

Active Nursing Assistant Training of Clear Lake

2511-B NASA Pkwy, Ste #102

Seabrook, Texas 77586

(832) 265-2824

CAREER SCHOOL:

Active Nursing Assistant Training of Clear Lake

Course Name: Electrocardiography

Student Catalog 2019

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HISTORY

Brenda Manning, RN/School Director

Active Nursing Assistant Training of Clear Lake is a new Career School founded by Brenda Manning beginning in July 2014. Brenda Manning has been a nurse since 1998 with vast clinical experience in many fields of nursing. Prior to 1998, Brenda Manning's high school vocational instructor inspired her to teach others the trade of nursing. In 1991, Brenda Manning became a nursing assistant, an EMT, and then an RN. Now, after many years of bedside nursing in the hospitals, in the home, and in skilled nursing units, Brenda Manning, RN has decided to make teaching and business ownership her full time job. Active Nursing Assistant Training of Clear Lake has been created to teach many new students the ongoing and exciting paths in nursing by teaching people age 16 and up how to become an excellent healthcare provider as a nurse aide. Brenda Manning prides herself with her "hands on", interactive, and visual teaching styles to make learning as easy and fun as possible.

In her own town of Seabrook Texas, Brenda Manning looks forward to teaching nurse aide students in the best environment possible- a relaxing spot on the water. Active Nursing Assistant Training of Clear Lake is located at Lakeside Yachting, 2511B NASA PKWY #102, Seabrook, Texas 77586.

Matthew Cobb, CET (Electrocardiography Instructor)

Matthew Cobb started working at a monitor technician at St. Lukes Hospital in Houston in 2013. Passionate about the field of electrocardiography, and the need for standardization in this industry, he wanted to excel in this field and to strive for instructor status in basic arrhythmia and 12 lead interpretation. In 2018, under the guidelines set forth National Health Career Association, he achieved national board certification for 12 lead arrhythmia interpretation.

His determination to make electrocardiography standardized and share his knowledge with the hospital care professionals in his area are what drive the excellence in his curriculum and practices.

APPROVALS

Active Nursing Assistant Training of Clear Lake: Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas since 2014.

Active Nursing Assistant Training of Clear Lake is owned by Proactive CNA, LLC. Brenda Manning is the owner of Proactive CNA, LLC Doing Business as Active Nursing Assistant Training of Clear Lake.

Brenda Manning, RN has been an approved instructor through Department of Aging and Disabilities since 2014.

Brenda Manning, RN/Director has been a registered nurse since 1997.

National Health Career Association

FACILITIES AND EQUIPMENT

- Our skills classroom is equipped with hands on electrocardiographic instruments
- Equipment includes: manikins, EKG cables, electrodes, cardiograph simulators
- An additional classroom is provided for lecture.
- Quiet test areas are available in the office.

Administration/Staff:

Brenda Manning, RN- Individual Owner/director/instructor
Adriana Born, CNA -Staff Designee/Representative
Matthew Cobb, CET/Electrocardiography Instructor
Electrocardiography Program

TUITION AND FEES

Tuition **\$825.00**

Students can expect to pay **TOTAL \$825 TO SCHOOL** to graduate from course including all requirements.

Optional national test fee of \$140.00 for certification through American Board of Cardiovascular Medicine. Supplies \$7.00 calipers (student to purchase at own expense)
Ntnl. Test *optional \$140 (paid at the time of testing American Cardiovascular Board of Medicine) Offered on site

HOLIDAYS TO BE OBSERVED

- Good Friday
- Spring Break
- Memorial Day
- Independence Day -Thanksgiving
- December 2- January 2 **Closed** for Christmas and New Year

ENROLLMENT PERIODS

Students should enroll by phone at least one week prior to start of course. Student will be placed into the next available class or he/she may schedule further ahead for convenience. Classes will be offered every 8 weeks.

