacher on the day of that absence.

NO CALL, NO SHOW is automatic dismissal from the program. Excused absence is considered for the following reasons: medical or dental appointments accompanied by a note from the doctor/dentist/hospital, court appearance, illness of the student or serious illness or death in the family. Proof of the above absences is required.

Note: There are only 12 hours available for **MAKE-UP** Classes:

- a) Theory Nursing – 4 Hours
- b) Clinical Nursing – 8 Hours

Student Signature

Date

TUITION AND FEES

The Nursing Assistant Training Program is subsidized in part through funds provided by the State of California Employment Training Panel through a performance-based contract. Therefore, the course can be offered free of charge to eligible persons. Contact the Admission Office regarding the program's eligibility requirements.

STUDENT PLACEMENT

Arriba Juntos' job placement rate for graduates of its Certified Nursing Assistant course is between 85-95%.

NOTICE OF STUDENT RIGHTS

1. You may cancel your contract with the school, without any penalty or obligation on the fifth business day following your first class session as described in the Notice of Cancellation Form that will be given to you at the first class you attend. Read the Notice of Cancellation Form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation Form, ask the school for a sample copy.
2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken (if your course had a tuition fee). Your refund rights are described in your contract. If you have lost your copy of the contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate. You may be entitled to a refund (if you paid fees). Contact the Bureau at the address and telephone number printed below this information.
4. If you have any complaints, questions or problems, which you cannot work out with the school, call or write to:

The Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400,

Sacramento, CA 95833

(916) 431-6959

Signature of Student

Date

**DISCIPLINARY CAUSES FOR IMMEDIATE DISMISSAL
FROM THE PROGRAM**

- a. Academic Disqualification: Further attendance will be terminated if the student fails to meet the passing grade (75%) established by the program.
- b. Use, sale, distribution or possession of narcotics, dangerous drugs, alcohol or other substances. This includes being under the influence of drugs, alcohol and/or other narcotic substances.
- c. Extreme insubordination as documented by program staff/personnel
- d. Continued and willful disobedience.
- e. Theft
- f. Willfully defacing, destroying or injuring in any way, any property, real or personal belongings of the school or persons associated with the school.
- g. Assault or battery or any threat of force or violence directed against anyone involved in the school and/or the CNA Training Program.
- h. Open or persistent defiance of authority or disrespect to any school employee.
- i. Use or possession of dangerous weapons.
- j. Habitual profanity or vulgarity.
- k. **No Call, No Show** will be considered lack of interest to continue attendance.
- l. Any type of abuse (verbal, physical, and emotional) of patients will not be tolerated and is grounds for immediate dismissal.

CONDUCT: ATTITUDE AND BEHAVIOR

Discipline while attending the NA Training Program is to be considered an aspect of moral guidance and an important aspect of promoting genuine student development. Its purpose is to increase respect for duly constituted authority, to assist the growth of self-discipline necessary for future job placement, and to provide a classroom situation conducive to learning. It is in this spirit that guidelines meant for students should be clearly understood.

I have received and understand the contents of this page and the training syllabus.

Print Student Name

Student Signature

Date



PARTICIPANT RIGHTS, RULES, AND RESPONSIBILITIES



Welcome to Arriba Juntos! Congratulations on enrollment in our education, employment, and training program. Arriba Juntos is fortunate to be able to use public and private funds to assist you to prepare and search for permanent employment. This is a very interactive program because you are a participant in your employment and training activities. You have an active and important role in your preparation for employment. As a participant in our program, there are certain rights to which you are entitled, and rules by which you must abide and goals you are responsible to fulfill.

RIGHTS:

As a participant in Arriba Juntos's Program, you have the following rights:

- To be treated with respect.
- To be free of harassment of any kind.
- To be free from discrimination on the ground of race, color, religion, sex, sexual preference, national origin, age, disability, or political affiliation or belief.
- To voice grievances if you feel your rights have been compromised.
- To be given written notice of termination or disciplinary action with a complete reason for such.
- To have these and all other rights, rules, and responsibilities to you and available to you.

RULES:

In order to be enrolled in Arriba Juntos' Programs, you must adhere to these rules, or you will be subject to termination:

- No smoking in Arriba Juntos or at an external training site. Smoke only at designated times and in designated areas.
- Treat all staff and everyone including staff and participants with respect.
- No harassment of any kind toward staff or other participants.
- No discrimination of any kind toward staff or other participants.
- No use or possession of drugs or alcohol, unless prescribed by a medical doctor.

