



CAREER DEVELOPMENT INSTITUTE, INC.

***1830 So. Robertson Boulevard
Los Angeles, CA 90035
310-559-0225 FAX 310-559-7114
www.cdiworld.com***

SCHOOL CATALOG

January 1, 2011 to December 31, 2011

CAREER DEVELOPMENT INSTITUTE, INC.

1830 So. Robertson Blvd., Suite 201

Los Angeles, CA 90035

310-559-0225 FAX: 310-559-7114

SCHOOL CATALOG

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Career Development Institute's educational objectives are to equip its students with basic working knowledge of skills required by companies and agencies within the nursing industry.

Professionally selected programs are designed to meet the ever-increasing needs of today's fast paced nursing environment. The driving energy behind the development and implementation of Career Development Institute's programs comes from its founder, Janis K. Newton, who has over 14 years experience in employment and nurse training and is experienced in development and implementing "job oriented" training programs. Career Development Institute, Inc. maintains membership in various peer organizations as well as close daily contact with the employment sector.

All faculty members have a minimum of three years experience in their field of instruction and attend continuing education programs in teaching methodology, professional development, and continuing education units in nursing.

Graduates of Career Development Institute, Inc. will be able to perform specific duties immediately upon employment. They will be prepared to more fully use the specialized training offered by many companies to new employees. Also, opportunities for students' career advancement will be greater due to the wide scope of knowledge they will gain from Career Development Institute's programs.

Career Development Institute, Inc. has in-house job placement assistance. Employers contact Career Development Institute, Inc. requesting qualified graduates.

Our emphasis is on practical rather than a theoretical approach. They receive hands-on training on equipment they will be using on their job.

At Career Development Institute, Inc., our goal is to provide a wide range of marketable job skills in as short a period of time as possible.

GENERAL INFORMATION

WELCOME

Thank you for choosing Career Development Institute, Inc. (CDI). Career Development Institute, Inc. is dedicated to provide quality Nurse Assistant, Home Health Aide, Restorative Nurse Aide and Vocational Nurse courses. Our graduates can attain financial success, while helping others to achieve happier and healthier lives.

APPROVAL DISCLOSURE STATEMENT

Career Development Institute, Inc. was granted institutional approval to operate by the State of California Bureau for Private Postsecondary Education pursuant to California Code Section 94915. The Bureau's approval means the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions and does not imply any endorsement or recommendation by the State of California.

<u>PROGRAM NAME</u>	<u>PROGRAM CIP</u>	<u>Total Clock Hours</u>	<u>Months Long</u>	<u>Instructional Weeks</u>	<u>Document Awarded Upon Graduation</u>
NURSE ASSISTANT	51.3902	170	1.5	4 ½	Certificate
HOME HEALTH AIDE	51.2602	42	0.00	1	Certificate
NURSE ASSISTANT/ HOME HEALTH AIDE/ RESTORATIVE NURSE AIDE	51.3902	280	2.00	8	Certificate
*VOCATIONAL NURSE	51.3901	1532	17 P/T 13 F/T	72 53	Certificate

The institution does not offer English as a Second Language. All instruction is completed in English. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying that fact. CDI, Inc. awards its graduates an appropriate certificate as acknowledgment of their success.

As a prospective student, are encouraged to review this catalog and visit the physical facilities of the school to discuss personal educational and occupational plans with school personnel prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Catalog Update (5CCR 71810(a))

This institution, pursuant to section 94909 of the ED Code, annually updates this catalog. Annual updates may be made by the use of supplements or inserts accompanying this catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying this catalog.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks, Suite 400 Sacramento, CA 95833, www.bppe.ca.gov, toll free telephone number (888)370-7589 or by fax (916) 263-1897

All information in the content of this school catalog is current and correct, as is so certified as true to the best of my knowledge and belief by:

Janis K. Newton
President

ACCREDITATION AND APPROVALS

Career Development Institute, Inc. is approved to operate by the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94915, The Department of Public Health, the Board of Vocational Nursing and Psychiatric Technicians, and institutionally accredited by ABHES, 7777 Leesburg Pike, Suite 314 North, Falls Church, Virginia 22043, Phone: 703-917-9503.

Career Development Institute, Inc. does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

ADMINISTRATION

ADMINISTRATION AND FACULTY

Janis K. Newton, B.S.

President/Director/Instructor

The founder and president of Career Development Institute, Inc., Ms. Newton, is experienced in both the teaching field and administration. Ms. Newton believes in conducting her business with honesty and integrity, providing a dedicated, well-trained effective staff. She believes in, and is committed to, life-long learning, always giving her best effort to accomplish her school's goals. She received her teaching credential from the state of California in 1974 and founded Career Development Institute, Inc. in 1998. She has a Bachelor of Science degree in Health Science from California State University, Northridge.

Helen Hansen, R.N., B.S.

Director of Nursing/Instructor

Ms. Hansen is a highly skilled and knowledgeable Registered Nurse with over 15 years of diverse professional experience. She is very effective in facilitating a high level of efficiency in student skill levels. Her excellent teaching skills and personable style are a plus to every class. Her nursing background includes telemetry, medical surgical, long-term care, and home health care. Ms Hansen has been an instructor at CDI since 2005. She has a Bachelor of Science degree in Health Science from California State University, Northridge

Jennifer Miller, B.A., M.A.

Director of Education/Instructor

Ms. Newton received her Bachelor of Arts in History from Cornell University. She graduated Phi Beta Kappa. Ms. Newton holds a Master of Arts in Education from Columbia University Teachers College. Ms. Newton has 6 years of teaching experience. She holds a teaching credential from the state of New York, and is currently in the process of obtaining her California certification.

Cynthia Lipkins-Scott, R.N., A.D.N., B.A.

Vocational Nursing Instructor

Ms. Scott teaches Prerequisites and Term I in our vocational nurse program. She received her ADN at the University of California, Los Angeles. Ms. Scott has many years experience as a VN Instructor.

Barbara Mason-Daniels, L.V.N.

Ms. Mason is a nurse assistant and vocational nurse instructor. She has many years of experience as a floor nurse and educator.

Tina Marshall

Financial Aid Officer

Ana Saucedo

Administrative Assistant/Job Developer

*Faculty is full time or part time depending on the module being taught.

CAREER DEVELOPMENT INSTITUTE, INC. ORGANIZATION CHART

1. Janis Newton, President
2. Helen Hansen, Director of Nursing
3. Jennifer Miller, Director of Education
4. Tina Marshall, Financial Aid Officer
5. Ana Saucedo, Administrative Assistant/Job Developer

Administration Business Hours

Monday thru Friday 9:00am-5:00pm

INSTITUTION ADDRESS

The Address where class session will be held is located at:

1830 South Robertson Blvd. Los Angeles, CA 90035

Telephone Number (310) 559-0225

www.cdiworld.com

MISSION AND EDUCATIONAL OBJECTIVES

Career Development Institute, Inc. believes in encouraging and supporting students to attain their professional goals in nursing and allied health by identifying their potential and building on their successes.

Career Development Institute, Inc. abides by the following objectives to attain success:

- A. To prepare graduates to successfully enter nursing or allied health practices by offering well-planned and pedagogically sound learning exercises in courses and in research projects that develop skills in analysis, critical thinking, problem solving, and ethical decision making.
- B. To develop technologically proficient nurses and allied health professionals by offering students hands-on experience with modern health care equipment and providing coursework and clinical practicum opportunities.
- C. To promote the idea of higher learning and striving to a high level of nursing by becoming a registered nurse and encouraging the attainment of a Associate or Bachelor's degree and the opportunities associated with a higher level of education.

As a Career Development Institute, Inc. graduate, you will be able to perform specific duties immediately upon employment. You will find that Career Development Institute's training is a job-oriented practical program with both theory and hands-on training with the equipment and situations of typical industry job assignments. The active program of work situations training will give you valuable pre-employment experience.

INSTITUTIONAL POLICIES AND INFORMATION

STATEMENT OF INSTITUTIONAL PHILOSOPHY AND PURPOSE

Career Development Institute, Inc. is dedicated to training individuals in their chosen nursing career. It is our aim to provide students with the knowledge and skills proficiency that will make them employable for entry-level positions upon graduation. The students receive a maximum of personal attention in classes that are carefully limited in size, not to exceed thirty students per class.

HISTORY OF THE SCHOOL

Career Development Institute, Inc. was founded February 4, 1998. From its inception, Career Development Institute, Inc. experienced a great demand for nurse training. For the first seven years of existence, Career Development Institute, Inc. offered Nursing Assistant, Home Health Aide, and Restorative Nurse Aide. In 2005, vocational nursing was added due to the need to expand the nursing programs to the community.

In August 2003, Career Development Institute, Inc. became the only nursing school in California to be approved with a mobile classroom. The mobile classroom has enabled the school to reach out to other communities to teach nursing.

ADMISSIONS POLICY

Vocational Nurse:

The Vocational Nurse program offered by the school is open for enrollment to men and women who possess a High School Diploma or the equivalent, and the ability to benefit from the training offered. Prospective students are invited to visit the school and discuss their needs, goals, and objectives with Admissions Representatives.

To be accepted for admission to the Vocational Nurse program, applicants must:

1. Be at least 17 years of age.
2. Provide a valid high school diploma or GED or Associate or Bachelor's Degree.
3. Pass the entrance exam.
4. Interview with a school director, and meet with the financial aid officer.
5. Submit supporting documentation for all application requirements.
6. Evaluate any foreign schooling. The evaluation is at the student's expense and must include a summary from the evaluating agency.
7. Be in good physical and mental health in order to adequately perform all requisite courses of the program, as well as to satisfy training-related career obligations after graduation.
8. Submit the application fee.

****All courses are taught residentially**

Nurse Assistant:

Nurse Assistant/Home Health Aide/Restorative Nurse Aide:

The Nurse Assistant and Nurse Assistant/Home Health Aide/and Restorative Nurse Aide programs offered by the school is open to a non-high school diploma graduate for enrollment if they exhibit and possess the ability-to-benefit from the education and pass an "Ability to Benefit" test and have met all other standards for admissions.

Applicants must be:

1. Age 16 or older.
2. Able to provide information to the Department of Health Services, if there has been any convictions of a crime other than a minor traffic violation.
3. Able to show proof of a physical examination within the last six (6) months by a duly licensed practitioner stating that the student is free from disease and does not have any health condition that would create a hazard to himself, fellow students, or patients and is physically able to perform the duties for which he/she is being trained and will need to show proof that he/she has tested negative for TB either by a PPD or chest X-Ray. The physical examination must also include a drug test.

****All courses are taught residentially.**

Career Development Institute, Inc. does not offer employment as an incentive to enrollment.

PROCEDURE FOR ENROLLMENT

Vocational Nurse: An applicant must pass an entrance exam before enrolling in the program and interview with the Nurse Director. Once the applicant successfully demonstrates their ability by scoring, at a minimum, an acceptable score as established by the school, the institution may proceed with the enrollment. The results are graded, and the results are disclosed to the applicant.

Nurse Assistant/Home Health Aide/Restorative Nurse Aide: If the applicant is not a high school graduate or equivalent, they must take an "Ability to Benefit Test" administered and graded by an Independent Proctor, if the program being taught is 300 hours or greater.

The applicant is then taken on a tour of the facilities. This tour includes an explanation of what goes on in each classroom and a review of course equipment and materials. Following the tour, the admission's representative responds to any further questions the applicant may have. The registration may culminate in the applicant enrolling in the program with the appropriate documents being completed and the registration fee paid.

