School Catalog

January 2011 – January 2012

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Note: This catalog reflects all information of the Preferred College of Nursing, LA's approved educational programs to provide students and other interested persons, prior to enrollment as required by Education Codes §94814 & §94859. This will be updated annually based on new policies or procedures implemented by the Department of Consumer Affairs, the Board of Vocational Nursing and Psychiatric Technicians, Department of Public Health Services, and the Bureau for Private Postsecondary Education. New policies and procedures implemented prior to the update of this catalog will be announced to the student body as soon as the school receives notice of approval.

This catalog covers the 2011 and 2012 school years. All information in the content of this school catalog is current and correct and is so certified as true by J. Faron Brindley, School Director.

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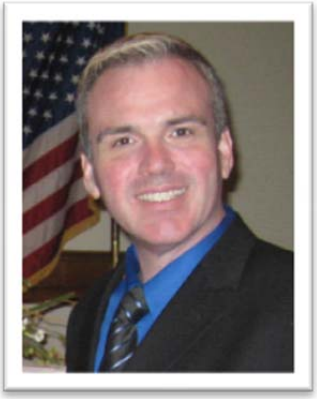


Message from the director...

Welcome everyone.

We know that you are here to pursue your interest in the healthcare field.

We will do our best to ensure that you will be satisfied with the quality of education and training you receive.

Our faculty and staff are here to help you, so please feel free to ask for assistance.

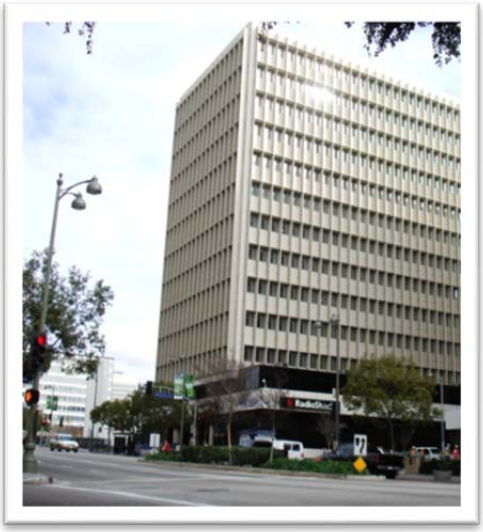
We hope that your future endeavors will be fruitful and promising.

Good luck!

J. Faron Brindley, CFO
School Director

Disclosure Statement:

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.



School History

The beginning was a vision to provide the best training for people aspiring to join the nursing profession. The dream materialized in 1996 when Bernardita Sanchez, inspired by her mother, the late Ms. Eugenia Rodriguez and assisted by her children Bernard Matthew and Kristina Ultra, founded Preferred Training Center in San Fernando Valley, California.

As the demand grew stronger coming from inquiries throughout the Los Angeles basin, Bernard Matthew saw the need to provide the community of Los Angeles the same type of educational services given by the flagship campus in San Fernando Valley. In November of 2000 the demand ultimately resulted to the birth of the Preferred College of Nursing, LA (PCN, LA).

Currently, under the stewardships of Bernard Matthew Sanchez and his business partner J. Faron Brindley PCN, LA, has taken its foundational services into new areas . PCN has expanded its curricular activities to include Vocational Nursing Program (LVN) and the combined Nursing Assistant Training Program (NATP) and Home Health Aide Training Program (HHTP) among others.

Philosophy Statement

At Preferred College of Nursing, LA, we aim to produce entry-level nurses who are competent and safe. We commit ourselves to excellence by providing the best possible education to all our students through dynamic teaching and active learning. We envision our students will embody the following characteristics and behaviors:

