



nasiumTM
TRAINING

LEARNER HANDBOOK

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Registration

General Registration Requirements

A learner may be registered for a Nasium Training course or series upon satisfying applicable registration requirements as determined by the learner's employer and any applicable external requirements. As a general matter, Nasium Training registration requirements include:

1. Completion of the Learner Policy Acknowledgement and agreement to all applicable Terms and Conditions.
2. Continuous employment with the sponsoring employer throughout the training in a position designated by the employer as eligible for the training.
3. Learners must be at least 18 years of age.
4. High school diploma, GED, or equivalent (may be waived by the employer in certain situations).
 - a. A high school diploma or equivalent may be required for employment and/or professional certification or licensure, and successful completion of a Nasium Training course or series may require reading, math, and other skills at the post-secondary level. Nasium Training is not responsible for any consequences that may arise with the learner's employer or other external entity from the learner's inability to produce proof of high school graduation or its equivalent.
5. Ability to read, write, and speak the English language with sufficient proficiency to comprehend, participate, and succeed in training.

Special Medical Requirements

The learner acknowledges that they are in good physical health and shows no evidence of any communicable condition that would jeopardize the health of other learners or the Nasium Training staff. Learners must be physically capable of performing the training in which they are registered.

If required by a clinical experience site, a learner must have satisfactory health status. Nasium Training highly recommends that those at risk consider the advantages of immunization and decide to receive the series from their own physician or area health department. Learners should be aware that some clinical experience sites may require certain immunizations and that declining such immunizations may impede the learner's ability to complete training.

Learners should be aware that some clinical experience sites may require the learner to be covered by health insurance, and not having such insurance may prohibit the learner from participating in clinical experiences and successfully completing the program.

Learners registered in a course or series involving clinical care of patients may be required by Nasium Training to demonstrate the competencies of the series, which can include bending, walking, and standing as required for their occupations. Throughout the series, including clinical experience, Nursing Assistant and Patient Care Technician learners must also be able to demonstrate competencies related to lifting and positioning patients. Some series may have additional requirements.

Certification, Licensing, State, and National Board Examinations

Certification may be required by employers. In cases where the employer has paid for certification preparation, Nasium Training prepares learners to sit for the certification examination(s) designated by their employer.

Requirements of certification, state board, or national board licensing examinations are dictated by bodies outside of Nasium Training and, as such, these requirements may change during a learner's training. Although certain Nasium Training series may be designed to prepare learners to take various certification and licensing examinations, Nasium Training cannot guarantee learners will be eligible to sit for or pass these examinations. Nasium Training does not guarantee registration, certification, licensing, or job placement. In some states, professional certification examinations must be taken and passed to be eligible to work in fields such as pharmacy technician or nursing assistant. Other states may have licensing requirements. It is the learner's

responsibility to verify these requirements in partnership with their employer.

Furthermore, states, employers, and various other agencies may require a criminal background check and/or drug testing before a learner can be placed in a clinical experience or clinical setting, or take professional licensing, certification, or registration examinations. Learners who have prior felony convictions or misdemeanors may be denied the opportunity to take professional licensing, certification, or registration examinations by the state or licensing body. These learners may also be denied a license or certification to practice in some states, even if the certification or licensing examination is taken and successfully completed. Learners are responsible for inquiring with their employer and appropriate agencies about current requirements prior to registering in the series of their choice. If the learner's circumstances change, they are responsible for inquiring with the appropriate agencies at the time of making an application for certification or licensure, and learners are responsible for notifying their employer and Nasium Training.

Nasium Training's agreement with an employer typically covers payment of the corresponding series certification/licensure examination fee (if applicable) once all requirements have been met, prior to sitting for the exam. Nasium Training's contract with an employer typically covers the initial certification fee and one retake, if needed. Learners should speak with their employer or contact support@nasiumtraining.com to inquire about requirements for specific training series.

To achieve eligibility for coverage of the examination fee, learners may be required to achieve a minimum score on related practice examinations and sit for the exam within three months after series completion. Examinations are offered through the National Healthcareer Association (NHA), Prometric, and other testing providers.

Nasium Training will provide required documentation to state regulating and certifying bodies as requested and as required. Questions regarding this process can be directed via email to support@nasiumtraining.com.

