Anderson Medical Career College
School Catalog

April 2012- April 2013

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Director's Welcome

It is my pleasure to welcome you to Anderson Medical Career College. I am pleased that you have selected this institution to pursue your educational training. We offer training in the medical field on a flexible schedule for the convenience of our students. Our professional staff is fully committed to ensuring that every student is provided the opportunity to achieve the highest skill levels possible for success in his/her chosen field.

Please feel free to visit us and discuss your training plans with our qualified staff. As you review this catalog, I am confident that you will find the information needed on programs, policies and procedures to meet your needs. I am excited about the programs and services we have to offer students, and I sincerely hope that your experience at Anderson Medical Career College will be positive and rewarding. I wish you the best and look forward to serving you.

State Approval to Operate

Anderson Medical Career College' approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act of 2009, which is effective January 1, 2010. The act is administered by the Bureau for Private Postsecondary Education under the Department of Consumer Affairs. The Bureau can be contacted at: P.O. Box 980818, Sacramento, CA 95798-0818, Phone (888) 370-7589 or (916) 574-7720.

Anderson Medical Career College is a private institution which is approved to operate by the California Bureau of Private Postsecondary Education (BPPE).

Accreditation and Approvals

Anderson Medical Career College is accredited by the Commission of the Council on Occupational Education (COE).

The Vocational Nursing program is accredited by the California Board of Vocational Nurse and Psychiatric Technicians.

The Hemodialysis Technician, Certified Nurse Assistant, and Home Health Aide programs are approved by the California Department of Health Services.

Mission Statement

The mission of Anderson Medical Career College is to provide quality training in the fields of nursing and allied health. Our programs are designed to prepare students for entry into careers or higher education. We strive for perfection and are gratified to know that our students leave our campus well prepared and fully trained for a successful career in the medical field.

History

Anderson Medical Career College was first established in 1999 as B & R Nursing School by its founder, Blanca E. Lozano, an immigrant from Central America who came to the United States in 1972. Ms. Lozano served the community for over 30 years as a Registered Nurse for Kaiser Permanente in Panorama City and Granada Hills Community Hospitals in the San Fernando Valley area. After retiring from her job at these two prestigious hospitals, Ms. Lozano opened B & R Nursing School to give individuals like her the same opportunity by providing training in the nursing field.

With the increase in student population, the school opened a branch campus in the city of Commerce offering the same programs offered at the main campus in North Hollywood. Anderson Medical Career College is dedicated to helping individuals realize their career dreams by providing training in a variety of nursing and allied health programs. The school constantly strives to put student's interests first by training them for a career in the shortest time possible so that they may enter the workforce.

Campus Facilities

The main campus of Anderson Medical Career College is located at 10752 Burbank Blvd., North Hollywood, CA in the heart of the San Fernando Valley. The branch campus is located at 6400 E. Washington Blvd, Ste. 103, Commerce, CA. The main campus offers training in hemodialysis technician, certified nurse assistant and certified home health aide. The branch campus offers training in vocational nurse, certified nurse assistant and certified home health aide. The facilities have administrative offices, classrooms and lab areas where students can practice skills based upon their individual program requirements. The equipment used in each facility is comparable to that utilized in the workplace. The college is in compliance with all local, state and federal laws and regulations.

Media/Library Resources

Each program at Anderson Medical Career College has the necessary equipment and supplies to provide quality instruction. Instructional resources including CD's, and DVD's are available for student use during normal business hours. Students may check out materials to use overnight if necessary. The procedures for utilizing media resources are covered during the student orientation process. Computers are available for student use for research, completing practice tests, preparing class assignments, etc. during regular business hours.

Equipment and Supplies

Each campus is equipped with all the necessary supplies and equipment to fully prepare students to meet the requirements of their training program. All supplies and equipment meet the appropriate safety standards required by state and federal laws.

Business Hours

Regular business hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. Evening and weekend administrators and support staff are available on a limited basis during scheduled class sessions for students who require assistance during evening and weekend programs.

Class Size

Anderson Medical Career College limits the size of its classes in order to provide quality instruction and individualized instruction to every student. Class size may vary from program to program. Regardless of the class size, Anderson is committed to ensuring that each student receives the individualized attention needed to successfully complete his/her program.

School Calendar

Anderson Medical Career College observes the following holidays:

January 1	New Year's Day
January 17	Martin Luther King, Jr.
May 30	Memorial Day
July 4	Independence Day
September 5	Labor Day
November 24-25	Thanksgiving
December 23 – January 1	Winter Break

Students will be notified if AMCC closes for an emergency or other extenuating circumstance. A detailed class schedule will be provided in each program handbook during orientation.

Distance Education

AMCC does not provide any instruction through distance education. Students who enroll with AMCC will complete all course work at either the main campus in North Hollywood or the branch campus in Commerce.

Faculty and Staff

The faculty and staff of Anderson Medical Career College are selected for their education, work experience, dedication, enthusiasm and ability to motivate students to their highest level of achievement. A listing of all faculty and staff (current at the time of this printing) is located in Appendix B at the back of this catalog.

Policy and Program Modifications

This catalog is current at the time of printing. Anderson Medical Career College reserves the right to make changes in program content, program offerings, entrance requirements, policies, procedures and tuition subsequent to publication. The changes that affect students currently enrolled will be made with their knowledge.

General Admission Requirements

Applicants seeking admission to the Vocational Nurse or Hemodialysis Technician program must be at least 18 years of age and have a high school diploma or GED. Applicants seeking admission to the Certified Nurse Assistant or Certified Home Health Aide program must have completed the sixth (6th) grade. Applicants are encouraged to contact the College and make an appointment with an admissions representative to discuss occupational objectives and enrollment procedures. Specific admission requirements and procedures for each program can be found in the Program of Study section of this catalog.

Application Process

Individuals desiring to enroll in one of the programs offered by Anderson Medical Career College may apply in person or contact the College for an application. The College is open from 8:00 a.m. until 4:30 p.m. Monday through Friday. A staff member will be available to assist the prospective student with choosing a program, scheduling admissions testing, completing the application process, and making financial arrangements for training. Applicants with a high school diploma or GED will need to show proof by providing the College with the original document for photocopying. International students must show proof that they are proficient in the English language if not indicated on the high school diploma. A certificate of completion from an institution providing English as a Second Language or comparable training program is acceptable documentation.