- As a person – The student is an individual with physical, mental, emotional, social, spiritual and cultural attributes with a concept of self and body image who is capable of developing, growing and learning.
- As part of a society – The student will become a responsible individual while understanding patients' varying needs, ages, cultures, attributes and capabilities for learning and social activities.
- The student's learning environment – While we instill in our students the goal of becoming responsible and disciplined practical nurses, it is up to the student to adapt to the learning environment provided to them. When the provided environment encourages interactive learning, the student gains knowledge, power, and authority. Their experiences will be their best tools to prepare them for their nursing career.
- Healthy Living and Cycles of Illness – The student will grasp the understanding and realize the positive impact of their individual nursing skills and participation in the patient's return to good health. The student will learn to communicate steps to prevent illness and disease as well as methods to advise patients on how to maintain a generally healthy lifestyle.
- The goal of nursing as a profession – Nursing is the art and science of assisting patients in the prevention of illness, maintenance of health, and promotion of recovery during the life span. Through holistic education and training of the students, we impart nursing knowledge and skills congruent to any patient's physical, emotional and spiritual needs.
- Working in the healthcare delivery system – The student will be working in an organized system that continues to advance with technological changes to improve healthcare services to patients.
- Dedicated focus on the acquisition of education and training –As an educational institution, we aim to provide the most up to date basic knowledge and skills that adapt to the ever-changing aspects of healthcare, technology and society. The student will gain a new blend of knowledge, behaviors, skills, values, and understandings of different types of information that can be applied to the nursing processes. By integrating these new layers of knowledge, the students will be equipped for their nursing career.
- Education platforms designed to exemplify the theories of Imogene King – We develop our students using King's Goal of Attainment theory for the improvement of their nursing career and the patient's overall care. Through the knowledge and experience of the school and our instructors, students will learn, apply and practice healthcare using the goal of attainment theories to work with patients on mutual attainment.

Mission and Objectives

PCN, LA, understands the value of education and training in a responsible and productive society. We commit to participating in the process of developing students' self-worth and who are seeking career opportunities in the healthcare field.

We aim to provide students with the solid foundation necessary to excel in the healthcare field through the implementation of a curriculum that embodies the following:

- Participation - that every student will have his or her chances in participating in class activities with emphasis in the importance of understanding individual opinions, questions, and the needs for communication;
- Collaboration - by allowing time for group discussions and teamwork acknowledging therefore the individual differences in beliefs, activities and needs; and
- Return Demonstration - by providing everyone the chance to verbalize, role play and/or problem-solve a situation.

"Our goal is to provide caring service and support to students in times of need."

- Bernard Matthew Sanchez, MBA, MSN, RN, PHN, DSD

Approval, Accreditation and Membership

1. Institutional Approval from California Bureau for Private Post-Secondary Education (BPPE) School Code # 1939471 for the following programs: Vocational Nursing, Nursing Assistant/Home Health Aide Program PO Box 980818 West Sacramento, CA 95798-0818
2. Certification of Accreditation from California Board of Vocational Nursing and Psychiatric Technicians (BVNPT): 2535 Capitol Oaks Dr. Ste. 205 Sacramento, CA 95833 (916) 263-7800
3. Nursing Assistant/Home Health Aide Training Program approval from California Department of Public Health Program # SO893 / #HHP609 (916) 552-8849 ATCS-MS 3301
   PO Box 997416 1615 Capitol Ave. Sacramento, CA 95899
4. Continuing Education Provider from California Board of Vocational Nursing and Psychiatric Technicians (BVNPT), Course Provider # V-10644
   2535 Capitol Oaks Dr. Ste. 205 Sacramento, CA 95833 (916) 263-7800
5. Continuing Education Provider approval from California Board of Registered Nursing (BRN), Provider # CEP 14882 (916) 322-3350 400 R Street, Suite 4030 Sacramento, CA 95814-6200
6. Member, California Association for Private Postsecondary Schools (CAPPS)
   400 Capitol Mall, Suite 1560 Sacramento, CA 95814 (916) 447-5500
7. Institutional accreditation from Accrediting Bureau of Health Education Schools (ABHES) for the following programs: Vocational Nursing Program (LVN), Nursing Assistant/Home Health Aide Training Program: 7777 Leesburg Pike, Suite 314N. Falls Church, VA 22043 (703) 917-9503
8. U.S. Department of Education Title IV certification for the following program(s): Vocational Nursing Program

Statement of Ownership

The Preferred College of Nursing, LA, is a 'for-profit,' privately owned institution incorporated in the State of California. The officers of the institution are: Bernard Matthew Sanchez, MBA, MSN, RN, CEO, President; J. Faron Brindley, BA, CFO, Vice President; and Kristina Ultra, BSN, RN, Secretary and faculty member.

School Holidays

PCN, LA observes the following holidays:
New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day

Schedule of Operations

The business office is open seven days a week and the office hours are between 8:30 am to 8:00 pm Monday through Thursday, 8:30 am to 5:00 pm on Fridays, 8:30 am to 4:00 pm on Saturdays and 8:30 am to 3:00 pm on Sundays. Courses are in session seven days a week from 9:00 am to 10:00 pm. Class schedules vary for part-time and full-time programs.

