



STUDENT HANDBOOK & COURSE CATALOG

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Email | contact@cornerstonehealthcaretraining.com
Website | www.cornerstonehealthcaretraining.com
Online Classroom | <https://cht.digitalchalk.com>

INTRODUCTION

Welcome to Cornerstone Healthcare Training Company, LLC. Our online courses are designed to be educational, accessible, and affordable. Cornerstone was established in 2010 when an industry veteran foresaw the changes that initiative I-1163 would bring to caregiver training in Washington State.

Cornerstone has been a pioneer in online curriculum within the residential care community by finding a way to accommodate those working day or night, near or far, all while backed by passionate instructors.

Preface

This student handbook was developed to introduce you to Cornerstone Healthcare Training Company, LLC and help you become familiar with some of our working guidelines. This document is provided to supply general information about our Company and its policies.

We reserve the right to modify, revoke, suspend, terminate, or change any or all policies, or procedures, in whole or in part, at any time with or without notice. However, any such changes must be in writing and will be made available through our Learning Management System (Digital Chalk) to all students to ensure awareness of the new policies and procedures.

The policies and procedures in this document are for general reference only and are subject to management discretion in specific situations. All previously issued Handbooks or documents and any inconsistent policies are superseded.

STUDENT HANDBOOK

Hours of Operation

Office Hours: Monday through Friday, 9am to 5pm

General Course Questions: During office hours (9am - 5pm M-F) the best option for a rapid response to any question(s) you may have is to email our team monitored e-mail address: contact@cornerstonehealthcaretraining.com.

If your questions are after hours, and are urgent in nature, it is best to text or call our main office number 206-673-2919 as email is not monitored regularly when the office is not open.

Enrollment Periods

Cornerstone offers courses that are open for enrollment at any time. Some of our courses are self-paced. Others are live virtual instruction and offer a schedule of sessions on a variety of dates and time. You do have a deadline determined by the DOH, DSHS, SEIU and/or your employer for completing your training. Cornerstone does not monitor these deadlines; it is the student's responsibility to know your own deadline. All courses expire one year from registration date.

Transcripts and Certificates

Once you have established an online account and have registered for a course, it will be listed on your homepage/dashboard when you login. You have unlimited access to your online classroom account and may print out PDF certificates of completion once you have completed a course. Cornerstone does not mail or email certificates. It is the student's responsibility to download their own certificate upon completion of a course and provide their employer with a copy. Cornerstone Healthcare Training Company, LLC will maintain any and all transcripts for a period of not less than seven years.

Offices

Cornerstone Healthcare Training (administrative staff)

PO Box 700

265 Lopez Road Unit D

Lopez Island, WA 98261

(206) 673-2919 (Tel/Text/Fax) www.cornerstonehealthcaretraining.com

Cornerstone Healthcare Training (student support staff)

PO Box 519

100 A First Street – Tower Suites

Friday Harbor, WA 98250

(206) 673-2919 (Tel/Text/Fax) www.cornerstonehealthcaretraining.com

Owners, Personnel and Licensure

Cornerstone Healthcare Training Company, LLC

- Robin VanHying, RN, MSN, NHA: CEO/Owner
- Evan Perrollaz, HCA: Instructor
- Katarina Mirkovic Arsic: Marketing Coordinator
- Katie Roberts: Instructional Designer
- Kim Flack: Customer Success Specialist
- Leslie Byron: Customer Success Specialist
- Maria Piper: Billing Coordinator
- Mary Perrollaz: Accounting Manager
- Meagan Brown: eLearning Developer
- Noah Atchley: Customer Success Specialist
- Ryan Hagel: LMS Administrator
- Sonda Earley: Student Success Advisor, Instructor

Cornerstone is licensed as a Private Vocational School with Washington State and is contracted as a “Community Instructor” with the WA Department of Social and Health Services. Our certificate courses and CE offerings have been approved by the WA DSHS. Our assigned program number is #0174 which will be on each certificate.