The school retains the right to accept or reject an applicant based on the applicant's interests, expectations, character references, and/or scholastic record. An application fee of \$75.00 is due upon registration.

CRIMINAL BACKGROUND CHECK:

All students are required to complete and pass a criminal background check prior to the clinical training in the Nursing Assistant and Vocational Nurse program. This is satisfied by obtaining fingerprints and submitting them to the Department of Justice by way of a Live Scan. Evidence must be submitted to the Department of Public Health that the students have undergone a Live Scan upon enrollment and before any clinical training and direct patient contact. Upon registration the student is given a referral to a Live Scan site or Live Scan is administered at the school. It is the responsibility of the student to undergo the fingerprint process. According to the Health and Safety Code 1337.9(b) the state shall deny a training examination application and deny, suspend, or revoke a certificate issued under this article if the applicant or certificate holder has been convicted of a violation or attempted violation. In addition, a second fingerprint scan must be submitted in the vocational nurse program before an application is sent to the BVNPT. This second scan must be paid for by the student.

ACCEPTANCE OF CREDIT FOR PRIOR EDUCATION: VN STUDENTS ONLY

During the admission process, prior courses taken within the last two (2) years will be evaluated to determine if transfer credit will be granted. This includes consideration of credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

This includes the following courses:

1. Accredited vocational or practical nursing courses
2. Accredited registered nursing courses
3. Accredited psychiatric technician courses
4. Armed services nursing courses
5. Nurse Assistant course
6. Other courses the school determines are equivalent to the courses in the program.

Transcripts must be received prior to the first day of the course to receive this credit. A passing grade of a "B" is required. Students will be credited 12 hours toward nursing fundamentals for completing a Nurse Assistant program in the state of California and show a certification from the Department of Health Services within the last two (2) years. Students may waive such credit and attend any and all portions of the course for which credit was earned. A signed waiver by the student must be included in their admission and enrollment documentation.

Any previous education credits transferred into the school will not affect the total cost of the tuition.

TRANSFERABILITY OF CREDITS AND CREDENTIALS

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at Career Development Institute, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Vocational Nurse program 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 course work at the 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 Career Development Institute, Inc. to determine if your credits or certificate will transfer.”

CLOCK HOUR CREDIT MEASUREMENT

Career Development Institute, Inc. measures academic progression in clock credit hours. A clock hour is a period of time consisting of a 50 to 60 minute class, lecture, recitation, faculty-supervised laboratory, shop training or externship /internship in a 60-minute period.

One quarter credit hour earned is defined as the successful completion of 10 clock hours of lecture, 20 hours of laboratory activities or 30 clock hours of externship.

ABILITY TO BENEFIT POLICY (ATB)

Applies to Nurse Assistant

Nurse Assistant/Home Health Aide/Restorative Nurse Aide

Applicants who do not possess a high school diploma or GED are scheduled to take the Ability To Benefit test. The Ability to Benefit test is taken by applicants for the Nurse Assistant and Nurse Assistant/Home Health Aide/Restorative Nurse Aide programs only. A passing score of 3.0 or above is required. These applicants are not eligible for financial aid due to the length of the programs. However, it is important to identify those students who are in need of remediation and/or ESL classes so as to benefit from the vocational training offered. Remedial studies include but are not limited to: Remaining after class for individual tutoring by his/her instructor, extra homework, a foreign language dictionary that must be brought to all classes, practice tests to take home, and practice tests to take at school. Satisfactory progress will be monitored closely. Counseling will be provided to the students, and each student will be encouraged to develop positive study habits, positive job attitudes, and positive work ethics. The Ability To Benefit school procedure:

1. Each applicant has a personal interview by the enrolling staff member.
2. A signed recommendation by the director, administrator, or placement coordinator is included in the applicant’s file determining that the student may develop marketable skills and may benefit from the training.
3. The Ability To Benefit test is administered (TAFE).
4. Complete records of screening, testing, counseling, and remediation are kept in the student’s file.

SCHEDULE AND CALENDAR

The classes are conducted as follows:

NURSE ASSISTANT: CIP: 51.3902

Course Name	Schedule Name	Length	Length Instr Wks/Mos	Clock Hrs
NA	Full-time (40 hours per week)	5 days week/8 hours	4 ½ weeks -1.25 months	170
NA	Part-time (24 hours per week)	3 days week/8 hours	8 weeks - 2.00 months	170
NA	Half -time (16 hours per week)	2 days week/8 hours	11 weeks - 3.00 months	170
NA	Half –time (16 hours per week)	4 days week/4 hours	11 weeks - 3.00 months	170

COURSE NAME: NURSE ASSISTANT/HOME HEALTH AIDE/RESTORATIVE NURSE AIDE: CIP 51.3902

Course Name	Schedule Name	Length	Length Instr Wks/Mos	Clock Hrs
NA/HHA/RNA	Full-time (40 hours per week)	5 days week/8 hours	8 weeks -2 months	280
NA/HHA/RNA	Part-time (24 hours per week)	3 days week/8 hours	12 weeks -3 months	280

COURSE NAME: VOCATIONAL NURSE: CIP 51.3901

Course Name	Schedule Name	Time Length	Length Instr Wks/Mos	Clock Hrs
VN	Full-time (30 hours per week)	4 days week/6hrs theory)	53 weeks –13 months	1532

VN	Part-time (22 hours per week)	8 hours (clinical) 3 days week/ 6 hrs theory	72 weeks - 17 months	Clock Hrs 1532
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***AN ADDITIONAL 100 HRS OF NCLEX-PN REVIEW IS REQUIRED FOR COMPLETION**

The following holidays are observed:

New Year's Day	Thanksgiving Day	Independence Day
Memorial Day	The Day after Thanksgiving	Christmas Day
Labor Day		

Career Development Institute, Inc. reserves the right to revise the student holiday schedule with reasonable advance notice to students.

STATEMENT OF NON-DISCRIMINATION

Career Development Institute, Inc. does not deny admission or discriminate against students currently enrolled at the school on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, Area of Origin, or Sexual Orientation. Career Development Institute, Inc. will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

CHANGES TO PROGRAMS AND SCHEDULES

Career Development Institute, Inc. reserves the right to change or modify the rules, regulations, policies, instructors, programs, class times, class dates, program contents, equipment, staff or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances, to improve teaching methods or procedures, and any state or federal regulations that are changed. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.

Career Development Institute, Inc. reserves the right to delay or cancel a class start date due to insufficient enrollment. If this occurs the student may request a refund or apply all monies paid to the next scheduled class start date.

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible" student under FERPA is a student who is 18 years old of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the [Career Development Institute, Inc.] Inc. receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Career

Development Institute, Inc. in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of CDI, Inc. who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Career Development Institute, Inc.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CDI, Inc. to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-

- To other school officials, including teachers, within Career Development Institute, Inc., whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J)- (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

The student's enrollment or transfer, subject to the requirements of §99.34.
(§99.31(a)(2))

To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make full disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

(§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. This disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- The general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

STUDENT SERVICES

Tutoring: Tutoring is available to CDI students.

Student Success Center: A student resource library is available to CDI Vocational Nursing students.

Student Parking: Student parking is available in areas adjacent to the school building. CDI is not responsible for parking violations, property theft, damage, etc. Please keep your vehicle locked at all times. Parking fees are the sole responsibility of the student.

STUDENT TRANSPORTATION

Public bus transportation lines, #220 and #10, stop at the corner from the school.

CAREER COUNSELING

The school counsels the students individually as often as necessary. Counseling takes place in monitoring the student progress as schedule for the period of enrollment. Prospective employers are invited to the school to give demonstrations and discuss career goals. This activity supplements the counseling carried out by the instructors.

ADVISING

The staff of Career Development Institute, Inc. makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for both vocational and academic advising and tutoring. Our first floor is ADA compliant for students with disabilities. Students experiencing personal problems, which require professional counseling, will be referred to a local Department of Social Services office.

DEPARTMENT OF SOCIAL SERVICES

- 12860 Crossroads Parkway South, City of Industry, CA 91736 – Phone 562-908-8669
- 14545 Lanark St., Panorama City, CA 91402 – Phone 818-901-3185
- 923 E. Redondo Blvd., Los Angeles, CA 90302 – Phone 310-419-5402

REFERRAL SERVICES

Upon application to Career Development Institute, Inc., out-of-area applicants will receive information about local or dormitory housing available. In Southern California, while it is not necessary, auto transportation is desirable. Housing is not owned or maintained by Career Development Institute, Inc.

Career Development Institute, Inc. is located near excellent hospitals. Should the need arise, Career Development Institute, Inc. will refer student (s) to an appropriate medical facility.

CONSTITUTION & CITIZENSHIP DAY (Sept 17th)

The school does participate and celebrate Constitution & Citizenship Day every year on September 17.

VOTING INFORMATION

To download a voter Registration form - You can download a Voter Registration form in **English** or **Spanish** by visiting www.sos.ca.gov/nvrc/fedform/.

Request A Voter Registration Form By Phone – Students may request that a Voter Registration form be mailed by calling the Registrar- Recorder/County Clerk's general information telephone numbers: (562) 466-1310 or (800) 481-VOTE, 24 hours a day.

CAREER DEVELOPMENT INSTITUTE, INC. AND PLACEMENT ASSISTANCE

Career Development Institute, Inc. employs a Job Development staff member to work directly with students and employers. Students participate in Job Development throughout the program of their training. As a student nears program completion, they will meet on an individual basis with the Job Development staff member to finalize employment preparation.

The Job Developer is the liaison between the graduate and the employer. They are in constant communication with various owners, administrators, director of staff development, and supervisors who are new to and familiar with our training programs, and will refer the graduate for an employment interview. Career Development Institute, Inc. provides placement assistance to all graduates in good standing.

Career Development Institute, Inc. does not guarantee employment for its graduates.

It is the final responsibility of the graduate to demonstrate to the employer, the ability to communicate their knowledge and skills which the employer is looking for during the interview.

However, those graduates who have demonstrated a strong determination in interviewing and follow-up are most often successful in reaching their goals. While employment is not guaranteed, assuming cooperation on the part of the graduate, the Job Developer will work diligently with each graduate until he/she successfully obtains employment.

Note: All graduates will be considered to need placement assistance unless a signed student waiver of placement assistance, with a written explanation, is in the student file.

Graduates waiving placement assistance may still receive placement assistance by notifying the Job Developer that they again wish to be placed in an active, placement-seeking category.

Career Development Institute, Inc. is always available to assist, in future years, an alumnus who contemplates a change in employment. Only student/graduates of Career Development Institute, Inc. are eligible for placement assistance.

DISCLOSURE AND RETENTION OF EDUCATION RECORDS

Students have the right to inspect, review, and challenge information contained in their educational records. Parents of minor students or parents of tax dependent students may, with prior written notification from the student, inspect, review, and challenge information contained in the student's records.

Educational records are defined as files, materials, and documents that contain information directly related to the student and are maintained by Career Development Institute, Inc. Written consent is required before educational records may be disclosed to third parties with the exception of regulatory education agencies.

A school official must be in the office at all times during the examination of the student files. Student records are retained by this institution for a period of five years from the date the student graduates, withdraws or otherwise ceases to be enrolled. Student records for a period longer than five years will be scanned, stored on external hard drives, and backed-up on the internet.

ACADEMIC TRANSCRIPTS

The academic transcript is \$10.00 charge. The academic transcript can take up to two weeks to be processed. The request can be in writing or in person.

TUITION AND FINANCIAL ASSISTANCE

Applicants may qualify for tuition and other financial assistance through various public and private training or re-training agencies. These agencies include but are not limited to: California Department of Rehabilitation; the GAIN program; the State Employment Development Department; Workforce Investment Act; All public and private agencies have certain requirements for eligibility. CDI partners with many of the above mentioned entities.