Ability to Benefit Admission Procedures

Applicants who do not have a high school diploma or GED and can benefit from training in the Certified Nurse Assistant and Certified Home Health Aide programs offered by Anderson Medical Career College must meet the following admission requirements:

1. Complete the CPAt examination with a passing score of 126 or higher.
2. Complete Enrollment Application with Penal Code Section
3. Sign Enrollment Agreement
4. Provide Physical Exam Forms
5. Complete Live Scan Information Sheet and Uniforms Request Form
6. Finalize Payment Arrangements

Once the applicant has successfully met the admission procedures, the School Director will send a Letter of Acceptance to the applicant confirming that he/she can begin the program.
An applicant who has passed the state licensing test for nurse assistant is automatically accepted into the Certified Home Health Aide Program.

Transfer of Students from Other Institutions

Applicants who wish to transfer to Anderson Medical Career College from other institutions should meet with an admissions representative to determine if they meet the admission requirements for the program they are interested in. Applicants must submit the required enrollment documentation and be approved to transfer by the school director before starting classes. Enrollment will depend on available space in the program of interest.

Transfer of Credit from Other Institutions

Applicants who wish to transfer credit from courses completed at other institutions must submit a transcript showing the courses/hours previously completed, provide course syllabi, pass the standard admissions test and participate in an interview with the Admissions Director and the Program Director. Students must have received a passing grade of "C" or better for previous course work to be eligible for transfer. Credits/hours over three years old may not be accepted. Once credits/hours have been approved by the Program Director, the student will be charged for only the remaining hours of instruction needed to complete all requirements of the program and any supplies, testing fees and books that apply.

Maximum Number of Transfer Credits Allowed: The number of Anderson Medical Career College credits waived through the transfer of college course credits from previously attended schools or through Experiential Learning cannot amount to more than fifty-percent (50%) of the student's program.

Transfer of Credits And Credentials Earned at AMCC

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at Anderson Medical Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma earned in Vocational Nurse, Hemodialysis Technician and Certified Nurse Assistant and the certificate earned in Certified Home Health Aide is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is 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 AMCC to determine if your diploma or certificate will transfer.

Maximum Number of Transfer Credits Allowed: The number of AMCC credits waived through the transfer of college course credits from previously attended schools or through Experiential Learning cannot amount to more than fifty-percent (50%) of the student's program.

Transfer of Students to Programs Within AMCC

A student may request to transfer to another program within Anderson Medical Career College at any time. A student requesting a program transfer should first meet with the Financial Aid and Student Accounts departments to determine if the transfer is financially feasible. If it is determined that the transfer is financially feasible, the student will meet with the Education Director to discuss the reason(s) for the transfer, previously completed course work and timelines for program completion. If the transfer is approved by the Education Director, the student will meet with the School Director or Branch Manager to complete the appropriate paperwork and schedule classes subject to availability of classes in the new program.

If a student requests to change to a different schedule within the same program, he/she will meet with the Education Director to discuss the reason(s) for the change. If the schedule change is approved by the Education Director, the School Director or Branch Manager will change the student's course schedule.

Transfer or Articulation Agreements

Anderson Medical Career College has not entered into any transfer or articulation agreements with any other college or university.

International Students

All courses offered at Anderson Medical Career College are taught in English. International students seeking enrollment in the Vocational Nurse program will be required to achieve a passing score on the HESI examination. International students seeking enrollment in the Hemodialysis Technician or Certified Nurse Assistant program must achieve a passing score on the CPAt examination. Both the HESI and CPAt is administered in English only. AMCC does not offer visa services to prospective students. AMCC does not offer English language services to international students.

Student Orientation

Incoming students will be required to participate in a comprehensive orientation on institutional and program specific policies and procedures. During the orientation, students will be provided an opportunity to discuss the school catalog, program handbook, school policies, program requirements, dress code, attendance requirements, etc. Students will have an opportunity to get acquainted with staff and fellow classmates during the process. Orientation will be provided by a school administrator and program instructor.

Certificate and Diploma Requirements

Successful completion of the requirements for a certificate or diploma depends upon a student's individual efforts and abilities. In order for a student to earn a diploma or certificate, he/she must successfully complete the required hours as outlined in the Course of Study. A student who completes the requirements for Vocational Nurse, Hemodialysis and Certified Nurse Assistant will be awarded a diploma. A student who completes the Certified Home Health Aide will be awarded a certificate.

Attendance Policy

Students are expected to attend every class, be on time and stay until class is dismissed. Since all programs are conducted in a hands-on environment, attendance is critical to proper skill development. Good attendance is critical to completing program requirements and meeting program certification requirements. Excessive absences will result in the student being placed on probation. Probationary periods are different for each program. The program handbook contains detailed information on attendance requirements. Failure to maintain satisfactory attendance during the probation period will be grounds for dismissal. The program instructor and program director will give the student the opportunity to explain why satisfactory attendance could not be maintained; however, this does not guarantee that the student will be permitted to continue in the program.

Students will be required to make up all assignments, examinations or other work missed as a result of any absence. Upon returning, the student must make arrangements to make up missed work within the timeframe established by the program instructor.

Each program has specific attendance requirements that will be discussed during program orientation.

Tardiness

Students are required to arrive on time for class and clinical and to stay for the entire session. Students arriving late tend to disrupt other students and the clinical routine and could be missing important information. Instructors will record all late arrivals and early departures as a tardy or absent. Tardiness will be covered during the orientation process.

Leave of Absence

Anderson Medical Career College will grant a leave of absence to a student provided the school receives official written notice from the student five (5) business days in advance of the leave date. The written notice must state the reason(s) for the leave of absence. If the student plans to continue in the program after the leave of absence, the written notice should include this information and the return date. All work missed during the leave of absence must be made up

to the satisfaction of the instructor in order for the student to continue in the program. A leave of absence may delay the student's scheduled program completion date. If a student fails to return on the scheduled return date, he/she will be terminated from the training program.

Withdrawal

A student may withdraw from a program at any time by notifying the School Director in writing. A student who fails to notify the School Director will be dropped after ten (10) consecutive absences. A student may request reinstatement following a termination for any reason up to a period of one year of dismissal. Reinstatement is at the discretion of the School Director and program instructor(s). The Director and program instructor(s) will review the academic and attendance records and the student's current circumstances and make a decision. The student will be notified in writing of the decision. If reinstatement is granted, the student will be notified of the effective date.

