



CALIFORNIA CAREER COLLEGE

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CALIFORNIA CAREER COLLEGE

ASSOCIATE DEGREE - VOCATIONAL NURSING PROGRAM CATALOG

2011 - 2013

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Program Director

www.californiacareercollege.net

TABLE OF CONTENTS

Accreditation, Office Hours and Holidays	2
Faculty Members	4
History and Ownership	5
Mission Statement	5
Program Objectives	5
Pre requisites	6
Curriculum Objectives	7
Instructional Clock Hours Disclosure.....	10
Terminal Objectives	11
Program Requirements for Completion	12
Course Descriptions	12
Admissions Criteria	13
Tuition and Fees	14
Career Services	14
Satisfactory Academic Progress	15
Grading Policy	16
Attendance Policy	16
Leave of Absence	17
Probation Policy	17
Readmission after Dismissal	18
Testing Policy	18
Course Progression Policy	19
Student Grievance and Appeal Procedure.....	19
Credit Granting Policy	20
Transferability of credits and credentials.....	20
Classroom Policies.....	21
Clinical Policies	21
Application for Licensure	22
Financial Aid.....	22
Cancellation Policy.....	24
Withdrawal from course.....	25
Refund Policy – 60% Rule	25
Retention of Student Files	26
Refund Table Example	26
List of Clinical Sites and their location.....	27

California Career College is institutionally accredited and approved by the following agencies:

Accrediting Bureau of Health Education Schools (ABHES) 7777 Leesburg Pike, Suite 314 N Falls Church, VA 22043 Tel: (703) 917-9503 E-mail: info@abhes.org	Fax: (703) 917-4109
Board of Vocational Nursing and Psychiatric Technicians (BVNPT) 2535 Capital Oaks Drive, Suite 205 Sacramento, CA 95833 Tel: (916) 263-7800 www.bvnpt.ca.gov	Fax: (916) 263-7859
Bureau for Private Postsecondary Education (BPPE) 2535 Capital Oaks Drive, Suite 400 Sacramento, CA 95833 Tel: (888)370-7589 www.bppe.ca.gov	Fax: (916)263-1897

Office hours: Monday through Friday from 9:00 a.m. to 5:00 p.m.

Library hours: Monday through Friday from 9:00 a.m. to 5:00p.m.

Program start date: _____

Anticipated program completion date: _____

Catalog effective date: 2011

Date printed: 2011

Academic Holidays

California Career College acknowledges the following holidays for scheduling purposes. All theory classes and clinical hours will be suspended and the school will close for the days specified below:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving Day and the adjacent Friday
8. Christmas and Winter Holiday (the school will be closed for the week between Christmas and New Year's)

Faculty Members and Administrative Staff

Susan Naimi / Program Director

Master of Science, Nursing, University of Phoenix (1999); Bachelor of Arts, Biology, Kean College of New Jersey (1981) & CSUN. Registered Nursing License (1983); Advisory Board Member, TLC Home Hospice. President and Director of the Vocational Nursing Program, Clinical and Theory Instructor of Fundamentals of Nursing, Medical Surgical Nursing I and II, Pediatric and Maternity.

Haleh Naimi / General Counsel

LL.M. (Taxation), New York University (2005); J.D., Southwestern University (1998); Master of Arts, Economics, Georgetown University (1995); Bachelor of Science, Mathematics and Economics, University of California, Los Angeles (1993). General Counsel.

Edlina Garcia / Clinical Instructor / Full-time

Bachelor of Science, Nursing, Lyceum Northwestern University (1993). Registered Nursing License (2006). Clinical Instructor of Fundamentals of Nursing, Medical Surgical Nursing I and II.

Evangeline Arceo / Clinical Instructor / Full-time

Bachelor of Science, Nursing, Our Lady of Fatema College (1994). Registered Nursing License (2008). Clinical Instructor of Fundamentals of Nursing, Medical Surgical Nursing I and II.

Dr. Jaswinder Kaur / Theory Instructor / Part-time

Doctor of Medicine, Ross University School of Medicine, Portsmouth, Dominica, West Indies (2006). Bachelor of Science, University of California, Santa Barbara (2001). Theory Instructor of Fundamentals of Nursing, Medical Surgical Nursing I and II, Pediatric and Maternity.

Oleg Khilkevich / Clinical & Theory Instructor / Part-time

Bachelor of Arts, Nursing, Excelsior College of Nursing (2004). Registered Nursing License (2004), Theory & Clinical Instructor of Fundamentals of Nursing and Medical Surgical Nursing

Pamela Civiletti / Clinical Instructor / Full-time

Master of Arts, Nursing, University of California, Los Angeles (1994); Bachelor of Arts, Nursing 1980); member of AWHONN; Registered Nurse (2001). Clinical Instructor.

Svetlana Rudoy / Theory Instructor / Part-time

Master of Science, Nursing, California State University, Dominguez Hills (2002). Bachelor of Science, Nursing, California State University, Dominguez Hills (1999), Registered Nursing License, Santa Monica Community College (1996).

Amandeep Kaur / Clinical and Theory Instructor Assistant / Full-time

Bachelors of Arts (2004) Punjab University, Licensed Nurse (2008) Clinical and Theory Instructor's Assistant.

Cynthia Hsieh / Financial Aid Officer / Full-time

Bachelor of Arts, Psychology, University of California, Riverside (2002).

Armenohy Telime / Admissions, Administrative Assistant / Full-time

History

California Career College was founded in February 2001 and has been in operation for the past ten consecutive years. California Career College is a private educational institute owned and operated by SHN Career College, Inc., a California corporation, and has been approved to operate by the Bureau for Private Postsecondary Education (BPPE) since 2003 and approved to offer an Associate of Applied Science Degree Vocational Nursing Program in 2011.

The Vocational Nursing Program at California Career College received accreditation by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) in February 2002 and was reaccredited in 2011. Additionally, the Vocational Nursing Program received non-degree accreditation by the Accrediting Bureau of Health Education Schools (ABHES) in 2002, and degree accreditation in 2008.

The main campus is located at 7003 Owensmouth Avenue, Canoga Park, CA 91303. California Career College currently offers a Vocational Nursing Program through its main campus. The main campus contains a classroom and laboratory facility where students are trained in theoretical nursing courses and perform basic nursing skills prior to entrance into their clinical rotations. Students have access to a network of computers and a library facility at the main campus where they may obtain additional educational resources and tools to prepare for the NCLEX Examination.

Since its inception, California Career College has been open to all, regardless of race, color, ancestry, national origin, religious beliefs, sex, or social background. From a student body of twelve (12), enrollment has grown to approximately one hundred (100) students attending the Vocational Nursing Program. Students come from many foreign countries and educational backgrounds. The faculty, which initially consisted of two (2) instructors, now totals eight (8).

Mission Statement

California Career College's mission is to provide an innovative and relevant learning environment and to prepare High School Graduates (or equivalent) in the role of nursing, the goal of which is to meet the varied health care needs of the community. The primary focus of the program will be to provide each student with concepts and principles that are basic to nursing and the provision of patient care. The problem-solving appraisal of the nursing process (assessment, planning, implementation, and evaluation) has been integrated throughout the Program. The role of the Vocational Nurse as he/she assists the physician and the Registered Nurse with the steps in this process will be utilized throughout both the classroom and clinical curriculum.

Program Objective

The Vocational Nursing Program will prepare High School Graduates (or equivalent) in the role of nursing, the goal of which is to meet the varied health care needs of the community. The primary focus of the Program will be to provide each student with concepts and principles that are basic to nursing and the provision of patient care. Our primary focus is to provide the programs in fields of study that lead to professional success, curricula, facilities, equipment and qualified faculty to prepare students for employment in an ever changing environment.

The problem-solving appraisal of the nursing process (assessment, planning, implementation, and evaluation) has been integrated throughout the Program. The role of the Vocational Nurse as he/she assists the physician and the Registered Nurse with the steps in this process will be utilized throughout both the classroom and clinical curriculum.

Students will experience a curriculum, which is current, reality-based, application oriented and sensitive to multicultural diversity. The Program will include, but not be limited to, courses in the role of the Vocational Nurse, Communication Techniques, Anatomy and Physiology, Terminology, Nutrition, Nursing Skills and Procedures, Gerontology, Maternal-Child Health, and Pharmacology.

The student population will be reflective of the cultural and ethnic diversity of the surrounding community. The faculty will be responsive to the ethnic and cultural background of each student and the patient population served. The student will be guided in the application of knowledge and the delivery of nursing skills required for the care of persons of various ages, ethnicities and cultures. The emphasis of care, through the application of the nursing process, will be to maintain a state of wellness or in the case of the dying patient, to allow choice, always with respect, comfort and dignity.

The faculty at California Career College will provide instruction that is based on the guidelines set by the Vocational Nurse Practice Act, needs assessment data, course objectives and the instructional (program) plans. The faculty will demonstrate leadership and assume responsibility for instruction, supervision, counseling, control, discipline and evaluation of all students. The faculty will be role models for students, they are effective communicators and teachers, creative and innovative, and continually strive for excellence in the curriculum. Faculty at California Career College will exemplify an educational commitment to the nursing profession and the community it serves. Upon successful completion of the Program, students will receive a certificate of completion.

Pre-requisite Objective:

English Reading and Composition - 3 semester credits:

This course includes composition and revision of essays, critical thinking, critical reading and documentation. Proper spelling, grammar and form will be reinforced. Research methods and library skills are introduced and a research paper using the APA format is required. 60 hours.

General Mathematics - 3 semester credits:

This course is designed for students needing to improve algebra skills. Topics include linear and quadratic functions and their graphs, polynomial and rational functions and their graphs, exponential and logarithmic functions and their graphs, conic sections, sequence and series, solving system equations, matrices and determinants, counting and probability. 60 hours.

Psychology - 3 semester credits:

This course provides the student with a general overview of the field of psychology including the scientific approach to basic principles of human behaviour. Emphasis is placed on such topics as learning motivation, perception, feeling and emotion, intelligence, and personality. 75 hours.

Sociology - 3 semester credits:

This course introduces contemporary sociology as a science and explores the relationship between individuals and recognized intuitions. Research methodology is explored as well as established scientific methods. Globalization and multiculturalism are introduced as newer prospective in sociology. 75 hours.

Anatomy/ Physiology - 4 semester credits:

This course provides an introduction to the structure of human anatomy with emphasis on the organ and systems levels. The course of physiology is an overview of human physiology. The foundations of physiology are explored utilizing the basic principles of physics, chemistry, cell biology and biochemistry. The study of anatomy and physiology is presented with lecture and laboratory components that emphasize the concepts presented during class lecture. 105 hours.

Microbiology - 3 semester credits:

This course is an overview of microbiology. The foundations of microbiology are presented beginning with the relationship of microbes and daily life, through the pathologic disease processes. Environmental and industrial applications for microbiology are explored as new areas of development. The laboratory component of the course emphasizes the concepts presented during class lecture. 60 hours.

Curriculum Objectives

Objective 1. Each VN student will be instructed in the basic nursing concepts and principles needed for the provision of patient care.

Graduate students will be expected to apply the nursing process (assessment, plan, implementation and evaluation) to each patient situation and provide orderly and systematic care in every clinical situation. Students in the Vocational Nursing Program will attend classes in an orderly and structured manner as to provide each and every student graduate with the basic skills and knowledge required to competently and safely care for a wide variety of patients in numerous health care settings.

Students in the Vocational Nursing Program will be offered courses that include the historical, legal and ethical aspects of nursing, communications, life span development, cultural aspects of nursing, anatomy and physiology, basic nursing skills, mathematics review and medication administration. To further their knowledge base, the Vocational Nursing Program will include expanded and logical instruction in the areas of Maternal Health, Neonatal and Pediatric Care, Gerontologic Health, Mental Health, Medical-Surgical Nursing, Community Health, Emergency Nursing, and Death and Dying.

