



H.E.C. OPERATED AGREEMENT

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Health Education Center, LLC

And

(Facility) _____

This agreement is executed on the _____ day of (month) _____ (year) _____ and will remain in effect until one year from the contract date, and automatically renew annually until canceled in writing by either party.

This agreement has been developed to outline the responsibilities of both parties as it relates to online training of Nurse Aides.

Health Education Center, LLC will provide Nurse Aide Training for the above-named facility via the Kentucky Medicaid-Approved curriculum through online services and will provide the required 16 hour clinical in preparation to sit for the state competency exam. Health Education Center, LLC will be the Approved Training Provider.

The facility will be invoiced for services at a rate of **\$500.00** per student and once the student is registered for the course, no refunds will be issued. This cost does not include state competency testing fees.

Health Education Center, LLC Responsibilities:

- To process the student registration and provide student access to begin the online training portion of the course.
- To maintain all student records for the required time period.
- To provide the required 16 hour clinical and skills check off at an approved clinical site.
- To provide the student with a certificate of completion on their last clinical day upon successful completion of the course.
- To communicate with nursing facilities if students fail the course or do not successfully complete the required clinical component of the course.

Nursing Facility Responsibilities:

- The nursing facility will ensure that all students registered are employed by the nursing facility.
- The nursing facility will perform the required criminal background check, abuse check and ensure that they meet the criteria for employment eligibility prior to registering students.
- The nursing facility will email student registration information to contact@healtheducationcenter.us utilizing the appropriate registration form.
- The nursing facility will provide the student with the current edition of the required textbook.
- The nursing facility will work with H.E.C. to arrange clinical dates for their students.
- The nursing facility will be responsible for assisting the student to take the state competency exam.
- The nursing facility will communicate with HEC about registering and scheduling state tests.
- The nursing facility agrees to pay **\$500.00** for each student registered with Health Education Center, LLC.
- The nursing facility agrees to pay all invoices in a timely manner
 - All invoices 60 days outstanding will receive a 10% late fee
 - If there are two or more invoices outstanding over 90 days, student registrations will be paused until account is up to date

This agreement is in effect as of (Date) _____ and shall remain in effect until one year from the contract date. If cancellation occurs before the contracted year, a 30 day notice in writing is required. If there is a rate change, the nursing facility will be notified in writing.

Health Education Center, LLC

39030 Vantage Place

Date: _____

Louisville, KY 40299

(502) 762-5151

X _____
(Authorized Signature)

Nursing Facility: _____

Address: _____

Phone: () _____

X _____
(Authorized Signature)

Date: _____