Satisfactory Academic Progress

Qualitative Standard: Anderson Medical Career College considers a student to be making satisfactory academic progress if he/she maintains an overall Grade Point Average (GPA) of 2.0 or an average of 70% or better.

Quantitative Standard: The maximum timeframe in which a student must complete his/her program of study is 1.5 times the prescribed clock hour length of the program of study as noted on the student's Enrollment Agreement. For example, a student enrolled in a 480 clock hour program of student would have 720 clock hours to complete the program of study.

Increments for Evaluation: A student's academic progress is evaluated each week. Attendance is recorded daily. These measures allow the College to determine whether a student is successfully completing at least the minimum percentage of work at a satisfactory grade level to complete his/her program in the prescribed time. For a 480-clock hour program of study that normally takes 12 weeks for completion, a student would have the maximum time frame of 18 weeks for completion of the program. Thus, a student will have to complete the first 240 hours of the program within nine (9) weeks to be making satisfactory progress.

Grading System

The following grading system has been adopted by Anderson Medical Career College for all programs:

A	Excellent	90-100%
B	Good	80-89%
C	Average	75-79%
D	Poor	69-74%
F	Fail	69% and Below

A student earning a grade of 75% or better is considered to have successfully completed a course segment and may proceed to the next course or level within the program.

An "Incomplete" can be converted to a letter grade by completing the missed work within 30 days after the end of a course segment or the grade will change to an F which will be calculated into determining the student's final grade for the course.

A "Withdrawal" will not be considered as credit successfully completed but will be recorded as credit attempted. Withdrawals are not considered when calculating a student's Grade Point Average (GPA). A failing grade will necessitate the student repeating the entire course segment and may restrict the student from continuing his/her program of study depending upon when the failed course will be repeated.

Academic Advisement

Students will be provided with personal assistance regarding program requirements, scheduling and academic requirements. Students are encouraged to request a conference with their instructor(s) if academic problems arise. Instructors can provide students with information on improving study habits, test taking, note taking and time management. The sooner academic problems are addressed, the more likely the student will be able to make changes that will result in improvements in academic performance and ensure that he/she will be able to successfully complete the program.

Student Records

Anderson Medical Career College complies with State regulations regarding the retention of student records which stipulates that student records will be maintained for not less than five (5) years at the school's main place of business. All records will be maintained at the main campus and a copy of student records from the branch campus will also be maintained at the main campus. Academic transcripts will be permanently kept at the main campus.

Transcripts

Official transcripts will be issued upon request. Students may request a transcript in person or in writing with a signed release of information. The first transcript will be provided to the student at no charge. The cost of a replacement transcript will be $5. Transcripts will not be released until all financial obligations have been met.

Code of Conduct

Students are expected to conduct themselves in a professional manner at all times. This means complying with rules and regulations of the institution and treating College personnel and

others with respect and consideration. Any student who exhibits unsatisfactory conduct while enrolled in Anderson Medical Career College will be subject to disciplinary action up to and including suspension or dismissal from his/her program. Unsatisfactory conduct includes but is not limited to: stealing, cheating, falsification of any document, intoxication, drug use or possession, possession of weapons or any other behavior that constitutes unprofessional conduct. Students are expected to come to class prepared with the necessary books and supplies and follow instructor guidelines for all assignments, homework and projects.

Probation

Students who fail to maintain satisfactory academic progress will be subject to probationary action. Students who fail to maintain at least a Grade Point Average (GPA) of 2.0 or 75 % (C average) will be placed on probation for a period of one (1) month. Notification of probation status will be made by letter sent via certified mail. Probations may not be appealed.
Students placed on probation must maintain satisfactory academic progress until the next level of evaluation. If no improvement has been made, the student will be dismissed from the program.

Suspension

The School Director, with adequate and appropriate reason(s), can suspend a student for violating College policies. If the student is on campus, verbal notification of the reason(s) for the suspension will be given immediately and the student will be asked to leave the premises. The School Director will follow up the verbal notification of suspension in writing and inform him/her of when to return to the College. Suspensions may not be appealed.

Termination

The School Director, with adequate and appropriate reason(s), can terminate a student for violation of College policies. If student is terminated, he/she may appeal the termination. To appeal a termination, the student must submit in writing the circumstances surrounding the termination and the reason(s) the student feels he/she should be allowed to be reinstated. The appeals letter must be received within ten (10) business days following notification of termination.

Re-entry After Dismissal

A student who has been terminated for lack of satisfactory academic progress may apply to be readmitted to the institution after waiting a period of three (3) months. If the student is reinstated, he/she will be reenrolled for a one (1) month probationary period. Students who have not maintained satisfactory academic progress can reestablish eligibility by successfully completing sufficient clock hours and/or attaining the overall GPA required by the end of the next review period.

Dress Code

All students are expected to dress in a manner that reflects the professional nature of the College. Students are not permitted to wear shorts, mini-skirts, midriff tops, muscle shirts/tank tops, halter tops or T-shirts with offensive content. Ball caps or hats are not permitted inside the building. All programs offered at Anderson Medical Career College require student uniforms and students are required to comply with the dress requirements for each program. Specific information on program attire will be discussed with students during the orientation process.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records. Students have the right to inspect and review their records maintained by the College. The College is not required to provide copies of records unless, for reasons such as great distance, it is impossible for a student to review his/her records at the College. A fee may be charged for copies of a record.

A student has the right to request that the College correct records which he/she believes to be inaccurate or misleading. If the College decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the College still decides not to amend the record, the student has the right to place a statement with the record setting forth his /her view of the contested information.

Generally, the College must have written permission from a student in order to release any information from the student's education record; however, FERPA allows the College to disclose those records, without consent, to the following parties or under the following conditions:

- College/school officials with a legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for auditing or evaluating purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities pursuant to specific State law.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirement of FERPA. FERPA is administered by the Family Policy Compliance Office, Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Student Grievance Procedure

It is the goal of Anderson Medical Career College to provide education and training in an environment that is conducive to learning. To ensure that this occurs, the institution has implemented a grievance procedure for students who feel they have been discriminated against, harassed by students or employees, denied reasonable accommodations, and/or denied an opportunity to participate in a program because of their race, color, creed, religion, national origin, ancestry, sex, age, sexual orientation, or disability.