Course Exemption for Previous Certification

In some cases, as approved by the paying employer, Nasium Training will allow a learner to provide proof of certification to excuse the learner from the online learning portion of the respective certification training course. Allowable certifications must be issued by a nationally recognized certifying body and cover an equivalent certification to the one identified by the employer for which the Nasium Training course(s) prepare learners. Learners must provide Nasium Training with a copy of proof of current certification. Clinical competency in the respective subject area will be assessed during the lab course; excusing the learner from the lab course must be approved by the lab instructor, the employer partner, and Nasium.

Proof of current certification must be emailed to support@nasiumtraining.com prior to the learner's registration in the series.

Criminal Background Checks and Illicit Drug Testing

Nasium Training makes no representation regarding its learners' ability to sit for or obtain licensure or certification in any professional field. If learners have or in the future obtain a criminal conviction record, learners may not qualify for professional licensing or credentialing and may have difficulty finding new or maintaining current employment. Nasium Training does not perform criminal background checks, nor does Nasium Training test learners for illicit drug use. Learners may be subject to such checks by their employers.

Disability Accommodation

Nasium Training complies with disability nondiscrimination and accommodation laws, including (as applicable) the Americans with Disabilities Act and state and local requirements regarding learners with disabilities. Qualified learners with disabilities (as defined under applicable law) who meet technical and academic standards at Nasium Training may be entitled to reasonable accommodations.

Learners wishing to disclose a disability and seek accommodation in the context of their Nasium Training course or series should contact support@nasiumtraining.com.

Nasium Training will engage in an interactive process with each learner who requests accommodations. It is the responsibility of the learner to initiate the process by self-disclosing a disability to Nasium Training and identifying what accommodation is being requested. Learners have the right and responsibility to:

- Choose whether to disclose their disability. If the learner does not want to disclose a disability or does not need or want accommodations, the learner is not required to disclose or request accommodations.
- Request accommodations. If the learner feels the functional limitations of a disability create unnecessary barriers that could be mitigated by reasonable accommodations, the learner has the right to make a request.
- Provide documentation, if requested, of the disability and how it impacts the learner's academic performance. Nasium Training requests supporting documentation from a medical professional who has evaluated an individual's disability which provides the official basis of the learner's assertion that they are a person with a disabling condition.
- Communicate in a timely manner with Nasium Training about a disability, accommodations, and/or what is or is not working. Accommodations are not provided retroactively; therefore, learners are encouraged to contact Nasium Training as soon as possible to request accommodations.
- Contact Nasium Training immediately if the learner has any concerns or feels there is discrimination because of a disability.

Nasium Training considers requests from pregnant learners under this same procedure; learners who are pregnant or who have pregnancy-related conditions and wish to seek accommodations should contact support@nasiumtraining.com.

Note that Nasium Training is not required to fundamentally alter the nature of a training course or series to accommodate learners. All learners must disclose the request for accommodations during the training program to their employer.

Nondiscrimination

Nasium Training does not discriminate on the basis of race, color, religion, national origin, age, disability, sex (including pregnancy or pregnancy-related conditions), gender, sexual orientation, marital status, genetic information, or military/veteran status in the operation of its training and related services. Sexual harassment is a prohibited form of sexual discrimination under this policy. Nasium Training prohibits retaliation against individuals who oppose discrimination described in this policy, or who participate in investigations or other proceedings involving allegations of discrimination.

For questions or concerns regarding Nasium's Nondiscrimination policy, please contact support@nasiumtraining.com.

Technical Requirements and Modalities

Some courses and programs offered by Nasium Training are taught through a blend of distance education along with an on-site laboratory component; some courses and programs also contain a clinical experience conducted at an approved healthcare facility. Some may be fully online.

For courses or programs with an online learning component, learners must have access to a working computer or laptop and have Internet access. If learners have a tablet or a smartphone, it is important to realize not all classroom functions may be accessible on a tablet, smartphone, or another mobile device.

For courses or programs with an online learning component, learners must meet the technical requirements of the Nasium Training system(s) in which the course or program is offered, and any technical requirements imposed by the learner's employer. Learners should contact their employer with any questions about technical requirements applicable to their specific course or series.

Learners may be required to participate in orientation prior to the start of the course or series.

Transportation

Where a learner's course or series involves laboratory or other on-site training (e.g., clinical or clinical experience), the learner is responsible for arranging transportation to and from the training site.

