TRUTH HEALTHCARE CAREER CENTER

Certified Nursing Assistant (CNA) Training Program

School Address:
4524 Boat Club Road, Suite 150
Fort Worth, Texas 76135

Telephone: (682) 241-5612
Email: truthhealthcarecareercenter@gmail.com

Owner: Titilope Abdul Raheem
Program: Certified Nursing Assistant Training Program

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1. WELCOME TO TRUTH HEALTHCARE CAREER CENTER

Welcome to Truth Healthcare Career Center.

Truth Healthcare Career Center is committed to providing students with practical, career-focused healthcare education designed to prepare them for entry-level employment as Certified Nursing Assistants.

The Certified Nursing Assistant program combines classroom instruction, hands-on skills of laboratory practice, and supervised clinical training. Students are introduced to the knowledge, skills, communication techniques, safety practices, and professional behaviors needed to provide appropriate care to residents and patients in healthcare settings.

Our goal is to provide a supportive learning environment in which students can develop confidence, professionalism, compassion, and competency in basic nursing-assistant skills.

2. SCHOOL MISSION

The mission of Truth Healthcare Career Center is to provide accessible, quality healthcare career training that prepares students with the knowledge, practical skills, professional behaviors, and ethical standards necessary for entry-level healthcare employment.

The school is committed to student learning, hands-on education, patient safety, dignity, respect, communication, and lifelong professional development.

3. SCHOOL VISION

Truth Healthcare Career Center’s vision is to prepare competent, compassionate, and dependable healthcare professionals who contribute positively to the quality of care provided to patients and residents.

4. SCHOOL PHILOSOPHY

Truth Healthcare Career Center believes that effective healthcare education requires a combination of knowledge, hands-on practice, supervised clinical experience, professionalism, and compassion.

Students are expected to actively participate in their education and demonstrate responsibility for their academic and professional development.

The school recognizes the dignity and individuality of every patient and expects students to provide care with respect, privacy, cultural sensitivity, and compassion.

5. OWNERSHIP AND ADMINISTRATION

School: Truth Healthcare Career Center

Owner: Titilope Abdul Raheem

Program Director: Taisha Simmons RN

Lead CNA Instructor: Asenath

Administrative Office:
4524 Boat Club Road, Suite 150
Fort Worth, Texas 76135

Telephone: (682) 241-5612

Email: truthhealthcarecareercenter@gmail.com

A complete list of administrative staff and faculty, including educational qualifications and professional credentials, shall be maintained by the school and included in the official catalog as applicable.

6. REGULATORY AND APPROVAL INFORMATION

Truth Healthcare Career Center intends to operate its Certified Nursing Assistant training program in accordance with applicable Texas requirements.

The Texas Health and Human Services Commission establishes requirements for Nurse Aide Training and Competency Evaluation Programs (NATCEPs). Texas-approved NATCEPs must teach the Texas curriculum to nurse aides.

The Texas curriculum requires a minimum of:

- **60 hours of classroom and skills training**
- **40 hours of clinical training**
- **100 total training hours**

The first 16 hours of required curriculum must be completed before students have direct contact with residents during clinical training. (Texas Health and Human Services)

Important: The school's specific approval status, certificate numbers, and effective dates should be inserted here after the applicable approvals are issued.

TWC Certificate of Approval:

HHSC/NATCEP Approval: 08/27/2026

Approval Date: 8/27/2026

The school will not represent itself as approved by a regulatory agency unless and until the applicable approval has been issued.

7. FACILITIES AND EQUIPMENT

Truth Healthcare Career Center provides an instructional environment designed to support classroom learning and hands-on CNA skills training.

The school may include:

Classroom

- Student seating and instructional tables
- Instructor teaching area
- Computer/instructional technology
- Audio-visual instructional equipment
- Educational materials
- Whiteboard or presentation equipment

Skills Laboratory

The skills laboratory is designed to provide students with opportunities to practice CNA procedures before performing applicable skills in the clinical environment.