Students are encouraged to resolve any problem that arises by first discussing the problem with the person against whom the complaint is lodged. If the complaint cannot be satisfactorily resolved, or if the student is uncomfortable dealing with the individual, the student should present his/her complaint to the School Director.

Informal Grievance Procedure

Step 1:
The student must bring the complaint to the attention of the School Director within five (5) school days of the occurrence. The School Director is responsible for completing a preliminary investigation of the alleged complaint.

Step 2:
The School Director and other parties involved will work to informally negotiate a solution with five (5) school days from the date of the complaint. (A total of 10 day from filing informal grievance)

Step 3:
If the grievance cannot be satisfactorily resolved through an informal process, the student may proceed to file a formal written grievance within five (5) school days. (A total of 15 days from filing informal grievance)

Formal Grievance Procedure

Step 1:
Within fifteen (15) school days of the alleged complaint, a student will file a written notice with the School Director. The Student Grievance Form may be obtained from the School Director. The student's written notice will identify the nature of the alleged discrimination/complaint, the date(s) of occurrence, expected outcomes, and be signed and dated by the student filing the grievance.

Step 2:
The School Director shall respond in writing within five (5) school days regarding the process followed, persons involved and steps taken to try and resolve the alleged grievance.

Step 3:
If the student is not satisfied with the proposed solution, the student may appeal in writing to Chief Operating Officer. The Chief Operating Officer will have five (5) school days upon receipt of the grievance to review the action(s) taken up to this point. The Chief Operating Officer will either concur with the action taken by the School Director or offer an additional solution in writing.

Step 4:
In the event the student is not satisfied with the action taken up to this point in the grievance process or upon completion of Step 3, the student may file a complaint with the Bureau for Private Postsecondary Education, P.O. Box 980818, Sacramento, CA 95798-0818 by calling (888) 370-7589 or (916) 574-7720 or by completing a complaint form which can be obtained on the bureau's Internet web site www.bppe.ca.gov

Students may also contact the College's accrediting agency:

Council on Occupational Education
7840 Roswell Road, Bldg. 300, Suite 325
Atlanta, GA 30350
(800) 917-2081 or (770) 396-3898
www.council.org

Students enrolled in the LVN program may contact the California Board of Vocational Nursing and Psychiatric Technicians at:

Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive
Suite 205
Sacramento, CA 95833
(916) 263-7800

A student may withdraw a complaint at any time during the process by completing the Student Grievance Withdrawal Form that can be obtained from the School Director.

Nondiscrimination Statement

Anderson Medical Career College does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, age, sexual orientation or disability in the administration of any of its educational programs or activities, or with respect to admissions or employment.

Special Accommodations for Students

Anderson Medical Career College will make every effort to provide equal opportunities to students by providing reasonable accommodations for students with disabilities. Students who have special needs should inform the admissions representative at the time of enrollment to discuss what accommodations are needed. When appropriate, the College may ask you to provide additional information from your physician or other medical provider. The College may also refer you to other educational institutions or community providers for assistance.

Drug and Alcohol Abuse Policy

Anderson Medical Career College does not tolerate the use, possession, distribution, sale or consumption of alcoholic beverages, non-prescription drugs and/or controlled substances on College premises. The College reserves the right to immediately dismiss any student who violates this policy. Students in violation of local, state and federal laws regarding illegal drugs and alcohol may be subject to both criminal prosecution and school disciplinary action. School disciplinary action may include disciplinary probation, suspension or expulsion. If a student suspects that another student is in violation of the Drug and Alcohol Abuse Policy, he/she should notify the School Director or program instructor immediately.

Internet Use Policy

Computers available for student are for instructional purposes only. Students are not permitted to enter or access any inappropriate or unethical websites or chat rooms, use inappropriate language, knowingly use copyrighted materials, threaten or harass any individual(s) through Internet connection, or download any pirated or illegal software or pornographic material. Failure to comply with this policy will result in computer access being denied.

Campus and Crime Awareness Policy

Anderson Medical Career College strives to provide a safe environment for students and staff. The College has adopted a plan to ensure the health and safety of employees, students and guests. In the event that a crime is committed during regular school hours, the incident will be reported to the School Director. If a crime occurs after hours, the incident will be reported to the police. The College encourages all employees and students to report any criminal incidents or other emergencies to the School Director as soon as possible. The College takes no responsibility for any personal belongings that are lost, stolen or damaged, whether on campus or off or during any College activities.

Housing

Anderson Medical Career College does not have dormitory facilities under its control nor does it arrange housing for students. Students seeking housing accommodations are encouraged to check the local newspapers for listings and rental rates. Availability and cost range varies depending on the location. Students are also encouraged to check the Internet for information on rental rates and purchase prices. Apartment rental rates start as low as $625 per month.

Consumer Protection

All programs are taught at 10752 Burbank Boulevard, North Hollywood, California 91601 (main campus) or 6400 E. Washington, Boulevard, Suite 103, Commerce California 90040.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Post Secondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
www.bppe.ca.gov
Toll-free Phone (888) 370-7589
Fax (916) 263-1897

As a prospective student, you are encouraged to review this catalog 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.

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

Anderson Medical Career College has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under Federal law.

Student Services

Every effort is made to ensure that students are provided the services they need while enrolled at Anderson Medical Career College. Services available to students include the following: tutoring, media services, academic advising, job placement services, referrals to outside service providers and reasonable accommodations.

Job Placement Services

Anderson Medical Career College provides job placement services for all students. While no guarantee for employment is made, students are provided assistance with resume preparation, job search techniques and interviewing skills. Job openings are posted in the main lobby at both the main and branch campus. Information on companies, recruiters and employment opportunities are available to students upon request.

Students have access to computers in each classroom to access a statewide list of employers via the Internet. Staff is available to assist students with phone calls, completing applications, faxing information and providing documentation for students who are seeking or have secured employment. Guest speakers are used to provide information on how to find and secure employment. A career fair is held annually to allow students to talk with employers about job openings and the employment process.

Follow-Up Procedures

Prior to leaving the College, students will be required to participate in an exit interview with student services staff. During the interview, students will complete a Follow-Up Questionnaire that will provide the College with information on where they can be located after completion of their program. Students will be mailed a Follow-Up Form to complete and return within the first six months of the date they completed their program to verify if they are employed. Students will be asked to provide their starting salary, advancement opportunities, and indicate how beneficial the training they received was in securing employment. Students are encouraged to promptly return the completed form to the College. The College will use the information for reporting purposes only and no student specific data will be identified.