Program Term Dates

| | |
|-------------------------------------|----------------------------|
| January 15, 2019- February 16, 2019 | July 2, 2019-Aug 5, 2019 |
| March 12, 2019-April 13, 2019 | Aug 27, 2019-Sept 28, 2019 |
| May 7, 2019-June 8, 2019 | Oct 22, 2018-Nov 23, 2019 |

DAILY CLASS SCHEDULE

Day class Tues, Thurs, Sat 09:00 am-1:00 pm

OFFICE HOURS

Office hours are 7:40 AM to 1:00 PM Monday through Wednesday and 4:30 PM-10:00 PM with the exception of the days school will be closed.

COURSE TIME HOURS

Ten minute breaks are offered at 10 minutes to the hour. A course hour is at least 50 minutes of instruction during a 60 minute period.

ADMISSION REQUIREMENTS

Cardiac Monitoring Program: Per Hospital Guidelines, to be accepted for the Cardiac Monitoring Program applicants must:

- Provide proof of being at least 18 years of age
- Not have been convicted of a criminal offense listed in the Texas Health and Safety Code 250.0.06
- Not be listed as unemployable on the Employee Misconduct Registry (EMR) and
- Provide proof of completion of high school or equivalent (GED) or provide proof that you are still attending high school.
- NO written entrance test is required.

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE (with Form CSC-010)

To apply for consideration of credit, a written request with documentation of the education/training/experience must be submitted to the school director no later than five business days prior to the first day of classes for the term. The student may be required to pass a qualification test with a grade of at least 75 to receive the credit. The course cost will be adjusted accordingly.

Cancellation and Refund Policy for Residence Schools - Vocational Programs Texas Workforce Commission – Career Schools and Colleges

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:

- (a) An enrollee is not accepted by the school;
- (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal; (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Cardiac Monitoring Program

COURSE OBJECTIVES

The Electrocardiography Program is a comprehensive course designed to teach students the skills and abilities essential for cardiac rhythm interpretation and analysis in hospitals and other acute care cardiac facilities. Graduates of this program will be able to communicate and interact effectively with Registered Nurses and Physicians and be able to conduct proper technique in performing an EKG. They will learn how to interpret dysrhythmias seen on continuous cardiac monitors and understand the electrocardiographic etiology of each rhythm. Additionally, they will be able to measure and evaluate the proper measurement of cardiac strips. Graduates of this program may find entry-level employment in cardiac facilities/hospitals and have the option to take a board certification exam through the credentialing agency of the American Cardiovascular Board of Medicine. The exam is called the Cardiac Monitor Technician-Board Certified exam.

PROGRAM OUTLINE:

Electrocardiography

| Subject Number | Subject Title | Contact Hours Lec/Lab/Ext/Total |
|-----------------------|--|--|
| ECG-101 | Anatomy and Physiology of the heart | 04/00/00/04 |
| ECG-102 | Lead Morphology | 02/02/00/04 |
| ECG-103 | Calculating Heart Rates | 02/02/00/04 |
| ECG-104 | Heart Blocks | 04/04/00/08 |
| ECG-105 | Sinus Rhythms | 04/02/00/06 |
| ECG-106 | Atrial Rhythms | 06/02/00/08 |
| ECG-107 | AV Junctional Rhythms | 02/01/00/03 |
| ECG-108 | AV Block Rhythms | 04/04/00/08 |
| ECG-109 | Ventricular Rhythms | 04/04/00/08 |
| ECG-110 | Pacemakers and ICD's | 01/01/00/02 |
| ECG-111 | Obtaining 12 Lead EKG's | 01/01/00/02 |
| ECG-112 | Documentation of rhythms as a telemetry tech | 01/00/00/01 |
| ECG-113 | Reporting of rhythms/communication | 02/00/00/02 |
| Total Hours | | 35/25/00/60 |

TOTAL HOURS REQUIRED FOR COURSE COMPLETION: 35/25/00/60

The approximate time required to complete this program is six weeks. Students must complete a total of 35 hours of classroom lecture and 25 hours of lab. Classroom time also consists of skills lab practice where important skills are learned and practiced prior to going to the hospital.