Equipment may include:

- Hospital beds
- Bedside tables
- Wheelchairs
- Gait belts
- Walkers
- Canes
- Transfer equipment
- Vital-sign equipment
- Blood pressure equipment
- Thermometers
- Personal protective equipment
- Bed linens
- Patient-care supplies
- Bathing and hygiene supplies
- Infection-control supplies
- Simulated patient-care equipment

Equipment will be maintained in a safe and functional condition and used according to applicable program requirements.

8. CNA PROGRAM OVERVIEW

Program Title

Certified Nursing Assistant Training Program

Program Purpose

The CNA program prepares students for entry-level employment, providing basic nursing and personal-care services under the supervision of licensed nurses and other qualified healthcare professionals.

Graduates may seek employment in healthcare settings such as:

- Long-term care facilities
- Nursing homes
- Rehabilitation facilities
- Assisted living environments
- Hospitals
- Home-care settings, where permitted by applicable employer requirements
- Other healthcare settings that employ nursing assistants

The program does not guarantee employment or certification.

9. PROGRAM OBJECTIVES

Upon successful completion of the program, students should be able to:

1. Explain the role and responsibilities of the nursing assistant.
2. Demonstrate appropriate communication with patients, residents, families, and healthcare professionals.
3. Provide care while maintaining patient dignity, privacy, and safety.

4. Demonstrate appropriate infection prevention practices.
5. Measure and record vital signs accurately.
6. Assist patients with activities of daily living.
7. Demonstrate appropriate bathing, grooming, dressing, and toileting assistance.
8. Assist with nutrition and hydration.
9. Demonstrate safe positioning, transferring, ambulation, and mobility techniques.
10. Recognize and report changes in a patient's condition.
11. Maintain accurate documentation within the CNA's scope of responsibility.
12. Demonstrate appropriate emergency and safety procedures.
13. Identify abuse, neglect, exploitation, and other reportable concerns according to applicable requirements.
14. Demonstrate professional and ethical behavior.
15. Demonstrate competency in required CNA skills.
16. Apply classroom knowledge during supervised clinical training.
17. Prepare for the Texas Nurse Aide Competency Evaluation.

10. PROGRAM LENGTH AND HOURS

The CNA program consists of a minimum of **100 training hours** as required for a Texas NATCEP:

Component	Hours
Classroom/Skills Training	60 hours
Clinical Training	40 hours
Total	**100 hours**

The program schedule may be offered in different formats, if all required instructional and clinical hours are completed, and applicable to Texas requirements are satisfied.

Normal program length: [4weeks]

Program delivery: [theory's online / approved delivery format]

Class schedule: [8am-5pm]

Breaks/meals: [12pm-1pm]

Texas HHS requires the first 16 hours of the required nurse aide curriculum to be completed before students have direct contact with residents. (Texas Health and Human Services)

11. CURRICULUM

Truth Healthcare Career Center's CNA curriculum will follow the applicable Texas Health and Human Services nurse aide curriculum and requirements.

Core Curriculum Areas

Section I — Introduction to Long-Term Care

Students are introduced to the long-term-care environment, the role of the nurse aide, resident rights, communication, safety, and professional responsibilities.

Section II — Personal Care Skills

Students learn appropriate methods of assisting residents with personal hygiene, grooming, dressing, toileting, bathing, and other activities of daily living.

Section III — Basic Nursing Skills

Students learn basic nursing assistant skills including vital signs, positioning, mobility, observation, reporting, documentation, and other basic care activities.

Section IV — Basic Restorative Services

Students learn techniques that support resident independence, mobility, exercise, positioning, and maintenance of functional abilities.

Section V — Mental Health and Social Services

Students learn about psychosocial needs, communication, dementia-related behaviors, emotional support, resident dignity, and social needs.

Section VI — Care of Cognitively Impaired Residents

Students learn appropriate approaches for caring for residents with cognitive impairment and related conditions.

Section VII — Basic Care Skills

Students develop additional skills necessary for safe and appropriate nursing assistant care.

The school will use the current Texas-approved curriculum and required competency standards applicable at the time of instruction.

12. COURSE DESCRIPTIONS

CNA 101 — Introduction to Nursing Assistant Practice

Hours: Included within required classroom/skills hours

Students learn the role of the CNA, healthcare-team relationships, professional responsibilities, resident rights, ethics, communication, confidentiality, and basic safety.