Students who leave the area after completing their program are asked to provide the College with updated contact information.

Visitors

All visitors must sign in at the main office of the school before entering classrooms, etc. Students are not permitted to bring children into the classrooms/laboratories without permission from the school director. Anyone who is disruptive to the smooth operation of the College will be asked to leave the premises immediately.

Books and Supplies

The cost of textbooks and some supplies are included in the total cost of each program. Additional supplies such as notebooks, paper, pens, pencils, etc. must be provided by the student. A list of all required supplies will be provided during the orientation process

Health and Safety

Procedures have been implemented to ensure that incidents involving the health and safety of students are handled appropriately. Copies of the health and safety plan are located in each classroom and in the office of the main and branch campus. Students are required to complete a Medical Information Form during the enrollment process. This information is needed in case a student becomes seriously ill or is involved in an accident while on campus. It is important that each student update his/her information if emergency phone numbers or medical conditions change at any time during training. Students will be provided specific health and safety information during the orientation process.

Students are expected to be personally responsible for fire prevention and compliance with safety requirements. Evacuation plans are posted in each classroom to direct students to the most appropriate evacuation locations. Students are expected to use all classroom supplies and equipment for their intended purposes only and to comply with all policies and procedures effecting the health and safety of students.

Tuition and Fees

The Enrollment Agreement obligates the student and the College for the entire program of instruction. Registration, tuition, textbooks and uniform fees for each program are listed in Appendix A at the back of this catalog. The College will work with each student to determine the best payment plan to meet his/her financial obligations for the program.

Student Tuition Recovery Fund (STRF)

STRF is a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of school closure, the institution's breach or anticipatory breach of the agreement for the course of instruction, or a decline in the quality of the course of instruction within a 30-day period before the instruction closure. The funds protect only California students.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund if all of the following applies to you:

1. You are a student who is a California resident or are enrolled in a residency program 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 assessment if either of the following applies:

1. You are not a California resident or are not enrolled in a residency program, or
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 State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who are students, or are enrolled in a residency program, attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed, or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

Refund Policy

A student has the right to cancel the Enrollment Agreement without any penalty or obligation and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. After the end of the cancellation period, a student may withdraw at any time and have the right to receive a prorated refund if the student has completed 60 percent or less of the scheduled days in the current payment period in the program through the last day of attendance. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. Students who elect to cancel their training shall provide written notice of cancellation to the main campus at 10752 Burbank Boulevard, North Hollywood, CA 91601 or the branch campus at 6400 E. Washington Boulevard, Suite 103, Commerce, CA 90040.

Written notice of cancellation, if mailed, will be effective when postmarked. If the Enrollment Agreement is cancelled, the College will refund all monies paid, less the registration fee of $75 and any equipment not returned in good condition, within 45 days after the notice of cancellation.

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

- Written notification is made to the College
- The institution terminates the student's enrollment for failure to maintain satisfactory progress, abide by rules and regulations of the institution, absences in excess of the maximum set forth by the institution, and or failure to meet financial obligations of the College
- The student has failed to meet the attendance requirements established for the program
- The student fails to return from a leave of absence

For the purpose of calculating the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed the College will be equal to the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days attended prior to withdrawal.

If a student has paid for training beyond the current payment period and withdraws prior to beginning the next payment period, all charges will be refunded. If any portion of the tuition was paid with proceeds from a loan or third party, the refund shall be sent to the lender, third party, or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.
Any amount in excess of the unpaid balance of the loan shall be used to repay any student financial aid programs from which the student received benefits and any remaining amount shall be paid directly to the student.

The College may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

Financial Assistance

Anderson Medical Career College does not participate in federal or state financial aid programs.

If a student obtains a loan to pay for his/her educational program, the student is obligated to repay the full amount of the loan plus interest less the amount of any refund. If the student

receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal aid funds.

Students interested in applying for an Anderson Medical Career College in-house scholarship grant or finding out if they qualify for free training should contact the admissions office at (818) 762-7095.

Vocational Nurse

(Offered at the Branch Campus Only)

Mission of Vocational Nurse Program

The mission of the Vocational Nurse Program is to train students in the skills needed to pass the National Council Licensing Exam for Practical Nursing and become successfully employed in a healthcare setting.

Program Description

The vocational nurse program provides students with the theory, interpersonal, laboratory skills and clinical experience to prepare them for a career as a vocational nurse. Lecture and skills laboratory take place on campus while the clinical training takes place at various health care facilities. The vocational nurse functions as a member of the health care team who provides basic nursing care, administers medications, reports and documents patient signs and symptoms, and carries out therapeutic and rehabilitative measures. Upon successful completion of the program, the student is eligible to take the National Council Licensing Exam for Practical Nursing (NCLEX-PN) to become licensed as a Vocational Nurse (LVN).

Objectives of the Program

The objectives of the Vocational Nurse program are to:

1. provide the student with the theory, skills, and clinical exposure to successfully pass the NCLEX-PN examination and work as an entry-level vocational nurse in an acute hospital,

skilled nursing or long-term care facility,
2. provide students with the skills necessary to collect and interpret data using the nursing process in nursing practice in a clinical practice, and
3. train students to become a vital member of a healthcare team

Length of Program

Full-time Program: 54 Weeks
Part-time Weekend Program: 108 Weeks

Total Clock Hours: 1544.50

Theory and Lecture: 584.50 hours
Clinical Practice: 960 hours

Class Schedule

Full-time: Monday through Thursday from 8:00 a.m. – 4:30 p.m.
Part-time: Saturday & Sunday from 8:00 a.m. – 4:30 p.m.

Assessment

A student must achieve an average score of 75 percent on quizzes and minimum of 75 percent on each mid-term exam and the final. A student must complete 960 hours of clinical practice and achieve a PASS grade on each level in order to move on to the next level.