Objective 2. Each student will receive the curriculum in a sequence that results in the student's progressive mastery of knowledge, skills and abilities. Students will be provided with classes in a sequential manner that promotes learning and acceptance at each stage of the Program, with each subsequent class building on the knowledge acquired from the class before. Mastery at each stage is vital for the continued success of each student. Because of this, the school will uphold as policy, that each student must achieve a "C" grade or higher in each class before progressing further in the program.

Students will be given many of the basic concepts in nursing during their early stages of classes. As they progress in understanding and knowledge of sociocultural aspects, nursing skills and nursing interventions, they will be given educational opportunities to use and develop their knowledge through lab classes, class interaction and role-playing, as well as hands-on clinical practice within the hospital setting. Students will be expected to complete detailed performance checklists for each of the required skills within the program. These will also be sequential, building on the earliest skills such as taking vital signs and aseptic technique and continuing through the mastery of such skills as tracheotomy care, suctioning, tube feeding and catheterizations.

Objective 3. Each student will be provided with clinical theory, skills and experience that enhances the students' ability to care for patients of all ages in current health care settings. Once the students have learned the basic skills and concepts of nursing they will be guided through a progression of nursing areas that will provide many opportunities for learning and involvement. Clinical lab within the school will begin early in the Program, allowing the students to practice their skills before they are expected to perform them professionally in a hospital setting. Clinical lab classes will include, but not be limited to the following educational topics:

1. Obtaining and assessment of vital signs
2. Admitting, transferring and discharging a patient
3. Performing a 2-minute hand washing
4. Gloving, gowning, donning a mask, isolation
5. Positioning and range of motion
6. Moving, lifting, transferring patients
7. Oral Hygiene
8. Dressing changes
9. Measuring intake and output
10. Medication calculation and administration

Students will progress to caring for patients in the hospital setting and will be given opportunities to perform patient assessment, care planning, and to develop skills used in the nursing process. Each area will have performance checklists for the student to complete.

Those clinical areas involved are:

1. Medical-surgical nursing
2. Maternity
3. Pediatrics
4. Neonatal
5. Mental Health
6. Community Health

Objective 4. Each student will be taught to practice effective communication and interaction skills. This must include families and aggregates including health care systems, and incorporate the use of written and oral communication, consensus building, conflict management, and negotiation.

Students will be taught that communication is essential to the delivery of nursing care. Therefore communication will be integrated early in the Program with many opportunities for role-playing and discussion of technique. Specific attention will be given to non-verbal communication, therapeutic communication, developing trust, communicating to different age groups, to the different cultural groups and conducting a patient interview.

Students will be taught that documentation is a vital component of communication, necessary for the implementation phase of the nursing process and a necessary means for meeting the patients' needs. Students will be given an overview of patient records, the patient Kardex, physicians' orders, and developing care plans. Computer charting and S.O.A.P. charting will be included.

Students will be taught patient/information confidentiality throughout the Program at every opportunity. The importance of respecting the patient's privacy must be adhered to at each stage of the student's progression within the Vocational Nursing Program. Students will be instructed that class discussions and assignments will require only the initials of the patient; names of real people are not to be used outside of the hospital setting.

Objective 5. Each student will be instructed on how to establish therapeutic nurse/client relationships that empower self-care and self-efficacy.

The "trust" concept builds on the power of good communication skills and is an integral part of the nurse/client relationship. Therefore, the nurse must be able to initiate and demonstrate therapeutic communication within the clinical setting. This will include listening, use of silence, and gentle touch. The nurse must also be able to identify barriers to communication and adjust technique as needed. Students will be given opportunities to role-play during school lab hours as well as meet one-on-one in the clinical setting with patients of all ages.

Trust is given when the nurse can demonstrate confidence and competence in the clinical setting. Therefore, it is essential that each student become confident within the clinical setting. By enforcing the nurse-proctored Clinical Skills Performance Checklists throughout the program, each student should progress and gain confidence as time goes on. Communication skills are expected to improve.

California Career College

Program Title: Associate Degree of Vocational Nursing

If academic credit is awarded, check one: quarter credit semester credit

Subject/Course	Total Clock Hours	Lecture Hours	Lab Hours	Extern Hours	Credit	Weeks
English Reading and Composition	60	30	30	-	3	
General Mathematics	60	30	30	-	3	
Psychology	75	30	-	45	3	
Sociology	75	30	-	45	3	
Anatomy/Physiology	105	30	30	45	4	
Microbiology	60	30	30	-	3	
Fundamentals of Nursing	280	155	15	110	13	
Medical/Surgical I	333	105	-	228	12	
Medical/Surgical II	333	105	-	228	12	
Family Health	324	110	-	214	12	
Totals	1705	655	135	915	68	Full time: 52 Part time: 76

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at California Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Vocational Nursing is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Career College to determine if your credits or certificate will transfer.

Terminal Objectives

The terminal objective of the program correspond to the role of the nurse who provide and manages the care of the client. Upon completion of the Vocational Nursing Program, the graduate will:

1. Will be educationally prepared to successfully complete the NCLEX and to be employed at skilled nursing facilities.
2. Function within the scope of the Vocational Nurse Practice Act and to implement evidence based practice to promote quality health care.
3. Apply scientific principles and nursing knowledge in the delivery of nursing care and to be able to assume roles in nursing, such as Charge nurse, clients advocate and patient educator.
4. Implement the nursing process to care for individual and/or small groups of clients Integrate knowledge, skills and values of nursing to meet the needs of clients and evidence based practise to promote quality health care.
5. Integrate knowledge, skills and values of nursing to meet the needs of clients and utilize effective communication to interact with the client, families, community and the interdisciplinary health team.
6. Utilize interpersonal principles and concepts in professional relationships.
7. Provide support and assistance to less experienced personnel in caring for clients and their families.
8. Provide information to clients and families regarding their health needs, methods of self care, disease prevention and health restoration that are unique to their needs.
9. Collaborate with and advocate for clients and colleagues in the delivery of quality health care.
10. Accept responsibility for continued educational growth and development and to demonstrate willingness to become a life long learner in building expertise as a member of the nursing profession.

A passing grade on the California State Vocational Nursing Exam is required to function as a Licensed Vocational Nurse in the State of California.

Program Requirements for Completion

The following are mandatory requirements in order to

- a. Support student success.
- b. Officially complete the Vocational Nursing Program and
- c. Initiate application of the State Board Exam for licensure.
 1. Each student is required to attend classes for material review (totalling 21 hours). These classes are crucial in assessing student understanding, progress and level of preparedness to proceed with the NCLEX.
 2. Passing scores on written comprehensive tests (passing score is 75%)
 3. Passing score on computer formatted tests (passing score is 80%)
 4. Passing the clinical evaluation for all four semesters.

All required computer testing must be completed within 3 months before or after taking comprehensive exam. If student fails to complete computer tests within required time, he or she will be required to retake the comprehensive exam.

Certificate of completion and transcripts will be administered when student fulfills all program requirements.

Course Descriptions

Fundamentals of Nursing:

This course introduces students to the basic knowledge and skills needed to begin working in the clinical setting. Course content emphasizes the Evolution of Nursing, Legal Aspects of Nursing, Communication, Physical Assessment, the Nursing Process, Documentation, Cultural Aspects of Nursing, Life Span Development, Loss/Grief, Admission, Transfer and Discharge, Vital Signs, Medical Emergency Aid, Math Review, Pharmacology, Medical Asepsis/Infection Control, Safety, Body Mechanics, Pain Management, Comfort, Rest, Sleep, Complementary, Alternative Therapy, Hygiene, Patient Environment, Specimen Collection and Diagnostic Examinations, Selected Nursing Skills, Basic Nutrition/Nutrition Therapy, Fluids and Electrolytes.

Medical-Surgical Nursing I:

Prerequisite: Fundamentals of Nursing

This course begins the student nurse's introduction into the hospital setting. The student will be given instruction in medication administration, Introduction to Anatomy and Physiology, Care of the Surgical Patient, Pharmacology, Integumentary Disorder, Musculoskeletal Disorder, Gastrointestinal Disorder, Care of the Patient with a Gallbladder, Liver, Biliary Tract or Exocrine Pancreatic Disorder, Care of the Cardiac Patient.

Medical-Surgical Nursing II:

Prerequisite: Medical-Surgical Nursing I

This course continues the student nurses progression in caring for the medical-surgical patient. Both didactic and clinical instruction will be given in the following area: Care of the Patient with a Respiratory Disorder, Care of the Patient with a Urinary Disorder, Care of the Patient with an Endocrine Disorder, Care of the patient with a Reproductive Disorder, Care of the Patient with a Sensory Disorder, Care of the Patient with a Neurological Disorder, Care of the Patient with an Immune Disorder, Care of the Patient with HIV/Aids, Care of the Patient with Cancer.

Family Health:

Prerequisite: Medical-Surgical Nursing II

This course teaches care for the individual and family and their relationships. This will include Health Promotion and Pregnancy, Labor & Delivery, Care of the Mother and Newborn, Care of the High-Risk Mother, Health Promotion Infant/Child/Adolescent, Basic Pediatric Care, Care of the child with a Physical Disorder, Care of the Child with a Mental or Cognitive Disorder, Health Promotion, Basic Concepts of Mental Health, Care of the Patient with a Psychiatric Disorder, Care of the Patient with an Addictive Disorder, Psychotherapeutic Agents, Home Health Nursing, Long Term Care, Rehabilitation Nursing, Hospice Care, Professional Roles and Leadership.

Admissions Criteria

The following are policies used for determining admission and continued enrollment at California Career College. California Career College does not offer non-credit, Ability To Benefit (ATB), or “English as a Second Language” courses.

Entrance Requirements:

1. Admission is open to all applicants who meet entrance requirements regardless of age, sex, race, religion, marital status, sexual preference or ethnic background.
2. Each applicant must be at least 18 years of age.
3. Each applicant will attend an interview by an Admissions Representative. This interview will include a discussion of the individual student’s qualifications, the student’s goals, and the school’s philosophy. A review of financial obligations and financial aid opportunities will also take place.
4. Each applicant must submit proof of high school graduation or the General Education Development testing Programs (GED) equivalent and the official transcript of any post-secondary educational training received.
5. The following application documentation is also required:
 - a. Application for enrollment
 - b. Evidence of high school completion: transcript, diploma, or GED certificate.
 - c. Physical examination report and immunization record.
6. Each student shall pass the Simple Mathematics (8th grade equivalency with 75%) exam and a Basic Writing & Comprehension screening test.
7. California Career College may admit alternate students in each new class to replace students who drop out prior to commencement of the scheduled clinical experience. Each alternate student is to have on file:
 - a. A current application (steps 1 through 6 above) and

- b. Proof of competency at the current class entry level (challenge exams or returning students eligible)
- 8. Upon commencement of clinical experience, the number of students may not exceed the actual number of students approved by the Board for that particular class.
- 9. At present we are not accepting international students who require visa.

Tuition and Fees

Detailed Charges and Expenses: You are responsible for the following fees and charges pertaining to the program requirements.