Tuition assistance is also available through private lending institutions.

PHYSICAL DESCRIPTION OF THE SCHOOL

Career Development Institute, Inc. is located at 1830 So. Robertson Boulevard, Los Angeles, CA 90035.

The building has 5,500 square feet located on two floors dedicated to a training facility. Career Development Institute, Inc. offers its students a Student Reference Library with reference texts and materials, a student lounge equipped with a microwave, large air conditioned classrooms, two computers for student use, and a medical laboratory. Facility occupancy level will accommodate 85 students at any one time

HANDICAPPED (WHEELCHAIR ACCESS)

The school can accommodate handicapped individuals with their education services on the 1st floor of the building.

LIBRARY (RESOURCE CENTER)

A reference library is located on the first floor and is available to all students to help provide information that may aid them in their program of study. Students may check out reference books by completing a "Book Check-out Form" and giving it to the administrator. The administrator will assist any student who would like to use the reference books outside the facility.

CLASSROOM TEMPERATURES

Classroom temperatures may fluctuate slightly. It is impossible to accommodate every individual's comfort zone. However, the school will do its best to maintain a moderate/average temperature throughout all areas of instruction and administration. It is recommended that students bring a sweater to class, if necessary.

STUDENT/INSTRUCTOR RATIO

There will be no more than 15 students per one (1) instructor in the clinical sites; There will be no more than 30 students per (1) instructor for theory.

STUDENT LOUNGE

The student lounge is located downstairs for the convenience of all students. Please dispose of all eating and drinking containers in the appropriate refuse container located in the student lounge. Please empty all drinking containers in the restrooms before disposing in the trash receptacle.

CHILDCARE

Career Development Institute, Inc. does offer assistance to students who are looking for childcare provisions for their children. The administration has details of childcare providers in the area including nursery schools.

Students are asked to contact the administration for more information.

ABC Little School

927 No. Fairfax Avenue
West Hollywood, CA 90064
323-654-9920

Creative Learning Center

3735 Motor Avenue
Los Angeles, CA 90034
310-838-6711

Children First Child Dev. Cntr.

4415 W. 165th Street
Lawndale, CA 90260
310-371-3265

Career Development Institute, Inc. has no affiliation with any of the above nursery schools and are not considered recommendations of any kind.

HOUSING

Career Development Institute does not offer housing.

VISITORS

Children are not permitted in the classrooms, and anyone bringing a child will be dismissed for the duration of the class. All visitors must be approved by the administrator at least 24 hours in advance and must sign in upon arrival.

GENERAL ATTENDANCE POLICY

It is important that the school has a record of attendance for each student. Instructors will take daily attendance at any time during class hours. Students must be in attendance each day for credit to be given. Failure to do so will result in no credit given for that day's attendance. Specific hours of attendance are part of graduation requirements and Financial Aid. Failure to meet the required hours of training will result in denial of graduation status and Financial Aid. Students are expected to be on time to class every day, and complete the required work to the best of their ability, as they would on their job.

When a student must be absent from class, the student is to call the school prior to the start of class. The student is to state the class they are enrolled in, give an explanation of why they will not be in class that day, and when we can expect their return.

NURSING ASSISTANT ATTENDANCE POLICY

Re-occurring absences will result in disciplinary action, just as it would on a job. It may also lead to dismissal. Students must maintain 85% overall attendance performance or better in order to be considered achieving "Satisfactory Attendance Progress" and/or to prevent their training from possibly being interrupted.

Due to the nature and scope of the training, the school does not differentiate between an excused and a non-excused absence in computing the maximum number of allowable absences. Unsatisfactory attendance occurs when a student misses more than 15% of the scheduled class time. Unsatisfactory attendance may lead to a "Probation" status, or possibly to dismissal.

Special Note for all Nursing Students: The Department of Public Health and the Board of Vocational Nursing and Psychiatric Technicians requires specified hours of training in both theory and clinical settings for licensing and/or certification. Any student attending a program involved with licensing or certification must complete the specific required hours of training, at a minimum, as well as those hours required for course completion consideration.

VN ATTENDANCE POLICY

Career Development Institute, Inc. views absences just as employers do. Students cannot develop job skills when they are not in attendance. Excessive absences may result in probation, suspension, or termination.

VN students are allowed (3) absences per term, including prerequisites. Students may be dropped from the program, if absences are in excess of those allowed.

VN ATTENDANCE STATUS

A full-time student attending a clock hour program is expected to complete 900 clock hours in a period not less than 26 instructional weeks attending a minimum of 24 clock hours per week.

A half-time or less than half-time enrollment is calculated based on the student work load in a payment period.

TARDINESS

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS. Excessive tardiness may result in disciplinary actions to include, but not limited to, Probation, Suspension, or Termination.

LEAVING EARLY

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she LEAVES EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS. A student leaving early from class will be documented on the daily roster as leaving early. Excess early departures from class may result in disciplinary actions to include, but not limited to, Probation, Suspension, or Termination.

CLASS & PRACTICE HOURS – CREDIT PROCEDURE

Students at Career Development Institute, Inc. attendance is recorded by signing their names on their attendance sheet in which reference each day of class. Students will be allowed up to (15) minutes to sign-in and receive credit for the full day. Students receive credit for task/operations/project completed after each action is verified by an instructor.

LEAVE OF ABSENCE

If a "Leave of Absence" is needed, a student must submit in writing to the Director, the basis of the request, the expected return date and include the student's signature and the date of the request. Requests should be submitted in person or by mail to:

Career Development Institute, Inc.
Attn: Director
1830 So. Robertson Boulevard
Los Angeles, CA 90035

Submission of the request does not automatically reflect the school's approval. The request must be made in advance, unless unforeseen circumstances prevent the student from doing so. In addition, if unforeseen circumstances prevent a student from submitting any prior official written request, the school may grant the student's request for leave of absence and collect the written request at a later date. An initial Leave of Absence may be considered for up to 180 days, based upon the reason(s) provided by the student. For Financial aid recipients leaves are limited to a total of 180 days "Leave of Absence" within a 12 month period that begins on the first day of the initial Leave of Absence. If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying any additional tuition and will retain all credit for clock hours and academic progress status they held. Students requesting Leave of Absences must understand that upon return, a revised course completion date will be established and the student will be permitted to complete the coursework they began prior to the leave of absence. If the student's Leave of Absent in NOT approved, the student will be considered to have withdrawn from the school.

NOTE: A Leave of Absence will only be granted if the student is within 15 consecutive absences from their last date of attendance, otherwise they will be terminated from the school and will not be allowed to take a leave.

For students that are Title IV and/or HEA programs loan recipients, failure to return will be considered dismissed as of the last day of attendance. The loan repayment process will be initiated and the grace period on any student loan will revert to start counting from the first day of leave. The loan payment will be due as stated on the promissory note.

LOSS OF PERSONAL PROPERTY

The school does not assume responsibility for the loss of books or other personal property. However, all faculty and students are instructed to give the administration all articles found so that the owner may claim them.

MAXIMUM TIME FRAME FOR COURSE COMPLETION

Maximum Time Frames Allowed A student must satisfactorily complete his/her program of training within a maximum time frame, defined as one and one half (1 ½) times the regular scheduled program length, as illustrated below. Leave of Absences and non-attendance termination are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped from their training program.

<u>Program Name</u>	<u>Frame</u>	<u>Session</u>	<u>Weeks</u>
Nurse Assistant	7	5-Days/Week	4 ½
	10 ½	3-Days/Week	7
	15	2-Days/Week	10
Nurse Assistant/ Home Health Aide/ Restorative Nurse Aide	12	5-Days/Week	8
	18	3-Days/Week	12
	24	2-Days/Week	16
Vocational Nurse	108	4-Days/Week	53
		3-Days/Week	72

ATTENDANCE PROBATION POLICY

Any student failing to maintain the stated attendance policy shall be placed on “Attendance Probation”. The length of probation shall be for the period of 30 school days. During this probationary period, any additional absences may result in suspension or dismissal. The probation period may be lengthened to provide assurance that the student achieves and maintains satisfactory attendance progress.

SUSPENSION AND DISMISSAL

Career Development Institute, Inc. reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance do not meet the school’s standards and/or who fails to abide by the rules and regulations. During suspension or dismissal, no financial aid is disbursed. Any student who has been suspended or dismissed may appeal the action by following the Student Appeal Procedures outlined in this catalog.

SATISFACTORY ACADEMIC PROGRESS POLICY

Nurse Assistant:

Nurse Assistant/Home Health Aide/Restorative Nurse Aide:

In addition to completion time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of 75% or better. For determining satisfactory progress, the program is broken down into modules and three evaluation periods, one at the 25% of the student's training period, second at the 50% of the student's training period and the last one at 100% of their training period. A student achieving a cumulative grade point average below 75% or a "C" at the time of evaluation will be advised of the "Unsatisfactory Academic Progress" and placed on "15-day" Academic Probation. During this period of probation, the student must maintain, at a minimum, an academic grade point average of 75% or "C". If the student is unable to maintain 75% or "C" or better during the probation period, the Dismissal Policy will be in effect. Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the Student Appeals Procedure outlined in this catalog. Students will be evaluated in the clinical area using a "Pass" or "Fail" designation based upon successful completion of the clinical objectives. Clinical objectives are competency based in that a student must demonstrate a level of proficiency appropriate for that level of learning. All students must "Pass" in order to graduate with 100% skills competency.

Vocational Nurse:

This institution expects all of its students to maintain Satisfactory Academic Progress (SAP) as established by this institution under the guidelines of the, institution's accrediting body the student must:

1. Maintained a cumulative academic average of "C" (75%) or better at the end of each of the evaluation period. The grading must take into consideration grades obtained in exams for theory classes and practical grades obtained on hands on practical exams.
2. All unexcused and excused absent must be completed within the payment period.
3. Complete the course within a maximum time frame of one and one-half (1 ½) time the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 72 weeks (including grace time for absences), he or she must complete within 108 weeks.
4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

EVALUATION PERIODS: Students receiving aid from Title IV Aid Programs must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period.

If at the end of a payment period the student fails to maintain a passing grade point average of failed to successfully complete the clock hours, percentage required to maintain a progress level (pace rate) that would allow the student to complete the course within the maximum time frame in the course, as published in the school catalog, the student would be placed in a financial aid warning SAP status. The student will be eligible for financial aid funds for one subsequent payment period.

If at the end of a payment period following the period under financial aid warning status, the student fails to make the grade or fails to successfully complete the course of study within the maximum time frame as published in the school catalog, the student will be placed in an ineligible status for financial aid funds. The student will be informed by the institution of his/her ineligibility for future financial aid funds. The student will also be informed of the steps to take to initiate an appeal process.

APPEAL PROCEDURES: The student, who wished to appeal the non-satisfactory status, must initiate the process by submitting a written request to the director of education of the institution. The request is to be presented within 10 days of the non-satisfactory progress status determination and must describe any circumstances that the student believes affected his/her performance and deserve special consideration and the measures that the student has taken to resolve those circumstance in a manner that would not interfere his/her progress again.

The director of education shall evaluate the appeal within five (5) business days and notify the student in writing of his/her decision. Should the student's appeal be denied, he or she may appear before a school committee formed by representatives from the administration, faculty and students to present his/her case. The committee shall consists of three

(3) current staff members and (2) current students as needed, and will provide a written notice to the student of its decision within three (3) business days. The decision of the committee shall be final.