CNA 102 — Infection Prevention and Safety

Students learn hand hygiene, standard precautions, personal protective equipment, infection prevention, environmental safety, emergency procedures, and prevention of accidents.

CNA 103 — Personal Care and Activities of Daily Living

Students learn how to assist residents with bathing, grooming, oral care, dressing, toileting, elimination, nutrition, hydration, and other activities of daily living.

CNA 104 — Vital Signs and Basic Nursing Skills

Students learn measurement and documentation of temperature, pulse, respiration, blood pressure, oxygen saturation when applicable, height, weight, intake and output, and other basic nursing-assistant responsibilities.

CNA 105 — Mobility, Positioning, and Transfers

Students learn safe body mechanics, positioning, transferring, ambulation, use of mobility devices, and fall-prevention techniques.

CNA 106 — Communication and Psychosocial Care

Students learn therapeutic communication, cultural sensitivity, resident dignity, privacy, emotional support, dementia care, and appropriate responses to behavioral and psychosocial needs.

CNA 107 — Restorative and Rehabilitation Support

Students learn how nursing assistants support independence, mobility, range of motion, activities, and restorative-care plans under appropriate supervision.

CNA 108 — Clinical Practicum

Hours: 40 clinical hours

Students apply classroom and laboratory learning in an approved clinical setting under the supervision of qualified program personnel.

Students are expected to demonstrate safe and appropriate performance of required nursing assistant competencies.

13. INSTRUCTIONAL METHODS

Instruction may include:

- Classroom lectures online
- Demonstrations
- Skills laboratory practice
- Return demonstrations
- Group discussion
- Case studies
- Video/visual instruction
- Written assignments
- Quizzes and examinations
- Skills competency evaluations
- Supervised clinical experiences

Students are expected to actively participate in all required learning activities.

14. CLINICAL EDUCATION

Clinical education is an essential component of the CNA program.

Students will complete supervised clinical training at an approved healthcare facility or other location meeting applicable to Texas requirements.

Clinical education provides students with opportunities to apply CNA knowledge and skills while caring for residents/patients under supervision.

Students must comply with:

- Facility policies
- School policies
- Infection-control requirements
- Confidentiality requirements
- Dress-code requirements

- Safety requirements
- Professional conduct standards
- HIPAA/privacy requirements
- Instructor directions

The school may require clinical affiliation agreements before students participate in clinical training.

15. ADMISSION REQUIREMENTS

Applicants must meet the school's admission requirements and all applicable Texas requirements.

Unless otherwise required by law or regulation, applicants must:

1. Complete the school admission application.
2. Provide valid identification.
3. Meet applicable age requirements.
4. Provide the required educational documentation.
5. Complete required enrollment documents.
6. Meet applicable health and immunization requirements.
7. Meet applicable background screening requirements.
8. Meet clinical facility requirements.
9. Attend required orientation.
10. Demonstrate the ability to safely perform essential CNA training activities.

Additional requirements may apply based on current Texas regulations, clinical-site requirements, or changes in law.

16. ENROLLMENT PROCEDURES

Applicants will:

1. Contact the school for program information.

2. Complete an admission application.
3. Submit the required documents.
4. Meet admission requirements.
5. Review and sign required enrollment documents.
6. Pay applicable tuition and fees according to the school's approved fee schedule.
7. Attend student orientation.
8. Begin classes according to the assigned schedule.

Enrollment is not complete until all required documents have been received, and applicable admission requirements have been satisfied.

17. REQUIRED STUDENT DOCUMENTS

Students may be required to provide:

- Completed admission application
- Government-issued identification
- Educational documentation, as applicable
- Emergency contact information
- Health documentation
- Immunization records, as required
- Physical examination documentation, if required
- CPR documentation, if required
- Background-check documentation, if required
- Drug-screening documentation, if required by the clinical site
- Other documentation required by the school or clinical facility

18. ATTENDANCE POLICY

Regular attendance is required.

Because CNA education includes classroom, skills of laboratory, and clinical training, students must complete all required instructional and clinical hours.

Students are responsible for notifying the school as soon as possible when they are absent.

Absences may require make-up work, additional laboratory practice, or other remediation as determined by the school and permitted by applicable requirements.