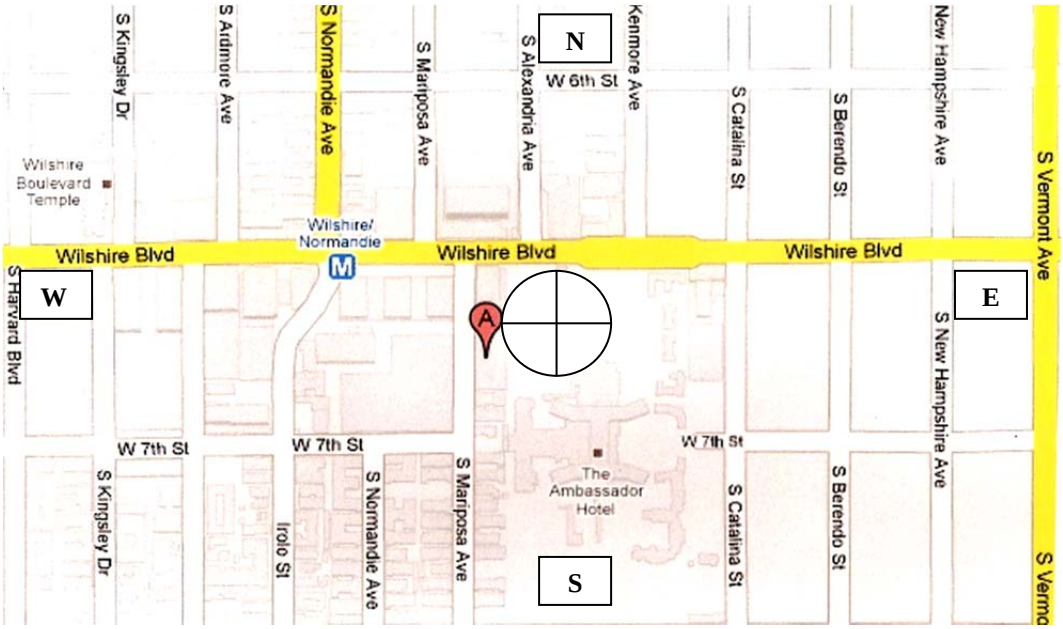
School and its Physical Facilities

Preferred College of Nursing, LA, is housed in a modern and secured building and conveniently located in the mid-Wilshire area of Los Angeles. PCN, LA is a main campus located at 3424 Wilshire Blvd., Suite 1100, Los Angeles, CA 90010. It is easily reached by car or public transportation. The community surrounding the school is composed of apartments, banks, churches, hospitals, libraries, restaurants and shopping malls. The facilities and the equipment utilized fully complies with all federal, state, and local ordinances and regulations, including fire, builiding, health and safety codes.

The detailed square footage of its physical facilities are as follows:

Reception Area	13'x12'	Student Services	13.6'x13'	HR Office	11'x10'	Administrator	24.6'x21.6'
Records Office	18'x12'	Nursing Office	13.6'x13'	Staffing Office	15.9'x8.6'	Storage Room	21.6'x5.0'
Classroom A-D	18'x22'	Education Office	13.6'x8.6'	Faculty Office	15.9'x8.6'	Skills Lab	29.3'x21.6'
Classroom E-F	25'x21'	Financial Office	11'x10'	Lounge	24'x46'	PC Room	16'x22.6'

School Map



Directions

All points from San Fernando Valley, take the 101 freeway south exit Normandie. Go south on Normandie make a left turn onto Wilshire Blvd. Head one block east make a right onto Mariposa. Building is located on the south/east corner of Wilshire and Mariposa.

All points from Santa Monica and West Los Angeles, take the 10 freeway east exit Vermont. Go north on Vermont make a left turn onto Wilshire Blvd. Make a left onto Mariposa. Building is located on the south/east corner of Wilshire and Mariposa.

All points from San Gabriel Valley, take the 10 or 60 freeway west. Merge onto the 101 north and exit Vermont. Go south on Vermont make a right onto Wilshire Blvd. Make a left onto Mariposa. Building is located on the south/east corner of Wilshire and Mariposa.

All points from Orange County, take the 5 freeway north. Merge onto the 101 north and exit Vermont. Go south on Vermont make a right onto Wilshire Blvd. Make a left onto Mariposa. Building is located on the south/east corner of Wilshire and Mariposa.