If the appeal is approved, the payment period originally placed under eligibility status would be modified to a financial aid probation status. The student will be eligible for aid for the period under financial aid probation.

If at the end of the payment period under probation status, the student fails to make the grade or fails to successfully complete the cumulative number of clock hours percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible for financial aid funds status.

A student, who wishes to appeal any disciplinary action and/or decision made by an Instructor or Administrator, must submit a written letter to the School Director to be reviewed by the Appeals Board. Students must provide supportive documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. This Appeals Board shall not consist of less than three (3) attending members. The Appeals Board shall be chaired by the School Director, and consist of, but not limited to the School Administrator, and a representative from the Education Department. The student will be notified of the Appeals Board decision within 30 days following the receipt of the student's appeal. The decision of the Appeals Board shall be final.

REINSTATEMENT: A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, must do so in writing to the School's Director for review by the Reinstatement Review Board. Supportive documentation and/or information concerning any mitigating circumstances must be noted in the request. This reinstatement Review Board shall not consist of less than three (3) attending members. The Reinstatement Review Board shall be chaired by the School Director, and consist of, but not limited to the School Administrator, and a representative from the Education Department. The requesting prior student shall be notified of the Reinstatement Review Board within 5 days following the decision of the Board.

A student who has been approved for reinstatement, will do so with an Enrollment Agreement Addendum and will receive credit for all prior Career Development Institute, Inc. payments received. Any increase in the tuition, books and/or supplies will be included on the Addendum agreement.

A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the probation status.

RE-ENTERING: Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

THE GRADING SCALE POLICY

Please refer to the "GRADING FORMAT" noted below, reflecting the performance evaluation by Career Development Institute, Inc. It is recommended that if a student receives an "I" (Incomplete), that he/she completes the make-up course work prior to course completion. If the student does not make-up the incomplete course work by the end of the module that he/she received the incomplete grade the incomplete will be considered an "F". Students should check with their instructor to arrange any/or all make-up (Incomplete) course work. Re-occurring course work make-ups may result in disciplinary action. Incompletes (I) are used in calculating the cumulative grade point average and does carry a value of zero (0). Grades reflect attendance, homework, class participation, professionalism, quizzes, and exams.

The School's grading system is as follows:

Grading Letter	Description	Grade Point
A = 95% - 100%	Excellent.....	4.00
A- = 90% - 94%	Excellent.....	4.00
B+ = 89%	Good.....	3.00
B = 85% - 88%	Good.....	3.00
B- = 80% - 84%	Good.....	3.00
C+ = 79%	Satisfactory.....	2.00
C = 77% - 78%	Satisfactory.....	2.00
C- = 75% - 76%	Satisfactory.....	2.00

F = <75% Failing..... 0.00

Special Note for all VN Students: THEORY

Prerequisite and Terms 1-4 scores will be based on:

- Attendance.....
- Activities (Class Participation, Homework, Professionalism).....
- Quizzes.....
- Final Exams.....

Special Note for all VN Students: CLINICAL

Students will be evaluated in the clinical areas using a "Pass" or "Fail" designation based upon successful completion of the clinical objectives. Clinical objectives are competency based in that a student must demonstrate a level of proficiency appropriate for that level of learning. Students must "Pass" in order to progress to the next level. All students will receive a final evaluation at the end of the clinical rotation experience. Instructors will present clinical evaluations to the student in a one-to-one conference allowing for student feedback.

If a student fails to meet the clinical or written objectives at any level, she/he must repeat the entire level.

If a student withdraws from a course voluntarily or otherwise, before the completion of a given program the school will record a "W" (Withdrawal) for the student for that program.

If the student returns to school, all course work graded "I" must be successfully completed within the agreed-upon deadline period or training may be interrupted. If the student returns to school, all course work graded "W" must be repeated.

Students may be required to repeat a module (NA), prerequisites, or term (VN) in order to satisfy graduation requirements. Students will be allowed to repeat a module (NA), prerequisites, or term (VN) one time. Once a student repeats a module (NA), prerequisite, or term (VN) in which he/she receives a grade, the final grade will replace the original grade. The cumulative grade point average is then recalculated. The original grade is maintained on the student's grade card but not calculated in the new grade point average. The time needed to repeat the module, must be within the maximum timeframe for that course. The student will be given an opportunity, at the discretion of the School Director and subject to the availability of space, to repeat, remediate or make up lost work. This work shall be given full standing and credit with respect to the evaluation of the student maintaining Satisfactory Progress.

Special Note to All VN Students: Any repeated quiz, exam, or final in any Prerequisites or Terms will be calculated at the percentage of not more than 75% . For example, a student who repeats an exam for any reason will be given the highest grade of 75% only.

Students who have been dismissed for lack of satisfactory academic progress from any program, may apply to the School Director, in writing, to be re-admitted to the school by following the Reinstatement Procedures outlined in this catalog.

A student may appeal the determination of unsatisfactory academic progress and/or their dismissal based upon extenuating circumstances by following the Student Appeals Procedure outlined in this catalog.

SPECIAL VN GRADING/REMEDATION POLICY

If a student receives the following grades:

1. 74% or below - The student must schedule a time to meet with the instructor to review the test questions missed, and schedule an appointment with the Director of Education. A remediation plan will be developed and carried out with the student and the Director of Education. The student will be allowed to retake the failed exam once, with the understanding that the highest score possible is 75%. If a passing score is not obtained, the student might be transferred to another class or possibly dropped from the program.

ACADEMIC PROBATION POLICY

If a student fails to achieve a cumulative grade point average of 75% or "C", the student will be placed on Academic Warning until a cumulative grade point average of 75% or "C" is attained. During that warning period, the student must maintain, at a minimum, a grade point average of 75% or "C" on all course work. If the student is unable to maintain a

75% or “C” or better during the warning period, Academic Probation will be in effect. Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the Student Appeals Procedure outlined in this catalog.

If a student maintains a grade point average of 75% or “C” and/or achieves a cumulative grade point average of 75% or “C”, warning/probation will be removed. However, if the student has failed to maintain a 75% or “C” grade point average and/or will be unable to achieve a cumulative grade point average within the allowable maximum time frame for the course, the student will be dismissed from the program.

RE-ENROLLMENT

A prior student who wishes to re-enroll (previously terminated enrollment), must submit to the Campus Director a letter requesting authorization for re-enrollment. A student who has been authorized for re-enrollment must sign a new Enrollment Agreement at the current tuition rate. Any prior earned tuition balance must be paid in full before they are allowed to re-enroll, unless authorized by the Campus Director. The student will be credited for any books and/or supplies that they have previously received and paid for. If an updated textbook is required, the student will incur the new textbook cost. A credit memo must be completed and documented in the student’s file.

A prior student who cancelled their enrollment agreement within the allowable five (5) day cancellation period, and wishes to re-enroll, must have any prior balance paid in full, to include the Registration Fee, before they are allowed to re-enroll. The student will be credited for any books and/or supplies that they have previously received and paid for. If an updated textbook is required, the student will incur the new textbook cost. A credit memo must be completed and documented in the student’s file. Students will only be allowed to re-enroll one (1) time.

TRANSFER STUDENT

A student, who attended a school before the enrollment at CDI, is required to provide a Financial Aid history from each of the schools attended within the last six months before the enrollment at this school. If a financial aid history is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid history is received by CDI.

GRADUATION REQUIREMENTS

Students must complete all course work and have a cumulative 75% grade point average along with having completed the total scheduled program hours in order to be considered for graduation. Upon completing the program satisfactorily, a graduate will receive a certificate. Graduate certificates will be available not later than 30 days from the last day of class unless the administration receives a written request for an earlier availability.

MAKE-UP WORK POLICY

Students are given the opportunity to make-up work for the loss of class time. Students must request permission to make up work directly from their instructor. Upon approval, all make-up work must be completed before a grade will be issued. The instructor, on the student’s grade form, must record documentation of make-up work. Students must document this time for proper credit towards graduation. Make-up classroom time/work must be completed on the school premises.

REMEDICATION

Every effort will be made to remediate students who fail to reach expected competency levels. Students failing to meet the performance criteria whether written or clinical will be placed on probation and must meet with the Instructor and/or School Director in an effort to develop a remediation plan. Remediation plans for performance may include but are not limited to:

Special assignments in the content area.

Individual/group tutorial in the campus skills lab.

Additional clinical days.
Additional practice exam.

NCLEX-PN® REVIEW

Students enrolled in the vocational nursing program are required to successfully complete the NCLEX-PN® Review portion of the program in order to complete the vocational nursing program. The NCLEX-PN® review consists of subject and comprehensive assessments. In order to successfully complete the review portion of the vocational nursing program, a student must complete a minimum of one-hundred (100) hours of in-class review, and complete and meet the passing benchmark for all subject and comprehensive assessments (90%). Students who fail to meet the set benchmark, in order to pass the assessments and the review portion of the program, will be required to continue review and remediation until satisfactory quantitative progress has been made. **The school will not release program paperwork allowing the student to sit for the NCLEX-PN® examination, if the student has not completed the mandatory review and passed the required benchmark, as they have not met all the VN program requirements.**

REPEATED COURSES:

The school enforces the “one repeat” rule for all nurse assistant and nurse assistant/home health aide/restorative nurse aide courses. Students who do not successfully complete a course within two (2) attempts will not be permitted to continue. The school enforces the “one repeat” rule for all pre-requisite and core courses in the VN program. Students who do not successfully complete a prerequisite or core requirement for the VN program will be granted one chance to repeat the course. Students who do not successfully complete a prerequisite or core requirement within two (2) attempts will not be permitted to continue. The maximum timeframe will be enforced.

STUDENT/INSTRUCTOR RATIO

There will be no more than 15 students per one (1) instructor in the clinical sites; There will be no more than 30 students per one (1) instructor for theory.

STUDENT RECORDS

The Family Right and Privacy Act of 1974 prohibit an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. Career Development Institute, Inc. protects the privacy and confidentiality of all student records. Students are guaranteed the right to access their own files. The institution retains all student files. After five years the files are transferred to CD's.

The school is not responsible for loss of records due to but not limited to: nature, war, and destruction as a result of severe weather, vandalism, or acts of terrorism.

Permanent transcripts of the student's progress are maintained by the school and are available upon written request by the student. There is a \$10.00 charge for education transcripts.

WITHDRAWAL

The course withdrawal policy provides students who are unable to complete a course with the option of withdrawing from that course. This option should be taken only after other options have been discussed with the instructor and the administrator. If a student withdraws from a course of instruction after the period allowed for cancellation of the agreement, the school will remit a refund less a registration fee, if applicable, not to exceed \$75.00 within 30 days following the student's withdrawal. The student is obligated to pay for educational services rendered and for unreturned equipment.

INCOMPLETE

Incompletes must be formally requested in writing by the student and will not be automatically issued. Incomplete grades are to be given only to students who have been regularly attending class and have kept their work for the class up to date but who have a serious emergency at the end of the course. If a student simply stops attending, the instructor is obligated to give that student an 'F'. Having “too much work to do” or simply “in over his/her head,” is inappropriate for an incomplete grade and will not be assigned. The student must have a passing grade for the work that has already been completed before being considered for an incomplete. The student must complete the necessary coursework by the agreed-upon deadline or the grade will be changed from 'I' to 'F'.

NON-CREDIT COURSES

The school does not offer non-credit courses.

REMEDIAL COURSES

The school offers remedial plans to all students who fail to reach expected competency levels. This is accomplished with special assignments, individual/group tutorial in the skills lab, additional clinical days, and additional practice exams. However, the school does not offer a formal remedial course.