Application	\$50.00	Non- refundable one-time fee
Tuition	\$19,500 (Subject to change)	Based on current tuition. Text books and one top uniform are included in tuition.
Professional Liability Insurance	\$20.50	Must be renewed after one year
Background check	\$49.95	There will be \$5.00 extra charge if student ever lived in LA County.
Computer Program	\$319	In order for student to complete VN program, student must pass tests on computer program.(prices subject to change)
STRF	50.00	Student Tuition Recovery Fund
Other charges	\$250.00	Uniform, stethoscope, and penlight, blood pressure cuff. Additional books and Equipment. (approximately).
IV Certification Program	Per community charges Approximately \$250.00	Optional

Transfer students will receive a pro-rata reduction in tuition and fees based upon the number of credits (or clock hours) successfully transferred to California Career College. Tuition and fee

charges above are based upon sixty-one (61) credit or sixteen hundred (1600) clock hours. Consequently, students who receive transfer credit for *Fundamentals of Nursing* will receive a reduction in tuition costs for the 17 transferred credits accepted by California Career College.

Career Services

California Career College assists students with job search and employment, however, we cannot guarantee job placement. Presently, employers from local hospitals and long-term healthcare facilities recruit graduating students upon successful completion of the NCLEX Examination. Potential employment opportunities in the nursing field are also identified and posted throughout the campus. In addition, to facilitate early job placement students are provided with tutoring services, review classes, and a computer lab facility in order to prepare for the NCLEX Examination.

Satisfactory Academic Progress

Grading Policy: Theory Grading

Theory courses are graded on a point system. A student's grade is calculated by dividing the student's total points earned by the total points possible for the course. The total possible points will include, but not be limited to, unit exams, midterms, term papers, pop quizzes, care plans, homework, and study group projects. Students must achieve a passing grade of "C" or above, submit all required exercises and projects complete all required quizzes and examination and meet the standards of school attendance policy. Any student who fails to achieve a minimum grade of "C" (75%) in the final exam (theory segment) of a course may not progress to the next course in the program.

Academic Progress is assessed after every semester. Students who do not complete the Program within 150% of the Program length will be dismissed.

NOTE: Good grades are usually correlated with regular attendance and with accurate and timely completion of assignments. On the other hand, poor grades are often correlated with frequent absences and incomplete and/or missing assignments. At the end of each course, each student is assigned a grade as follows.

A	90% - 100%
B	80% - 89%
C	75% - 79%
F	74% or less
I	Incomplete
W	Withdrawal
W/F	Withdrawal/ Failing

A "W" or Withdrawal grade will be given to students who attend at least one day of theory class, miss at least two other class sessions and withdraw prior to completing the course. This grade is used only if the faculty member can determine that the student was passing the course at the time of the withdrawal.

A “W/F” or Withdrawal/Failing grade will be given to students who attend at least one day of theory class, miss at least two other class sessions and it is determined by the faculty member that the student was failing the course at the time of withdrawal.

Students will be permitted to re-enroll in the course from which they withdrew as long as they are able to complete the full Program within the 150% time-frame (*i.e.*, 150% of the total Program length).

Students who fail to complete all course requirements on a timely basis, due to unanticipated circumstances or events, can be awarded the grade of “I” (Incomplete) by the faculty member. Students receiving a grade of “I” in a course will have 10 weeks in which to finish the course assignments and submit course materials to the instructor. If the student fails to complete all of the course requirements within the ten weeks, a grade of “W” or “W/F” will be assigned and the student will be required to repeat the course at his or her own expense. California Career College does not offer non-credit, non-remedial courses.

Grading Policy: Clinical Grading

Grades for the clinical segment of a course are assigned as follows:

- P - Pass - Student has met clinical objectives
- F - Fail - Student has not met clinical objectives

Any student who fails to achieve a grade of “P” (Pass) in the clinical segment may not progress to the next course or of the program.

Attendance Policy:

1. Students are required to attend theory and clinical classes as scheduled.
2. Students are required to notify the school/instructor, at least 30 minutes prior to the start of class or clinical, if they are going to be absent or tardy.
3. Students are expected to arrive at the designated starting time for scheduled classes and clinical assignments.
 - a. Those arriving more than 15 minutes late for class will be admitted when the class is given a break.
 - b. If a test or quiz is in progress and the student arrives late, the student will be admitted, but will only be allowed the remainder of the allotted test time to complete the test or quiz.
 - c. Those arriving more than 7 minutes late for clinical assignment will not be accepted into the clinical area.
4. Students absent from class or clinical days are responsible for obtaining the missed materials and information and will remain responsible for meeting the course objectives;

The following is a list of make-up methods:

Theory: Case studies, independent study, written examination, attendance at seminars or workshops, autotutorial laboratory, and research reports.

Clinical: Performance evaluation of skills, laboratory, or additional time in the clinical area with clients/patients when available.

Students will be required to demonstrate achievement of all theory and clinical objectives covered on the day(s) absent..

- a. The student passing a criterion-based examination with a 75% or higher accuracy rating may demonstrate achievement of theory objectives.
- b. Achievement of clinical objectives may be confirmed by the clinical instructor and documented following the successful demonstration by the student of the performance objectives missed.

Students accumulating absences will be counselled individually by the Director and faculty to assess whether the absences have affected their ability to meet the course objectives and they must attend to clinical or computer make-up classes.

In the case of excessive absences (more than 3) resulting in the inability to demonstrate successful achievement of the course objectives, the student will not be permitted to advance to the next level in the program. The student may petition to retake the course, provided the reason for absence has subsided and the class space is available.

Absences of more than three (3) consecutive days due to any medical condition must be verified by a physician and a full medical clearance for return to school must be documented by the attending physician.

The school has the right to require medical clearance for any communicable disease, health condition and/or pregnancy

Leave of absence:

A pregnant student or married student whose wife is pregnant may request a Leave of Absence for the birth of the baby. The pregnant/now delivered student may return to school with documentation of medical clearance from her physician provided there is space remaining in class.

Unexcused Absences:

All students are expected to notify the appropriate instructor when they are going to be absent from the classroom or the clinical area. The student must notify the instructor no later than 30 minutes prior to the start of the class or clinical assignment. Failure to properly notify the instructor will result in the absence being considered “unexcused.”

The first unexcused absence during any course will result in the student receiving a deficiency notice. The second unexcused absence will result in the student being placed on probationary status. A third unexcused absence will result in the student receiving a failing grade for the term. In this event the student may be given an opportunity to repeat the course as provided by the Course Progression Policy.

Breaks (Classroom & Clinical):

It is school policy to have breaks for no longer than 10 minutes in a 60-minute period. At any point, breaks may not exceed 20 minutes of class time (Unless the instructor authorizes it).

Probation Policy:

Students repeating a course will be placed on “academic probation” and will be eligible for removal of probationary status after removal of grade point deficiencies in accordance with the Course Progression Policy. A student who fails to come into satisfactory progress after the probationary period will be dismissed.

Probationary status may also be initiated if a student’s performance has jeopardized minimum patient care standards or when patterns of performance and/or behaviour interfere with the student’s progress.

Students are expected to conduct their behavior on the principle of treating all others (patients and their families, faculty and campus personnel, fellow students and hospital employees) with courtesy and respect. Misconduct for which students are subject to disciplinary action or probation includes, but is not limited to:

1. Students who act in an unethical or unprofessional manner on the test or an assignment will receive a grade “O” for that test or assignment.
2. Academic dishonesty including cheating, fabrication or falsification. The term “cheating” includes, but is not limited to: plagiarism receiving or knowingly supplying unauthorized information during an examination; using unauthorized material or sources during an examination; changing an answer after work has been graded and presenting it as improperly graded; and taking an examination for another student.
3. Harassment, sexual or otherwise, that has the effect of creating a hostile or offensive educational environment for any student, faculty or staff member.
4. Carrying of weapons on campus, at campus-sanctioned events, or when meeting with campus personnel.
5. Using or being under the influence of drugs or alcohol while at class, campus-sanctioned events, or when meeting with campus personnel.
6. Refusal of clinical assignment solely based on race, gender, cultural origin, religion or medical conditions.
7. Breach of patient confidentiality. The rights of clients must be adhered to at all times. Students are expected to exercise extreme caution in keeping all information about clients confidential. Students are expected to take precautions so as not to misplace or lose school/patient care notes that could be read by others.
8. Students are expected to dress professionally during class time, as they will in future roles and position in health care administration.

Procedure

1. Students shall be promptly informed in writing of unsuccessful behavior or misconduct.
2. Students placed on probation shall be counseled as to their established probationary status. The terms of the probation will
3. be stated in writing and will include criteria for removal of probationary status.

4. Students whose performance remains below minimal acceptable standards will be dismissed from the Program following an interview with the Director of the Vocational Nursing Program.

Dismissal:

A student who is subject to dismissal shall be notified by the Program Director, or designee, of dismissal, which will become effective the semester following notification.

Readmission after Dismissal:

A student who has been dismissed may request reinstatement after two semesters have elapsed. The student shall submit a written petition requesting readmission to the College in compliance with the College procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College and the Vocational Nursing Program. Board of Vocational Nursing regulations and affiliating hospital guidelines will also be considered in making a final decision for readmission.

Testing Policy:

Student can retake Semester Final Exam only one time during this program. A student who misses a scheduled test may make up that test without penalty after submitting written verification of illness or personal emergency to the instructor. The student must contact the instructor on the student's first day returning to school for consideration. The instructor will schedule the time for the test to be made up.

When a student is aware in advance of a scheduled test that he/she will be unable to take at the scheduled time, the student will contact the instructor no less than two (2) school days before the test date. The instructor will make the necessary arrangements for the student to take the test prior to the date on which the test is to be given to the rest of the class. If it is determined that a student was aware more than two (2) days of their inability to take a scheduled test and knew that he/she would be absent, and that student did not make prior arrangements to take the test before the scheduled time with their instructor, the test cannot be made up.

Any student who does not take a test in accordance with the terms of this policy shall receive a grade of "0" zero on the test.

The instructor reserves the right to give an alternative or modified test to a student requiring a make up for illness or emergency. That test should examine the same materials as that of the original test and should not be made more difficult for punitive reasons.

Course Progression Policy:

The student who fails a course, either the theory or the clinical assignment, is eligible to repeat that course one time only.

When a course is repeated, the student must take both the theory and clinical segments of the course concurrently. The student repeating a course must repeat the entire course, starting from the first day of instruction. In order to continue in the Program, the student must achieve an average of a "C" (75%) from the two grades earned in the repeated course. The student who

wishes to repeat a failed course will be admitted on a space-available basis. The program will make every possible attempt to allow the student to repeat the course during the next term in which the course is offered. However, it may be necessary for the student to wait one or more terms for the opportunity to repeat a course.

Student Grievance and Appeal Procedure:

If a student has a grievance or complaint, or has been terminated for not making satisfactory progress, there is a procedure to be followed. If at any point the student feels he/she has not received satisfaction, they should proceed to the next step in the following grievance procedure order:

Step 1. Make an appointment to discuss the matter with the instructor. If the student has not achieved the desired response and continues to have a complaint or grievance it is recommended they go to step 2.

Step 2. Make an appointment to discuss the matter with Director. The student will receive a written response within 72 hours. If the student has not achieved the desired response and continues to have a complaint or grievance it is recommended they go to step 3.

Step 3. Submit a letter detailing the nature of the grievance or complaint to the Director of the Vocational Nursing Program. The student will receive a written response within 72 hours.

Step 4. Any questions or problems concerning California Career College which have not been satisfactorily answered or resolved by the institution should be directed to:

Bureau for Private Postsecondary Education
2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833

<http://www.bvnpt.ca.gov>

Tel: (888)370-7589

Fax: (916) 263-1897

A student or any member of the public may file a complaint about this institute with the Bureau for Post Secondary Education by calling (888)- 370-7589 (toll free) or by completing a complaint form, which can be obtained on the Bureau's internet website www.bppe.ca.gov.

Credit Granting Policy

Students who have successfully completed academic courses and/or whom have relevant knowledge and/or skills previously acquired from an institution accredited by an agency recognized by United States Department of Education or The Council for Higher Education Accreditation (CHEA) will be given advanced standing in the Vocational Nursing Program.