Learner Information and Policies

Anti-Harassment, Bullying, and Cyberbullying

It is the policy of Nasium Training that all learners and trainers have a training setting that is safe, secure, and free from harassment and bullying. Conduct that constitutes bullying or harassment, as defined herein, is prohibited. Violations of this policy may result in disciplinary action pursuant to Nasium's Code of Conduct. Any questions about this policy should be directed to support@nasiumtraining.com.

Attendance

Nasium Training courses and series can vary in length, depending on the needs of each employer. Devoting the recommended time for the course or series in which a learner is registered will assist with completion within the assigned duration.

Regular attendance is expected to allow learners to develop the skills and attitudes required in the workplace. Attendance is based on the learner being physically present in scheduled laboratory and clinical experiences (if applicable) and the learner completing online training activities, such as submission of assignments and assessments (if applicable). Attendance is critical to master skills. Learners who do not maintain attendance acceptable to their employer, or that satisfies any requirements that may apply to the specific course or series (e.g., as required to meet qualifications to sit for a certification or licensure exam) may be dismissed from the course or series.

Tardiness for labs and other in-person training sessions is disruptive to a positive learning environment and is discouraged. Continued or excessive tardiness, leaving early, or absences in any lab or other in-person training session may lead to disciplinary action or removal from training, at the discretion of Nasium Training and the learner's employer.

Some labs or courses have specific attendance requirements. These requirements are found on the course syllabi. Attendance for the on-site lab portion of the training is required; learners should plan to attend all onsite lab days. Absences may be excused by the lab instructor at the employer's discretion, and the instructor must approve plans to make up time and skills training missed.

All clinical experience hours, when required, must be completed.

Performance During Training

Learner understanding of subject matter is assessed on a continuous basis throughout the assigned course or series. Each course or series is designed to support progressive proficiency in the subject matter. If the learner is unable to complete regular assessments successfully or is unable to otherwise demonstrate mastery of the subject matter, Nasium Training will intervene and offer reasonable assistance to assist the learner in continuing with their course or series. Learners who do not ultimately demonstrate proficiency within the timeframe allotted in the course and/or by the employer may be dismissed from the course or series.

Biomedical, Infectious Waste, and Radiation Exposure Control

This policy sets out the protocols and procedures for the proper handling, storage, disposal, and response to exposure to biomedical or infectious waste produced during Nasium Training clinical training. The purpose of this policy is to ensure the safety of learners when handling and storing biomedical or infectious waste, and to ensure that certain protocols and procedures for the safe and responsible disposal of biomedical or infectious waste are followed.

Definitions

Biomedical Waste (BMW): Any solid or liquid waste which may present a threat of infection to humans. The term includes, but is not limited to, non-liquid human tissue and body parts, discarded sharps, human blood, human blood products, laboratory waste that contains human disease-causing agents, and body fluids. The following are also included:

- Used absorbent materials saturated with blood, body fluids, or excretions or secretions contaminated with blood, and absorbent materials saturated with blood or blood products that have dried. Absorbent material includes items such as bandages, gauze, and sponges.
- Non-absorbent disposable devices that have been contaminated with blood, body fluids, or blood-contaminated secretions or excretions and have not been sterilized or disinfected by an approved method.

Body Fluids: Those fluids which have the potential to harbor pathogens such as human immunodeficiency virus and Hepatitis B and C viruses. This includes lymph, semen, and vaginal secretions, and cerebrospinal synovial, pleural, pericardial, and amniotic fluids. Body excretions such as nasal discharge, saliva, sweat, tears, urine, and vomitus shall not be treated as BMW unless visibly contaminated with blood.

Sharps: Objects capable of puncturing, lacerating, or otherwise penetrating the skin. Sharps include but are not limited to needles, lancets, microscope slides, and phlebotomy needles. Laboratory broken glass is included under this category.

Non-Sharps: Any item that does not satisfy the definition of sharps above but comes into contact with body fluids or other BMW. These items include, but are not limited to soiled gloves, empty urine collection cups, and gauze.

Procedures

Segregation and Handling

BMW is identified and segregated from other waste at its point of origin into its proper container. The point of origin shall be the laboratory in which the BMW is generated. Each laboratory shall be equipped with leak-proof sharps containers and a red impermeable bag (i.e., "Red Bag") for the disposal of non-sharp BMW.