A student who fails to complete required hours may not be eligible for program completion until all required hours and competencies have been satisfied.

19. TARDINESS AND ABSENCE POLICY

Students are expected to arrive on time and remain for the entire scheduled instructional period.

Repeated tardiness may interfere with satisfactory progress.

Students who arrive late to clinical training may be denied participation for that clinical period if the late arrival interferes with facility or patient-care requirements.

20. ACADEMIC PROGRESS POLICY

Students must demonstrate satisfactory academic and clinical progress.

Academic progress may be evaluated through:

- Written examinations
- Quizzes
- Assignments
- Skills demonstrations
- Clinical performance
- Attendance
- Professional behavior

Students who do not demonstrate satisfactory progress may be required to complete remediation.

21. GRADING POLICY

The school will use the following grading scale unless a different approved scale is adopted:

Grade percentage:

A	90–100%
B	80–89%
C	75–79%
F	Below 75%

Students must achieve the school's minimum passing grade and demonstrate satisfactory performance of required clinical and laboratory competencies.

Clinical and skills of competency may be evaluated separately from written examinations.

22. SKILLS COMPETENCY REQUIREMENTS

Students must demonstrate competency in required nursing assistant procedures.

Skills may be evaluated in:

- Classroom
- Skills laboratory
- Clinical setting

The Texas Nurse Aide Performance Record contains procedural guidelines that must be taught and evaluated in approved NATCEPs. (Texas Health and Human Services)

Students must successfully complete the required competencies before program completion.

23. STUDENT CONDUCT

Students are expected to conduct themselves professionally at all times.

Students must:

- Treat patients, residents, staff, instructors, and classmates respectfully.
- Protect patient privacy and confidentiality.
- Follow school and clinical-facility policies.
- Follow instructor directions.
- Maintain professional communication.
- Demonstrate honesty and integrity.
- Avoid disruptive behavior.
- Protect school and clinical facility property.
- Maintain appropriate professional boundaries.

Academic dishonesty, falsification of records, harassment, discrimination, theft, violence, threats, or serious violations of patient safety may result in disciplinary action up to and including dismissal.

24. PROFESSIONAL STANDARDS

CNA students are expected to demonstrate:

Compassion
Students should demonstrate kindness and respect toward patients and residents.

Integrity
Students must provide truthful information and accurately document required information.

Confidentiality
Students must protect patient and resident information.

Accountability
Students are responsible for their actions and assigned responsibilities.

Safety
Students must follow appropriate safety and infection-control practices.

Professionalism
Students must maintain appropriate behavior and appearance in classroom and clinical environments.

25. DRESS CODE

Students participating in skills laboratory and clinical training must wear the school's required clinical attire.

The school may require:

- Approved scrubs
- Closed-toe, appropriate clinical shoes
- Student identification badge
- Appropriate grooming
- Appropriate hair control
- Minimal jewelry as required for safety
- Appropriate personal hygiene

26. HEALTH AND SAFETY REQUIREMENTS

Students must meet applicable health and safety requirements before entering clinical training.

Students may be required to provide documentation concerning:

- Immunizations
- Tuberculosis screening
- Physical examination
- CPR certification
- Background screening
- Other clinical-site requirements

Requirements may change based on Texas regulations or clinical-facility policies.

27. CLINICAL REQUIREMENTS

Before participating in clinical education, students must satisfy all applicable school and clinical-facility requirements.

Students must:

- Complete required classroom/skills instruction before direct resident contact.
- Attend all required clinical hours.
- Demonstrate appropriate professional conduct.
- Follow facility policies.
- Maintain patient confidentiality.
- Complete required clinical competencies.
- Follow instructor and facility staff directions.

28. CERTIFICATION EXAMINATION INFORMATION

Successful completion of the CNA training program does not automatically result in CNA certification.

Eligible students may be required to complete the applicable Texas Nurse Aide Competency Evaluation Program according to current state requirements.

The certification examination process may include written/oral and skills components as applicable.

Students are responsible for meeting all state eligibility requirements and completing the certification process.

Truth Healthcare Career Center does not guarantee that a student will pass the state examination or obtain employment.