Transfer Credit

Credit will be granted for related previous education completed in:

- a. accredited vocational or practical nursing courses
- b. accredited registered nursing courses
- c. accredited psychiatric technician courses
- d. armed services nursing courses
- e. certified nurse assistant courses.

The courses for transfer credit must have been within the past five years. Official transcripts and/or copies of certificates of completion must be submitted for credit to be granted. Credit

will be granted based on the content and hours of the transferring courses and must be equivalent to courses currently offered within the California Career College Vocational Nursing Program. The cost of tuition will be adjusted downward to reflect the number of clock hours successfully transferred to California Career College.

Challenge Credit

1. Credit may be granted for relevant knowledge and/or skills acquired through prior experience, courses in non-accredited institutions, and individual study which are essentially equivalent to a course for which credit is being requested.
2. Credit shall be determined by successful completion of a comprehensive examination and/or practical evaluation.
3. Objectives for both written and/or practical examinations are made available to the student prior to the examination.
4. Student must pass the California Career College test for Basic Concepts of Nursing with a grade of 75% or above.

Petition for Advanced Standing:

A current school application and the petition for advanced standing must be filed with the Director of the Vocational Nursing Program prior to the anticipated start date for the course to which advanced standing is being requested.

Petition to challenge by examination must be filed with the Director of the Vocational Nursing Program and all examination fees (to be established) paid in advance of the examination. The challenge examination, a multiple-choice test determined by the instructor to be a valid synopsis of the curriculum within the course, must be completed with a minimum grade of 75%.

Classroom Policies:

Communication Devices: Due to the extreme distraction caused by cellular phones, beepers, pagers and portable phones, these devices will not be allowed in the classroom. Cellphones must be put away during class time. The only exception to this policy is the rare event of an emergency (being in touch with your work is not an emergency) where the students may leave their phone turned on silent to quietly leave the class to take an emergency call. Any other use of the cell phone in class is prohibited. In the event that a student has his/her cellphone exposed in the class for any reason, the instructor hold the right to deduct 5% of the total participation grade for each occurrence. Tape recorders may be used with permission of the instructor.

Food: Students are permitted to eat meals or snacks in the designated campus areas. No food may be brought into the classroom.

Children in Classroom : Students are not to bring their children in the classroom or leave them unattended at the school.

Classroom Conduct : The student is responsible to adhere to the guidelines established for the classroom as defined by the instructor. Students are subject to penalties for failure to comply.

Crosstalk during class: Students are expected to attend to class activities during lectures and discussions. Individual discussion distracts those students as well as surrounding students.

Those who do not respect this policy will be asked to change their seats or will be assigned seats in the class for the remainder of the course.

Clinical Policies:

The following Clinical Policies apply to ALL California Career College students in the clinical area unless otherwise stipulated by the instructor (some clinical areas may provide their own in-house uniform for student use).

California Career College students are required to be in FULL designated clinical uniform while in the clinical area (during pre-conference, clinical class & post conference).

Personal Appearance/Uniform Regulations:

Hair must be off the collar (both male and female), out of the face, NO decorations. All hair barrettes, clasps, combs, pins, and bands should be tasteful and simple in nature.

Jewelry is to be kept at a minimum. One pair of stud earrings only. A watch with a second hand is recommended. Wedding and/or engagement rings are acceptable. NO bracelets, anklets, necklaces or chains (excluding medic-alert) will be permitted.

Nails must be short and clean. Nail polish may be worn if kept in good repair, otherwise instructors are to direct the student to remove the polish.

Full uniform for the female student will include the green uniform smock-top (ironed), white uniform pants (ironed), name pin, school badge, and uniform shoes (all-white sport shoes are acceptable). Pantyhose or white socks must be worn at all times. A clean, white lab-coat or sweater may be worn over the uniform for added warmth.

Full uniform for the male student will include the green uniform smock-top (ironed), white uniform pants (ironed), name pin, school badge, white socks and white uniform shoes (all-white sport shoes are acceptable). A white, plain T-shirt may be worn under the uniform top for added warmth.

NOTE:

1. A stethoscope, black pen and bandage scissors will be considered necessary (required) components.
 2. NO perfume or scented lotions. Deodorant is recommended and whenever possible, should also be unscented.
 3. No gum chewing at any time within the clinical facility, classroom, or lab.
- Those students not complying with these clinical policies will be sent home from clinical sites, and will be given an unexcused absence.

Application for Licensure

Students who have completed the Program requirements will be eligible to take the Vocational Nursing Licensing Examination (NCLEX). California Career College will notify candidates concerning required fees, provide specific instructions and distribution of application for licensure. Eligible candidates are responsible for completing the applications and returning them to the school.

Students who have been convicted of any offense other than minor traffic violations will need to fully explain this situation to the Board of Vocational Nursing on a separate sheet of paper. The explanation must include dates and disposition. Convictions expunged under Sections 1203.4 and 1000 of the Penal Code must also be reported. This information is to be submitted in a sealed envelope to the school, which will be sent along with the NCLEX applications to the Board of Vocational Nursing upon completion of the Program. If a student wants to obtain further information about “conviction” he/she may contact the Board for this information.

Financial Aid

California Career College participates in several types of federal financial aid programs. Students seeking financial assistance must first meet with our financial aid officer. Our financial aid staff will provide personalized attention to each student in completing and processing their financial aid application (FAFSA) and related paperwork.

California Career College offers students several options of assistance under the Federal Student Aid Programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG) (Campus Grant)
- Federal Work Study
- Federal Stafford Subsidized Loan
- Federal Stafford Unsubsidized Loan
- Federal PLUS Loan

Financial Aid Eligibility Requirements To be eligible for Federal Financial Aid, you must be:

1. A citizen of the United States or an eligible permanent resident;
2. Enrolled in an eligible program;
3. Making satisfactory academic progress toward graduation;
4. A high school graduate or have obtained a GED or the equivalent;
5. Not in default on a financial aid loan nor owe a refund to a financial aid grant received at any postsecondary college or institution;

Federal Financial Aid Programs The following is a description of the financial aid programs available at California Career College for students who qualify. Additional information may be obtained through the Office of Financial Aid. For information, guidance and tools about federal student assistance, you can also visit the U.S. Department of Education's website on federal student aid at <http://federalstudentaid.ed.gov>.

Federal Pell Grant The Federal PELL Grant Program provides a foundation of assistance to which other forms of aid may be added. Eligibility for the Federal PELL Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG) Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attendance.

Federal Work-Study (FWS) The Federal Work-Study program provides jobs for graduate and undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work related to the student's course of study. Funds under this program are limited and do not have to be repaid.

Federal Subsidized Direct Loan Subsidized Direct loans are available to students with financial need. Students may borrow up to \$3,500 for their first academic year, \$4,500 for the second academic year; this is available at a fixed interest rate currently of 4.5% for undergraduates and 6.8% for graduate students, which is established annually by the U.S. Department of Education. The interest is paid by the federal government while students are in school and for six (6) months after students cease their enrollment. Regular payments begin six (6) months after students cease enrollment or drop below half-time status.

Federal Unsubsidized Direct Loan Unsubsidized Direct Loans are available for students to borrow for education costs. Independent students can borrow up to \$9,500 for their first academic year, \$10,500 for the second academic year, as a combined total with the Federal Subsidized Direct loan, at a fixed interest rate of 6.8%. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the Federal Subsidized loan program. Interest payments begin immediately after the loan is fully disbursed or may be added to the principal balance. Regular payments begin six (6) months after students cease enrollment or drop below half-time status.

Federal Direct PLUS Loan PLUS Loans are loans parents can obtain to help pay the cost of education for their dependent undergraduate children. They are based on credit. The maximum loan amount depends on the student's Cost of Attendance minus other aid received. There is a fixed loan interest rate of 7.9%. Regular payments begin sixty (60) days after the loan has been fully disbursed.

Loan Repayment

If you obtain a loan to pay for your education, you have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you received federal student financial aid funds, you are entitled to a refund of the money not paid from federal financial aid funds.

CANCELLATION POLICY

Students have the right to cancel the enrolment agreement and obtain a full refund of the charges paid through attendance at the first class session or the seventh day after enrolment whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the first page of the Enrolments Agreement. You can do this by mail, hand delivery or telegram. The written notice of cancellation is sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by this Agreement. You will be given

two (2) Notice of Cancellation forms (attached to this Agreement) to use at the first day of class, but you can use any written notice that you wish.

If the school has given you any equipment, including books or other materials, you shall return them to the school within thirty days following the date of your Notice of Cancellation. If you fail to return this equipment, including books and other materials, in good condition within the thirty (30) day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this Agreement, the School will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within thirty days after your Notice of Cancellation is received.

WITHDRAWAL FROM COURSE:

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of Agreement, which is until midnight of the first business day following the first class you attended, the School will remit a refund less cancellation fee, if applicable, not to exceed \$125.00 within thirty days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified in the Agreement as a separate charge, and return it in good condition within thirty days following the date of your withdrawal, the School shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this thirty-day period, the School may offset against the refund the documented cost to the school for that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the School has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract.

IF THIS AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN FORTY-FIVE DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR THE REMAINING AMOUNT. Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund.

Refund Policy - 60% Rule

Our 1705 hour program is divided into four program periods.

1st period = 450 hours (roughly corresponds to semester 1)

2nd period = 450 hours (roughly corresponds to semester 2)

3rd period = 403 hours (roughly corresponds to semester 3)

4th period = 402 hours (roughly corresponds to semester 4)

According to the Department of Education and California Career College's policy, students who complete greater than 60% of their program period will be considered as having completed 100% of that period.

This formula is calculated as follows:

Hours scheduled to complete divided by total hours in period.

For example: If you received 275 hours of instruction by the day you withdraw, you have completed 61%. You will be charged 100% of that program period.

$275 \text{ hours received} \div 450 \text{ hours in 1}^{\text{st}} \text{ period} = 61\%$

Please refer to Table 1 for more detail.

Students who complete 60% or less of their program period will be charged per hour. Please refer to Table 2 for more detail.

Table 1: Students completing over 60% of program period

Period	Minimum hours of instruction received	Percent charged
1 st period	275	100%
2 nd period	725	100%
3 rd period	1146	100%
4 th period	1549	100%

Table 2: Students completing 60% or less of program period

Example based on Total Tuition: \$10,000.00

Hourly rate: \$6.25

Week	Total hours attended	Instructional clock hours accrued	Refund due minus hours attended by student X hourly rate
1	33	206.25	9793.75
2	62	387.50	9612.50
4	124	775.00	9225.00
6	186	1162.50	8837.50
8	248	1550.00	8450.00

Retention of Student Files

Student records will be retained in a physical format for five years and in electronic format for fifteen years. Those records are enrollment applications, enrollment agreements and transcripts.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are encouraged to review the school performance fact sheet, which must be prepared for you prior to signing an enrollment agreement.