All sharps shall be discarded into leak-proof, puncture-resistant containers.

All non-sharp BMW shall be disposed of directly into Red Bags. Items included in proper Red Bag disposal are as follows:

- Visibly contaminated PPE
- Bloody gloves
- Plastic tubing
- Saturated items, including gauze and bandages
- Properly sealed Sharps containers

All Sharps containers must be properly sealed when the container is full as indicated by the fill-line; Red Bags shall be sealed. Bagged BMW being prepared for off-site transport shall be enclosed in a rigid type of container provided by the approved transporter.

Procedures for Decontaminating BMW Spills

1. Surfaces contaminated with spilled or leaked BMW shall be decontaminated as part of the cleaning process. The following products and procedures must be used and carried out:
 - The following personal protective equipment (PPE) must be used during the cleanup process: gloves, disposable lab coat, goggles, and mask if applicable.
 - Packaged PPE sets are bagged and sealed under laboratory sinks.
 - Cavacide must be sprayed on the contaminated area/s and wiped up.
 - All soiled items are to be bagged and placed in the biohazard containment box.
2. Non-BMW liquid waste created by these chemical disinfection operations shall be disposed of into a sewage system with excess water to dilute the chemical.
3. The disinfectants that are stored and may be utilized at the Clearwater Campus are Cavacide and a 10:1 water-to-

bleach solution.

4. Personal protective equipment, bleach, Cavacide spray bottles, and spill kits are located under all classroom sinks.

Needle Stick Procedures

Nasium Training intends to pay for learners to be evaluated at a clinic or doctor's office if they are not covered by health insurance, and only for the cost of the evaluation visit. The cost of any external tests, prescriptions, or other treatment or follow-up visits would be reviewed by Nasium Training and only subject to coverage or reimbursement upon prior written authorization on a case-by-case basis.

If the learner is injured at a Nasium Training location, the instructor or a staff member will complete an incident report. One copy is given to the learner to take to an approved outside clinic. The learner is instructed to go to an approved outside clinic within 48 hours. If the injury happens at the clinical experience site while the learner is completing a clinical experience, the extern and/or site should contact Nasium Training and the extern should complete an incident form.

Radiation Safety

Certain courses or series may involve work with radioactive materials or radiation machines; these courses are conducted in a manner that protects health and minimizes danger to life, property, and the environment.

Training courses or series may require learners to operate or be exposed to radiography machines; learners may do so only under the direct supervision of Nasium Training-qualified instructors and/or their employer's qualified staff. Direct supervision by instructors means that the instructors must work closely with the individual, physically demonstrate the procedures, and give instruction on the hazards of the experiment. The supervisor should be physically present during radiography operation. The learner should make trial runs, when necessary, using non-radioactive materials until they can safely conduct or assist in conducting the radioactive activities.

Nasium Training requires the use (to the extent practical) of procedures and engineering controls based on sound radiation protection principles to achieve occupational and public doses that are as low as reasonably achievable (ALARA). Nasium Training-authorized users and radiation workers are instructed to apply ALARA principles and good work practices to minimize their radiation exposure, and to strictly adhere to radiation safety policies and procedures to keep their exposure as low as practical.

Gross or willful negligence in the use of radiation or the handling of radioactive substances which endangers the health of learners, workers, or patients could result in immediate dismissal.

Personnel Monitoring (PM) Requirements

A dosimeter badge, or personnel monitoring (PM) badge, is assigned to an individual using or assisting in the use of radiation sources. For training courses or series involving potential radiation exposure, the employer or training site will assign a PM badge to learners. PM badges are monitoring devices designed to be worn or carried by an individual entering the radiography area for the purpose of measuring the dose received. PM badges provide a legal record of a person's occupational external radiation exposures.

Concerns

Nasium Training encourages learners to bring all problems, concerns, frustrations, complaints, or grievances to its attention. Many issues can be resolved by bringing the matter to the attention of a Nasium Training instructor. Where that route is unsuccessful or inappropriate (e.g., because the complaint concerns the trainer), the learner should reach out to support@nasiumtraining.com.

Nasium Training prohibits retaliation against anyone who reports a concern or complaint in good faith, or against any person who assists or participates in good faith in an investigation relating to such a report. All complaints of retaliation should be reported to support@nasiumtraining.com.