Cornerstone's owner, Robin VanHying, RN, MSN, NHA, MMCC, started the company in 2010 in anticipation of I-1163 recognizing the need for an online option for DSHS approved training. Robin has been a nurse in long-term skilled and residential care for more than 30 years. She is a licensed nursing home and assisted living administrator, has owned an adult family home and directed a home care agency. Her own mother receives care in a residential care setting. It's our goal to provide quality training that will develop the kind of caregivers Robin wants caring for her own mother.

Anti-Discrimination Policy

Cornerstone Healthcare Training Company, LLC embraces diversity and does not discriminate on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, gender identity or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. Cornerstone acknowledges that information pertaining to an applicant's disability is voluntary and confidential. If this information is presented, Cornerstone will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the CEO upon registration to the program. Some programs require medical documentation because of the rigors of curriculum, and some require minimum functional abilities.

Minimum System Requirements

We strongly encourage attending online and virtual classes on a desktop computer or laptop. However, our platforms will operate on any mobile device.

- **Browser:** Mozilla Firefox, Internet Explorer, Edge, Google Chrome, Safari, Opera, Android Internet Browser
- **Devices:** Desktop PCs and iMac, iPod, iPad, iPhone, Android phones, tablet devices
- **Internet Connection:** reliable DSL or wireless connection. Minimum of 2 mbps bandwidth.
- **Equipment:** You will need both a webcam and headphones to participate in Virtual Classrooms. This is mandatory and you will be asked to leave the class if you do not have a working camera and microphone.

Grading System

Some assignments and course elements will be assigned a % correct and require 80% to pass. If your answer is incorrect or not satisfactory the course and/or the Instructor will give you directions on how to proceed. You will be given the opportunity to try again. If you do not meet the minimum standard passing rate a phone counseling session with an Instructor will be scheduled.

Throughout the courses you will encounter intermittent knowledge checks to determine your understanding of the content. At the end of competency courses (Nurse Delegation; Nurse Delegation Focus on Diabetes; Mental Health Level 1; and Dementia Level 1), you will take a proctored exam. For these exams, you are given two attempts to pass. If you do not pass after your second attempt, you are required to retake the course before testing again. You will have access to past quizzes, completed assignments, and course materials from the LMS to review at any time for up to 365 days after registration.

Code of Conduct

Cornerstone reserves the right to expel any student who is verbally combative, deemed disrespectful by the management or who engages in behavior or conduct deemed inappropriate. Foul language (written or verbal) will not be tolerated.

Live Virtual Classes: Instructors reserve the right to remove any students demonstrating inappropriate behavior. Students arriving more than 10 minutes late will not be allowed entrance and will be asked to reschedule. Leaving class early is not acceptable and students who do so will need the reschedule and repeat the entire class session. If you do not respond to the instructor after repeated attempts, you will be removed from the class and no credit will be given. You will also be removed if you do not have a working microphone and video camera showing a **live** feed of yourself.

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school or class premises or damage to the property of a member of the school community on the school premises.
6. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds and class locations.
7. Violation of the law on school premises or class locations. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.
8. Violation of published school policies.

Expelled students can expect that we will refund the balance paid for classes that have not been completed and will make alternate suggestions as to where the student may take the remaining classes for certification through another provider. Once a student has been dismissed from the Cornerstone program, they must reapply in writing directly to the CEO stating why they should be allowed to return to the training program. The CEO will respond in writing within five (5) working days declaring any such action taken. Nothing in this policy prevents the student from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint.

Right to Refer and Refund

Cornerstone makes every effort to assist ESL students and students who are new to online learning and using computers. However, we cannot offer one-on-one tutoring or one-on-one computer lessons. The student is expected to possess basic computer skills and to be able to navigate the online classroom with minimal assistance from our office. In the rare circumstance that a student's need for assistance is greater than what our staff feels they can provide; Cornerstone reserves the right to refer the student to alternative learning options and will provide a full refund for fee(s) paid.

Interpreters

Cornerstone does not provide interpreter services.

Facilities

All courses are currently offered online only.