29. GRADUATION REQUIREMENTS

To successfully complete the Truth Healthcare Career Center CNA program, students must:

1. Complete all required training hours.
2. Complete required classroom instruction.
3. Complete required skills in laboratory training.
4. Complete required clinical hours.
5. Successfully demonstrate the required competencies.
6. Meet the school's academic requirements.
7. Meet attendance requirements.
8. Satisfy all financial obligations to the school.
9. Complete required student records and documentation.
10. Meet all other applicable program requirements.

Upon successful completion, students will receive the school's applicable program completion documentation.

30. EMPLOYMENT PREPARATION

The school may assist students with career preparation through:

- Resume preparation
- Interview preparation
- Job-search guidance
- Professional communication
- Workplace expectations
- Career resources

Employment is not guaranteed.

31. TRANSFER/CREDIT POLICY

The CNA program is a career-training program.

Course hours completed at Truth Healthcare Career Center are not automatically transferable to another educational institution.

Any acceptance of prior education, training, or experience will be determined according to applicable school policies and requirements.

Students should obtain written confirmation from another institution before assuming that CNA training hours will be transferred.

32. CANCELLATION AND REFUND POLICY

Truth Healthcare Career Center will maintain and publish a refund policy that complies with applicable Texas Workforce Commission requirements.

Official Refund Policy:
Truth Healthcare Career Center understands that circumstances may arise that prevent a student from beginning or continuing the CNA program. The following refund policy applies to tuition payments made for the CNA program.

1. Cancellation 36 Hours or More Before Program Start

Students who notify Truth Healthcare Career Center of their cancellation at least 36 hours before the scheduled program start time are eligible for a 100% refund of tuition paid.

2. Cancellation Within 36 Hours After Program Start

Students who cancel or withdraw within 36 hours after the program has started are eligible for a 50% refund of tuition paid.

3. After the 36-Hour Period

After the initial 36-hour period following the program to start, tuition payments are non-refundable, except where a refund is otherwise required by applicable law or an approved school policy.

4. Refund Request

Refund requests must be submitted to the Truth Healthcare Career Center in writing. The request should include the student's full name, program, date of enrollment, and reason for cancellation or withdrawal.

5. Refund Processing

Approved refunds will be processed according to the school's administrative procedures and applicable Texas requirements.

Student Acknowledgment

I acknowledge that I have read, understand, and agree to the Truth Healthcare Career Center CNA Program Refund Policy.

Student Name: _____

Student Signature: _____

Date: _____

School Representative: _____

Signature: _____

Date:

T

33. WITHDRAWAL POLICY

A student who wishes to withdraw from the program should submit written notifications to the school.

The school will determine the student's withdrawal date and any applicable financial obligations according to the school's enrollment agreement and applicable regulations.

Students who withdraw before completing required training may be required to re-enroll or complete additional requirements before returning.

34. LEAVE OF ABSENCE POLICY

Students requesting a leave of absence must submit a written request to the school.

Approval will depend on applicable regulations, program requirements, clinical scheduling, and the student's individual circumstances.

A leave of absence does not automatically guarantee placement in the same class or clinical schedule.

35. STUDENT RECORDS

The school maintains student records in accordance with applicable laws and regulatory requirements.

Student records may include:

- Admission documents
- Enrollment agreements
- Attendance records
- Academic records
- Skills evaluations
- Clinical evaluations
- Financial records
- Completion documentation
- Other required records

Students may request access to their records according to school policy and applicable law.

36. GRIEVANCE AND COMPLAINT PROCEDURE

Students are encouraged to first attempt to resolve concerns directly with the Truth Healthcare Career Center.

A student with a complaint should:

1. Discuss the concern with the instructor when appropriate.
2. If unresolved, submit the concern to the Program Director.
3. If still unresolved, submit the complaint to school administration.
4. Maintain written documentation of the concern and the school's response.

Where applicable, students may have the right to file a complaint with the Texas Workforce Commission or another appropriate regulatory agency.

School Complaint Contact:
Truth Healthcare Career Center
4524 Boat Club Road, Suite 150
Fort Worth, Texas 76135

Phone: (682) 241-5612
Email: truthhealthcarecareercenter@gmail.com

37. NON-DISCRIMINATION POLICY

Truth Healthcare Career Center is committed to providing an educational environment free from unlawful discrimination and harassment.