Copyright Infringement

All members of the Nasium Training community are required to comply with U.S. federal copyright laws and regulations. This policy includes information on infringement policies and sanctions, what constitutes copyright, the kinds of activities that violate federal law, legal alternatives to unauthorized downloading, and a summary of the civil and criminal penalties for copyright violations.

Copyright Infringement Policies and Sanctions

The purpose of Nasium's Copyright Infringement Policy is to comply with copyright law for the use of copyrighted material on Nasium's computers, networks, and copiers. The policy seeks to make users aware of the seriousness and consequences of the unauthorized use of copyrighted material. Unauthorized use of copyrighted material is illegal. All trainers, staff, and learners are expected to be aware of and follow these requirements. Any member of the Nasium Training community practicing unauthorized use or distribution of copyrighted material is subject to sanctions by Nasium, up to dismissal or termination. Violators are subject to federal criminal offenses for copyright law violations.

Code of Conduct

Learners are required to comply with the conduct expectations established by Nasium, including but not limited to the requirements listed in this policy. Failure to comply with the conduct expectations established by Nasium Training could result in suspension or dismissal from training. Nothing in this policy should be construed as limiting or preventing Nasium's discretion to take other action which, in Nasium's sole discretion, is necessary or advisable to promote safety and security. Learners who have been dismissed from Nasium Training may not be eligible to participate in future Nasium Training courses or series, at Nasium's and the employer's discretion.

Prohibited Conduct

Any learner found to have committed misconduct, including the following types of misconduct, may be subject to suspension or dismissal from training, or to other sanctions determined by Nasium:

1. Acts of dishonesty.
2. Disruption or obstruction of training or other Nasium Training activities.
3. Physical or verbal abuse, profanity, threats, intimidation, and harassment including, but not limited to sexual harassment, gender-based harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person, either during online training, on or off a training site, or at any Nasium-sponsored activity.
4. Bullying and cyberbullying.
5. Attempted or actual theft of and/or damage to property of Nasium Training or property of a member of the Nasium Training community or other personal or public property.
6. Hazing, defined as any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person.
7. Failure to comply with directions of Nasium Training officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
8. Unauthorized possession, duplication or use of keys, or unauthorized entry to or use of premises.
9. Violation of published Nasium Training policies, procedures, or rules.
10. Violation of any applicable federal, state, or local law.
11. Use, possession, or distribution of narcotics or other controlled substances, except as expressly permitted by law, a valid doctor's order, and Nasium, or being under the influence of such substances at any time while participating in Nasium Training courses and series. Please note that even where otherwise permitted under local law, marijuana or alcohol use, possession, or influence on Nasium Training's premises, at Nasium Training or other events, or that adversely affects the Nasium Training community, is prohibited.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.
13. Conduct that is disorderly, disruptive, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace.
14. Aiding, abetting, or inducing another to engage in behavior prohibited by the Code of Conduct.

15. Unprofessional conduct that reflects poorly on the learner or Nasium.
16. Abuse of computer facilities or the Nasium Training network.
17. Unauthorized distribution of login information pertaining to training, Nasium Training systems, and any other Nasium Training-related activities.
18. Abuse of the disciplinary system, including but not limited to falsification; knowingly instituting a complaint without good cause; and attempting to discourage, intimidate, or improperly influence a person's participation in the learner conduct process.
19. Falsification, distortion, or misrepresentation of clinical experience timesheets.

Laboratory and Clinical Experience Expectations

- **Safety** — Because of the health hazards inherent in the field, safety is stressed in every course. Rules and safety procedures are posted in each laboratory. Additional safety standards may apply to sites.
- **Eating** — No food or beverage (except water in a spill-proof container) is allowed in laboratories.
- **Breakage** — Be respectful of the equipment, supplies, and facilities. Payment may be charged for any deliberate destruction of equipment.
- **Cleanliness** — Learners are observed on how they care for and maintain equipment.
- **Housekeeping** — Duties are required of all learners. Learners are responsible for keeping laboratories and equipment clean and neat.
- **Homework** — Required homework assignments must be turned in when due. Learners may be required to devote time to home study.
- **Telephones** — Learners may make phone calls and attend to personal matters during breaks only.
- **Behavior** — Report any suspicious activity to your assigned trainer.
- **Firearms** — The use, storage, or possession of firearms, electronic weapons or devices, destructive devices, ammunition, or any other weapon on or at any Nasium Training facility or other facility at which a Nasium Training offering is being conducted is strictly prohibited.