CLINICAL FACILITIES FOR CLINICAL TRAINING

Canyon Oaks Nursing & Rehab, Canoga Park

22029 Saticoy Street
Canoga Park, CA 91303

Kaiser Permanente, Los Angeles

4700 W Sunset Boulevard
Los Angeles, CA 90027

North Hills Health Care, Canoga Park

23388 Mulholland Drive
Woodland Hills, CA 91364

Topanga Terrace, Canoga Park

22125 Roscoe Boulevard
San Fernando Valley, CA 91304

Sherman Oaks Health and Rehab Center

14401 Huston Street
Sherman Oaks, CA 91423

Silverado Senior Living, Calabasas

25100 Calabasas Road
Calabasas, CA 91302

West Hills Rehab, Canoga Park

7940 Topanga Canyon Boulevard
Canoga Park, CA 91304



CALIFORNIA CAREER COLLEGE

7003 Owensmouth Avenue, Canoga Park, CA 91303

Phone: (818) 710-1310, Fax: (818) 710-1329

CALIFORNIA CAREER COLLEGE

VOCATIONAL NURSING CERTIFICATE PROGRAM CATALOG

2011 - 2013

Susan Naimi, MSN, RN
Program Director

www.californiacareercollege.net

TABLE OF CONTENTS

Accreditation, Office Hours and Holidays2
Faculty Members3
History and Ownership5
Mission Statement6
Program Objectives6
Pre requisites7
Curriculum Objectives8
Instructional Clock Hours Disclosure, Full-time9
Instructional Clock Hours Disclosure, Part-time10
Terminal Objectives11
Program Requirements for Completion12
Course Descriptions12
Admissions Criteria13
Tuition and Fees14
Career Services14
Satisfactory Academic Progress15
Grading Policy16
Attendance Policy16
Leave of Absence17
Probation Policy17
Readmission after Dismissal18
Testing Policy18
Course Progression Policy19
Student Grievance and Appeal Procedure.....19
Credit Granting Policy20
Transferability of credits and credentials.....20
Classroom Policies.....21
Clinical Policies21
Application for Licensure22
Financial Aid.....22
STRF (Student Tuition Recovery Fund)24
Cancellation Policy25
Withdrawal from course.....25
Retention of Student Files26
Refund Table Example27
List of Clinical Sites and their location.....28

California Career College is institutionally accredited and approved by the following agencies:

Accrediting Bureau of Health Education Schools (ABHES) 7777 Leesburg Pike, Suite 314 N Falls Church, VA 22043 Tel: (703) 917-9503 E-mail: info@abhes.org	Fax: (703) 917-4109
Board of Vocational Nursing and Psychiatric Technicians (BVNPT) 2535 Capital Oaks Drive, Suite 205 Sacramento, CA 95833 Tel: (916) 263-7800 www.bvnpt.ca.gov	Fax: (916) 263-7859
Bureau for Private Postsecondary Education (BPPE) 2535 Capital Oaks Drive, Suite 400 Sacramento, CA 95833 Tel: (888)370-7589 www.bppe.ca.gov	Fax: (916)263-1897

Office hours: Monday through Friday from 9:00 a.m. to 5:00 p.m.
Library hours: Monday through Friday from 9:00 a.m. to 5:00 p.m.

Program start date: _____
Anticipated program completion date: _____
Catalog effective date: _____
Date printed: _____

Academic Holidays

California Career College acknowledges the following holidays for scheduling purposes. All theory classes and clinical hours will be suspended and the school will close for the days specified below:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving Day and the adjacent Friday
8. Christmas and Winter Holiday (the school will be closed for the week between Christmas and New Year's)

Faculty Members and Administrative Staff

Susan Naimi / Program Director

Master of Science, Nursing, University of Phoenix (1999); Bachelor of Arts, Biology, Kean College of New Jersey (1981) & CSUN. Registered Nursing License (1983); Advisory Board Member, TLC Home Hospice. President and Director of the Vocational Nursing Program, Clinical and Theory Instructor of Fundamentals of Nursing, Medical Surgical Nursing I and II, Pediatric and Maternity.

Haleh Naimi / General Counsel

LL.M. (Taxation), New York University (2005); J.D., Southwestern University (1998); Master of Arts, Economics, Georgetown University (1995); Bachelor of Science, Mathematics and Economics, University of California, Los Angeles (1993). General Counsel.

Edlina Garcia / Clinical Instructor / Full-time

Bachelor of Science, Nursing, Lyceum Northwestern University (1993). Registered Nursing License (2006). Clinical Instructor of Fundamentals of Nursing, Medical Surgical Nursing I and II.

Evangeline Arceo / Clinical Instructor / Full-time

Bachelor of Science, Nursing, Our Lady of Fatema College (1994). Registered Nursing License (2008). Clinical Instructor of Fundamentals of Nursing, Medical Surgical Nursing I and II.

Nassrin Javanshir / Clinical Instructor/Part-time

Bachelor of Science, Nursing, University of Mashhad (1977); Registered Nursing License, Member UNAC. Clinical Instructor of Fundamentals of Nursing, Medical Surgical Nursing I and II.

Dr. Jaswinder Kaur / Theory Instructor / Part-time

Doctor of Medicine, Ross University School of Medicine, Portsmouth, Dominica, West Indies (2006). Bachelor of Science, University of California, Santa Barbara (2001). Theory Instructor of Anatomy and Physiology and Microbiology.

Oleg Khilkevich / Clinical & Theory Instructor / Part-time

Bachelor of Arts, Nursing, Excelsior College of Nursing (2004). Registered Nursing License (2004), Theory & Clinical Instructor of Fundamentals of Nursing and Medical Surgical Nursing

Amandeep Kaur / Clinical and Theory Instructor Assistant / Full-time

Bachelors of Arts (2004) Punjab University, Licensed Nurse (2008) Clinical and Theory Instructor's Assistant.

Cynthia Hsieh / Financial Aid Officer / Full-time

Bachelor of Arts, Psychology, University of California, Riverside (2002).

Armenohy Telime / Admissions, Administrative Assistant / Full-time

History

California Career College was founded in February 2001 and has been in operation for the past ten consecutive years. California Career College is a private educational institute owned and operated by SHN Career College, Inc., a California corporation, and has been approved to operate by the Bureau for Private Postsecondary Education (BPPE) since 2003.

The Vocational Nursing Program at California Career College received (non-degree) accreditation by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) in February 2002 and was reaccruited in 2011. Additionally, the Vocational Nursing Program received accreditation by the Accrediting Bureau of Health Education Schools (ABHES) in 2004 and was reaccruited in 2008.

The main campus is located at 7003 Owensmouth Avenue, Canoga Park, CA 91303. California Career College currently offers a Vocational Nursing Program through its main campus. The main campus contains a classroom and laboratory facility where students are trained in theoretical nursing courses and perform basic nursing skills prior to entrance into their clinical rotations. Students have access to a network of computers and a library facility at the main campus where they may obtain additional educational resources and tools to prepare for the NCLEX Examination.

Since its inception, California Career College has been open to all, regardless of race, color, ancestry, national origin, religious beliefs, sex, or social background. From a student body of twelve (12), enrollment has grown to approximately one hundred (100) students attending the Vocational Nursing Program. Students come from many foreign countries and educational backgrounds. The faculty, which initially consisted of two (2) instructors, now totals seven (7).

Mission Statement

California Career College's mission is to provide an innovative and relevant learning environment and to prepare High School Graduates (or equivalent) in the role of nursing, the goal of which is to meet the varied health care needs of the community. The primary focus of the program will be to provide each student with concepts and principles that are basic to nursing and the provision of patient care. The problem-solving appraisal of the nursing process (assessment, planning, implementation, and evaluation) has been integrated throughout the Program. The role of the Vocational Nurse as he/she assists the physician and the Registered Nurse with the steps in this process will be utilized throughout both the classroom and clinical curriculum.

Program Objective

The Vocational Nursing Program will prepare High School Graduates (or equivalent) in the role of nursing, the goal of which is to meet the varied health care needs of the community. The primary focus of the Program will be to provide each student with concepts and principles that are basic to nursing and the provision of patient care. Our primary focus is to provide the programs in fields of study that lead to professional success, curricula, facilities, equipment and qualified faculty to prepare students for employment in an ever changing environment.

The problem-solving appraisal of the nursing process (assessment, planning, implementation, and evaluation) has been integrated throughout the Program. The role of the Vocational Nurse as he/she assists the physician and the Registered Nurse with the steps in this process will be utilized throughout both the classroom and clinical curriculum.

Students will experience a curriculum, which is current, reality-based, application oriented and sensitive to multicultural diversity. The Program will include, but not be limited to, courses in the role of the Vocational Nurse, Communication Techniques, Anatomy and Physiology, Terminology, Nutrition, Nursing Skills and Procedures, Gerontology, Maternal-Child Health, and Pharmacology.

The student population will be reflective of the cultural and ethnic diversity of the surrounding community. The faculty will be responsive to the ethnic and cultural background of each student and the patient population served. The student will be guided in the application of knowledge and the delivery of nursing skills required for the care of persons of various ages, ethnicities and cultures. The emphasis of care, through the application of the nursing process, will be to maintain a state of wellness or in the case of the dying patient, to allow choice, always with respect, comfort and dignity.

The faculty at California Career College will provide instruction that is based on the guidelines set by the Vocational Nurse Practice Act, needs assessment data, course objectives and the instructional (program) plans. The faculty will demonstrate leadership and assume responsibility for instruction, supervision, counseling, control, discipline and evaluation of all students. The faculty will be role models for students, they are effective communicators and teachers, creative and innovative, and continually strive for excellence in the curriculum. Faculty at California Career College will exemplify an educational commitment to the nursing profession and the community it serves. Upon successful completion of the Program, students will receive a certificate of completion.

Curriculum Objectives

Objective 1. Each VN student will be instructed in the basic nursing concepts and principles needed for the provision of patient care.

Graduate students will be expected to apply the nursing process (assessment, plan, implementation and evaluation) to each patient situation and provide orderly and systematic care in every clinical situation. Students in the Vocational Nursing Program will attend classes in an orderly and structured manner as to provide each and every student graduate with the basic skills and knowledge required to competently and safely care for a wide variety of patients in numerous health care settings.

Students in the Vocational Nursing Program will be offered courses that include the historical, legal and ethical aspects of nursing, communications, life span development, cultural aspects of nursing, anatomy and physiology, basic nursing skills, mathematics review and medication administration. To further their knowledge base, the Vocational Nursing Program will include expanded and logical instruction in the areas of Maternal Health, Neonatal and Pediatric Care,

Gerontologic Health, Mental Health, Medical-Surgical Nursing, Community Health, Emergency Nursing, and Death and Dying.

Objective 2. Each student will receive the curriculum in a sequence that results in the student's progressive mastery of knowledge, skills and abilities. Students will be provided with classes in a sequential manner that promotes learning and acceptance at each stage of the Program, with each subsequent class building on the knowledge acquired from the class before. Mastery at each stage is vital for the continued success of each student. Because of this, the school will uphold as policy, that each student must achieve a "C" grade or higher in each class before progressing further in the program.

Students will be given many of the basic concepts in nursing during their early stages of classes. As they progress in understanding and knowledge of sociocultural aspects, nursing skills and nursing interventions, they will be given educational opportunities to use and develop their knowledge through lab classes, class interaction and role-playing, as well as hands-on clinical practice within the hospital setting. Students will be expected to complete detailed performance checklists for each of the required skills within the program. These will also be sequential, building on the earliest skills such as taking vital signs and aseptic technique and continuing through the mastery of such skills as tracheotomy care, suctioning, tube feeding and catheterizations.

Objective 3. Each student will be provided with clinical theory, skills and experience that enhances the students' ability to care for patients of all ages in current health care settings.

Once the students have learned the basic skills and concepts of nursing they will be guided through a progression of nursing areas that will provide many opportunities for learning and involvement. Clinical lab within the school will begin early in the Program, allowing the students to practice their skills before they are expected to perform them professionally in a hospital setting. Clinical lab classes will include, but not be limited to the following educational topics:

1. Obtaining and assessment of vital signs
2. Admitting, transferring and discharging a patient
3. Performing a 2-minute hand washing
4. Gloving, gowning, donning a mask, isolation
5. Positioning and range of motion
6. Moving, lifting, transferring patients
7. Oral Hygiene
8. Dressing changes
9. Measuring intake and output
10. Medication calculation and administration

Students will progress to caring for patients in the hospital setting and will be given opportunities to perform patient assessment, care planning, and to develop skills used in the nursing process. Each area will have performance checklists for the student to complete.

