

HeartCert Enrollment Catalog

The Trained Medication Administration (TMA) course is offered through Twin Cities Safety LLC, DBA HeartCert located at 4460 Erin Dr. Eagan MN 55122 with business mailing address of 8715 Jody Cir S. Cottage Grove MN 55016. Governing body official is Tim Smith, HeartCert CEO with address above and contact information of info@heartcertcpr.com 651-261-2314.

The *total* cost for this program is listed on the checkout page (\$1250) at checkout which includes all materials for the course. Calendar school year is from Jan 1 to Dec 31st and recognizing all legal federal holidays. Times/dates for classes are listed on our website at Twincities.HeartCertCPR.com and at registration/checkout.

Course: Minnesota State Approved Trained Medication Administration (TMA) Hybrid class program. 48 hours of online instruction with a live instructor via zoom per the schedule on website twincities.heartcertcpr.com/tma.

This course will review the information required for unlicensed personnel to administer medications while under the direction and supervision of a licensed registered nurse. You will learn legal and ethical issues related to medication administration, body systems and medications for each, administration of non-parenteral medication, and other required skills.

A Trained Medication Aide (TMA) Certificate is earned upon successful completion of the course and meeting all course guidelines which includes participating in all course days/lectures and successful passing of written and practical skills testing. This course provides the state approved Medication Administration for Unlicensed Personnel program.

Per State of Minnesota Administrative Rule 4658.1360 subpart 2, Individuals who wish to work as a TMA in a skilled nursing home or licensed boarding care facility must be on the Nursing Assistant Registry and have completed a Minnesota Department of Health Approved Nursing Assistant program. Documentation of completion of approved course is required on the first day of class.

COURSE DESCRIPTION

- 48 hours in length: The last 8-hours are spent with a med pass Nurse from HeartCert. Our instructor will coordinate this with you on the first day of class on all course requirements.
- In-person sessions take place at 4460 Erin Dr. Eagan MN 55122 as scheduled at checkout and each session must be attended or made-up during the next session.

ENTRANCE REQUIREMENTS

- Payment is due on registration
- Participants must have completed a nursing assistant training program approved by the Department of Health and be at least 16 years old.
- Books, equipment and training materials will be provided for all participants.
- Facility for in-person session is at 4460 Erin Dr. Eagan MN 55122 and is the last day of scheduled class upon registration as noted. Medication aides such as medication cups, syringes and text will be provided.

PAYMENT

- Due on registration. Payment includes all course materials and instruction for certification.

ATTENDANCE POLICY:

- All courses and class times must be attended as scheduled. If you are unable to attend a class day you must notify our office at info@heartcertcpr.com for a make-up session which may be with the next scheduled class. If you do not contact our office, miss class or are unsatisfactory in completing any portion of the class no certificate will be issued until all course requirements have been met.
- No credit shall be given for past work, experience or transfers from another school.

GRADING POLICY:

- Grading is pass/fail with a certificate of completion issued for successful passing students based on the requirements set forth by the Minnesota Department of Health standards.

OFFICE OF HIGHER EDUCATION INFORMATION:

MINNESOTA OFFICE OF HIGHER EDUCATION: 1450 Energy Park Dr # 350, St Paul, MN 55108
[\(651\) 642-0567](tel:6516420567)

CONDUCT POLICY:

1. All students shall sit 1 to a table, at least 6' apart unless they have come together and are comfortable sitting together. Skin to skin contact is to be avoided as well as sharing of supplies. Students and staff shall wear masks when inside the facility. This is subject to change with CDC recommendations.
2. Gloves shall be worn, or surfaces decontaminated anytime a student is to touch something others may come in contact with (test sheets, public areas, bedding/linen etc). Gloves are *not required* when sitting at your private table unless instructed by the trainer for lecture/practice and the table/equipment/facility will be decontaminated by staff before/after class. This is subject to change with CDC recommendations.
3. Students are to arrive on-time with a mask and appropriate clothing for each course/session. Late students may not be allowed into class with no refund provided at the discretion of the staff. It is the students' responsibility for ensuring they know how to get to the facility. Please plan ahead and ask questions prior to the day of your class.
4. Please always use good hygiene and common sense, EVERYONE should feel safe and comfortable while still learning all skills and enjoying class.
5. Respect shall be shown at all times to everyone and everything in the facility.
6. Students shall follow all guidance from the facility staff and instructors.
7. Instructors have the right to ask a student to leave or not allow entry and no refund provided if any of these policies are not adhered to.

Again, please use good judgment, common sense and manners. By registering for your course and showing up to class you have accepted these expectations and guidelines. Thank you for your understanding and willingness to help us continue to offer these life-saving courses in a safe manner to all. Feel free to contact the HeartCert office with questions or concerns. 651-261-2314 info@heartcertcpr.com

Student/Buyer Right to cancel / Disclosure, Cancellation and Refund Policy (Buyer's right to cancel):

"HeartCert is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions."

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are cancelling your enrollment within 5 days of being accepted into the school or program. This five-day refund policy applies regardless of when the program starts. If you give notice more than 5 days after you signed the contract, but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program. If you withdraw after the start of your program and it has been more than 5 days after you were accepted into your program, you will receive a pro-rated refund of the entire cost of your program based on your last day of attendance. You will be provided a prorated tuition, fees, and other charges refund minus your initial application fees, up to \$50, and minus the less or 25% of the total tuition or \$100. Proration is based on whether your program is term-based or clock hours and how much of the program you have completed. If your program is term-based, the completion rate is the number of calendar days from the first date of the program through your last documented date of attendance divided by the length of the program. The completion rate is calculated to the second decimal point (.XX).

APPENDIX A If your program is clock-hour based, the completion rate is the number of clock hours you actually attended divided by the number of clock hours in the program. The completion rate is calculated to the second decimal point (.XX) If you withdraw from your program after 75.00% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges. You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Any mailed notice is effective of the date of the postmark if sent by mail or the day it has been hand delivered to the school. Notice to withdraw may also be given by email or verbally, including a voicemail, to a school official (defined by school's Student Right to Cancel policy).

School official: To cancel contact: Tim Smith or delegate, 651-261-2314 info@heartcertcpr.com. If you do not withdraw in writing or contact the school about your absence, and you have not attended your program or contact the school about your absence for 14 consecutive days, you

will be considered to have withdrawn from the school as of your last date of attendance. Your school is responsible for sending you a written notice of cancellation if you are withdrawn for failing to attend to your last known address. The confirmation from the school must state that the school has withdrawn you from enrollment, and if this action was not the student's intent, the student must contact the school. Schools must include this clause if your school's student catalog, contract, or enrollment agreement includes a separate statement on the fair market of the equipment and any of the equipment can be reasonably resold: "You may be entitled to a refund of your equipment and supplies costs if you return your equipment and supplies within 10 days of withdrawing if your supplies are in a condition suitable for resale. If you do not return your equipment and supplies or the supplies are not in a condition suitable for resale, this cost will be deducted from your tuition, fee, and other charge refund that you may be eligible for."