Religious Accommodation

Cornerstone will make good faith efforts to provide reasonable religious accommodations to students who have religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to the CEO with as much advance notice as possible. The student shall work with the CEO to determine a schedule for making up missed work and adhere to the advance notice of cancellation as required by our billing policy.

Students with Disabilities

Cornerstone provides reasonable accommodations to qualified students with disabilities to afford an opportunity for their full participation in our educational courses. Although Cornerstone Healthcare Training Company, LLC is not required by law to fundamentally alter the nature of its academic or other programs or services, we will provide reasonable accommodations to those students requesting accommodation. Requests can be emailed to the CEO at contact@cornerstonehealthcaretraining.com

Billing Policy

We will bill organizations with more than 15+ employees (Due Net 30). Please call the office at 206-673-2919 or email contact@cornerstonehealthcaretraining.com to request a billing account. Training requests for billing accounts will be billed in full upon registration of the course(s), NOT completion. Organizations that do not pay their invoices within 60 days are subject to suspension.

Employers with established billing accounts should use the Training Request form located on our website to request course(s) for their staff. Please contact the office at (206) 673-2919 with any questions.

Organizations with less than 15 employees will need to pay by credit card at the time of registration for employee training utilizing the self-registration option within our online classroom.

Refund Policy

CANCELLATIONS WITHIN 14 DAYS OF REGISTRATION:

There is NO charge for unopened courses that are cancelled within 14 days of registration, all tuition fees paid or billed are fully refundable (except a \$15 Skills Lab Kit fee).

1. The school will refund all money paid if the applicant cancels within 14 days following enrollment provided the applicant has not opened their courses.

Note: For those enrolled in Core Basic there is a non-refundable fee of \$15 for the Skills Lab Kit that is mailed upon registration.

2. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels more than 14 days following enrollment and has not opened or begun their course(s). A "registration fee" is any fee charged by a school to process student applications and establish a student record system.

3. If training is terminated after the student has opened and begun training, the school may retain the registration fee established under #2 above, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of their overall training course(s) or lesson plan:	The school may keep this percentage of the tuition cost:
Up to 10%	10%
10% but less but less than 25%	25%
25% but less than 50%	50%
More than 50%	100%

NOTE: CB200 Virtual Skills Labs: Once you have submitted your first skill video and it has been graded this course will be considered 'Completed' within the framework of our refund policy. All other courses will not count as a 'Completed' course within the framework of this policy until the student has fully finished the course.

FEES AND LIMITATIONS:

CANCELLATIONS AFTER 3 MONTHS (90 DAYS) OF REGISTRATION:

No Refunds are available 3 months (90 days) after the original enrollment date, regardless of if the course has been opened.

CB200 Skills Lab Kit Fee: Upon registration students will be mailed a "Skills Kit" that will include supplies needed for practice that are not commonly found household items.

The \$15 cost of kit materials and shipping is included in the tuition for the CB200 course.

This \$15 fee is non-refundable and will be deducted from any refund owed to a student or employer relating to the CB200 course. This fee is billed to the employer for all employer requested/billed training as Cornerstone has no financial agreement in place with the individual student. We do not bill individual students. Students who enroll independently of an employer must pay in advance for their course(s).

Any requests for replacement kits will incur an additional \$15 charge.

We encourage employers to make arrangements with your employee so you may recoup these fees from them in the event of employment termination.

Course fees are non-transferable. We are required to keep detailed records on each enrolled HCA student and a clear payment history is part of that requirement. Training fees paid cannot be transferred to a new student/employee.

Upon request, we will disclose any training fees paid to us, even when paid by a student's employer. This is to maintain transparency and ethics as required by the WorkForce Board of Washington.

We cannot bill individual Core Basic modules. If you wish to purchase and pay for Core Basic modules individually you will need to use the self-registration option within the Catalog and pay by credit/debit card. Call the office you require assistance or instructions on how to accomplish this.

Courses expire one year (365 days) from the original registration date.

Please make sure you understand this refund policy. We do not make exceptions. Please contact us if you have any questions or concerns. Some employers initiate payroll deductions for training fees or offer reimbursement programs.