Dress Code

Nasium Training promotes a professional, sanitary, and safe atmosphere during its trainings. Appropriate attire and appearance for learners is also professional, sanitary, and safe. In cases where an employer's written dress code policy conflicts with that of Nasium Training, the employer's dress code will be adopted.

All learners are required to comply with the following guidelines when attending in-person training, including labs and/or clinical experience:

- Clothing:
 - Scrubs should be neat, clean, professional, and unwrinkled.
 - Shoes must be professional and clean, with closed heels, soles, and toes. No cloth, holes (e.g., Crocs), or mesh.
 - Undergarments must be worn as appropriate, and not visible.
 - Outerwear (e.g., sweaters, jackets, and lab coats) must be neat and clean.
 - Identification badges, if required, must be always worn during on-site laboratory training and as required by a clinical experience site.
- Nails must be short, neat, and natural/light nail color. No fake or artificial nails are allowed in the lab or clinical settings.
- Jewelry should be professional in appearance and kept to a minimum. Jewelry and removable accessories or cosmetics (e.g., false eyelashes) must be well-secured with no danger of falling off/out or causing contamination. No dangling, hanging, or sharp-edged jewelry or accessories.
- Body art (e.g., tattoos) should be professionally acceptable and may be required to be covered.
- Hair (including facial hair) and/or head coverings must be clean, neat, and professional in appearance. Hair and/or coverings must not dangle or extend in such a way that they present a safety/sanitation hazard. Long hair must be pulled back and secured. Learners may be asked to pull back their hair.
- Cosmetics must be appropriate and professional for a healthcare environment. Perfume or cologne should

be used sparingly, and individuals may be asked to discontinue the use of products.

Clinical experience sites establish their own company policies and dress codes that may differ from Nasium Training's policy. For more information regarding this policy or seeking an exception to this policy, please email support@nasiumtraining.com.

Drug and Alcohol Policy

The manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or alcohol by learners, trainers, or any other training participant as part of any Nasium Training activity is prohibited unless expressly permitted by both Nasium Training and the employer.

Electronic Devices

Use of cellular phones in labs and clinical experiences is disruptive to trainers and fellow learners and is not permitted. Learners should inform family and friends of lab and classroom hours and of the policy regarding phone calls. Cell phones are permissible in laboratories but must be turned off during training. In the case of a personal emergency, learners may request the use of a personal device as an exception to this policy.

Technology used in these settings should be used in a manner that will enhance the learning environment for all. Learners wishing to use any form of electronic device while in these settings must receive prior permission from the trainer/site. Any device that can photograph, send and receive messages, or record (visually or audibly) may not be used at any time during an exam or when patients or identifiable information are present.

Any use of technology that detracts from and/or disrupts the learning environment or promotes any form of academic dishonesty is strictly prohibited by Nasium. Learners who violate this policy will be subject to appropriate disciplinary action.

Clinical Experiences/Clinical Courses (Where Applicable)

Clinical experience hours may be a part of a learner's required coursework in their training at Nasium. Learners are typically not paid for the work performed during clinical experience activities; learners completing clinical experience activities at their place of employment should consult with their employer as to whether clinical experience time will be paid by the employer. Learners participating in clinical experience hours are reminded that they are acting as representatives of their employer and are expected to maintain professionalism at all times, and that Nasium Training conduct expectations apply during the clinical experience.

Clinical Experience Requirements

Practical experience, through on-site clinical experience, is an extension of and a required part of some training courses and series at Nasium. Where the clinical experience is a required component of the Nasium Training course or series, a learner must successfully complete the clinical experience requirements to complete their course or series. In some cases, completion of the clinical experience may also be required before sitting for an external certification or licensing exam. Any time a learner misses during a clinical experience must be made up.

Clinical Experience Travel

When a course or series requires or involves a clinical experience site that is not the site of the learner's employment, clinical experience sites are assigned based on availability. Although Nasium Training cannot guarantee a particular office or geographical location, a learner's request is taken into consideration when making assignments. Learners should be prepared to commute up to 40 miles from their home address to complete a clinical experience. If a prospective site does not exist within 40 miles, learners should be prepared to commute longer than the customary distance.