COURSE OUTLINE

***There are no prerequisites for this subject.**

Section I Anatomy and Physiology of the heart; (4 HOURS OF LECTURE) Student will learn how the heart functions.

- Unit 1 – Anatomy of Atria/Ventricles
- Unit 2 – Semilunar valves and vessels
- Unit 3 – Blood flow of the heart
- Unit 4 – SA and AV Node, Bundle of His, Purkinje Fibers
- Unit 5 – Bundle Branches
- Unit 6 – Polarization, Depolarization of atria and ventricles

Prerequisite: Section 1 Anatomy (A&P) heart

Section II Lead Morphology (2 HOURS OF LECTURE AND 2 HOURS IN LAB)

Students will learn proper lead placement and how leads are conducted through electrical pathways. (Prerequisites: Section 1-2 Anatomy (A&P) heart)

- Unit 1 – Frontal Leads I-III, Augmented
- Unit 2 – Precordial Leads V1-V6
- Unit 3 – Modified Leads
- Unit 4 – Lead Placement
- Unit 5 – Vectors

Section III Calculating Heart Rates (2 HOURS OF LECTURE AND 2 HOURS IN LAB)

Student will learn different techniques to accurately measure the heart rate per minute. (Prerequisites: Section 1-2 Anatomy (A&P) heart, Lead morphology)

- Unit 1 – Scanned Method
- Unit 2 – Grid Method
- Unit 3 – Box Method
- Unit 4 – Rate Calculation
- Unit 5 – Normal intervals and rates/ voltage

Section IV Heart Blocks (4 HOURS OF LECTURE; 4 HOURS LAB) Students will learn significance and recognition of different types of bundle branch blocks. (Prerequisites: Section 1-4 Anatomy (A&P) heart, Lead morphology, calculation of HR, sinus and atrial rhythms)

- Unit 1-Bundle Branch Blocks

Section V Sinus and Atrial Rhythms (10 HOURS OF LECTURE; 4 HOURS OF LAB) Students will be able to identify the sinus rhythms and rhythms originating in the atria. (Prerequisites: Section 1-4 Anatomy (A&P) heart, Lead morphology, calculation of HR, sinus and atrial rhythms)

- Unit 2- Sinus Rhythms
- Unit 3-Sinus Bradycardia
- Unit 4-Sinus Tachycardia
- Sinus Arrhythmia
- Sinus Pause
- Sinus Exit Block

Section VI AV Junctional Rhythms (2HOURS OF LECTURE and 1 HOUR LAB) Students will identify rhythms originating in the AV Junction. (Prerequisites: Section 1-5 Anatomy (A&P) heart, Lead morphology, calculation of HR, Blocks, sinus, and atrial rhythms.)

- Unit 1-Junctional Rhythms
- Unit 2- Junctional Bradycardia
- Unit 3- Accelerated Junctional
- Unit 4- Junctional Tachycardia
- Unit 5-Premature Junctional Complexes

Section VII AV BLOCK RHYTHMS (4 HOURS OF LECTURE AND 4 HOURS LAB) Students will be able to correctly identify heart blocks. (Prerequisites: Section 1-6 Anatomy (A&P) heart, Lead morphology, calculation of HR, sinus, atrial rhythms)

- First Degree AVB
- Second Degree Type I
- Second Degree Type II
- High Grade
- Third Degree AV Block
- AV Dissociation

Section VIII Ventricular Rhythms (4 HOURS OF LECTURE and 4 HOURS LAB) Student will identify rhythms that originate in the ventricles. (Prerequisites: Section 1-6 Anatomy and physiology (A&P) heart, Lead morphology, calculation of HR, sinus, atrial rhythms)

- Unit 1-Agonal
- Unit 2-Premature Ventricular Contractions
- Unit 3-Idioventricular
- Unit 4- Accelerated Idioventricular
- Unit 5-Ventricular Tachycardia
- Unit 6- Ventricular Fibrillation
- Unit 7- Asystole

Section IX Pacemakers and ICD's (1HOUR LECTURE AND 1 HOUR LAB) Student will be able to verify pacemaker spikes and recognize malfunction. (Prerequisites: Section 1-8 Anatomy (A&P) heart, Lead morphology, calculation of HR, Blocks, sinus, atrial, ventricular, and junctional rhythms).