Students should check with your employer about their specific policy as Cornerstone has no access or knowledge of policies or agreements between employer and student.

Financial Aid

Every effort has been given to make our classes affordable and easy to access. If for any reason you do not have a credit card or ability to make a payment through our online system please contact our office and we will make arrangement for you to send a check, money order or pay through PayPal. If you are not currently employed, we encourage you to reach out to employers in your community. Demand for caregivers is high and many LTC providers subsidize training costs or offer reimbursement programs.

Placement Assistance

At this time, we do not offer placement assistance though you may contact us at any time to discuss what openings or opportunities we may be aware of. We also encourage students and employers to post employment opportunities and/or seeking employment ads on our Facebook page.

COURSE CATALOG

HCA TRAINING CERTIFICATE (75-HRS)

To get a 75-hour HCA Training Certificate from Cornerstone you need to complete three required components.

- Orientation and Safety Training (5 hours)
- Population Specific Training (12 hours)
- Core Basic Training (58 hours)

Already have a certificate of completion for one or more of the required training courses? No problem! We will review your certificates and give you credit for the courses you have already completed.

HCA Learning Plans

We offer 6 different HCA learning plans designed to simplify your path to achieving a 75-hour HCA Training Certificate.

HCA Learning Plan 1 - \$664

- OS101 | Orientation and Safety Training (5 hrs)
- CB101-CB114 eLearning (48 hrs) + CB200 Skills Lab (16 hrs)
- CC401 | Dementia Level 1 Specialty Training (8 hrs)
- CC402 | Mental Health Level 1 Specialty Training (8 hrs)

HCA Learning Plan 2 - \$553

- OS101 | Orientation and Safety Training (5 hrs)
- CB101-CB114 eLearning (48 hrs) + CB200 Skills Lab (16 hrs)
- CC401 | Dementia Level 1 Specialty Training (8 hrs)
- CC402 | Mental Health Level 1 Specialty Training (8 hrs)

HCA Learning Plan 3 - \$644

- CB101-CB114 eLearning (48 hrs) + CB200 Skills Lab (16 hrs)
- CC401 | Dementia Level 1 Specialty Training (8 hrs)
- CC402 | Mental Health Level 1 Specialty Training (8 hrs)

HCA Learning Plan 4 - \$533

- CB101-CB114 eLearning (48 hrs) + CB200 Skills Lab (16 hrs)
- CC401 | Dementia Level 1 Specialty Training (8 hrs)
- CC402 | Mental Health Level 1 Specialty Training (8 hrs)

HCA Learning Plan 5 - \$428

- OS101 | Orientation and Safety Training (5 hrs)
- CB101-CB114 eLearning (48 hrs) + CB200 Skills Lab (16 hrs)

HCA Learning Plan 6 - \$408

- CB101-CB114 eLearning (48 hrs) + CB200 Skills Lab (16 hrs)

HCA Training Requirement Overview

To get a 75-hour HCA Training Certificate from Cornerstone you need to complete three required components; 1) Orientation and Safety Training (5 hours), 2) Population Specific Training (12 hours), 3) Core Basic Training (58 hours).

1) Orientation & Safety Training (5 hrs)

We offer OS101 | Orientation and Safety Training (5 hrs) at \$20. We will accept Orientation and Safety Training certificates from other DSHS approved trainers to satisfy this requirement.

2) Population Specific Training (12 hrs minimum)

You can think of this section as similar to “college electives” as there are a variety of courses you can take to make up your 12-hour minimum requirement. Only certain courses are approved for Population Specific training so be sure to confirm that the course(s) you choose to meet this requirement.

We offer two bundles of Population Specific courses that meet the 12-hour minimum requirements. We will also accept Population Specific certificates from other DSHS approved trainers to satisfy this requirement.

If you have questions about which courses to take for your Population Specific component of this training, be sure to let us know.

Population Specific Option 1 - \$236

- CC401 | Dementia Level 1 (8 hrs) - \$118
- CC402 | Mental Health Level 1 (8 hrs) - \$118

Option 1 is suggested for long-term care workers employed through an assisted living facility or an adult family home.