Learners are responsible for providing their own transportation to and from their clinical experience sites.

Incomplete Clinical Experience

At the employer's option, learners who complete all didactic and clinical laboratory requirements but do not complete the clinical experience component of the course may complete the clinical experience at a later date if

the hours are completed within three months and the employer agrees, in writing, to offer the clinical experience via a preceptor model and on an extended schedule.

Learner Records

Do Not Call

Learners may ask Nasium Training to place them on Nasium's Do Not Call list. Once such a request is made, Nasium Training will not call or text learners about future training opportunities unless the learner's record shows that the learner has again given consent to be contacted.

Do Not Call requests will not stop other contact, such as that related to the learner's active training at Nasium Training and other important or legally mandated communications.

Learner Information Privacy

Nasium Training's privacy policy can be found on its website at nasiumtraining.com and learners are required to accept its terms as a condition of use of Nasium Training's platforms.

Nasium Training follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) in its disclosure and maintenance of learner information in courses or series covered by FERPA. FERPA affords covered learners certain rights with respect to their education records. These rights include:

- A right to inspect and review their education records within 45 days of the day Nasium Training receives a written request for access. A learner should submit a written request to support@nasiumtraining.com that identifies the record(s) the learner wishes to inspect. A Nasium Training official makes arrangements for access and notifies the learner of the time and place where records are available to be inspected.
- A right to request an amendment of the learner's own education records that the learner believes are inaccurate, misleading, or otherwise in violation of the learner's privacy rights under FERPA. A learner should submit a written request to support@nasiumtraining.com that clearly identifies the part of the record the learner wants changed and specify why it should be changed. If Nasium Training decides not to amend the record as requested, Nasium Training notifies the learner in writing of the decision and the learner's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures is provided to the learner when notified of the right to a hearing.
- A right to provide the required written consent before Nasium Training discloses personally identifiable information from the learner's education records, except to the extent that FERPA authorizes disclosure without consent.
 - One example of an exception to the consent requirement under FERPA is the exception for the disclosure of personally identifiable, non-directory information to school officials with legitimate educational interests. A school official is a person acting as an agent for Nasium Training in an administrative, supervisory, academic, or research or support staff position; a person or company with whom Nasium Training has contracted as its agent to provide a service; a person serving on the governing board(s) applicable to Nasium Training; or a learner serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibilities for Nasium Training. Nasium Training discloses education records to these persons without a learner's prior written consent.
 - Another example of an exception to the consent requirement under FERPA is the exception for the disclosure of personally identifiable information to the appropriate parties (e.g., law enforcement officials, trained medical personnel, public health officials, and parents) to protect the health or safety of the learner or other individuals. To qualify under this exception, the situation must present an actual, impending, or imminent danger to the learner or other individuals. This action is not taken lightly, and personally identifiable, non-directory information will only be disclosed pursuant to this exception under circumstances that present actual, impending, or imminent danger. This exception is limited to the period of the emergency.
 - *Directory Information*: Nasium Training may also disclose directory information, which is information

that is generally not considered harmful or an invasion of privacy if released, without written consent unless a learner has expressly opted out. Learners may opt out of directory information disclosures by signing and submitting a Directory Information Opt-Out form, available by contacting support@nasiumtraining.com. Nasium Training may, upon request, disclose directory information without consent to officials of a school in which a learner seeks or intends to register or has registered. Nasium Training has designated the following information as Directory Information:

- Name, address, and phone number
 - Photograph
 - Course or series registrations and dates of attendance
 - Completion status
 - Participation in officially recognized Nasium Training activities
 - Honors and awards received
 - Learner ID number
- A right to file a complaint with the U.S. Department of Education concerning alleged failures by Nasium Training to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Course or Series Completion

A PASS/NONPASS grade will typically be assigned based on the composite results of a course or, for a series, for all courses within the learner's series. To achieve a PASS grade for the series, learners must meet the following requirements: 1. Complete and receive a PASS grade on all courses 2. Successfully complete any other series-specific requirements, including experiential training through an organized clinical experience (as required) and registration for a certification exam (as required).

Additional evaluation criteria may apply in specific courses or series, depending on employer needs or preferences, or external requirements, e.g., from certification or licensure entities.