Curriculum Content

Courses	Theory Hours	Clinical Hours	Total Hours
Anatomy & Physiology	54		54
Nutrition	3		3
Psychology	9		9
Normal Growth and Development	6		6
Nursing Fundamentals	56	250	306
Nursing Process	5		5
Communications	4	40	44
Patient Education	5	40	45
Pharmacology	60	40	100
Medical Surgical Nursing	222.5	320	542.5
Communicable Disease	20	40	60
Gerontological Nursing	40	56	96
Rehabilitation Nursing	13	40	53
Maternity Nursing	41	66	107
Pediatrics	32	48	80

Leadership	7	10	17
Supervision	7	10	17
	584.5	960	1544.5

Admission Requirements

All applicants for the Vocational Nursing program must undergo a special interview with a school representative prior to final acceptance for admission to the program for the purpose of evaluating their commitment and ability to successfully complete the program. Applicants must provide the following:

1. copy of High School Diploma or GED. Foreign diploma or transcript must be translated to English and evaluated for equivalency to the U.S. High School Diploma,
2. passing score of 70% or higher on the HESI or ATI Assessment Test on Reading Comprehension, Grammar, Vocabulary, General Knowledge and Math,
3. proof of physical exam, TB Test or Chest X-ray, and immunization records, and
4. proof of background check with an accredited investigation agency.

Licensure Requirements

In order to work as a vocational nurse in the state of California, an individual must become licensed by meeting the requirements listed below:

1. be at least 17 years old,
2. be a graduate from an accredited high school or acceptable equivalent,
3. successfully complete a California Accredited Vocational Nursing Program,
4. achieve a passing score on the National Council of the State Boards of Nursing to take the National Council Licensure Examination for Vocational Nurses (NCLEX-PN),
5. submit required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints, Note: A license will not be issued until the Board receives the background information for DOJ.
6. submit all required forms to the Board of Vocational Nurse and Psychiatric Technicians (BVNPT).
   (One of the required forms is "Record of Conviction." If you have any questions regarding this form, you will need to speak with a Board Representative.)

For additional information on becoming registered, visit the Board of Vocational Nursing and Psychiatric Technicians web site at http://www.bvnpt.ca.gov/

Program completers must satisfy ALL requirements for certification at the time of the application for licensure.

Hemodialysis Technician

(Offered at Main Campus and Branch Campus)

Mission of the Hemodialysis Technician Program

The mission of the Hemodialysis Technician Program is to train students in the skills needed to become employed as an entry level dialysis technician in a clinical setting and pass approved national certification examinations.

Program Description

The Hemodialysis Technician program is designed to prepare students for employment as Hemodialysis patient care technician or as dialysis technician. By learning what dialysis is, how it was developed, how it is used, and how to maintain the equipment, students will be able to help patients with renal disease receive safe and effective dialysis treatment. Dialysis technicians work with people whose kidneys no longer work properly or at all. The Hemodialysis Technician operates machines that remove wastes, salt, and extra water from a patient's blood while keeping safe levels of certain chemicals. Dialysis patients generally use the machine for about four hours, three times each week. The technicians prepare patients for dialysis, monitor them and the machine during dialysis, and perform required procedures when dialysis is completed.

Objectives of the Program

The objectives of the Hemodialysis Technician program are:

1. to educate students on the role of the dialysis team (physician, nurse, technician, renal dietitian and social worker);
2. to provide accurate information regarding infection control and standard precautions, dialysis procedures, water treatment systems, dialysis machines and machine functions so that students can care for dialysis patients;
3. to introduce students to a dialysis clinical setting where they work with other healthcare professionals;
4. to educate students on the legal and ethical implications related to employment in a clinical or hospital dialysis facility; and
5. to prepare students to take and pass the CDC exam or any of the CMS approved national certification examinations and work as an entry level dialysis technician in hospitals under the supervision of a registered nurse or in dialysis units run by private companies.

Length of Program

Part-time Weekend Program: 20-28 Weeks

Total Clock Hours: 320 Hours

Theory/Lecture and Skills Lab: 120 hours
Clinical Practice/Externship: 200 hours

Class Schedule

For the first 12 weeks (Theory & Skills Lab): Saturdays & Sundays from 8:00 a.m.– 2:30 p.m. Externship begins between the 13th & 14th week with variable schedules and are normally arranged with students and announced beginning on the 11th week.

Assessment

A student must achieve an average score of 75 percent on quizzes and minimum of 75 percent on each mid-term exam and the final. Students must perform all the tasks on the Clinical Skills Checklist under the direct supervision of a facility supervisor at least once with a satisfactory or better rating.

Course Content

Courses	Theory Hours	Skills/Lab Hours	Clinical Hours	Total Hours
Orientation	6			6
Normal Kidney Functions & Renal Failure	12			12
Dialysis Environment	12			12
Principles of Dialysis	12			12
Hemodialysis Devices	8	8		16
Hemodialysis Procedures & Hemodialysis Complications	12	14		26
Dialyzer Reprocessing	12			12
Water Treatment	9	3		12
Vascular Access	9	3		12
Externship			200	200
TOTAL HOURS	**92**	**28**	**200**	**320**

Admission Requirements

All applicants for the Hemodialysis Technician program must provide the following:

1. copy of U.S. High School Diploma or GED. Foreign diploma or transcript must be translated to English and evaluated for equivalency to the U.S. High School Diploma;
2. passing score of 140 or higher on the CPAt examination;
3. proof of physical exam including TB clearance, MMR Immunity, Varicella Titer, Hepatitis B Titer or Immunization.

In addition, externship facilities may require a student to pass a background check with an accredited investigation agency.

Licensure Requirements

In order to provide services as a Hemodialysis Technician in the state of California, you must be certified by meeting the requirements listed below:

1. have a high school diploma or equivalency or have greater than four years of work experience in dialysis as of October 14, 2008;
2. have successfully completed a training program that is approved by the medical director and governing body of a hemodialysis clinic or unit, under the direction of a registered nurse; and
3. successfully accomplished either of the following:
   (a) pass a standardized test that is approved by the department and that covers the subjects listed in paragraph (1) of subdivision (b) and in Section 1247.5. This test shall be administered in a proctored environment by an independent examiner. For purposes of this subdivision, independent examiners may include representatives appointed by End-Stage Renal Disease Network 18, the California Dialysis Council, or any private testing organization approved by the department for that purpose.
   (b) successfully pass an examination offered by a national, commercially available certification program for hemodialysis technicians which is approved for this purpose by the Centers for Medicare and Medicaid Services.