CC401 and CC402 are WA DSHS approved Specialty Education courses and are virtual instructor-led training courses with virtual proctored final exams. To participate you must have a strong internet connection, a webcam, a microphone, and access to a laptop or desktop computer. You will be dismissed from class if you are not visible live via webcam and cannot speak and be heard by microphone. Group work is required in these classes and cannot be done if you cannot be seen and heard.

Population Specific Option 2 - \$125

- CC404 | Nurse Delegation (9 hrs) - \$70
- CC405 | Nurse Delegation Focus on Diabetes (3 hrs) - \$55

Option 2 is suggested for long-term care workers employed with home care agencies.

CC404 and CC405 are WA DSHS approved and are on-demand (self-paced) eLearning courses with virtual proctored final exams. To participate you must have a strong internet connection, a webcam and access to a laptop or desktop computer to take your final exam.

3) Core Basic Training (58 hours) - \$408

We offer WA DSHS approved Core Basic Training. It is broken into two types of training, online and skills labs. We will accept Core Basic Training certificates from other DSHS approved trainers to satisfy this requirement.

Core Basic Online Training (42 hours)

- CB101 | Introduction and The Client (3 hrs) - \$15 – On-Demand eLearning
- CB102 | Person-Centered Care (3 hrs) - \$15 – On-Demand eLearning
- CB103 | Communication (3 hrs) - \$15 – On-Demand eLearning
- CB104 | Client's Rights (3 hrs) - \$15 – On-Demand eLearning
- CB105 | Caregiver Responsibilities - \$15 – On-Demand eLearning
- CB106 | Infection Control (3 hrs) - \$15 – On-Demand eLearning
- CB107 | Infectious Diseases (3 hrs) - \$15 – On-Demand eLearning
- CB108 | Mobility + Skin Care (3 hrs) - \$15 – On-Demand eLearning
- CB109 | Body Care (3 hrs) - \$15 – On-Demand eLearning
- CB110 | Nutrition (3 hrs) - \$15 – On-Demand eLearning
- CB111 | The Process of Elimination (3 hrs) - \$15 – On-Demand eLearning
- CB112 | Medication + Self-Directed Care (3 hrs) - \$15 – On-Demand eLearning
- CB113 | Self-Care and Grief & Loss (3 hrs) - *\$30 – On-Demand eLearning
- CB114 | Review and Final Exam (3 hrs) - *\$0 – On-Demand eLearning.

*The fee for CB114 is included in CB113. This is due to the automatic release of CB114 when all subsequent Core Basic courses are complete.

Core Basic Skills Lab (16 hours)

Core Basic 200 Virtual Skills Labs provides you the opportunity to practice personal care skills in the safety and comfort of your own home at your own pace.

This virtual skills lab course contains video demonstrations of skills, downloadable pdf resources, a student discussion board, a daily live chat room with an instructor, and live virtual skills labs support with an instructor. You are required to video record yourself performing skills and upload the video for review by an instructor. The course is designed to be self-paced and should be spread over the duration of your training.

This course is WA DSHS approved for 16 hours of Core Basic training.

Video Recording Requirements:

You are required to video record yourself demonstrating personal care skills and upload them for review by one of our instructors. The videos you submit in this course are confidential. We will not disclose your video to anyone other than the instructors grading your video or the DSHS without your prior written authorization. If you are shy, your face does not need to show in the recording, but we must see you from the shoulders down so we can observe the skill you are performing. Your client's face does not need to show either, except on skills that require a face such as oral care and shaving.

You cannot "pretend" to do the skills. You must actually perform the skills using soap and water, etc. You may need to be creative for some of the supplies (such as obtaining a denture), but the skill itself needs to be fully performed or you will be asked to do a new video.

Technical Requirements:

- **A video recording device.** You can use your smartphone, tablet, or video camera. If you do not have access to a video recording device, ask a friend for help or contact your employer.
- **Skills supplies.** Before you start filming, make sure you have everything you need listed on the Skill Supplies List and Procedure Checklist documents (available for download in the course). We mail you a "skills kit" full of things that you might not have around your home to make this a little easier!