Public transportation, you have the options of taking the Red Line, Blue Line, Gold Line, to the Purple Line going toward Wilshire/Normandie exit. Upon exiting the subway, walk one block east on Wilshire Blvd. toward Mariposa. Building is located on the south/east corner of Wilshire and Mariposa.

Emergency Evacuation and Operations Plan (EEOP)
The purpose of this plan is to establish procedures and duties, to promote planning, and to establish training for the staff of Preferred College of Nursing, Los Angeles, for fire, earthquake, bomb threats, and other emergency evacuations as required.

Fire Emergencies

Procedures for Occupants

a. **When an alarm sounds on your floor or area, begin immediate evacuation** following your plan. Close doors behind you.
b. **If you discover a fire, activate the nearest pull station and call 9-1-1.** Then you may attempt to put it out if it is small (no larger than a wastebasket) and you have called for HELP. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.
c. **If the fire alarm does not work, call 9-1-1 and notify occupants verbally** of the emergency and the need to evacuate. Evacuation Wardens or another responsible party needs to confirm that all occupants are notified.
d. **If you are on fire**, ***STOP---DROP---ROLL***. **If another person is on fire**, yell---STOP---DROP---ROLL.
e. **Evacuate via the nearest stairwell or grade level exit.** Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep them safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. Persons with physical disabilities have several options.
f. **Go to your pre-determined Evacuation Assembly Point** (EAP) Immediately report to your designated Evacuation Warden so that you have been accounted for by the Warden. Evacuation Wardens will report to the Evacuation Director.

DO NOT USE THE ELEVATORS!
When an alarm is sounded many of the elevators will be automatically recalled to a pre-determined floor and shut-off.

g. **If you are trapped** by smoke, stay low, cover your mouth with wet cloth, stay near a window, open it but do not break it, hang something out the window to let fire personnel know you are there and put something in cracks around the door, phone 9-1-1 if possible.

Close all doors between you and the fire. Seal cracks around doors with cloth to keep smoke out. Call Police to notify of your location. While waiting for rescue, signal from a window by hanging clothes out the window, waving an object, or shouting. All stairwells, exits, corridors shall be kept free of all obstructions at all times. No furnishings, decorations, other combustible objects, or flammables shall obstruct exits. Any time there are obstructions, the possibility of people becoming trapped or slowed down in a fire, increases greatly. Since the prime function of corridors is to allow people to escape during a fire, we don't want these areas to be the origin of fire, or a means to allow it to propagate. This can very easily happen if combustibles are stored and allowed to accumulate there.

Bomb Threats

Bomb threats should always be taken seriously. An employee receiving a bomb threat should immediately notify a coworker (preferably while the caller is still on the phone) to call the Police.

The most common method of transmitting a bomb threat is by telephone. However, if a (bomb) threat is received via mail service (e.g. letter or package), the object should be handled only by the person who receives and opens it. Place bomb threat letters between two sheets of paper to preserve fingerprints. Since a bomb threat will most likely be communicated by telephone to any one of many extensions, it is imperative that all personnel know what to do should they receive a bomb threat communicated by telephone.

Earthquakes

1. **During ALL Earthquakes (all occupants)**
   a. ***Inside* a Building**.
      - **Take cover immediately** under a desk, table, or chair, in a corner away from windows, along a wall in a hallway, or in a structurally strong location such as a hall by a pillar.

Drop, Cover, and Hold

      - **Watch for falling objects** such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. Do not run outside.
      - **Do not dash for exits** since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.
      - **Do not use the elevators**.

   b. ***Outside* a Building**.
      - **Remain outside**, preferably in a vehicle.
      - **Stay clear** of electrical wires, poles, trees, or anything that might fall.

2. **After a MAJOR Earthquake** (*violent shaking motion*). Evacuation Wardens shall:
   a. **Check for injuries to personnel in your area**. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.
   b. **Check for fires or fire hazards,** spills of flammable or combustible liquids, or leaks of flammable

Be familiar with the location of first aid kits, fire alarms, and extinguishers, as well as personnel with first aid skills.

   gases. These activities must not significantly delay departure from the building or put the Evacuation Warden in danger.
   c. **Turn off ignition and heat sources** if properly trained and it is safe to do so.
   d. **Shut off all gas sources** if trained to do so.
   e. **Exit the building**, if possible, and go to the EAP to report on injuries, damages, and potentially hazardous conditions. Take emergency/first aid kit and personal belongings. Account for persons in your area of responsibility. Mass assembly areas may be used in the event of a major earthquake.
   f. **Do not reenter until the building has been declared safe** by trained emergency personnel.
   g. **Use the telephone system only for urgent matters**. Call or send a runner to the Emergency Operations Center or Unit Response Center to notify them of any needed assistance and emergencies that may exist. Use handheld radios services if telephone services are not available.
   h. **Expect Aftershocks**.
   i. **Evacuation Wardens** must fulfill their evacuation warden duties.