Additional information on CHT certification requirements is available at the California Department of Health Services web site at www.cdph.ca.gov

Certified Nurse Assistant

(Offered at Main Campus and Branch Campus)

Mission of the Certified Nurse Assistant

The mission of the Certified Nurse Assistant program is to prepare students for entry-level employment as a caregiver in health care facilities and home health services.

Program Description

This program is the stepping stone to the nursing field. Students learn the basics of nursing, including first aid, feeding, bed maintenance and blood pressure reading. Students receive individualized instruction as they develop their skill level in performing basic nursing skills. Each student is trained on the skills necessary to take the Certified Nursing Assistant Board Exam to become licensed as a Certified Nursing Assistant.

The Certified Nursing Assistant diploma program prepares students for entry-level employment as a bedside caregiver in healthcare facilities or home health services. Graduates can work as nursing aides, nursing assistants, or attendants under the direction and supervision of a registered nurse or licensed vocational nurse.

Objectives of the Program

The objectives of the Certified Nurse Assistant program are:

1. to equip students with the knowledge and skills necessary to assume the role and responsibility required in long-term care as a Certified Nurse Assistant;
2. to train students in effective communication, infection control, safety, resident's rights and basic nursing skills through lecture, lab and clinical practice;
3. to prepare students to take the Certified Nursing Assistant Board Exam and be licensed as a Certified Nurse Assistant; and
4. to prepare students to gain employment as a licensed CNA.

Length of Program

Total Clock Hours: 160 hours
Theory and Lecture and Skills Lab – 60 hours
Clinical Practice – 100 hours

Class Schedule

Classes are offered based on interest and need.

Assessment

A student must complete the Certified Nurse Assistant program with a minimum grade of 75 percent. Students are evaluated through written and performance assessments. A student

must complete all the required hours in the program to be eligible to take the CNA Board Exam.

Course Content

Admission Requirements

An applicant for the Certified Nurse Assistant program must meet the following admission requirements:

1. completed 6th grade of elementary school,
2. achieve a passing score of 126 or higher on the CPAt examination; or an examination of basic education skills that is approved for eligibility use by a state or federal agency and agreed to by AMCC in writing,
3. pass a physical examination, TB Skin Test or chest X-ray, and
4. submit immunization records.

Licensure Requirements

In order to provide services as a Nurse Assistant in the state of California, you must be certified by meeting the requirements listed below:

1. be at least 18 years of age,
2. successfully completed an approved Certified Nurse Assistant Training program approved by the California Department of Public Health,
3. complete the Live Scan Fingerprinting Service (Live Scan is inkless electronic fingerprinting. The fingerprints are electronically transmitted to the Department of Justice and Federal Bureau of Investigation for completion of a criminal records check.),
   The State of California will likely deny you registration if you have a felony conviction.
4. pass the Certified Nursing Assistant California State Board examination.

Completers must satisfy ALL requirements for registration/licensure at the time of application for licensure.

Additional information on the process for becoming certified may be obtained on the California Department of Health Services web site at www.cdph.ca.gov

Certified Home Health Aide

(Offered at Main Campus and Branch Campus)

Mission of the Certified Home Health Aide Program

The mission of the Certified Home Health Aide Program is to prepare students to pass the State Department of Health Services Certification exam and become employed in home health services, health care facilities and in-home care settings.

Program Description

The Certified Home Health Aide program is an extension of the Certified Nurse Aide program. Students who have completed the 160 hour Certified Nurse Assistant program are eligible to take the 40-hour Certified Home Health Aide program and be certified by the State Department of Health Service upon successfully passing the state exam. In this program, students learn about specific needs of patients with various conditions, ethics, lifting the patient, providing emotional support to the patient and family members and other skills needed to provide care in the home or long term care facility.

Objectives of the Program

The objectives of the Certified Home Health Aide program are:

1. to equip students with the knowledge and skills necessary to provide care to patients in home or in long term care facilities,
2. to provide additional training to allow students to work with patients whose services are paid for through Medicaid and Medicare,
3. to prepare students to pass the state license exam as a Certified Home Health Aide, and
4. to prepare students to gain employment as a licensed CHHA.

Length of Program

40 Clock Hours

Class Schedule

Classes are offered based on interest and need.

Admission Requirements

In order to be admitted to the Certified Home Health Aide program, an applicant must be a Certified Nurse Assistant certified by the Department of Health Services.

Licensure Requirements

In order to provide services as a Home Health Aide in the state of California, you must be certified by meeting the requirements listed below:

1. be at least 18 years of age,
2. be a licensed Certified Nurse Assistant in the state of California,
3. have completed an approved Certified Home Health Aide training program approved by the California Department of Public Health, and
4. pass the Home Health Aide California State Board Examination.

Additional information on the process for becoming certified may be obtained on the California Department of Health Services web site at www.cdph.ca.gov

Acute Care Nurse Assistant

(Offered at Main Campus and Branch Campus)

Mission of the Acute Care Nurse Assistant Program

The mission of the Acute Care Nurse Assistant Program is to help expand the skills of Certified Nurse Assistant graduates who have passed the State Board Exam.

Program Description

The Acute Care Nurse Assistant Program is an extension of the Certified Nurse Aide program. Students who have completed the 160 hour Certified Nurse Assistant program are eligible to take the 80-hour Acute Care Nurse Assistant program upon successfully passing the State Department of Health Service CNA certification exam. In this program, students learn about acute care nurse assistant responsibilities, communication and documentation of patient conditions, care of surgical patients, care of patients with altered gastrointestinal function or nutritional status, supporting patient genitourinary, reproductive, and endocrine needs, and special care for cardiovascular, respiratory, orthopedic, and neurological patients.

Objectives of the Program

The objectives of the Acute Care Nurse Assistant program are to expand the skills of the long term care nurse assistant who cares for patients in an acute care setting. This program aims to educate the Nurse Assistant on his/her role and limitations in the acute care setting, procedures and precautions to protect patients and staff including infection control.

Length of Program

80 Clock Hours

Class Schedule

Classes are offered based on interest and need.

Admission Requirements

In order to be admitted to the Acute Care Nurse Assistant program, an applicant must be a Certified Nurse Assistant certified by the Department of Health Services.

Licensure Requirements

In order to provide services as an Acute Care Nurse Assistant in the state of California, you must be certified by meeting the requirements listed below:

5. be at least 18 years of age,
6. be a licensed Certified Nurse Assistant in the state of California,
7. have completed an approved Acute Care Nurse Assistant training program approved by the California Department of Public Health.