- **A friend, family member or coworker to act as a “client”.** Some skills will require you to perform a task on a real person. For these skills, you will need to find a helpful friend to act as the “client” for you! DO NOT use one of your clients for this assignment. Filming of clients is prohibited.
- **A friend, family member, or coworker to film you on a video recording device.** This is optional, but it may make the filming process a little easier. Alternatively, you can set the video recording device on a table or on a stand.

Learning Goals:

In the skills lab, you will not only be shown how to perform the skills tested during the HCA state examination, but you will also have the opportunity to practice the skills at home. The goal of the skills lab is for you to learn and demonstrate the personal care tasks listed on the DSHS HCA Skills Checklist.

Skills Labs Release of Liability

Cornerstone assumes no liability or responsibility for any injury sustained by a student during a Skills Lab. Students will be expected to practice and perform all skills on the HCA Skills Checklist which include modalities such as bending, squatting, lifting, transferring, etc. Participation in lab sessions and practicing these skills is entirely at your own risk.

Time Sensitive Licensure Information for Home Care Aides

NOTE: Cornerstone does NOT manage the HCA licensure process. It is your (the student) and/or your employer’s responsibility to manage this process and adhere to the deadlines.

All long-term care workers (LTCWs) hired on or after January 7, 2012, must become certified as a Home Care Aid within 200 days of their date of hire. *CNA's are exempt from this requirement. Please visit the Department of Health's website for more information about exemptions.*

Washington State WAC I-1163 states if you are currently employed as a caregiver you will have the following deadlines to meet:

- Date of Hire - Begin HCA licensing process! You have a lot to do in the first two weeks you are hired! You need to 1) Complete the HCA licensing application 2) Complete a DSHS fingerprint-based background check 3) Pay application fees and testing fees.
- 14 Days from Hire – Deadline to send HCA Application to the Department of Health.

- 120 Days from Hire – Deadline to complete the 75-hr Training Certificate. If not complete, you may no longer have direct contact with residents.
- 200 Days from Hire – Deadline to pass the HCA state examination and become a Certified HCA. **The HCA State Examination is NOT offered by Cornerstone.** You will arrange your state exam with the WA Dept of Health. The DOH contracts with a company called Prometric to deliver your state exam. The results of your HCA State Examination are transmitted to the Department of Health. The Department of Health will then issue your HCA Certificate. If you do not have your license within 200 days of hire, you may no longer have direct contact with residents. *ESL students may apply to the DOH for a provisional certificate which extends the deadline to obtain the HCA certificate to 260 days from date of hire, but this must be requested at the time of the initial application. You may not request an extension later.*

Outside Certificate Equivalents

Cornerstone may accept outside certificates from DSHS approved trainers to be applied to our 75-hour course. Our HCA staff reviews all submitted copies of outside certificates. Please allow 24-72 hours for review and approval of all outside certificates.

CONTINUING EDUCATION

CE301 | Falls and Fall Prevention (1 hr) - \$15

Prevent client falls and respond appropriately when they happen. This course is WA DSHS approved for 1 hour of continuing education credit.

CE302 | Assisting a Client Living with Chronic Pain (2 hrs) - \$25

Discover techniques for supporting clients who live with chronic pain. This course is WA DSHS approved for 2 hours of continuing education credit.

CE303 | Establishing Trust Through Communication with the Elderly (2 hrs) - \$25

Develop effective communication skills for working with long-term clients. This course is WA DSHS approved for 2 hours of continuing education credit.

CE304 | Recognizing Depression in Your Older Client (2 hrs) - \$25

Learn how to identify and support clients living with depression. This course is WA DSHS approved for 2 continuing education credits.

CE305 | Back to the Basics of Nutrition (3 hrs) - \$35

Identify basics of good nutrition and benefits of meal planning. This course is WA DSHS approved for 3 continuing education credits.