Evacuation Plans

Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, the alternate exit should be taken.

Emergency Evacuation for Persons with Disabilities

General

This provides a general guideline of evacuation procedures for persons with disabilities, which would make exiting difficult, during fire and other building evacuations. Faculty, staff, students and visitors with disabilities must develop their own facilities' evacuation plans and identify their primary and secondary evacuation routes from each building they use.

- Be familiar with evacuation options.
- Seek evacuation assistants who are willing to assist in case of an emergency.
- Ask supervisors, instructors about evacuation plans for buildings.

Most buildings have accessible exits at the ground level floor that can be used during an emergency. In most buildings, people will need to use stairways to reach building exits. Elevators cannot be used because they have been shown to be unsafe to use in an emergency and in some buildings they are automatically recalled to the ground floor.

Evacuation Directors and Evacuation Wardens need to *pre-identify* staff, faculty, and students with disabilities and where they are located. Determine their Areas of Refuge and how they will evacuate from the building.

ADMISSIONS

Non-discrimination Statement

PCN, LA, does not discriminate on the basis of race, color, religious affiliation, national origin, ancestry, sex, sexual orientation, age, medical condition, mental and physical challenges, and marital status, in any of its policies, procedures, or practices. The school's non-discrimination policy covers admission and access to, and treatment in programs and activities.

Admissions & Enrollment Process

PCN, LA's educational programs receive more applications than there is available student space. Therefore, the school employs a strict admissions and enrollment process focusing in the determination of those applicants who are best qualified and most likely to succeed in the program. As such, the process is divided into three steps:

STEP 1: INFORMATION

a) Discussion: Program of Interest
b) Discussion: Eligibility Requirements
   i. Proof of the minimum – 17 years of age
   ii. Proof of an accredited U.S. High School diploma or G.E.D. equivalency test or an original credential evaluation – if a graduate of a foreign high school or college
   iii. Proof of Social Security card/number
   iv. Proof of valid Federal or State-issued identification
   v. Pass the entrance examination with 80% or greater
   vi. For program-specific requirements – see handout

STEP 2: ADMISSIONS

a) Complete a Registration application
b) Interview with the Admissions Coordinator
c) Interview with the Financial Aid Director
d) Issuance of the school's "Welcome" letter

STEP 3: ENROLLMENT

a) Orientation Day
b) Workshop Day
c) Final Eligibility Review
d) Officially Enrolled

Once a student has been admitted to the school and officially enrolled in a program, he or she is informed and expected to attend the first day of class.

<u>Note: This institution has not entered into an articulation or transfer agreement with any other college or university.</u>

Voter Registration

Registering to Vote: Congratulations on your decision to register or re-register to vote in California!
You may register to vote in California if:

- You are a United States citizen
- You are a resident of California
- You are at least 18 years of age (or will be by the date of the next election)
- You are not in prison or on parole for a felony conviction. For more information on the rights of people who have been incarcerated, please see the Secretary of State's **Voting Guide for Currently or Formerly Incarcerated Californians**.
- You have not been judged by a court to be mentally incompetent

All of the information you are asked to provide on this form is required by state or federal law, with the exception of your telephone number and party affiliation, which are optional.
Information on voting in local, state and federal elections may be accessed at

- http://www.sos.ca.gov/elections/elections_bp.htm for California state residents or at
- https://www.sos.ca.gov/nvrc/fedform for the National Voter Registration Card.

Criminal Background Check

An applicant shall be advised to bring his/her Live Scan fingerprint report for submission to the Department of Public Health Services during registration. He/she shall indicate on the initial application whether he/she has ever been convicted in any court of law of any crime excluding a minor traffic violation. If an applicant has a criminal conviction, the applicant's application will be held pending the result of his/her criminal background screening. However, his/her Live Scan fingerprint, together with the initial application and non-refundable fee, (For NA program applicants, fee will be paid by the school) shall be submitted to the Department of Public Health Services Aide and Technician Certification Section for clearance. Once cleared, the applicant shall then be notified that he/she can start to attend the next available training program.