Signature of Student

Date

Our mission is to promote economic self-sufficiency for San Franciscans and their families through occupational training and employment opportunities. Arriba Juntos has been providing services since 1965.

GENERAL GUIDELINES AND RULES

- Smoking is not permitted during class time. Smoking is only permitted in designated areas.
- Students are expected to maintain a clean and neat classroom and working area at all times.
- Participant is responsible for notifying the case manager and work participation supervisor in case of an absence or any emergency. Failure to do so will result in automatic program dismissal.
- Students proven to be under influence of alcohol or drugs are prohibited inside the classroom. They will be subjected to automatic program dismissal.

TERMINATION:

Because of the serious nature of these courses and the occupations they target, there may be instances where disciplinary action is required. The previous policy sections should clearly describe our expectations for occupational training students. Failure to work within these expectations is caused for dismissal from our occupational training with or without written notice.

Other than the above explicit, Arriba Juntos can and will dismiss students for issues including the following:

- **Criminal activity:** The use, sale, distribution, or possession of controlled substances; theft or destruction of property; assault/battery or other violence against students, staff, clients, and use of an object as a weapon.
- **Classroom disruption:** Extreme insubordination; disruptive noise or language.
- **Absence and tardiness: Unexcused absence; continual tardiness; failure to communicate absence, no call-no-show.**

Signature of Student

Date

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Telephone (415) 487-3240 . Fax (415) 863-9314 . Email. Info@arribajuntos.org

CRIMINAL RECORD STATEMENT

To become a Certified Nurse Assistant and/or Home Health Aide, any convictions other than a minor traffic violation need to be cleared **Prior to Training**. Criminal records do not necessarily prevent a participant from becoming certified. However, if you have a conviction, you will need to go through a clearance procedure with the California State Department of Health Services by calling (916) 322-1050.

I acknowledge that:

I have filled out the Arriba Juntos C.N.A/H.H.A. application and answered honestly the question regarding criminal convictions.

.....
Signature

.....
Printed name

.....
Date

***Your signature indicates that you have read, understood, and agreed with all the above.**



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CRIMINAL CONVICTION AND REGISTRY VERIFICATION FORM

Name:Today Date:

Social Security #.

			-			-				
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Registry Verification: Yes. () No. ()

C.N.A. License No.

Expiration Date.

Confirmation #.

Date:

By:

An Organization for Business, Education and Community Advancement



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AUTHORIZATION TO RELEASE INFORMATION

Authorization for release of information to Arriba Juntos.

I,, a participant oftraining program do hereby authorizeto furnish information to Arriba Juntos for the purpose of **Employment Verification**.

The information will be maintained in confidence and is the sole use of the purpose stated above. My signature below indicated that I have been informed and understand the information contained in this form.

Participant Signature. Date.

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GRIEVANCES PROCEDURE:

If you have a grievance about the manner in which s staff member or another participant/student has treated you, or you disagree with some condition of the program, you have a right to file a formal grievance. It is also your responsibility to use this established procedure to voice any grievances.

During your enrollment in employment and training activities at Arriba Juntos, you may be enrolled in different programs and be responsible to different staff members. You will usually have one person who will be your primary caseworker, but you should refer grievances within the program in which you are enrolled following the proper chain of responsibility.

The procedure for the issuance and handling of grievances by participants in the employment and training programs at Arriba Juntos shall be:

1. The participant will discuss the matter first with their Case Manager/Instructor(s) of the program. The participant may choose oral or written issuance of the grievance.
2. If the matter has not been resolved, this should then be discussed with the coordinator of the program (when appropriate). This includes a dispute with another program participant or staff member, the involved parties will meet with the program coordinator to resolve the matter.
3. If the matter remains unresolved, the participant should put the grievance in writing and submit it to the Program Manager who will then discuss it with the Deputy Director or Executive Director of Arriba Juntos and, when necessary, the entire staff. The Executive Director’s decision will be final.

Depending on your individual program, you may also have external authorities with which you may file a grievance if your grievance is not resolved. You will be informed of these when beginning a specific program.

It is important for you to read and understand these policies. If you have any question at all, you have the right to ask and receive an explanation that you understand. These rights, rules, and responsibilities apply as long as you are enrolled in a program at Arriba Juntos.

I (Print Name).verify with my signature below that I have read and understood the rights, rules, and responsibilities of the education, employment and training programs at Arriba Juntos. A Case Manager has verbally gone over these with me to ensure that I have a complete understanding of my rights and what is expected of me. I also agree to the conditions and expectations stated above. By signing below I am agreeing to these conditions and expectations.

Student’s SignatureDate.

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