Those clinical areas involved are:

1. Medical-surgical nursing
2. Maternity
3. Pediatrics
4. Neonatal
5. Mental Health
6. Community Health

Objective 4. Each student will be taught to practice effective communication and interaction skills. This must include families and aggregates including health care systems, and incorporate the use of written and oral communication, consensus building, conflict management, and negotiation.

Students will be taught that communication is essential to the delivery of nursing care. Therefore communication will be integrated early in the Program with many opportunities for role-playing and discussion of technique. Specific attention will be given to non-verbal communication, therapeutic communication, developing trust, communicating to different age groups, to the different cultural groups and conducting a patient interview.

Students will be taught that documentation is a vital component of communication, necessary for the implementation phase of the nursing process and a necessary means for meeting the patients' needs. Students will be given an overview of patient records, the patient Kardex, physicians' orders, and developing care plans. Computer charting and S.O.A.P. charting will be included.

Students will be taught patient/information confidentiality throughout the Program at every opportunity. The importance of respecting the patient's privacy must be adhered to at each stage of the student's progression within the Vocational Nursing Program. Students will be instructed that class discussions and assignments will require only the initials of the patient; names of real people are not to be used outside of the hospital setting.

Objective 5. Each student will be instructed on how to establish therapeutic nurse/client relationships that empower self-care and self-efficacy.

The "trust" concept builds on the power of good communication skills and is an integral part of the nurse/client relationship. Therefore, the nurse must be able to initiate and demonstrate therapeutic communication within the clinical setting. This will include listening, use of silence, and gentle touch. The nurse must also be able to identify barriers to communication and adjust technique as needed. Students will be given opportunities to role-play during school lab hours as well as meet one-on-one in the clinical setting with patients of all ages.

Trust is given when the nurse can demonstrate confidence and competence in the clinical setting. Therefore, it is essential that each student become confident within the clinical setting. By enforcing the nurse-proctored Clinical Skills Performance Checklists throughout the program, each student should progress and gain confidence as time goes on. Communication skills are expected to improve.

Instructional Clock Hours Disclosure
(Full-Time Program)

School Name	CIP Code	School Code
California Career College	51.3901	1943151

Accrediting Association	Date of Last Accreditation Visit
Board of Vocational Nursing & Psychiatric Technicians	12-12-2002
Accrediting Bureau of Health Education Schools (ABHES)	04-09-2008
Bureau for Private Postsecondary Education	

Course Title	Total Instructional Clock Hours / Course Length (Weeks)
Vocational Nursing Program	Full-Time Program 1600 hours / 56 Weeks

Class Title	Theory Hours	Lab/Clinical Hours	Total Hours	Total Credit Units
Weeks 1 – 13 Fundamentals of Nursing	177	202	379	17
Weeks 14 – 26 Medical-Surgical Nursing I	129	271	400	14.5
Weeks 27-39 Medical-Surgical Nursing II	129	276	405	14
Weeks 40 – 52 Family Health	129	266	395	14
Comprehensive Review 53-56	21	0	21	1.5
TOTAL	585	1015	1600	61

INSTRUCTIONAL CLOCK HOUR TO CREDIT CONVERSION: The formula used to calculate the number of (check one) _____ quarter units or X semester units is as follows:
 One credit = 15 lecture hours, one credit = 30 laboratory hours, one credit = 45 clinical hours
 One credit = N/A practicum hours (internship/externship).

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at California Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Vocational Nursing is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Career College to determine if your credits or certificate will transfer.

Instructional Clock Hours Disclosure
(Part-Time Program)

School Name	CIP Code	School Code
California Career College	51.3901	1943151

Accrediting Association	Date of Last Accreditation Visit
Board of Vocational Nursing & Psychiatric Technicians (BVNPT)	12-12-2002
Accrediting Bureau of Health Education Schools (ABHES)	04-09-2008
Bureau for Private Postsecondary Education	

Course Title	Total Instructional Clock Hours / Course Length (Weeks)
Vocational Nursing Program	Part-time Program/ 1600 hour/80 weeks

Class Title	Theory Hours	Lab/Clinical Hours	Total Hours	Total Credit Units
Weeks 1 – 19 Fundamentals of Nursing	177	202	379	17
Weeks 20-39 Medical-Surgical Nursing I	129	271	400	14.5
Weeks 40-59 Medical-Surgical Nursing II	129	276	405	14
Weeks 60-78 Family Health	129	266	395	14
Comprehensive Review 79-80	21	0	21	1.5
TOTAL:	585	1015	1600	61

INSTRUCTIONAL CLOCK HOUR TO CREDIT CONVERSION: The formula used to calculate the number of (check one) _____ quarter units or X semester units is as follows:
 One credit = 15 lecture hours, one credit = 30 laboratory hours, one credit = 45 clinical hours
 One credit = N/A practicum hours (internship/externship).

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at California Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Vocational Nursing is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Career College to determine if your credits or certificate will transfer.

Terminal Objectives

The terminal objective of the program correspond to the role of the nurse who provide and manages the care of the client. Upon completion of the Vocational Nursing Program, the graduate will:

1. Will be educationally prepared to successfully complete the NCLEX and to be employed at skilled nursing facilities.
2. Function within the scope of the Vocational Nurse Practice Act and to implement evidence based practice to promote quality health care.
3. Apply scientific principles and nursing knowledge in the delivery of nursing care and to be able to assume roles in nursing, such as Charge nurse, clients advocate and patient educator.
4. Implement the nursing process to care for individual and/or small groups of clients Integrate knowledge, skills and values of nursing to meet the needs of clients and evidence based practise to promote quality health care.
5. Integrate knowledge, skills and values of nursing to meet the needs of clients and utilize effective communication to interact with the client, families, community and the interdisciplinary health team.
6. Utilize interpersonal principles and concepts in professional relationships.
7. Provide support and assistance to less experienced personnel in caring for clients and their families.
8. Provide information to clients and families regarding their health needs , methods of self care, disease prevention and health restoration that are unique to their needs.
9. Collaborate with and advocate for clients and colleagues in the delivery of quality health care.
10. Accept responsibility for continued educational growth and development and to demonstrate willingness to become a life long learner in building expertise as a member of the nursing profession.

A passing grade on the California State Vocational Nursing Exam is required to function as a Licensed Vocational Nurse in the State of California.

Program Requirements for Completion

The following are mandatory requirements in order to

- a. Support student success
- b. Officially complete the Vocational Nursing Program and
- c. Initiate application of the State Board Exam for licensure.
 1. Each student is required to attend classes for material review (totalling 21 hours). These classes are crucial in assessing student understanding, progress and level of preparedness to proceed with the NCLEX.
 2. Passing scores on written comprehensive tests (passing score is 75%)
 3. Passing score on computer formatted tests (passing score is 80%)
 4. Passing the clinical evaluation for all four semesters.

All required computer testing must be completed within 3 months before or after taking comprehensive exam. If student fails to complete computer tests within required time, he or she will be required to retake the comprehensive exam.

Certificate of completion and transcripts will be administered when student fulfills all program requirements.

Course Descriptions

Fundamentals of Nursing:

This course introduces students to the basic knowledge and skills needed to begin working in the clinical setting. Course content emphasizes the Evolution of Nursing, Legal Aspects of Nursing, Communication, Physical Assessment, the Nursing Process, Documentation, Cultural Aspects of Nursing, Life Span Development, Loss/Grief, Admission, Transfer and Discharge, Vital Signs, Medical Emergency Aid, Math Review, Pharmacology, Medical Asepsis/Infection Control, Safety, Body Mechanics, Pain Management, Comfort, Rest, Sleep, Complementary, Alternative Therapy, Hygiene, Patient Environment, Specimen Collection and Diagnostic Examinations, Selected Nursing Skills, Basic Nutrition/Nutrition Therapy, Fluids and Electrolytes.

Medical-Surgical Nursing I:

Prerequisite: Fundamentals of Nursing

This course begins the student nurse's introduction into the hospital setting. The student will be given instruction in medication administration, Introduction to Anatomy and Physiology, Care of the Surgical Patient, Pharmacology, Integumentary Disorder, Musculoskeletal Disorder, Gastrointestinal Disorder, Care of the Patient with a Gallbladder, Liver, Biliary Tract or Exocrine Pancreatic Disorder, Care of the Cardiac Patient.

Medical-Surgical Nursing II:

Prerequisite: Medical-Surgical Nursing I

This course continues the student nurses progression in caring for the medical-surgical patient. Both didactic and clinical instruction will be given in the following area: Care of the Patient with a Respiratory Disorder, Care of the Patient with a Urinary Disorder, Care of the Patient with an

Endocrine Disorder, Care of the patient with a Reproductive Disorder, Care of the Patient with a Sensory Disorder, Care of the Patient with a Neurological Disorder, Care of the Patient with an Immune Disorder, Care of the Patient with HIV/Aids, Care of the Patient with Cancer.

Family Health:

Prerequisite: Medical-Surgical Nursing II

This course teaches care for the individual and family and their relationships. This will include Health Promotion and Pregnancy, Labor & Delivery, Care of the Mother and Newborn, Care of the High-Risk Mother, Health Promotion Infant/Child/Adolescent, Basic Pediatric Care, Care of the child with a Physical Disorder, Care of the Child with a Mental or Cognitive Disorder, Health Promotion, Basic Concepts of Mental Health, Care of the Patient with a Psychiatric Disorder, Care of the Patient with an Addictive Disorder, Psychotherapeutic Agents, Home Health Nursing, Long Term Care, Rehabilitation Nursing, Hospice Care, Professional Roles and Leadership.

Admissions Criteria

The following are policies used for determining admission and continued enrollment at California Career College. California Career College does not offer non-credit, Ability To Benefit (ATB), or “English as a Second Language” courses.

Entrance Requirements:

1. Admission is open to all applicants who meet entrance requirements regardless of age, sex, race, religion, marital status, sexual preference or ethnic background.
2. Each applicant must be at least 18 years of age.
3. Each applicant will attend an interview by an Admissions Representative. This interview will include a discussion of the individual student’s qualifications, the student’s goals, and the school’s philosophy. A review of financial obligations and financial aid opportunities will also take place.
4. Each applicant must submit proof of high school graduation or the General Education Development testing Programs (GED) equivalent and the official transcript of any post-secondary educational training received.
5. The following application documentation is also required:
 - a. Application for enrollment
 - b. Evidence of high school completion: transcript, diploma, or GED certificate.
 - c. Physical examination report and immunization record.
6. Each student shall pass the Simple Mathematics (8th grade equivalency with 75%) exam and a Basic Writing & Comprehension screening test.
7. California Career College may admit alternate students in each new class to replace students who drop out prior to commencement of the scheduled clinical experience. Each alternate student is to have on file:
 - a. A current application (steps 1 through 6 above) and
 - b. Proof of competency at the current class entry level (challenge exams or returning students eligible)
8. Upon commencement of clinical experience, the number of students may not exceed the actual number of students approved by the Board for that particular class.
9. At present we are not accepting international students who require visa.

Tuition and Fees

Detailed Charges and Expenses: You are responsible for the following fees and charges pertaining to the program requirements.