CE306 | Isn't Dementia the Same Thing as Alzheimer's? (3 hrs) - \$35

Did you know that different types of dementia exist? Learn about 11 different types in this overview of dementia. This course is WA DSHS approved for 3 continuing education credits.

CE307 | The Difference Between Right and Left Sided Strokes (3 hrs) - \$35

What is a stroke, its causes, and how does it affect the brain? Get answers to this question, as well as helpful tips for supporting clients with left-brain and right-brain injuries. This course is WA DSHS approved for 3 continuing education credits.

CE308 | First Things First - Taking Care of Yourself (2 hrs) - \$25

Discover the importance of self-care for healthcare professionals. This course is WA DSHS approved for 2 continuing education credits.

CE309 | Medication Assistance Training Course (5 hrs) - \$55

Explore the caregiver's role in self-directed care for the IP, nurse delegation, administering and assisting medication, and supporting medication for clients living with dementia. This course is WA DSHS approved for 5 continuing education credits. (NOTE: This is NOT the Nurse Delegation Certification course)

CE310 | Getting Enough ZZZs – The Importance of Sleep (1 hr) - \$15

Gain a basic understanding of the science behind sleep, the health benefits of sleep, and senior sleep patterns. This course is WA DSHS approved for 1 continuing education credit.

CE311 | TBI - Strategies for Surviving and Thriving (5 hrs) - \$55

Strategies for caregivers supporting people living with a traumatic brain injury (TBI). This course is WA DSHS approved for 5 continuing education credits.

CE312 | Substance Abuse and Addiction in the Older Client (2 hrs) - \$25

Strategies for caregivers supporting older client's living with substance abuse and addiction. This course is WA DSHS approved for 2 continuing education credits.

CE313 | Customer Service Skills (1 hr) - \$15

Establish skills for providing outstanding customer service as a healthcare professional. This course is WA DSHS approved for 1 continuing education credit.

CE314 | How to be a Great Team Member (1 hr) - \$15

Become an effective and supporting member of a team in a professional healthcare setting. This course is WA DSHS approved for 1 continuing education credit.

CE315 | Care of the Dying (4 hrs) - \$45

Get best practices for caring for a dying client in residential care settings (adult family homes, assisted living facilities, residential care facilities, and private homes). This course is WA DSHS approved for 4 continuing education credits.

CE316 | A Review of Alternative Therapies - Complete Course (12 hrs) - \$125

Explore common alternative therapies to western medicine. This course is designed to create awareness of alternative approaches to healing and wellness that are used by many of the cultures we provide care for. Please use common sense and discuss alternate options with trusted providers before using them for yourself and NEVER use them with clients without approval from your employer and client. This course is WA DSHS approved for 12 continuing education credits.

CE317 | A Review of Alternative Therapies - Part I (3 hrs) - \$35

Explore naturopathy, it's history, and the use of essential oils in part 1 of the 4-part series to Alternative Therapies. This course is WA DSHS approved for 3 continuing education credits.

CE318 | A Review of Alternative Therapies - Part II (3 hrs) - \$35

Explore fire cider remedy, biological benefits of massage, massage myths debunked, and what to expect at your first massage in part 2 of the 4-part series to Alternative Therapies. This course is WA DSHS approved for 3 continuing education credits.

CE319 | A Review of Alternative Therapies - Part III (3 hrs) - \$35

Discover meditation as a medicine, meditation myths debunked, chiropractic wellness, and the practice of Ayurveda in part 3 of the 4-part series to Alternative Therapies. This course is WA DSHS approved for 3 continuing education credits.

CE320 | A Review of Alternative Therapies - Part IV (3 hrs) - \$35

Explore Chinese medicine, acupuncture treatment, reflexology and reiki treatment in part 4 of the 4-part series to Alternative Therapies. This course is WA DSHS approved for 3 continuing education credits.

CE321 | Elimination (2 hrs) - \$25

Learn to support clients with the process of the elimination of waste products from the human body. This course is WA DSHS approved for 2 hours of continuing education credits.

