**Student Enrollment Agreement Guide**

**Instructions:** Per [WAC 246-841A-420(2)(d)](https://app.leg.wa.gov/WAC/default.aspx?cite=246-841A-420&pdf=true), all training programs must have a student enrollment agreement that the training program provides to each student for review, discussion, and signature prior to beginning the course. The enrollment agreement may take a variety of forms (i.e., a single document, multiple documents, a Student Handbook, etc.). The training program retains a signed copy in each student’s file. The student agreement must address each item listed below. Please attach your enrollment agreement document(s), provide links, or indicate how your program will address each item below.

1. Students Rights and responsibilities (including those listed in the Clinical Affiliation Agreements).
2. General Description of the Program, Components (Classroom, Skills Lab and Clinical), Hours and length of time required to complete program.
3. Program Policies relevant to students, including all criteria required to pass the course and criteria that may be cause for immediate dismissal or failure (You can use the [Evaluation Methods template](https://docs.google.com/document/d/1uVTbyE_fSuy4CF5zFzocNS7VhldIALu9/edit?usp=sharing&ouid=107083819014543578477&rtpof=true&sd=true) to fulfill this requirement).
4. A statement that the student has received the class schedule and access to common curriculum materials for students as provided by the Washngton State Board of Nursing (WABON). formerly called the Nursing Care Quality Assurance Commission.
5. The following statement regarding the right to file a complaint with the commission with concerns about the training program: “Student complaints about this nursing assistant training program can be filed with the Washington State Board of Nursing (WABON), formerly called the Nursing Care Quality Assurance Commission.” The [current web page link for filing a complaint](https://fortress.wa.gov/doh/opinio/s?s=EducationComplaintForm) must be included with the statement.