The school will comply with applicable federal and Texas laws concerning equal educational opportunities.

Students are expected to treat all individuals with dignity and respect.

38. STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

Students have the right to:

- Receive information about program requirements.
- Receive instructions consistent with the approved curriculum.
- Receive information about tuition and fees.
- Receive information regarding school policies.
- Be treated respectfully.
- Receive appropriate academic guidance.
- Express concerns through the school's grievance process.

Student Responsibilities

Students are responsible for:

- Attending scheduled classes and clinical experiences.
- Completing assignments.
- Maintaining satisfactory academic progress.
- Demonstrating required skills.
- Following school and clinical policies.
- Protect patient confidentiality.
- Maintaining professional conduct.
- Completing financial obligations.

39. TUITION AND FEES

The following section should be completed using the school's approved current fee schedule.

Item	Amount
CNA Program Tuition	$1000
Registration/Application Fee	$0
Textbook/Materials	$included in fee
Uniform	$included in tuition
Background Check	$10
CPR Certification, if applicable	$included in fee
Other Required Fees	$N/a
Estimated Total	**$1,010**

Payment Plan:
[Insert approved payment-plan terms.]

All tuition, fees, payment-plan terms, and refund provisions should be consistent with the school's enrollment agreement and applicable TWC requirements.

40. SCHOOL CALENDAR AND HOURS

School Office Hours:
8am-6pm

Class Hours:
8am -12PM

Clinical Hours:
8am –4pm

2026 ANNUAL SCHOOL CALENDAR

Program Length: 4 Weeks
Classroom Instruction: 60 Clock Hours
Clinical Training: 40hoursScheduled during Week 3
New Class Start: First week of each month
Graduation: 2 days after the final examination

HOLIDAY CALENDAR

THANKSGIVING HOLIDAY

November 26–27, 2026

School will be closed for Thanksgiving. Any affected instructional or clinical hours will be rescheduled so students can complete all required program hours.

CHRISTMAS HOLIDAY

December 24–25, 2026

School will be closed for the Christmas holiday. December clinical and classroom schedules may be adjusted to accommodate the holiday.

NEW YEAR'S HOLIDAY

January 1, 2027

School will be closed for New Year's Day. Any affected instructional hours will be rescheduled as necessary.

2026 Class schedule

Class	Program Start	Week 2	Clinical Week	Final Exam / Week 4	Graduation
January Class	Jan. 5	Jan. 12-16	Jan. 19-23	Jan. 26-30	Feb. 1
February Class	Feb. 2	Feb. 9-13	Feb. 16-20	Feb. 23-27	Mar. 1
March Class	Mar. 2	Mar. 9-13	Mar. 16-20	Mar. 23-27	Mar. 29
April Class	Apr. 6	Apr. 13-17	Apr. 20-24	Apr. 27-May 1	May 3
May Class	May 4	May 11-15	May 18-22	May 25-29	May 31
June Class	Jun. 1	Jun. 8- 12	Jun. 15-19	Jun. 22-26	Jun. 28
July Class	Jul. 6	Jul. 1-17	Jul. 2-24	Jul. 27-31	Aug. 2
August Class	Aug. 3	Aug. 10-14	Aug. 17-21	Aug. 24-28	Aug. 30
September Class	Sep. 7	Sep. 14-18	Sep. 21-25	Sep. 28-Oct. 2	Oct. 4
October Class	Oct. 5	Oct. 12-16	Oct. 19-23	Oct. 26-30	Nov. 1
November Class	Nov. 2	Nov. 9-13	Nov. 16-20	Nov. 23-27	Nov. 29
December Class	Dec. 7	Dec. 14-18	Dec. 21-25		

41. CONTACT INFORMATION

TRUTH HEALTHCARE CAREER CENTER

Certified Nursing Assistant Training Program

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Fort Worth, Texas 76135

Phone: (682) 241-5612
Email: truthhealthcarecareercenter@gmail.com

Owner: Titilope Abdul Raheem

Program Director : Taiasha Simmons RN

Catalog approved by: _____

Title: _____

Signature: _____

Date: _____