NON-PUNITIVE (PASS/FAIL) GRADES

The school does not offer non-punitive (pass/fail) grades.

EXPERIENTIAL LEARNING

The school does not offer advanced placement and credit for experiential learning.

SCHOOL POLICIES AND REGULATIONS

*NO FOOD AND/OR BEVERAGES OTHER THAN WATER ARE ALLOWED
IN ANY OF THE CLASSROOMS!!!*

*CHILDREN ARE NOT ALLOWED AT SCHOOL DURING YOUR CLASSES
THIS POLICY IS FOR THEIR SAFETY!!!*

PROFESSIONALLY DRESSING FOR SUCCESS

Professional dress is recommended at all times. Uniforms will be provided in Term I. Students are required to wear a clean, nursing uniform and shoes as provided by the school to all classes, skills lab and clinical rotations. Hair must be tied back and out of the student's face. Students are required to have good hygienic practices – clean hair, nails, and body. Jewelry should be kept to a minimum – wedding rings and small post-type earrings. False or acrylic fingernails are not permitted. Nails must be trimmed short and kept clean, and only clear nail polish is permitted. Students are required to use deodorant and may not wear perfume or cologne because of possible chemical sensitivities of others. Tattoos must be covered with clothing. Students who are dressed inappropriately will be asked to return home and change into the appropriate attire. Furthermore, employers will occasionally visit the campus, sometimes unannounced. Therefore, all students will always want to look their best.

This Dress Code Policy was established in order to enable our students to become comfortable with the type of work related apparel expected by the employers who interview and hire our graduates. A student should wear their uniform when they interview for a job. Dressing the part of a successful professional raises our self-esteem and confidence. This policy is part of Career Development Institute's expectations for graduation.

SMOKING

Smoking is not permitted inside the school facilities or outside in the front of the school or in the back patio or parking lot.

TELEPHONES/CELL PHONES

School telephones are not intended for personal use by students. Students are allowed to use the school's phones for emergency purposes only. Student's cell phones are to be turned off during class hours to avoid any classroom disruption. Students violating this policy may be subject to disciplinary action.

OFFICE/CLASSROOM EQUIPMENT

Students are not allowed to use any of the school's office or classroom equipment, including the copy/fax machines and computers without authorization from the School Administrator.

STUDENT BEHAVIOR/CONDUCT

Students are expected to conduct themselves in a professional and business like manner. The effectiveness of any training program is dependent upon the full cooperation between students and school staff. Career Development Institute, Inc. has created a professional "work-like" environment in which students can grow and develop according to their professional

expectations. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with their classmates, instructors, and the administrators. Students must adhere to high standards of scholarship and conduct. Those, whose conduct reflects discredit upon himself or herself, or the school, may be subject to termination. Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining ones-self and dressing professionally, are just a few of the ingredients that go into the makeup of a professional. In these areas, we have high standards because we are committed to preparing our students for the highest expectations of employers.

COPYRIGHT PROTECTION POLICY

Copy right infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For detail, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at: www.copyright.gov.

DRUG ABUSE PREVENTION PROGRAM

The college strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff and instructors. Any individual associated with CDI who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency: The Ness Counseling Center, 8512 Whitworth Drive, Los Angeles, CA 90035 Phone Number (310) 360-8512

GROUNDS FOR DISCIPLINARY ACTION

The administration of the school reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, but not limited to:

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Excessive tardiness.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Inappropriate clothing worn during training.
6. Failure to abide by the Rules and Regulations of the school.
7. Failure to pay tuition (or any other charges) when due.
8. Breach of school enrollment agreement.
9. Cheating
10. Falsifying school records.
11. Carrying a concealed or potentially dangerous weapon.
12. Disorderly conduct that interferes with the learning process of any other student, instructor, or the general progress of the class.
13. Instigation and/or participation in rebellious activities against the school and/or its student (s).
14. Solicitation which reflects unfavorably upon the school and/or its students.
15. Vandalism of school property.
16. Slander, negativity, violence, insubordination, inappropriate language or inappropriate remarks towards the school, instructors, administrative staff, or fellow students.

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional behavior or conduct may request re-admittance into their program by following the procedure set forth under Reinstatement as noted in this catalog.

STUDENT GRIEVANCE PROCEDURES

Students who encounter difficulties, problems, or have complaints, should first bring the matter to the attention of their Instructor. If the Instructor is unable to resolve the situation, the student is to meet with the School Director for resolution.

COMPLAINT PROCEDURE

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance, addressed to the School Director, must be received from the student within 48 hours after the incident occurs.

The procedure is as follows: The written grievance must be submitted to the School Director within 48 hours of the incident. The School Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the School Director will call a Grievance Committee Hearing within 72 hours of receipt of the report.

All documentation must be submitted that is to be signed and dated. The School Director will chair a committee meeting that will consist of not less than three (3) representatives, but not limited to, due to the personal circumstances of each concern, the following:

1. School Director
2. School Director of Nursing
3. School Director of Education

In addition, all persons involved with the incident must be present at the time of the hearing. The committee will hear all sides, and will immediately meet in the absence of those involved to review the evidence and vote on a decision. The decision of the committee will be communicated immediately.

If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable. All complaints will be resolved within 30 days from the receipt date of the incident report. Unresolved complaints may be directed to the:

Bureau for Private Postsecondary Education
(Department of Consumer Affairs)
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web www.bppe.ca.gov.

COURSES OF STUDY

COURSE NAME: NURSE ASSISTANT CERTIFICATE PROGRAM

CIP: 51.3902

OCCUPATIONAL CODE: 31-1014.00

LENGTH IN CONTENTS: 170 CLOCK HOURS

	LENGTH IN INSTUCTIONAL WEEKS, MONTHS:
Days:	Full-time (40 hours per week) 4 ½ weeks - 1.25 months Part-time (24 hours per week) 7 ½ weeks - 2 months Half-time (16 hours per week) 10 ½ weeks - 3 months
Evenings:	Half-time (16 hours per week) 10 ½ weeks - 3 months

COURSE DESCRIPTION: Training in job entry skills needed to care for people with varying degrees of health and personal needs in an institution or home setting. This program addresses attitudes and behaviors that promote physical and emotional health, basic nursing and personal care skills, communications, safety, and application of learned skills. Successful completion of this course prepares the student to take the Red Cross examination.

COURSE FORMAT:

Days Classes: 4 ½ weeks - 8 hours a day, 5 days a week
7 ½ weeks - 8 hours a day, 3 days a week
10 ½ weeks - 8 hours a day, 2 days a week

Evening Classes: 10 ½ weeks- 4 hours a day, 4 days a week

Course Goals: At the end of this course the student will be able to provide direct client care to residents in the long term care environment, acute-care hospitals, and in-home care.

PROGRAM OBJECTIVES

This program is designed to provide students with the skills to promote patient care; to provide entry-level skills for employment as a nurse assistant; and, to provide awareness of opportunities/choices in health care occupations. This program will train students to provide quality care to residents in long-term care facilities and hospitals and will prepare the student for certification by the state of California as an entry-level worker on a health care team as a certified nurse assistant. A 75% average must be maintained and 170 clock hours must be completed in order to graduate from the program and be awarded a certificate from the school. A graduate of this program, upon successfully passing the nurse assistant state exam, could become employed as a nurse assistant and to administer care in long-term care settings, acute-care hospitals, and in-home care.

PROGRAM DELIVERY

All courses are taught residentially.

Complete Citation of Textbooks and Other Required Written Materials:

“The Nursing Assistant’s Handbook”, and student workbook, Jetta Fuzy, RN, MS, Hartman Publishing, Third Edition, 2010

Sequential and Detailed Outcome of Subject Matter to be Addressed or List of Skills to be Learned:

Subject matter to be addressed:

1. Introduction
2. Patient/Resident Rights
3. Communication and Interpersonal Skills
4. Medical and Surgical Asepsis
5. Body Mechanics
6. Rehabilitative/Restorative Care
7. Emergency Procedures and Prevention of Catastrophe

Full-time (32 hours per week) 9 weeks - 2.25 months

Part-time (24 hours per week) 12 weeks-3 months

COURSE DESCRIPTION: Training in job entry skills needed to care for people with varying degrees of health and personal needs in an institution or home setting. This course prepares you for a job in this fast growing field. Instruction includes basic nursing assistant procedures, skills, restorative services, general household activities, patient care, safety, and emergency care. Students gain an understanding of the responsibilities involved in working with patients of all ages, in both wellness and illness, issues of mental health, patient rights, and patient/family interactions.

COURSE FORMAT

Days Classes: 7 weeks- 8 hours a day, 5 days a week
 9 weeks- 8 hours a day, 4 days a week
 12 weeks-8 hours a day, 3 days a week

Course Educational Goals: At the end of this course the student will be able to provide direct client care to residents in the long term care environment, acute-care hospitals, and in-home care.

PROGRAM OBJECTIVES

This program is designed to provide students with the skills to promote patient care; to provide entry-level skills for employment as a nurse assistant, home health aide, and restorative nurse aide; to provide awareness of opportunities/choices in health care occupations; and, to expand the role of the nurse assistant as a paraprofessional. Students will be given a certificate from the school upon successful completion of 280 program clock hours and a 75% program average. This program will train students to provide quality care to residents in long-term care facilities, hospitals, and home health agencies and will prepare the student for certification by the state of California as an entry-level worker on a health care team as a certified nurse assistant, home health aide, and restorative nurse aide.

A graduate of this program, upon successfully passing the nurse assistant state exam, could become employed as a nurse assistant, home aide, and/or restorative nurse aide and to administer care in long-term care settings, acute-care hospitals, and in-home care.

All training is in English.

PROGRAM DELIVERY

**All courses are taught residually.

Complete Citation of Textbooks and Other Required Written Matters:

“The Nursing Assistant Handbook”, and student workbook, Jetta Fuzy, RN, MS, Hartman Publishing, Third Edition, 2010

“The Home Health Aide Handbook”, Jetta Fuzy, RN, MS, Hartman Publishing, Third Edition, 2011

RNA materials compiled from Longwood Manor RNA Manual, Quality Care Assurance, Inc., and Gerontological RNA Manual.

Sequential and Detailed Outcomes of Subject Matter to be Addressed or List of Skills to be Learned:

Subject matter to be addressed:

1. Introduction
2. Patient/Resident Rights
3. Communication and Interpersonal Skills
4. Medical and Surgical Asepsis
5. Body Mechanics
6. Rehabilitative/Restorative Care
7. Emergency Procedures and Prevention of Catastrophe
8. Resident Care Skills
9. Vital Signs

10. Weights and Measures
11. Resident Care Procedures
12. Nutrition
13. Observation and Charting
14. Long-Term Care Resident
15. Death and Dying
16. Introduction to Aide and Agency Role
17. Interpretation of Medical and Social Needs
18. Personal Care Services
19. Nutrition
20. Cleaning and Care Tasks in the Home
21. RNA Job Description
22. RNA General Policies
23. How We Communicate
24. Transfers and Ambulation
25. Exercising
26. ROM – Range of Motion
27. Contracture Prevention and Management
28. Positioning and OBRA
29. Care of Fractures/Hip Precautions
30. Restorative Dining Program
31. Documentation Skills
32. ADL Program
33. CPR and First Aid
34. Basic Interviewing, Application, and Resume Skills

Instructional Mode or Methods:

1. Activities – The structured learning experiences used in this course are intended to stimulate and actively involve students in the learning process.
2. Video – Videos are used to provide model demonstrations of the skills and will ensure standardization of quality whenever the course is taught.
3. Demonstration – Where videos are not employed, instructors will conduct a model demonstration for the class.
4. Student Practice Sessions – Practice sessions are part of the classroom component. These sessions allow students to practice and develop competence in each skill.
5. Clinical Experience – Students in this course must spend a minimum of 120 hours in a long-term care facility.