Nasium Training makes no guarantee to learners or employers of any specific skill attainment that will result from its courses or series. Learners' actual skill level is dependent upon the learner's aptitude, engagement, and effort. Participation in this training does not guarantee career advancement.

Learners who have met course or series requirements are eligible to receive a digital copy of an official Certificate of Completion from Nasium Training, which is emailed to the learner after course or series completion. This certificate is proof that the learner has demonstrated proficiency in all required concepts and competencies as defined by Nasium Training and the employer partner.

Retakes

Learners may retake a course or series under certain circumstances. First, the employer must provide written permission to Nasium Training for the individual to retake the course or series; second, the employer must be offering a cohort in the same location (or one close to the same location) where the original course(s) were taken; third, there must be space available in the course or series the learner wishes to retake; fourth, the learner's LMS license must still be active; and fifth, the learner must still meet all applicable Nasium Training registration requirements.

Withdrawal

Learners who must withdraw from their Nasium Training course or series must notify their employer. Learners are considered an official withdrawal on the date Nasium Training receives notification from the employer. Learners who withdraw may be re-registered in a course or series via a later cohort if: a) the employer provides written permission to Nasium Training for the individual to re-register in the course or series; b) the employer hosts a cohort of that course or series at the same site; c) there is space available in the cohort; d) the learner's LMS license has not expired; and e) the learner still meets all applicable Nasium Training registration requirements.

E-Signature Policy

Nasium Training recognizes an electronic signature as a valid signature from learners. Learners use electronic signatures to register, request specific documentation, update information, etc. An electronic signature is considered valid when the following conditions are met:

1. Nasium Training provides the learner with a unique ID number.
2. Learner sets their own password.
3. Learner logs in to a secure site using both the ID and the password.
4. The act of a learner electronically signing a document has the same intent as if the learner were signing a wet ink document.

It is the responsibility and obligation of individuals to keep their email, log-in ID, and password private so others cannot access and use their credentials to sign documents.

Testimonial Authorization and Release

Learners irrevocably permit, authorize, and license Nasium, its clients, agents, licensees, affiliates, and successors to display, publicly perform, exhibit, transmit, broadcast, reproduce, record, photograph, digitize, modify, alter, edit, adapt, create derivative works, exploit, sell, rent, license, and otherwise use, and to permit others to use, the learner's name, image, likeness, appearance, voice, professional and personal biographical information, and all materials created by or on behalf of Nasium Training that incorporate any of the foregoing ("Testimonial Information") on a perpetual basis throughout the world and in any medium or format whatsoever now existing or hereafter created.

Services and Resources

Academic and Skills Support

Trainers are available to support learners in successfully completing their courses and readying themselves for certification. Trainers can be reached through the learners' Course room.

Certification

Certification Services are available to support learners in registering for certification exams when included in the course or series identified by the employer. Learners can access preparation materials and receive preparation support from instructors. Certification Services can be reached at support@nasiumtraining.com.

Clinical Experience

Nasium Training supports learners whose course or series requires clinical experience outside of their employer's facility in identifying and securing a clinical experience site. Clinical experience support can be reached at support@nasiumtraining.com.

Non-Academic Questions

Nasium Training provides support for questions that pertain to non-academic issues at support@nasiumtraining.com.

Technical Support

Technical support is available to learners who are having trouble accessing course content and experiencing other technical issues related to completing their course requirements. Technical Support can be reached at support@nasiumtraining.com.

Site Safety and Security

Unless otherwise posted, the use of tobacco products and e-cigarettes on training sites (including clinical experience sites) or during Nasium Training-sponsored events is prohibited.

A truly safe training environment can only be achieved through cooperation. Learners are asked and expected to

report crimes, suspicious activities, or other emergencies observed during training or at a training site to Nasium.

Learners who witness or are victims of a crime affecting the Nasium Training community should immediately report the incident to local law enforcement in the community in which the incident occurred, and to Nasium.

Nasium Training takes seriously any threats made to cause harm to others or to oneself. Threats to harm others will be handled through the Code of Conduct and may involve removal from training pending investigation and/or the engagement of law enforcement officials. In the case of threats to harm oneself, Nasium Training may call local law enforcement officials or other persons acquainted with the person making the threat for the purposes of checking on that person's welfare. Nasium Training may also work with the person to determine available resources and appropriate next steps.