Rehabilitative Nurse Aide

(Offered at Main Campus and Branch Campus)

Mission of the Rehabilitative Nurse Aide Program

The mission of the Rehabilitative Nurse Aide program is to help expand the skills of Certified Nurse Assistant graduates who have passed the State Board Exam.

Program Description

The Rehabilitative Nurse Aide program is an extension of the Certified Nurse Aide program. Students who have completed the 160 hour Certified Nurse Assistant program are eligible to take the 16-hour Rehabilitative Nurse Aide program upon successfully passing the State Department of Health Service CNA certification exam. In this program, students learn to handle and care for patients who are undergoing rehabilitation.

Objectives of the Program

The objectives of the Rehabilitative Nurse Aide program are to expand the skills of the long term care nurse assistant who cares for rehabilitative patients.

Length of Program

16 Clock Hours

Class Schedule

Classes are offered based on interest and need.

Admission Requirements

In order to be admitted to the Rehabilitative Nurse Aide program, an applicant must be a Certified Nurse Assistant certified by the Department of Health Services.

Licensure Requirements

In order to provide services as an Rehabilitative Nurse Aide in the state of California, you must be certified by meeting the requirements listed below:

1. be at least 18 years of age,
2. be a licensed Certified Nurse Assistant in the state of California,

APPENDIX A

Tuition and Fee Schedule

Effective 1/24/2012

Program	Registration Fee Non-Refundable	Student Tuition Recovery Fund Non-Refundable	Textbooks, Materials, Test Fees, Insurance, Physical Exam, CPR Training	Uniforms	Tuition	Total Cost
Vocational Nurse Part-time	$75.00	$60.00	$1,165.53	$32.00	$22,727.47	$24,060.00
Vocational Nurse Full-time	$75.00	$47.50	$1,165.53	$32.00	$17,577.47	$18,897.50
Certified Nursing Assistant	$75.00	$5.00	$411.60	$32.00	$1,226.40	$1,750.00
Certified Home Health Aide	$75.00	$2.50	$25.00	N/A	$400.00	$502.50

Certified Nurse Aide/Certified Home Health Aide STD	$75.00	$5.00	$463.60	$32.00	$1604.40	$2180.00
Certified Nurse Aide/Certified Home Health Aide SCH	$75.00	$2.50	$463.60	$32.00	$779.40	$1352.50
Hemodialysis Technician	$75.00	$17.50	$554.31	$32.00	$6213.69	$6892.50
Acute Care Nurse Assistant	$75.00	N/A	$25.00	N/A	$700.00	$800.00
Rehabilitative Nurse Aide	$75.00	N/A	$25.00	N/A	$200.00	$300.00

APPENDIX B

Faculty

Name	Most Advanced Degree/College	Experience in Field/Classroom	Degrees & Certificates	Part-time	Full-time
Vocational Nurse					
Blanca Lozano	RN,BSN, San Salvador School of Nursing El Salvador	35	Director of Staff Development, Home Health Aide Nursing, Instructor's Certificate in CNA and CHHA, Eating Disorders, Dementia Care, Vaccinia, Facts about AIDS, Surgical Laser Sytem, Latex Allergy Symposium, RN, LVN	FT	
Monette Lalimar	MSN,RNP, UCLA School of Nursing, Los Angeles, CA	36		P/T	
Rosie Vasquez	MSN, California State University, Long Beach, CA	15	RN, BSN, PHN, MSN/MPH	P/T	
Carmen Morales	MSN, University of Phoenix	12	RN, BSN, Public Health Nurse	P/T	
Shern Vance,	RN, Excellor Nursing School			P/T	
Cheryl Machart	RN, School of Nursing Georgetown, Guyana	25	RN, Certified Midwife	P/T	
Estela Sumio	BSN, Perpetual Help College	31	RN, BSN, Director of Staff Development, Instructor's Certificate in CNA and CHHA, Problem Solving, Coaching for Competence, Lead's Role As A Coach, EKG Workshop, Advanced Med-Surg, Anesthesia Symposium, Diabetes, Patient Safety and Risk Management, Pain: Assessment and use of Analgesics	P/T	
Hemodialysis Technician					
Alan W Jacques	RN, Antelope Valley		RN, Clinical	P/T	

	College		Nephrology Nursing Specialist, AHA BLS Instructor, AHA ACLS Provider		
Christine Valdez	RN, College of the Canyan, Santa Clarita, CA	4	RN	P/T	
Grace Hechanova	LVN College of Nursing and Tech. Los Angeles,CA	5	LVN, CHT	P/T	
Alberto Arana	CHT, Plush Systems, Inc., Palmdale, CA	11	CHT	P/T	
Benito Andres	CHT, AMCC, North Hollywood, CA		MD	P/T	
Judelyn Fernandez	RN,CHT	9	RN, Hemodialysis Nursing	P/T	
Joseph Villegas	RN,CHT	10	RN,	P/T	
Certified Nurse Assistant/CHHA					
Maria Salazar	RN, West Coast University, Los Angeles, CA	5	RN, Intravenous Therapy Certification, Pediatric Advanced Life Support	P/T	
Guadalupe Badillo	LVN, AMCC, North Hollywood, CA	4	LVN, DSD, BLS, IV	F/T	
Ernedira Erica Sifuentes	LVN, AMCC, North Hollywood, CA	5	LVN	P/T	
Carlos Estrada	LVN, AMCC, North Hollywood,CA	4	LVN, IV, DSD	P/T	
Joji Colley	MA, Bryman College, San Jose, CA	30	MA,BPPVE Cert. as LVN Instructor, Certified Phlebotomy Tech. 1 w/ License	P/T	
Marcos Martinez	LVN. Los Angeles Trade Tech, Los Angeles, CA	4	LVN, Intravenous Therapy & Blood Withdrawal, DSD	P/T	
Luis Negro	LVN	21	LVN	P/T	
Michael Shelby	LVN, Concorde Career College	9	LVN	P/T	
Patricia Arapia	LVN, West Coast Ultra Sound & Nursing	1	LVN, Certified Phlebotomy Tech, DSD, MA	P/T	
Adoracion Canaber	LVN, Casa Loma College	9	LVN	P/T	