Upon successful graduation, and after passing the state of California competency evaluation, the graduate will be qualified for employment as an entry level Certified Nurse Assistant, Home Health Aide, Restorative Nurse Aide.

A Certificate of Achievement will be issued upon successful completion of the program.

Print/Revision December 2007/June 2011

COURSE NAME: VOCATIONAL NURSE PROGRAM

CIP: 51.3901

OCCUPATIONAL CODE: 29-2061.00

LENGTH IN CONTENTS: 1532 HOURS

	LENGTH IN INSTRUCTIONAL WEEKS, MONTHS
DAYS:	Full-time (30 hours per week) 53 weeks -13 months
EVENINGS:	Part-time (22 hours per week) 72 weeks -17 months

COURSE DESCRIPTION: The vocational nurse program includes a combination of class lectures and clinical training. This combination will prepare the student for a demanding career.

COURSE FORMAT

53-weeks-	8 hours- clinical/6 hours- theory, 4 days a week
53-weeks-	8 hours- clinical/6 hours- theory, 3 days a week
72-weeks-	8 hours- clinical/6 hours -theory, 3 days a week

COURSE GOAL: The course goal to help the vocational nurse students gain knowledge through classroom instructions, realistic skill lab training, and clinical practice in actual healthcare setting, which we prepare the student to meet the demand of today employer.

PROGRAM OBJECTIVES

This course is designed to provide students with complete and comprehensive training in all areas of the vocational nurse field. The students will be taught how to promote quality of care in long-term care settings, as well as, acute, and home care settings. The student must maintain a 75% average and 1532 clock hours in order to complete the program and prepare the student for licensing by the state of California as a licensed vocational nurse.

A graduate of this program, after successfully passing the NCLEX-PN® exam by the state of California, could become employed as a vocational nurse.

All training is in English.

PROGRAM DELIVERY

**All courses are taught residentially.

Vocational Nurse Syllabus

Total Hours – Theory: 576 hours

CPR for the Professional Rescuer 100.....	8 hours
Medical Terminology 100A.....	8 hours
Anatomy and Physiology 101.....	50 hours
Nutrition 102.....	30 hours
Psychology 103.....	30 hours
Growth and Development 104.....	30 hours
Pharmacology 105.....	54 hours
Fundamentals of Nursing.....	96 hours
Nursing Process.....	12 hours
Communication.....	6 hours
Patient Education.....	4 hours
Medical/Surgical Nursing.....	192 hours
Communicable Disease.....	6 hours
Gerontological Nursing.....	12 hours
Rehabilitation Nursing.....	6 hours
Maternity Nursing.....	24 hours
Pediatric Nursing.....	18 hours
Leadership.....	3 hours
Supervision.....	3 hours

Total Hours – Clinical:	956 hours
Fundamentals.....	60 hours
Medical/Surgical.....	744 hours
Pediatrics.....	40 hours
Maternity.....	40 hours
Gerontology.....	48 hours
Rehabilitation.....	24 hours

Complete Citation of Textbooks and Other Required Written Materials:

BASIC NURSING

Rosdahl/Kowalski, 9th Ed., Lippincott, 2008
 ISBN #0-7817-6521-3
 Retail Price: \$123.95 tax and shipping costs not included.

STUDY GUIDE TO ACCOMPANY BASIC NURSING

Rosdahl/Kowalski, 9th Ed., Lippincott, 2008
 ISBN #0-7817-6936-5
 Retail Price: \$30.95 tax and shipping costs not included.

MEDICAL TERMINOLOGY IN A FLASH

Eagle, Davis, 2nd Ed 2011
 ISBN #0-8036-2566-2
 Retail Price: \$54.95 tax and shipping costs not included.

INTRODUCTION TO PHARMACOLOGY

Mary Kaye/Justin Favaro, 12th Ed., Saunders, 2012
 ISBN #1-4160-5905-9
 Retail Price: \$51.95 tax and shipping costs not included.

Mosby's

Drug Guide for Nurses 9th Ed, 2011
 ISBN: 0-323-08104-7
 Retail Price: \$41.95 tax and shipping costs not included.

COMPREHENSIVE REVIEW FOR NCLEX-PN

Silvestri, 4th Ed., Saunders, 2010
 ISBN #1-4106-4730-8
 Retail Price: \$47.95 tax and shipping costs not included.

Additional Resources:

1. All VN students are given a laptop. (\$500.00 fee will be assessed to the student tuition account, if a student withdraws or dropped from the program.)
2. All VN students are provided a complete package of ATI materials. (\$400.00 fee included with supplies)

Instructional Mode or Methods:

1. Activities – The structured learning experiences used in this course are intended to stimulate and actively involve students in the learning process.
2. Video – Videos are used to provide model demonstrations of the skills and will ensure standardization of quality whenever the course is taught.
3. Demonstration – Where videos are not employed, instructors will conduct a model demonstration for the class.
4. Student Practice Sessions – Practice sessions are part of the classroom component. These sessions allow students to practice and develop competence in each skill.
5. Clinical Experience – Students in this course must spend a minimum of 956 hours in a long-term care facility or acute-care hospital.

Print/Revision December 2007/July 2012

TUITION AND FEE POLICY

	TUITION FEE	MATERIAL FEE	REGISTRATION FEE	STRF FEE	TOTAL COST
Nurse Assistant	\$2,004.00	\$546.00	\$200.00	\$7.50	\$2,757.50
Nurse Assistant..... Home Health Aide Restorative Nurse Aide	\$2,669.00	\$671.00	\$200.00	\$10.00	\$3,550.00
Vocational Nurse.....	\$26,213.00	\$1,587.00	\$200.00	\$70.00	\$28,070.00

*Tuition (refundable)

*Material Fees (non-refundable)

*Registration fee (non-refundable)

*STRF fee (non-refundable)

Material Fee Breakdown:

1. Nurse Assistant

Books.....	\$68.00
Equipment.....	\$73.00
Uniforms.....	\$48.00
Shoes.....	\$55.00
Physical/PPD/Drug...	\$110.00
State Exam.....	\$90.00
Live Scan.....	\$42.00
CPR Certification.....	\$60.00

2. Nurse Assistant

Home Health Aide/Restorative Nurse Aide

Books.....	\$193.00
Equipment.....	\$73.00

3. *Vocational Nurse

Books.....	\$457.00
Equipment.....	\$113.00
Uniforms.....	\$82.00
Shoes.....	\$65.00
Physical/PPD/Drug.....	\$110.00
Live-Scan (DOJ/FBI)... (Clinical Clearance) (Beginning and End of Program)	\$150.00
CPR Certification.....	\$60.00
BVNPT Application....	\$150.00
ATI Package.....	\$400.00
*Laptop computer.....	\$500.00 (non-completion of graduation requirements.)

Uniforms.....	\$48.00
Shoes.....	\$55.00
Physical/PPD/Drug...	\$110.00
State Exam.....	\$90.00
Live Scan.....	\$42.00
CPR Certification....	\$60.00

*CNA Review..... \$375.00 (extra charge)
 *CNA State Exam.....\$90.00 (extra charge)

*** Job placement assistance is provided which includes employment support.**

TUITION AND FEE POLICIES

Institutional charges for the tuition charges are posted to the student tuition account on the basis of payment period by payment period. Registration fee, books and supplies for the entire course, will be assessed and posted in the students tuition account within the first payment period. Subsequent charges will be posted as needed. Please refer to “Payment Period Definition.”

TEXTBOOKS, EQUIPMENT AND SUPPLIES

Textbooks, equipment and supplies are non-refundable.

EXTRA INSTRUCTION CHARGES

If s student reaches the expected graduation date stated on his/her contract and needs additional time to complete hours. Career Development Institute, Inc. will extend additional training. The overtime tuition charge will be assessed for the remaining number of hours to complete times the hourly rate of \$17.11 per hour.

TUITION AND FEE SCHEDULE

Course Name:

NURSE ASSISTANT

Payment Period	First	Second	Totals
Tuition (Refundable)	\$1,002.00	\$1,002.00	\$2,004.00
Registration Fee (non-refundable)	\$200.00	\$0.00	\$200.00
Books and Supplies (non-refundable)	\$546.00	\$0.00	\$546.00
State Fee (non-refundable)	\$7.50	\$0.00	\$7.50
Other	\$0.00	\$0.00	\$0.00
Total	\$1,755.50	\$1,002.00	\$2,757.50

TUITION AND FEE SCHEDULE

Course Name:

NURSE ASSISTANT/HOME HEALTH AID/RNA

Payment Period	First	Second	Totals
Tuition (Refundable)	\$1,334.50	\$1,334.50	\$2,669.00
Registration Fee (non-refundable)	\$200.00	\$0.00	\$200.00
Books and Supplies (non-refundable)	\$671.00	\$0.00	\$671.00
State Fee (non-refundable)	\$10.00	\$0.00	\$10.00
Other	\$0.00	\$0.00	\$0.00
Total	\$2,215.50	\$1,334.50	\$3,550.00

TUITION AND FEE SCHEDULE

Course Name:

VOCATIONAL NURSE

Payment Period	First	Second	Third	Fourth	Totals
Tuition (Refundable)	\$7,699.64	\$7,699.64	\$5,406.86	\$5,406.86	\$26,213.00
Registration Fee (non-refundable)	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Books and Supplies (non-refundable)	\$1,587.00	\$0.00	\$0.00	\$0.00	\$1,587.00
State Fee (non-refundable)	\$70.00	\$0.00	\$0.00	\$0.00	\$70.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$9,556.64	\$7,699.64	\$5,406.86	\$5,406.86	\$28,070.00

FINANCIAL POLICY

All students must keep their finances current with CDI.

If the student is 30 DAYS delinquent paying tuition and/or fees, a 10% interest charge will be added to the balance due to the school.

If the student is 60 DAYS delinquent paying tuition and/or fees, the student will be officially dropped from the program. A payment plan is an option that is available to the students. An addendum to the enrollment agreement is included in the student registration package. Call the Financial Aid Office at extension 108 for information.

METHOD OF PAYMENT

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payments plan are available at CDI and/or private lenders. Federal student financial aid is available to those that qualify to cover educational expenses. Financial aid may be in forms of grants (no repayment required) and student loans (must be repaid). It is our policy to discourage students from borrowing loan funds unless is necessary. All estimates of available funds from financial aid will be first used to cover institutional charges; it funds remain available will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. All school charges must be paid in full before graduation.

STUDENT PROTECTION POLICY

STATE OF CALIFORNIA STUDENT TUITION RECOVERY

“If you are not a resident of California or you are attending classes due to a third-party payment of all tuition and course costs, you are not eligible for protection under and recovery from the Student Tuition Recovery Fund. In all other cases, you are responsible for paying the state assessment amount for the Student Tuition Recovery Fund.”

According to Article 9 of the California Code of Regulations, under the provisions sub-section 76215 (a), participation in the Student Recovery Fund (STRF) requires the following for eligibility.

“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.”