Application	\$50.00	Non- refundable one-time fee
Tuition	\$19,500	Based on current tuition. Text books and one top uniform are included in tuition.
Professional Liability Insurance	\$20.50	Must be renewed after one year
Background check	\$49.95	There will be \$5.00 extra charge if student ever lived in LA County.
Computer Program	\$319	In order for student to complete VN program, student must pass tests on computer program.(prices subject to change)
STRF	50.00	Student Tuition Recovery Fund
Other charges	\$250.00	Uniform, stethoscope, and penlight, blood pressure cuff. Additional books and Equipment. (approximately).
IV Certification Program	Per community charges Approximately \$250.00	Optional

Transfer students will receive a pro-rata reduction in tuition and fees based upon the number of credits (or clock hours) successfully transferred to California Career College. Tuition and fee charges above are based upon sixty-one (61) credit or sixteen hundred (1600) clock hours. Consequently, students who receive transfer credit for *Fundamentals of Nursing* will receive a reduction in tuition costs for the 17 transferred credits accepted by California Career College.

Career Services

California Career College assists students with job search and employment, however, we cannot guarantee job placement. Presently, employers from local hospitals and long-term healthcare facilities recruit graduating students upon successful completion of the NCLEX Examination. Potential employment opportunities in the nursing field are also identified and posted throughout the campus. In addition, to facilitate early job placement students are provided with tutoring services, review classes, and a computer lab facility in order to prepare for the NCLEX Examination.

Satisfactory Academic Progress

Grading Policy: Theory Grading

Theory courses are graded on a point system. A student's grade is calculated by dividing the student's total points earned by the total points possible for the course. The total possible points will include, but not be limited to, unit exams, midterms, term papers, pop quizzes, care plans, homework, and study group projects. Students must achieve a passing grade of "C" or above, submit all required exercises and projects complete all required quizzes and examination and meet the standards of school attendance policy. Any student who fails to achieve a minimum grade of "C" (75%) in the final exam (theory segment) of a course may not progress to the next course in the program.

Academic Progress is assessed after every semester. Students who do not complete the Program within 150% of the Program length will be dismissed.

NOTE: Good grades are usually correlated with regular attendance and with accurate and timely completion of assignments. On the other hand, poor grades are often correlated with frequent absences and incomplete and/or missing assignments. At the end of each course, each student is assigned a grade as follows.

A	90% - 100%
B	80% - 89%
C	75% - 79%
F	74% or less
I	Incomplete
W	Withdrawal
W/F	Withdrawal/ Failing

A "W" or Withdrawal grade will be given to students who attend at least one day of theory class, miss at least two other class sessions and withdraw prior to completing the course. This grade is used only if the faculty member can determine that the student was passing the course at the time of the withdrawal.

A "W/F" or Withdrawal/Failing grade will be given to students who attend at least one day of theory class, miss at least two other class sessions and it is determined by the faculty member that the student was failing the course at the time of withdrawal.

Students will be permitted to re-enroll in the course from which they withdrew as long as they are able to complete the full Program within the 150% time-frame (*i.e.*, 150% of the total Program length).

Students who fail to complete all course requirements on a timely basis, due to unanticipated circumstances or events, can be awarded the grade of "I" (Incomplete) by the faculty member. Students receiving a grade of "I" in a course will have 10 weeks in which to finish the course assignments and submit course materials to the instructor. If the student fails to complete all of the course requirements within the ten weeks, a grade of "W" or "W/F" will be assigned and the student will be required to repeat the course at his or her own expense. California Career College does not offer non-credit, non-remedial courses.

Grading Policy: Clinical Grading

Grades for the clinical segment of a course are assigned as follows:

- P - Pass - Student has met clinical objectives
- F - Fail - Student has not met clinical objectives

Any student who fails to achieve a grade of “P” (Pass) in the clinical segment may not progress to the next course or of the program.

Attendance Policy:

1. Students are required to attend theory and clinical classes as scheduled.
2. Students are required to notify the school/instructor, at least 30 minutes prior to the start of class or clinical, if they are going to be absent or tardy.
3. Students are expected to arrive at the designated starting time for scheduled classes and clinical assignments.
 - a. Those arriving more than 15 minutes late for class will be admitted when the class is given a break.
 - b. If a test or quiz is in progress and the student arrives late, the student will be admitted, but will only be allowed the remainder of the allotted test time to complete the test or quiz.
 - c. Those arriving more than 7 minutes late for clinical assignment will not be accepted into the clinical area.
4. Students absent from class or clinical days are responsible for obtaining the missed materials and information and will remain responsible for meeting the course objectives;

The following is a list of make-up methods:

Theory: Case studies, independent study, written examination, attendance at seminars or workshops, autotutorial laboratory, and research reports.

Clinical: Performance evaluation of skills, laboratory, or additional time in the clinical area with clients/patients when available.

Students will be required to demonstrate achievement of all theory and clinical objectives covered on the day(s) absent.

- a. The student passing a criterion-based examination with a 75% or higher accuracy rating may demonstrate achievement of theory objectives.
- b. Achievement of clinical objectives may be confirmed by the clinical instructor and documented following the successful demonstration by the student of the performance objectives missed.

Students accumulating absences will be counselled individually by the Director and faculty to assess whether the absences have affected their ability to meet the course objectives and they must attend to clinical or computer make-up classes.

In the case of excessive absences (more than 3) resulting in the inability to demonstrate successful achievement of the course objectives, the student will not be permitted to advance to the next level in the program. The student may petition to retake the course, provided the reason for absence has subsided and the class space is available.

Absences of more than three (3) consecutive days due to any medical condition must be verified by a physician and a full medical clearance for return to school must be documented by the attending physician.

The school has the right to require medical clearance for any communicable disease, health condition and/or pregnancy

Leave of Absence:

A pregnant student or married student whose wife is pregnant may request a Leave of Absence for the birth of the baby. The pregnant/now delivered student may return to school with documentation of medical clearance from her physician provided there is space remaining in class.

Unexcused Absences:

All students are expected to notify the appropriate instructor when they are going to be absent from the classroom or the clinical area. The student must notify the instructor no later than 30 minutes prior to the start of the class or clinical assignment. Failure to properly notify the instructor will result in the absence being considered “unexcused.”

The first unexcused absence during any course will result in the student receiving a deficiency notice. The second unexcused absence will result in the student being placed on probationary status. A third unexcused absence will result in the student receiving a failing grade for the term. In this event the student may be given an opportunity to repeat the course as provided by the Course Progression Policy.

Breaks (Classroom & Clinical):

It is school policy to have breaks for no longer than 10 minutes in a 60-minute period. At any point, breaks may not exceed 20 minutes of class time (Unless the instructor authorizes it).

Probation Policy:

Students repeating a course will be placed on “academic probation” and will be eligible for removal of probationary status after removal of grade point deficiencies in accordance with the Course Progression Policy. A student who fails to come into satisfactory progress after the probationary period will be dismissed.

Probationary status may also be initiated if a student’s performance has jeopardized minimum patient care standards or when patterns of performance and/or behaviour interfere with the student’s progress.

Students are expected to conduct their behavior on the principle of treating all others (patients and their families, faculty and campus personnel, fellow students and hospital employees) with courtesy and respect. Misconduct for which students are subject to disciplinary action or probation includes, but is not limited to:

1. Students who act in an unethical or unprofessional manner on the test or an assignment will receive a grade “O” for that test or assignment.

2. Academic dishonesty including cheating, fabrication or falsification. The term “cheating” includes, but is not limited to: plagiarism receiving or knowingly supplying unauthorized information during an examination; using unauthorized material or sources during an examination; changing an answer after work has been graded and presenting it as improperly graded; and taking an examination for another student.
3. Harassment, sexual or otherwise, that has the effect of creating a hostile or offensive educational environment for any student, faculty or staff member.
4. Carrying of weapons on campus, at campus-sanctioned events, or when meeting with campus personnel.
5. Using or being under the influence of drugs or alcohol while at class, campus-sanctioned events, or when meeting with campus personnel.
6. Refusal of clinical assignment solely based on race, gender, cultural origin, religion or medical conditions.
7. Breach of patient confidentiality. The rights of clients must be adhered to at all times. Students are expected to exercise extreme caution in keeping all information about clients confidential. Students are expected to take precautions so as not to misplace or lose school/patient care notes that could be read by others.
8. Students are expected to dress professionally during class time, as they will in future roles and position in health care administration.

Procedure

1. Students shall be promptly informed in writing of unsuccessful behavior or misconduct.
2. Students placed on probation shall be counseled as to their established probationary status. The terms of the probation will
3. be stated in writing and will include criteria for removal of probationary status.
4. Students whose performance remains below minimal acceptable standards will be dismissed from the Program following an interview with the Director of the Vocational Nursing Program.

Dismissal:

A student who is subject to dismissal shall be notified by the Program Director, or designee, of dismissal, which will become effective the semester following notification.

Readmission after Dismissal:

A student who has been dismissed may request reinstatement after two semesters have elapsed. The student shall submit a written petition requesting readmission to the College in compliance with the College procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College and the Vocational Nursing Program. Board of Vocational Nursing regulations and affiliating hospital guidelines will also be considered in making a final decision for readmission.

Testing Policy:

Student can retake Semester Final Exam only one time during this program. A student who misses a scheduled test may make up that test without penalty after submitting written verification of illness or personal emergency to the instructor. The student must contact the

instructor on the student's first day returning to school for consideration. The instructor will schedule the time for the test to be made up.

When a student is aware in advance of a scheduled test that he/she will be unable to take at the scheduled time, the student will contact the instructor no less than two (2) school days before the test date. The instructor will make the necessary arrangements for the student to take the test prior to the date on which the test is to be given to the rest of the class. If it is determined that a student was aware more than two (2) days of their inability to take a scheduled test and knew that he/she would be absent, and that student did not make prior arrangements to take the test before the scheduled time with their instructor, the test cannot be made up.

Any student who does not take a test in accordance with the terms of this policy shall receive a grade of "0" zero on the test.

The instructor reserves the right to give an alternative or modified test to a student requiring a make up for illness or emergency. That test should examine the same materials as that of the original test and should not be made more difficult for punitive reasons.

Course Progression Policy:

The student who fails a course, either the theory or the clinical assignment, is eligible to repeat that course one time only.

When a course is repeated, the student must take both the theory and clinical segments of the course concurrently. The student repeating a course must repeat the entire course, starting from the first day of instruction. In order to continue in the Program, the student must achieve an average of a "C" (75%) from the two grades earned in the repeated course. The student who wishes to repeat a failed course will be admitted on a space-available basis. The program will make every possible attempt to allow the student to repeat the course during the next term in which the course is offered. However, it may be necessary for the student to wait one or more terms for the opportunity to repeat a course.

Student Grievance and Appeal Procedure:

If a student has a grievance or complaint, or has been terminated for not making satisfactory progress, there is a procedure to be followed. If at any point the student feels he/she has not received satisfaction, they should proceed to the next step in the following grievance procedure order:

Step 1. Make an appointment to discuss the matter with the instructor. If the student has not achieved the desired response and continues to have a complaint or grievance it is recommended they go to step 2.

Step 2. Make an appointment to discuss the matter with Director. The student will receive a written response within 72 hours. If the student has not achieved the desired response and continues to have a complaint or grievance it is recommended they go to step 3.

Step 3. Submit a letter detailing the nature of the grievance or complaint to the Director of the Vocational Nursing Program. The student will receive a written response within 72 hours.

Step 4. Any questions or problems concerning California Career College which have not been satisfactorily answered or resolved by the institution should be directed to:

Board of Vocational Nursing and Psychiatric Technicians
2535 Capital Oaks Drive, Suite 205
Sacramento, CA 95833
<http://www.bvnpt.ca.gov>

Tel: (916) 263-7800

Fax: (916) 263-7866

A student or any member of the public may file a complain about this institute with the Bureau for Post Secondary Education by calling (888)370-7589 (toll free) or by completing a complaint form, which can be obtained on the Bureau's internet website www.bppe.ca.gov.