- Unit 1- Atrial Pacemaker
- Unit 2- Ventricular Pacemaker
- Unit 3- Dual Chamber Pacemaker

Section X Obtaining a 12 Lead EKG (1 HOUR LECTURE AND 1 HOUR LAB) Student will demonstrate accuracy of EKG performance. (Prerequisites: Section 1-8 Anatomy (A&P) heart, Lead morphology, calculation of HR, Blocks, sinus, atrial, ventricular, and junctional rhythms)

- Unit 1- Lead Placement
- Unit 2- Practice on manikin
- Unit 3- Understanding continuous leads

Section XI Documenting of Rhythms as a Telemetry Technician (1 HOUR LECTURE) Student will understand how to document and what to report. (Prerequisites: Section 1-10 Anatomy (A&P) heart, Lead morphology, calculation of HR, Blocks, sinus, atrial, ventricular, paced, and junctional rhythms)

- Unit 1- Interventions needed
- Unit 2- Importance of documentation
- Unit 3-Communication with staff, nurses, and physicians

Externship

No externship offered with this program at this time.

GRADING POLICY

Students will receive a progress report every Wednesday based on one test/quiz grade and one skills test grade. Student is required to have a **75 or higher** to pass the course.

Structure: written tests 25% of grade; homework 25%; lab practice worksheets 25%; final exam 25%. Written test will be issued every Monday to include the material from the previous week. Skills are graded based on the completeness and accuracy. Each student will be provided with written copies of these skills. A student's final average for course completion is determined by the above averaged together.

| Numeric Grade | Letter Grade | Grade Points |
|----------------------|---------------------|---------------------|
| 90-100 | A | 4.00 |
| 80-89 | B | 3.00 |
| 70-79 | C | 2.00 |
| 60-69 | D | 1.00 |
| Below 60 | F | 0.00 |
| *Incomplete | I | 0.00 |
| **Withdrawal | W | 0.00 |

Satisfactory Progress/Probationary Period/ Remedial Work

All practiced skills must be mastered by the end of the course to pass. The last day of class will provide additional, student paced time for practice and skill mastery.

REMEDIAL: If a student falls below 70 in any week, additional training will be offered as necessary by the director as discussed and arranged with student. The student will be allowed a chance to repeat the test or skills set within 3 days.

Probationary period: The student must demonstrate competence as evidenced by test scores and ability to perform teach-back of skills. If the student fails to progress despite additional assistance and/or comprehension of material is poor without progression needed for a safe clinical experience, the student will be terminated from the program on Wednesday prior to week 4 (clinical week). The student is allowed to re-enroll for the next term or during the next 12 months. Student will not be charged additional tuition, although additional fees may apply for supplies. The school will counsel the student prior to re-enrollment. The action taken, date, and time will be placed in the student's file.

***Incomplete:** an "I" for Incomplete is assigned when student cannot complete the course due to circumstances out of the control of the student (Leave of Absence). The student may resume the course at a later time. The course must be completed within 12 calendar months and resumed where it was left off. No additional tuition fees will be charged to the students who exercise this option; however there may be an additional cost for workbook or supplies.

****Withdrawal:** Under Texas Education Code 132.061(f), a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student's academic status may request a grade of "I" for Incomplete. A "W" for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with the

grade of “W” cannot complete the course of study, and will be issued a refund in accordance with the refund policy below.

ATTENDANCE and MAKEUP

Attendance to all laboratory and class sessions is mandatory and necessary to pass this course. If 2 hours are missed, they must be made up by attending a private session with instructor and will be charged \$50. If >20% of course is missed, student will be terminated and may reenter the next scheduled course. No more than 5% of the total course time hours for a program may be made up. Make-up work shall: (1) be supervised by an instructor approved for the class being made up; (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session; (3) be completed within two weeks of the end of the grading period during which the absence occurred; (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and (5) be signed and dated by the student to acknowledge the make-up session.