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a loss as a result of the school closing; failing to live up to its enrollment agreement; or refusing to pay a court judgment.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two (2) years of the final judgment. It is important that you keep copies of the enrollment agreement, receipts or any other information that documents moneys paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education
(Department of Consumer Affairs)
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

CANCELLATION, WITHDRAWAL, AND REFUND

A student shall have the right to cancel an agreement for a program of instruction including any equipment, until midnight of the seventh business day* after the day on which the student attended the first class of the program of instruction. Cancellation period: for programs under 50 days – one (1) business day for each 10 program day; for programs over 50 days – 7th business day following first class. Cancellation shall occur when the student gives written notice of cancellation to the institution at the address specified in the agreement. The written notice of cancellation need not take a particular form and, however, expressed, is effective if it indicates the student's desire not to be bound by the agreement. If the student cancels the agreement, the student shall receive no liability, and the institution shall refund any consideration paid by the student within 45 days after the institution receives notice of the cancellation or date of post mark. If the institution gave the student any equipment**, the student shall return the equipment 45 days following the date of the Notice of Cancellation. If the student fails to return the equipment within this 45 day period, the institution may retain that portion of the consideration paid by the student equal to the documented cost to the institution of the equipment and shall refund the portion of the consideration exceeding the documented cost to the institution of the equipment not later than 45 days from the date the cancellation is received or the post marked date. The student may retain the equipment without further obligation to pay for it.

*Business day means, a day on which that student is scheduled to attend a class session.

**Equipment includes all textbooks, supplies, materials, or any other goods related to the agreement for the course of instruction.

A student has the right to withdraw from a program of instruction at any time. If a student withdraws from a program of instruction after the period allowed for cancellation of the agreement, the institution shall remit a refund as provided in Section 94870 with 45 days following the student's withdrawal.

The state refund calculation is as follows:

- (A) Deduct a non-refundable registration fee not exceeding two-hundred dollars (\$200) from the total tuition charge.
- (B) Deduct a non-refundable Student Tuition Recovery Fund fee based upon tuition cost.
- (C) Divide this figure by the number of hours in the program.
- (D) The quotient is the hourly charge for the program.
- (E) The amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction.

(F) The refund would be any amount in excess of the figure derived in paragraph (E) that was paid by the student.

(G) The refund amount shall be adjusted as provided for equipment, if applicable.

All amounts that the student has paid, however denominated, shall be deemed to have been paid for instruction, unless the student has paid a specific charge for equipment set forth in the agreement for the program of instruction.

If the institution specifies in the agreement a separate charge for equipment that the student actually obtains and the student returns that equipment in like new condition, allowing for reasonable wear and tear, within 45 days following the date of the student's withdrawal, the institution shall refund the charge for the equipment paid by the student. If the student fails to return that equipment in like new condition, allowing for reasonable wear and tear, within 45 days following the date of the student's withdrawal, the institution may offset against the refund calculated the documented cost to the institution of that equipment. The student shall be liable for the amount, if any, by which the documented cost for equipment exceeds the refund amount. Equipment cannot be returned in like new condition if the equipment cannot be reused because of clearly recognized health and sanitary reasons and this fact is clearly and conspicuously disclosed in the agreement. If the institution specifies in the agreement a separate charge for equipment, which the student has not obtained at the time of withdrawal, the refund also shall include the amount paid by the student that is allocable to that equipment.

HYPOTHETICAL STATE OF CALIFORNIA REFUND EXAMPLE:

Assume you, upon enrollment in a 400-hour course, pay \$2,000 for tuition, \$75.00 for registration, and \$150 (fair market value) for equipment and withdraw after completing 100 hours (25%) with returning the equipment you obtained. The pro rata refund to the student would be \$1,500.00 based on the calculation stated below. If the student returned the equipment in good condition within 30 days following his/her withdrawal, the institution shall refund the charge for the equipment paid by the student.

Tuition plus registration	\$2,075.00	\$2,000 divided by 400 hours = \$5.00 per hour (quotient)
Less registration fee	(75.00)	100 hours completed x \$5.00 hour = \$500.00 tuition charge
Total for calculation	\$2,000.00	

Add registration fee \$75.00, documented cost of books unreturned \$150.00, plus tuition \$500.00, total charges of attending school \$725.00, deducted from total paid of \$2,225.00. Refund due \$1,500.00

A mandatory \$5.00 STRF fee based upon the tuition cost, which is \$2.50 per every \$1,000.00 of the tuition cost.

If you return the equipment in good condition within 30 days following withdrawal, the school shall refund the charge for the equipment as described above. The actual refund amount would then be $(\$1500.00 + \$150.00) = \$1,650.00$. For programs greater than 12 months, if you withdraw prior to the next 12-month period, all charges collected for the next period will be refunded.

For the purpose of determining the amount you owe, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- (1) The student notifies the institution of the student's withdrawal or of the date of the student's withdrawal, whichever is later.
- (2) The institution terminates the student's enrollment as provided in the agreement.
- (3) The student failed to attend classes for a three-week period.
- (4) The student fails to return from a leave of absence.

In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

TREATMENT OF TITLE IV IF A STUDENT WITHDRAWAL

WITHDRAWALS

Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of absent.

POST WITHDRAWAL DISBURSEMENT

If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the school of the amount of Grant funds used to cover institutional charged incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the school will notify the student or parent of the loan amount it wished to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The school will honor late acceptances only at the institutional discretion.

Once this calculation is finalized, the school will then perform a second and different calculation using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the school during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

RECOVERIES

Recoveries resulting from unearned Title IV are due from the student and must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grants programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayments arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

TITLE IV REFUND POLICY

The Federal Title IV refunds policy operates independently of the CDI refund policy. A student who has received Title IV funds and withdraws may owe the institution for charges no longer covered by returned federal aid. The formula determines the percentage of time that the student completed the payment period or enrollment period in a course at the time of the student's withdrawal. This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period or enrollment period. The result of this calculation is defined as earned funds. If the student received more than the earned amount, the overpayment is called unearned funds and must be returned to the programs in the following order.

1. Unsubsidized Loans from FFELP or Direct Loan
2. Subsidized Loans from FFELP or Direct Loan
3. Perkins Loans
4. Plus (Graduate Students) FFELP or Direct Loan
5. PLUS (Parent) FFELP or Direct Loan
6. Pell Grant
7. Academic Competitiveness Grant (ACG)

8. National Smart Grant
9. Federal SEOG

If the calculation shows that the student owes funds to the loan programs, the repayment of those funds will be in accordance to the terms on the promissory note of the respective loans.

If the calculation shows that the student owes funds to the grant programs, the liability of the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by student. A student does not have to repay a grant overpayment of \$50 or less per program. These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

If the school was required by this calculation to return to the programs some of the funds it has collected as tuition payment, the student's tuition account would be adjusted accordingly. If the tuition was paid in full, but the school returned funds to the programs, the tuition account will show that the student owes that amount by the school to the programs. Those funds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45calendar days from the determination of withdrawal from school date.

Financial Assistance

CDI offers students several options for payment of tuition. All students are encouraged to apply for financial assistance if unable to meet educational costs on their own. CDI participates in several types of Title IV programs, most of which are based on financial need. The school offers interest-free payment plan to students who wish to participate in school payment plan. The payment plan can be a weekly, bi-weekly or monthly plan. There is a 10% late fee is the payment plan is paid 30 days late.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid (FAFSA). The School's Financial Aid Officer uses this form to determine students' eligibility and assists them in deciding what resources are best suited to their circumstances. Students must meet all eligibility requirements to qualify for Federal Student Aid.

Government guaranteed loans are an important part of financing educational expenses. When students must borrow funds to finance their education, CDI provides students with information to assist them in managing their loan effectively. Confidential loan counseling is available upon request.

INSTITUTIONAL SCHOLARSHIP

Career Development Institute, Inc does not offer Institutional Scholarships aid to students.

Financial Aid Mechanism

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parent must pay to obtain a specific postsecondary education. Financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

Compliance Statement

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify student's identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

Student Eligibility Requirements

To be eligible for financial aid, a student must:

- Be a citizen of the United States or an eligible non-citizen;
- Be admitted as a regular student;
- Be enrolled in an eligible program;
- Be making satisfactory academic progress toward graduation;
- Be a high school graduate or its equivalent a GED;
- Not be in default on a financial aid loan nor owe a refund to a financial aid grant received at any postsecondary college or institution;
- Have a financial need;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- And have completed U.S. Selective Service requirements, if applicable;
- Agree to use any federal student aid received solely for education purposes.

If you obtain a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. If you withdraw, a refund calculation will be completed and a refund of non-federal aid funds may be provided to you.

Application For Aid, Procedures and Forms

Financial aid applications for this institution consist of the following:

Free Application for Federal Students Aid (FAFSA) this form needs to be completed as instructed on the form.

Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and internet assistance are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances. We recommend students and parents to use the FAFSA on the web using the IRS information retrieval and utilizing their USDE PIN number to execute promissory notes, signatures on FAFSA loan entrance and exit counseling and access to the loan records.

Federal Pell Grant Program: Funds received under this program are not subject to repayment from the student.

Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by the last day of enrollment. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

Renewal Process: A FPELL Grant award is received for one award year (July 1 to June 30 of the following year) and is **not** automatically renewed for the next award year. Students must re-apply for FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office for each award year.

Maximum Annual Award: \$5,500

Disbursement: They are made base on per payment period via voucher made payable to the student that goes directly to the student's tuition account.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Funds received under this program are not subject to repayment from the student.

Deadline: You may apply during the enrollment process. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

Maximum Annual Award: \$4,000

Disbursement: Made based on per payment period via a voucher made payable to the student that goes directly to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If FSEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

Federal William D. Ford Direct Loan Program

Funds received from either of the loan programs are subjected to repayment from the student.

Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

Federal Direct Subsidized Loan

Federal Direct Subsidized Loans are made directly to students from the U. S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized federal Stafford Loan be determined prior to determining eligibility for the unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

Maximum Annual Award: First level \$3,500, Second level \$4,500, Third level \$5,500 (Max aggregate \$23,000).

Federal Direct Stafford Unsubsidized Loan

These loans expand the ability of the U.S. Department of Education to make "Unsubsidized" Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

1. Unsubsidized loans are not need based. Students may borrow up to the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).
2. The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment.

Interest must be paid or capitalized, i.e., added to the principal.

Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Program.

Maximum Annual Award:

Dependent student: **with Parent** loan first level \$2,000, second level \$2,000 and third level \$2,000. (Max aggregate \$8,000).

Dependent student **without Parent** loan or independent students: first level \$6,000, second level \$6,000 and third level \$7,000 (Max aggregate \$14,000).

Disbursement: Vouchers are issued to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement.

Determine Financial Aid Need

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

Career Development Institute, Inc. utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

Cost of Attendance

This institution uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION**. The estimate amount it will cost a student to go to school during an academic year of approximately 11 months is stated below.

Elements included in the budget:	Tuition	Actual cost
Registration Fee	Actual cost	
Books and supplies	Actual cost	
Living cost allowance (monthly figures):	Student living with parents	Student living off campus
Room and board	\$5,368	\$13,277
Transportation	\$1,177	\$1,474
Personal/misc	\$3,762	\$3,487

(The cost of uniforms is included in the school charges)

Award Concept, Selection of Recipients and Packaging Criteria

The school emphasizes the **SELF-HELP CONCEPT** of student assistance. The **Self-Help Concept** is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. **ALL LOANS MUST BE REPAYED.**

The SELP-HELP CONCEPT list types of financial assistance in the following order:

1. Family Contributions
2. Other Resources
3. Federal Pell Grant
4. Self Help (Stafford and/or, PLUS Loans)

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy. The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30).

Due to the limited amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid. In order to ensure fair distribution of funds through the entire award year, the institution will make FSEOG awards by using student EFC and Pell Grant data to determine how to distribute the funds available.