Credit Granting Policy

Students who have successfully completed academic courses and/or whom have relevant knowledge and/or skills previously acquired from an institution accredited by an agency recognized by United States Department of Education or The Council for Higher Education Accreditation (CHEA) will be given advanced standing in the Vocational Nursing Program.

Transfer Credit

Credit will be granted for related previous education completed in:

- a. accredited vocational or practical nursing courses
- b. accredited registered nursing courses
- c. accredited psychiatric technician courses
- d. armed services nursing courses
- e. certified nurse assistant courses.

The courses for transfer credit must have been within the past five years. Official transcripts and/or copies of certificates of completion must be submitted for credit to be granted. Credit will be granted based on the content and hours of the transferring courses and must be equivalent to courses currently offered within the California Career College Vocational Nursing Program. The cost of tuition will be adjusted downward to reflect the number of clock hours successfully transferred to California Career College.

Challenge Credit

1. Credit may be granted for relevant knowledge and/or skills acquired through prior experience, courses in non-accredited institutions, and individual study which are essentially equivalent to a course for which credit is being requested.
2. Credit shall be determined by successful completion of a comprehensive examination and/or practical evaluation.
3. Objectives for both written and/or practical examinations are made available to the student prior to the examination.
4. Student must pass the California Career College test for Basic Concepts of Nursing with a grade of 75% or above.

Petition for Advanced Standing:

A current school application and the petition for advanced standing must be filed with the Director of the Vocational Nursing Program prior to the anticipated start date for the course to which advanced standing is being requested.

Petition to challenge by examination must be filed with the Director of the Vocational Nursing Program and all examination fees (to be established) paid in advance of the examination. The challenge examination, a multiple-choice test determined by the instructor to be a valid synopsis of the curriculum within the course, must be completed with a minimum grade of 75%.

Classroom Policies:

Communication Devices: Due to the extreme distraction caused by cellular phones, beepers, pagers and portable phones, these devices will not be allowed in the classroom. Cellphones must be put away during class time. The only exception to this policy is the rare event of an emergency (being in touch with your work is not an emergency) where the students may leave their phone turned on silent to quietly leave the class to take an emergency call. Any other use of the cell phone in class is prohibited. In the event that a student has his/her cellphone exposed in the class for any reason, the instructor holds the right to deduct 5% of the total participation grade for each occurrence. Tape recorders may be used with permission of the instructor.

Food: Students are permitted to eat meals or snacks in the designated campus areas. No food may be brought into the classroom.

Children in Classroom : Students are not to bring their children in the classroom or leave them unattended at the school.

Classroom Conduct : The student is responsible to adhere to the guidelines established for the classroom as defined by the instructor. Students are subject to penalties for failure to comply.

Crosstalk during class: Students are expected to attend to class activities during lectures and discussions. Individual discussion distracts those students as well as surrounding students. Those who do not respect this policy will be asked to change their seats or will be assigned seats in the class for the remainder of the course.

Clinical Policies:

The following Clinical Policies apply to ALL California Career College students in the clinical area unless otherwise stipulated by the instructor (some clinical areas may provide their own in-house uniform for student use).

California Career College students are required to be in FULL designated clinical uniform while in the clinical area (during pre-conference, clinical class & post conference).

Personal Appearance/Uniform Regulations:

Hair must be off the collar (both male and female), out of the face, NO decorations. All hair barrettes, clasps, combs, pins, and bands should be tasteful and simple in nature.

Jewelry is to be kept at a minimum. One pair of stud earrings only. A watch with a second hand is recommended. Wedding and/or engagement rings are acceptable. NO bracelets, anklets, necklaces or chains (excluding medic-alert) will be permitted.

Nails must be short and clean. Nail polish may be worn if kept in good repair, otherwise instructors are to direct the student to remove the polish.

Full uniform for the female student will include the green uniform smock-top (ironed), white uniform pants (ironed), name pin, school badge, and uniform shoes (all-white sport shoes are acceptable). Pantyhose or white socks must be worn at all times. A clean, white lab-coat or sweater may be worn over the uniform for added warmth.

Full uniform for the male student will include the green uniform smock-top (ironed), white uniform pants (ironed), name pin, school badge, white socks and white uniform shoes (all-white sport shoes are acceptable). A white, plain T-shirt may be worn under the uniform top for added warmth.

NOTE:

A stethoscope, black pen and bandage scissors will be considered necessary (required) components. No perfume or scented lotions. Deodorant is recommended and whenever possible, should also be unscented. No gum chewing at any time within the clinical facility, classroom, or lab. Those students not complying with these clinical policies will be sent home from clinical sites, and will be given an unexcused absence.

Alcohol and Drugs

Alcohol and Drugs are not permitted on California Career College's campus nor on clinical sites.

Application for Licensure

Students who have completed the Program requirements will be eligible to take the Vocational Nursing Licensing Examination (NCLEX). California Career College will notify candidates concerning required fees, provide specific instructions and distribution of application for licensure. Eligible candidates are responsible for completing the applications and returning them to the school.

Students who have been convicted of any offense other than minor traffic violations will need to fully explain this situation to the Board of Vocational Nursing on a separate sheet of paper. The explanation must include dates and disposition. Convictions expunged under Sections 1203.4 and 1000 of the Penal Code must also be reported. This information is to be submitted in a sealed envelope to the school, which will be sent along with the NCLEX applications to the Board of Vocational Nursing upon completion of the Program. If a student wants to obtain further information about "conviction" he/she may contact the Board for this information.

Financial Aid

California Career College participates in several types of federal financial aid programs. Students seeking financial assistance must first meet with our financial aid officer. Our financial aid staff will provide personalized attention to each student in completing and processing their financial

aid application (FAFSA) and related paperwork. California Career College offers students several options of assistance under the Federal Student Aid Programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG) (Campus Grant)
- Federal Work Study
- Federal Stafford Subsidized Loan
- Federal Stafford Unsubsidized Loan
- Federal PLUS Loan

Financial Aid Eligibility Requirements To be eligible for Federal Financial Aid, you must be:

1. A citizen of the United States or an eligible permanent resident;
2. Enrolled in an eligible program;
3. Making satisfactory academic progress toward graduation;
4. A high school graduate or have obtained a GED or the equivalent;
5. Not in default on a financial aid loan nor owe a refund to a financial aid grant received at any postsecondary college or institution;

Federal Financial Aid Programs The following is a description of the financial aid programs available at California Career College for students who qualify. Additional information may be obtained through the Office of Financial Aid. For information, guidance and tools about federal student assistance, you can also visit the U.S. Department of Education's website on federal student aid at <http://federalstudentaid.ed.gov>.

Federal Pell Grant The Federal PELL Grant Program provides a foundation of assistance to which other forms of aid may be added. Eligibility for the Federal PELL Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG) Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attendance.

Federal Work-Study Grant (FWS) The Federal Work-Study program provides jobs for graduate and undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work related to the student's course of study. Funds under this program are limited and do not have to be repaid.

Federal Subsidized Direct Loan Subsidized Direct loans are available to students with financial need. Students may borrow up to \$3,500 for their first academic year, \$4,500 for the second academic year; this is available at a fixed interest rate currently of 4.5% for undergraduates and 6.8% for graduate students, which is established annually by the U.S. Department of Education. The interest is paid by the federal government while students are in school and for six (6) months after students cease their enrollment. Regular payments begin six (6) months after students cease enrollment or drop below half-time status.

Federal Unsubsidized Direct Loan Unsubsidized Direct Loans are available for students to borrow for education costs. Independent students can borrow up to \$9,500 for their first academic year, \$10,500 for the second academic year, as a combined total with the Federal Subsidized Direct loan, at a fixed interest rate of 6.8%. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the Federal Subsidized loan program. Interest payments begin immediately after the loan is fully disbursed or may be added to the principal balance. Regular payments begin six (6) months after students cease enrollment or drop below half-time status.

Federal Direct PLUS Loan PLUS Loans are loans parents can obtain to help pay the cost of education for their dependent undergraduate children. They are based on credit. The maximum loan amount depends on the student's Cost of Attendance minus other aid received. There is a fixed loan interest rate of 7.9%. Regular payments begin sixty (60) days after the loan has been fully disbursed.

Student Tuition Recovery Fund (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment for materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The School's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989. You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies:

1. You are not a California resident,
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

CANCELLATION POLICY

Students have the right to cancel the enrolment agreement and obtain a full refund of the charges paid through attendance at the first class session or the seventh day after enrolment whichever ever is later.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the first page of the Enrolments Agreement. You can do this by mail, hand delivery or telegram. The written notice of cancellation is sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by this Agreement. You will be given two (2) Notice of Cancellation forms (attached to this Agreement) to use at the first day of class, but you can use any written notice that you wish.

If the school has given you any equipment, including books or other materials, you shall return them to the school within thirty days following the date of your Notice of Cancellation. If you fail to return this equipment, including books and other materials, in good condition within the thirty (30) day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this Agreement, the School will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within thirty days after your Notice of Cancellation is received.

WITHDRAWAL FROM COURSE:

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of Agreement, which is until midnight of the first business day following the first class you attended, the School will remit a refund less cancelation fee, if applicable, not to exceed \$100.00 within thirty days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified in the Agreement as a separate charge, and return it in good condition within thirty days following the date of your withdrawal, the School shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this thirty-day period, the School may offset against the refund the documented cost to the school for that

equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the School has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract.

IF THIS AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN THIRTY DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, AND THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT. Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund.

“As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are encouraged to review the school performance fact sheet, which must be prepared to you prior to signing an enrollment agreement.”

Retention of Student Files

Student records will be retained in a physical format for five years and in electronic format for fifteen years. Those records are enrollment applications, enrollment agreements and transcripts.

Table Example:

Based on Total Tuition: \$10,000.00

Hourly rate: \$6.25

Total clock hours in Program: 1,600

Week	Total hours attended	Instructional clock hours accrued	Refund due minus hours attended by student X hourly rate
1	33	206.25	9793.75
2	62	387.50	9612.50
4	124	775.00	9225.00
6	186	1162.50	8837.50
8	248	1550.00	8450.00
10	310	1937.50	8062.50
12	372	2325.00	7675.00
14	434	2712.50	7287.50
16	496	3100.00	6900.00
18	558	3487.50	6512.00
20	620	3875.00	6125.00
22	682	4262.50	5737.50
24	744	4650.00	5350.00
26	806	5037.50	4962.50
28	868	5425.00	4575.00
30	930	5812.50	4187.50
32	992	6200.00	3800.00
34	1054	6587.50	3412.50
36	1116	6975.00	3025.00
38	1178	7362.50	2637.00
40	1240	7750.00	2249.00
42	1302	8137.50	1861.00
44	1364	8525.00	1474.00
46	1426	8912.50	1086.00
48	1488	9300.00	699.00
50	1550	9687.50	312.00
51	1581	9881.25	0
Review week	1600	10,000.00	Graduation
			0

CLINICAL FACILITIES FOR CLINICAL TRAINING

Canyon Oaks Nursing & Rehab, Canoga Park

22029 Saticoy Street
Canoga Park, CA 91303

Kaiser Permanente, Los Angeles

4700 W Sunset Boulevard
Los Angeles, CA 90027

North Hills Health Care, Canoga Park

23388 Mulholland Drive
Woodland Hills, CA 91364

Topanga Terrace, Canoga Park

22125 Roscoe Boulevard
San Fernando Valley, CA 91304

Sherman Oaks Health and Rehab Center

14401 Huston Street
Sherman Oaks, CA 91423

Silverado Senior Living, Calabasas

25100 Calabasas Road
Calabasas, CA 91302

West Hills Rehab, Canoga Park

7940 Topanga Canyon Boulevard
Canoga Park, CA 91304