Crime Statistics

The crime statistics for the zip code 90010 (where PCNL, LA is located), was derived from Crime L.A. The Los Angeles Times created Crime L.A. using raw data provided through electronic records from the Los Angeles Police Department and Los Angeles County Sheriff's Department. The Times creates these statistics using our own neighborhood boundaries, figures seen here are different from those reported on the websites of the the LAPD and L.A. County sheriff, which typically break out crime data based on division or station areas that may not conform to the neighborhoods used by The Times.
In the course of building this site, The Times discovered significant omissions and errors in the public data file provided by the LAPD. After The Times published those findings, the LAPD's data contractor, Light-ray, eliminated many of the flaws. The data feed now provided comes directly from the department. Crimes mapped on The Times - site begins Jan. 1, 2009, the earliest we have data.
The Times has taken additional steps to accurately place as many reported crimes as possible on our maps. While using the crime report, keep in mind that, despite advanced technologies employed by the LAPD to produce the data, there is human error found in all aspects of crime reporting.

Jurisdiction	Department	Address	Phone
Olympic	L.A.P.D.	1130 S. Vermont Ave.	213-382-9102
Rampart	L.A.P.D.	1401 W. 6th St.	213-484-3400
Wilshire	L.A.P.D.	4861 Venice Blvd.	213-473-0476

Korea Town is a neighborhood in the city of Los Angeles in the Central L.A. region of Los Angeles County. It contains Park Mile, Wilshire Center and Wilshire Park. The neighboring communities are Arlington Heights, East Hollywood, Harvard Heights, Larchmont, Mid-Wilshire, Pico-Union, Silver Lake, Westlake and Windsor Square.

Missing Persons Policy

The purpose of this policy is to establish procedures to be followed if a missing person complaint is made to the Director of Student Affairs office. If a complaint is made to this office, comply with the following:

- Person receiving the complaint will immediately dispatch a Student Affairs officer to the location of the complaint.
- The responding officer will gather all essential information about the person (description, clothes last worn, where subject might be, who they might be with, vehicle description, etc.) An up to date photograph may also be obtained to aid in the search.
- The responding officer will also gather information about the physical and mental well being of the individual.
- Appropriate campus staff will be notified to aid in the search for the individual.
- A quick, but thorough search will be conducted in all campus buildings and parking lots.
- Class schedules will be obtained and a search of classrooms will be conducted.

If the above actions, after an hour, are unsuccessful in locating the person or it is apparent from the beginning that the person is actually missing, (i.e. call from parents, guardians) the investigation will be turned over to the appropriate local law enforcement agency. At this time, they become the authority in charge and the Student Affairs Office will assist them in any way necessary.

The Director of Student Affairs or designee will be responsible for communicating with the family or relatives of the missing person.

California Health and Safety Code

1338.5. (a) (1) (A) A criminal record clearance shall be conducted for all nurse assistants by the submission of fingerprint images and related information to the state department for processing at the Department of Justice. The licensing and certification program shall issue an All Facilities Letter (AFL) to facility licensees when both of the following criteria are met: (i) the program receive, within three business days, 95 percent of its total responses indicating no evidence of recorded criminal information from the Department of Justice. (ii) The program processes 95 percent of its total responses requiring disqualification in accordance with paragraph (2) of subdivision (C) of Section 1337.9, no later than 45 days after the date that the report is received from the Department of Justice. (B) After the AFL is issued, licensees shall not allow nurse assistant trainees or newly hired nurse assistants to have direct contact with clients or residents of the facility prior to completion of the criminal record clearance. A criminal record clearance shall be complete when the department has obtained the person's criminal offender record information search response information from the Department of Justice and has determined that the person is not disqualified from engaging in the activity for which clearance is required. Notwithstanding any other provision of law, the department may, without taking regulatory action pursuant to Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code, implement, interpret, or make specific this paragraph by means of an AFL or similar instruction. The fee to cover the processing costs of the Department of Justice, not including the costs associated with capturing or transmitting the fingerprint images and related information shall not exceed thirty-two dollars ($32) per submission. (C) An applicant or certificate holder who may be disqualified on the basis of a criminal conviction shall provide the department with a certified copy of the judgment of each conviction. In addition, the individual may, during a period of two years after the department receives the criminal record report, provide the department with evidence of good character and rehabilitation in accordance with subdivision (d) of Section 1337.9. Upon receipt of a new application for certification of the individual, the department may receive and consider the evidence during the two-year period without requiring additional fingerprint imaging to clear the individual. (D) The department's Licensing and Certification Program shall explore and implement methods for maximizing its efficiency in processing criminal record clearances within the requirements of law, including a streamlined clearance process for persons who have been disqualified on the basis of criminal convictions that do not require automatic denial pursuant to paragraph (2) of subdivision (a) of Section 1337.9. (2) (A) Upon enrollment in a training program for nurse assistant certification, and prior to direct contact with residents, a candidate for training shall submit a training and examination application and the fingerprint cards to the state department to receive a criminal record review through the Department of Justice. Submission of the fingerprints to the Federal Bureau of Investigation shall be at the discretion of the state department. (B) An applicant and any other person specified in this subdivision, as part of the background clearance process, shall provide information as to whether or not the person has any prior criminal convictions, has had any arrests within the past 12-month period, or has any active arrests, and shall certify that, to the best of his or her knowledge, the information