The First selection of FSEOG recipients will be made from the students with “exceptional need” are defined by this institution as students that have an expected family contribution (EFC) of Zero (0000) that will otherwise be eligible for the FPELL Grant Program during the same award year. If there are available funds, the second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during award year.

Both selections will be made from the students, whose file has been completed, with no issues pending regarding the student’s eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation.

The U.S. Department of Education Title IV Student Financial Aid Programs:

The college is approved for, and does participate in the following USDE Title IV programs intended to defray the cost of attending for those students eligible for financial aid considerations:

GRANT (FREE) AID – This aid does not have to be repaid

Federal Pell Grant Program (FPELL) \$5,550.00 maximum annual limit (Does not require repayment)

Federal Supplemental Educational Opportunity Grant Program (FSEOG) (Does not require repayment)

LOANS TO STUDENT AND/OR PARENT

THIS AID MUST BE REPAID! THESE LOANS ARE NOT DISCHARGED BY BANKRUPTCY

Direct Federal Stafford Loans

Subsidized loans a need base loan (Interest earned while in school and during grace period is covered by the USDE)

Unsubsidized loans no-need based (Interest earned in school and during grace period may be delayed until the repayment period and will be added to the loan balance).**

Parent loans (PLUS) (Interest due from parents as last disbursement on a loan is made).

STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGGRESSIVELY COLLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE PAYMENTS IS VERY EXPENSIVE. DEFAULTING ON A STUDENT LOAN IS VERY DAMAGING TO CREDIT HISTORY AND FUTURE BORROWING POWER.

(*) Funds are limited in nature; therefore awards are based on availability of funds at the school.

(**) Annual loan limits and based on educational levels within the course of enrollment. Loan levels are specifically designate to the course of study at this institution.

For more specific information on each program please refer to the student guides available at Student Guide

http://studentaid.ed.gov/students/publications/student_guide/index.html

[Direct Loan Basics for Students](#)

[Direct Loan Basic for Parents PDF](#) [Spanish version PDF](#) {3MB}

Definitions Related To Financial Aid

The following definitions are common terms used within the financial aid terminology:

ACADEMIC YEAR: A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hour/36 Quarter credit hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours/12 semester credit hours/36 quarter credit hours. All students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours/Semester credit hours/Quarter Credit Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

CLOCK HOUR: A clock hour is a time period of 50 to 60 minutes of supervised instruction, during a 60 minute time period.

COST OF ATTENDANCE: Instructional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

CREDIT BALANCE: A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day balance was generated. Students must be responsible for budget, their own funds and for securing that the

funds are used for educational related expenses. FSA regulations refer to the amount of aid that exceeds the allowable charges as a credit balance.

DEPENDENT STUDENT: She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parent's income and assets data. Parent information relates to the parent the majority of the students support when parents are separated or divorced.

EXPECTED FAMILY CONTRIBUTION(EFC): Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN: You must be one of the following to receive federal student aid:

U.S. Citizen

U.S. National

U.S. permanent resident who has an I-551 or I-551C (Alien Registration receipt card)

Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:

Refugee

Asylum Granted

Parole for a minimum of one year that has not expired

T-Visa holder (T-1, T-2, T-3 etc.)

Cuban-Haitian entrant

Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking"

IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:

F1 or F2 student visa

J1 or J2 exchange visitor visa only

G series visa (pertaining to international organizations)

INDEPENDENT STUDENT: An individual who meets one of the following criteria:

1. (45) Were you born before January 1, 1988?
2. (46) As of today, are you married? (Separated but not divorced)
3. (47) As of July 1, 2011 will you be graduate or professional student?
4. (48) Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. (49) Are you a veteran of the U.S. Armed Forces?
6. (50) Do you have children who will receive more than half of their support from you between July 1, 2011 and June 30, 2012?
7. (51) Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2012?
8. (52) At any time since you turned age 13, were both of your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. (53) As determined by a court in your state are you or were you an emancipated minor?
10. (54) As determined by a court in your state of legal residence, are you were you in legal guardianship?
11. (55) At any time on or after July 1, 2010, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. (56) At any time on or after July 1, 2010, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were unaccompanied youth who was homeless?
13. (57) At any time on or after July 1, 2010 did the director of a runaway or homeless youth basic center or transitional living program determine that you were unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

PARENT(S): For the purpose of the financial aid programs, “a parent” is the mother and/or father or adoptive parents, stepparent or legal guardian- not foster parents.

PAYMENT PERIOD: 450 Clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

NEED: Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

WITHDRAWALS: Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of absent.

RECOVERIES: Recoveries resulting from unearned Title IV are due from the student and must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grants programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student’s withdrawal date. Students may make repayments arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

REFUNDS: If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date. The order of payment of refunds is, 1. Unsubsidized Loans from FFELP or Direct Loan, 2. Subsidized Loans from FFELP or Direct Loan, 3. Perkins Loans, 4. PLUS (Graduate Students) FFELP or Direct Loan, 5. PLUS (Parent) FFELP or Direct Loan, 6. Pell Grant, 7. Academic Competitiveness Grant (ACG), 8. National Smart Grant, 9. Federal SEOG. This order would apply in accordance to the aid programs available at this institution.

TRANSFER STUDENT: A student who attended a Post-Secondary institution before the enrollment at Career Development Institute, Inc., is required to provide a Financial Aid history from each of the institutions attended within the last six months before the enrollment at this institution. If a financial aid history is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid history is received by Career Development Institute, Inc.

VERIFICATION PROCESS: Federal regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the school policy, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/Plus loan applications, until completion of the verification process.

WHO MUST BE VERIFIED: The policy of this school is to verify those students selected by CPS (USDE contractor processing the FAFSA and calculating the EFC) as shown in the ISIR or SAR comment section indicated with an (*) next to the EFC. The institution’s Financial Aid Office (FAO) may opt to select an applicant for verification even though it is not selected by CPS.

VERIFICATION EXCLUSIONS: Applicants excluded from verification include:

- Death of the student
- Not an aid recipient
- Applicant verified by another school. Your FAFSA data must be the same as it was at the previous school, and the prior school must provide a letter to this school stating that it verified her application and providing the transaction number of the pertinent valid ISIR.
- Post enrollment. If you were selected for verification after ceasing to be enrolled at this school and all (including late) disbursement were made.

REQUIRED VERIFICATION ITEMS: Different data items apply to different applicants depending upon student dependency status and the Title IV programs used. Data items include:

For all applicants:

- Household size
- Number in college
- Supplemental Nutrition Assistance (SNAP, formerly food stamps)
- Child support paid

For non-tax filers:

- Income earned from work

For tax filers:

- Adjusted gross income (AGI)
- U.S. income tax paid
- Education credits
- Untaxed IRA distributions
- Untaxed pensions
- IRA deductions
- Tax-exempt interest

DOCUMENTATION REQUIRED:

AGI, taxes paid, and other tax data

The department encourages students and parents to use the IRS Data Retrieval process to import data from their tax return and **not change it**. It is the fastest, easiest, and most secure method of meeting verification requirements.

For the retrieval data to be acceptable documentation of tax data, it is necessary that neither students nor parents change the data after it is transferred from the IRS- if the data is changed, the student/parent will need to provide other documentation.

If students cannot or will not use IRS Data Retrieval, either at initial FAFSA filing or through the FOTW correction process, they must document AGI, taxes paid and untaxed income by providing an IRS tax return transcript.

There are a few ways to request a tax transcript: online at www.irs.gov, by calling 1-800-908-9946, or by mailing or faxing the paper Form 4506T-EZ, which can be printed out from the IRS website.

Students or parents who file an amended return cannot use the IRS Data Retrieval process. Instead, they must request a tax return transcript, but because that document only contains the information on the original return, they must also request a tax account transcript, which contains only the data that was altered. Both documents together can then be used to complete verification. If the tax filer chooses to order them on paper, he/she must use IRS Form 4506-T rather than Form 4506T-EZ.

The students and parents are required to complete and sign the verification worksheets developed by the Department, which serve as signed statements and as verification of household size, number in college, receipt of SNAP benefits, child support paid, and income earned from work for non-tax filers. There are two distinctive verification forms. One is for independent students where student and spouse (if applicable) data is required. The second form is for dependent students where student and parental data is required.

Household size

To document the household size (see instructions on FAFSA questions 72 and 93) the student needs to provide a statement signed by him and, if dependent, at least one parent that gives the name, age, and relationship to the student of each

person in the household. **If the student completed the Department's verification worksheet, no further documentation for this item is required.**

Number in College

The Financial Aid Officer document this item (see instructions on FAFSA questions 73 and 94) with a statement signed by the student (and, if he/she is dependent, at least one parent) that gives the name and age of each person in the household who is enrolled at least half time in an eligible college (excluding the parents of dependent students). The statement must also give the name of each college, and it can be written to the document household size as well. **Completion of the Department's sample verification worksheet will satisfy requirements for both items.**

SNAP benefits (food stamps)

If the ISIR indicated that someone in the parents' or student's household received SNAP benefits in 2010 or 2011, the student must provide a signed statement indicating receipt of the benefit. **A completed verification worksheet from the Department does this.** The institutional FAO at his/her option may require the student to show documentation from the agency that supplied the benefit or alternative documentation to satisfy this requirement.

Child support paid

If the ISIR indicated that the student or parent paid child support in 2011, the student will need to provide a statement signed by her or, he/she is dependent, either parent and giving the annual amount of the support, the names of those who paid it and whom it was paid to, and the name(s) of the children it was paid for. **A completed verification worksheet accomplished this.**

TIME PERIOD FOR PROVIDING DOCUMENTATION:

Applicants must provide the required documentation within 120 days from the last day of attendance or September 27, 2013, whichever is earlier.

APPLICANT RESPONSIBILITIES: To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification.

- *Number of family members in the household.

- *Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.

- *Change in dependency status.

Federal aid applicants of any Federal Student Aid program, whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage. However, if the institutional FAO determines that, an update due to marriage is required to better represent the student ability to pay for college, the data must be updated changing all applicable elements on the FAFSA.

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN SPECIFIC TIME PERIOD(S):

If the student cannot provide all required documentation within 120 days from the ISIR processed date or by September 27, 2013, whichever is the earlier, the school cannot complete the verification process. The school cannot complete the verification process. The school would advise the applicants via regular mail or e-mail and that the student is no longer eligible for the preliminary financial aid awards offered to the student. The school then gives the applicants the following options:

The student may continue training on a cash payment basis.

The student may withdraw, or

The student may make other financial arrangements to cover the school cost.

INTERIM DISBURSEMENTS: The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

TOLERANCES: Any discrepancy greater than \$25.00 MUST be resolved.

NOTIFICATION OF RESULTS OF VERIFICATION: The school shall notify the applicants of the results of the verification process within 30 days of the student's submission. The notification will take place using a new, if changed, award letter stating awards by aid programs amounts and expected disbursement dates. On this document the student and the parent has an opportunity to cancel all or part of the award from any loan program.

REFERRAL PROCEDURE: The school shall forward to the Secretary of Education, a referral of discovered fraud cases.

FINANCIAL AID – CONSUMER INFORMATION

CONSUMER INFORMATION: If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student aid funds, the student is entitled to a refund of the money not paid from federal student financial aid programs funds.

In effort to assist the student in making a more educational decision about enrolling, the institution provides disclosures on paper and in the catalog on its website.

California State

Institutional Performance Fact Sheet

Federal Disclosures

Right -to know Act. How are our students doing?

Gainful Employment Disclosure

Crime statistics report and procedures

Constitution & Citizenship Day (Sept 17th)

Drug and alcohol abuse policy

FERPA

Textbook disclosure

GED Classes availability

Copyright protection policy

Admission disclosure

Voting information