Tardies: Five tardies is equal to absence. All tests missed due to the absence of a student must be taken on the first day of attendance after the student’s absence. A tardy is defines as entering the class after the designated time for the beginning of the class or for the continuation in between breaks.

STUDENT CONDUCT

Students are expected to behave in a manner that will create a safe and orderly academic environment for themselves and others. Students found in violation of these conduct expectations will be subject to disciplinary action which may include written warning, suspension, dismissal, and/or referral to law enforcement officials. Below is a partial list of inappropriate behaviors that will be subject to disciplinary action. This list is not all-inclusive.

1. Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud
2. Actions that disrupt teaching, learning, administration, or interfere with the rights of others
3. Non-compliance with the directives of school faculty and staff
4. Violation of written policies, rules, or procedures
5. Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission
6. Damage to property or destruction of property
7. Creation of unsafe conditions
8. Carrying out a false alarm or creating an emergency situation such as a fire or a bomb threat
9. Hurting others, threatening others, or engaging in behavior that may result in harm to others
10. Selling, consuming, and/or possessing alcoholic beverages
11. Possessing or using drugs not prescribed for the student by a physician; selling any drugs; possessing or using illegal drugs or narcotics
12. Possessing a firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on the property of the school or in any part of the school building

13. Sexual harassment in any form by students or any member of the administration, faculty, or staff is prohibited. The school is committed to creating and maintaining an environment for all school personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace.

Conduct in Clinical Lab

-Laboratory activities begin promptly at the specified time.

Sexual Harassment Defined

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

READMISSION: If a student is terminated from the program due to misconduct (not involving a criminal charge) , academic failure, relocation, medical, or personal reasons known to director, student may re-enroll in the next upcoming class and receive credit for days already attended if less than 12 months since previously enrolled. Misconduct termination resulting in a criminal charge will not be allowed readmission.

JOB PLACEMENT

Job placement assistance is available at no charge for all students who are awarded a National Board Certification. Job notices from businesses seeking qualified entry-level job applicants are posted on the bulletin board in the front office and updated at least weekly.

Although Active Nursing Assistant Training of Clear Lake/Active Electrocardiography takes great pride in the education and skills provided, neither the school, its' board, administration, or any faculty or staff member can guarantee employment.

COMPLAINTS

Complaints are defined as any student concern regarding the school programs, services, or staff. A student who has a concern about a school-related issue is encouraged to schedule a conference with the school director to find resolution. If an issue is not resolved to a student's satisfaction through the conference, the student can file a formal complaint in writing with the school director who will formally investigate the complaint, take appropriate action, and provide a written response to the student by the 10th business day after the day the formal written complaint is received by member of the school faculty or staff. Note: a conference with the director is not required before a student files a formal written complaint.

Notification of Complaint to the Texas Workforce Commission

A student who is dissatisfied with the school director's response can file a complaint with the Texas Workforce Commission:

Texas Workforce Commission
Career Schools and Colleges, Room 226T

101 East 15th Street
Austin, Texas 78778-0001
Phone: (512) 936-6959

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at texasworkforce.org/career-schools.

Notification of Complaint to the Accrediting Agency

A student may also file a written complaint with the American Association for the Accreditation of Small Technical Schools. Complaints to the Association must be in writing. They should be sent to:
AASTS

Attention: Director
1791 Constitution Avenue
Oak Grove, Louisiana 71263
(318) 413-703520

Graduation requirements:

A Certificate of Completion in Electrocardiography will be awarded to each student who completes 72 hours of classroom/lecture/skills lab. Student must have a 75% to pass the course.

A student who does not meet the requirements can contact the director for an opportunity to repeat class subjects in a subsequent term beginning no later than 12 months after the end of the term in which the student was originally enrolled. There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and fees.

All students will receive a copy of the school enrollment agreement and a catalog at the time of enrollment signature.

True and Correct Statement

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

Brenda Manning, RN