provided is true. This requirement is not intended to duplicate existing requirements for individuals who are required to submit fingerprint images as part of a criminal background clearance process. Every applicant shall provide information on any prior administrative action taken against him or her by any federal, state, or local government agency and shall certify that, to the best of his or her knowledge, the information provided is true. An applicant or other person is required to provide information pursuant to this section that knowingly or willfully makes false statements, representations, or omissions may be subject to administrative action, including, but not limited to, denial of his or her application or exemption or revocation of any exemption previously granted. (3) Each health facility that operates and is used as a clinical skills site for certification training, and each health facility, prior to hiring a nurse assistant applicant certified in another state or country, shall arrange for and pay the cost of the fingerprint live-scan service and the Department of Justice processing costs for each applicant. Health facilities may not pass these costs through to nurse assistant applicants unless allowed by federal law enacted subsequent to the effective date of this paragraph. (b) The use of fingerprint live-scan technology implemented by the Department of Justice by the year 1999 shall be used by the Department of Justice to generate timely and accurate positive fingerprint identification prior to nurse assistant certification and prior to direct contact with residents by the nurse assistant applicant. The department shall explore options to work with private and governmental agencies to ensure that licensees have adequate access to electronic transmission sites, including requiring the department to maintain a contract for electronic transmission services in each of the district offices where facilities have indicated problems with timely access to electronic transmission sites or consistent delays of more than three business days in obtaining appointments for electronic transmission services through a private entity, government agency, or law enforcement agency. (c) The state department shall develop procedures to ensure that any licensee, direct care staff, or certificate holder for whom a criminal record has been obtained pursuant to this section or Section 1265.5 or 1736 shall not be required to obtain multiple criminal record clearances. (d) If the department is experiencing a delay in processing the renewal of the certified nursing assistant's certification at the time of the expiration of the certified nursing assistant's certification, the department may extend the expiration of the certified nursing assistant's certification for six months. (e) If, at any time, the department determines that it does not meet the standards specified in clauses (i) and (ii) of subparagraph (A) of paragraph (1) of subdivision (a), for a period of 90 consecutive days, the requirements in paragraph (1) of subdivision (a) shall be inoperative until the department can demonstrate it has met those standards for a period of 90 consecutive days. (f) During any time in which the requirements of paragraph (1) of subdivision (a) are inoperative, facilities may allow newly hired nurse assistants to have direct contact with clients or residents of the facility after those persons have submitted livescan fingerprint images to the Department of Justice, and the department shall issue an AFL advising facilities of this change in the statutory requirements. (g) Notwithstanding any other provision of law, the department is authorized to provide an individual with a copy of his or her state or federal level criminal offender record information search response as provided to that department by the Department of Justice if the department has denied a criminal background clearance based on this information and the individual makes a written request to the department for a copy specifying an address to which it is to be sent. The state or federal level criminal offender record information search response shall not be modified or altered from its form or content as provided by the Department of Justice and shall be provided to the address specified by the individual in their written request. The department shall retain a copy of the individual's written request and the response and date provided.

Drug Testing Policy

Some hospitals and clinical facilities require a drug screening, completed within one week of the beginning of their clinical assignment. The student has the right to be drug-screened by his or her own physician, or may elect to have the testing completed by the facility recommended by the affiliated hospital or school. Additionally, PCN, LA reserves the right to perform random drug screening at any time during the course or program:

- The drug screening must be completed within one (1) week of the student beginning clinical rotation.
- If a student tests positive for drugs, a one (1) time re-take is permitted.
- Two (2) positive results will lead to the student's termination from the program.