CE322 | Grief and Loss (1.5 hrs) - \$20

Explore ways of supporting clients and their family through grief, loss and the dying process. This course is WA DSHS approved for 1.5 hours of continuing education credits.

CE323 | Self-Care and the Caregiver (1.5 hrs) - \$20

Explore the importance of self-care for the caregiver. This course is WA DSHS approved for 1.5 hours of continuing education credits.

CE324 | Client's Rights (2 hrs) - \$25

Explore rights for clients living in residential care setting and the client's own private home. This course is WA DSHS approved for 2 continuing educations credits.

SPECIALTY TRAINING COURSES

CC401 | Mental Health Level 1 (8 hrs) - \$118

This course is intended for long-term care workers (LTCW), home care aides (HCA), nursing assistants (NAR/NAC), registered nurses (RN) and other healthcare professionals who need this required training for their HCA training certification and/or support clients living with dementia. This course is WA DSHS approved for 8 hours of Dementia Specialty Training, Population Specific Training and Continuing Education credit.

CC402 | Dementia Level 1 (8 hrs) - \$118

This course is intended for long-term care workers (LTCW), home care aides (HCA), nursing assistants (NAR/NAC), registered nurses (RN) and other healthcare professionals who need this required training for their HCA training certification and/or support client mental health and wellbeing. This course is WA DSHS approved for 8 hours of Mental Health Specialty Training, Population Specific Training and Continuing Education credit.

NURSE DELEGATION TRAINING COURSES

CC404 | Nurse Delegation (9 hrs) - \$70

This course is intended for long-term care workers (LTCW), home care aides (HCA), nursing assistants (NAR/NAC), registered nurses (RN) and other healthcare professionals who need this required training for their HCA training certification and/or need this additional,

required training to accept nurse-delegated tasks. This course is WA DSHS approved for 9 hours of Nurse Delegation, Population Specific Training and Continuing Education credit.

CC405 | Nurse Delegation Focus on Diabetes (3 hrs) - \$55

This course is intended for long-term care workers (LTCW), home care aides (HCA), nursing assistants (NAR/NAC), registered nurses (RN) and other healthcare professionals who need this required training for their HCA training certification and/or need this additional, required training to administer insulin injections under nurse delegation. This course is WA DSHS approved for 3 hours of Nurse Delegation, Population Specific Training and Continuing Education credit.

ADDITIONAL COURSES

OS101 | Orientation and Safety Training (5 hrs) - \$20

WA DSHS required course that must be completed before any long-term care worker (LTCW) can begin working with residents or clients. It is available as part of our HCA Learning Plans or can be purchased as a stand-alone course.

HV101 | HIV/AIDS Training (4 hrs) - \$20

This training meets the WA DSHS requirements for 4-hour HIV and Bloodborne Pathogen training. NOTE: If you are a Home Care Aid student working on your 75-hour certificate, you do NOT need to take this course. The curriculum for this class is included in Core Basic Training. This class is not approved for Continuing Education credits.

IP101 | Basic Care for Individual Providers (30 hrs) - \$95

This course is specifically for Individual Providers caring for immediate family members through the "COPEs" program and have been told they are "out of compliance" by their case manager and have had their "contracts terminated."

CC403 | Adult Education (4 hrs) - \$125

Adult Education is a virtual instructor-led training course for instructors seeking approval to teach WA DSHS courses.

Complaints

This school is licensed under Chapter 28C.10 RCW. Any complaints or concerns should be brought to the attention of the Office Manager by calling (206) 673-2919 or emailing contact@cornertonehealthcaretraining.com.

Cornerstone has maintained an outstanding reputation in the LTC community since 2010 and we will do everything we can to accommodate you. If you feel that Cornerstone has not satisfactorily addressed your complaint you may contact the Workforce Board which is our licensing entity and initiate a formal complaint process.

Inquiries or complaints regarding this private vocational school may be made to the: Workforce Board, 128 – 10th Ave. SW, Box 43105, Olympia, Washington 98504-3105 Web: wtb.wa.gov

Phone: 360-709-4600

E-Mail Address: pvsa@wtb.wa.gov