If a student is expelled due to the failure of two drug tests the student may be eligible to be readmitted to the program provided that he or she has proof of two (2) negative drug test results prior to continuing the program. The Program director or designee shall document all test results accordingly.

Transcript of Record

Transcripts are issued by the Records office only upon the written request of the student concerned, unless requested by a lawful court order. Any transcript request must be signed by the respective student. The Record's Office releases transcripts in compliance with the Family Educational Rights and Privacy Act (FERPA).

Upon completion of the program, each student is issued a one-time, free of charge transcript of record. Any subsequent transcript requested are issued at a fee of $10.00, which should be submitted in check enclosed with the requisition letter and clearance form. Normal processing time for a transcript request is seven (7) days. A rush ordered transcript request takes three (3) days from the date the request is received by the Records Office, there is an additional of $15.00 fee for rush request. No transcripts will be released unless all indebtedness to PCN, LA, has been satisfied.

If a student submits a transcript request by mail, the envelope should be addressed Attention: Records Office. Checks or money orders should be made out to PCN, LA. Additional instructions for transcript requests are listed below:

Information required for all transcript request:

1. All transcript requests should be in writing
2. Full name, while attending
3. Student ID (optional)
4. Date of Birth
5. The students' current address and phone number
6. Dates of attendance
7. Address the transcript is to be sent to
8. Signature and date
9. One request must be filled out for each person, department or institution to which transcript is to be sent
10. A $10.00 fee per copy, person, department or institution

For all graduates and non-graduating students, clearance from all four (4) Departments i.e. Finance, Program Director, Registrar & CEO must be obtained before a release of any transcript of records.

- Certification of Official Transcripts

All official transcripts carry the signatures of three (3) school officials and the date signed. In addition to the signature, to verify authenticity, the official school logo will appear in the box provided and the appropriate required raised seal.

Computer Record Retention Plan and Data Back Up Policy

The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or are of no value are discarded at the proper time. Files will be backed up via Volume Shadow Copy technology, twice a day, and retained for as long as the allotted space is available. In some cases, files that change frequently will have a shorter retention period, while files that change less frequently will have a longer retention period.
A server image backup will be performed nightly. Backups will be kept available for at least two days following the backup routine. Individual messages stored in user's Outlook folders will automatically be deleted from the user's account no later than 6 months from the date of the email message. Deleted email messages will be stored on the server for one year after they have been removed from the user's folder. Note that users will not have the ability to access these emails.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives students the right to review their education records, to request amendment of their records, to consent to disclosures of personally identifiable information, and to file complaints with the U.S. Department of Education. Additional information regarding student rights under FERPA is available at http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html. If you have any question about your rights under FERPA, please contact the Financial Aid Office at (323) 857-5000.

Graduation Requirements

At the end of each program, a school certificate shall be given to the students who have succesfully completed all the requirements for graduation. Students who have demonstrated exceptional abilities and performance during the course of training will be recognized.

All students must meet the following requirements prior to graduating:

1. Successfully completing all specified requirements for the program enrolled, within the time limit,
2. Successfully passing the final examination or Comprehensive Examination (VN program), and
3. Settling all financial obligations with the school.

Completion and Placement Statistics

As an accredited institution of Accrediting Bureau of Health Education Schools (ABHES), Preferred College of Nursing, L.A. is required to maintain completion and placement data for its students.
Completion statistics: (ABHES Manual IV.B.2.g.) An institution demonstrates that students complete their programs. The minimum requirement of ABHES is that the institution should maintain the names of all enrollees by program, start date, delivery method and anticipated or actual graduation date, using the reporting period, July 1 through June 30. For the reporting period, July 1, 2009 to June 30, 2010, the completion rate of the Vocational Nursing students of Preferred College of Nursing is **82 %.**

Placement statistics: (ABHES Manual IV.B.2.h.) An institution demonstrates the successful employment of its graduates in the field, or related field, for which they were trained. Preferred College of Nursing, Los Angeles (PCN, LA), does not guarantee employment to all its graduates. However, it has a system in place to assist with the successful initial employment of its graduates. At a minimum, PCN, LA maintains the names of graduates, place of employment, job title, and employer telephone numbers. For any graduates identified as self-employed, an institution maintains appropriate evidence of employment. Documentation in the form of employer or graduate verification forms or other evidence of employment is retained. For the reporting period July 1, 2009 to June 30, 2010, the placement rate of the Vocational nursing program was **75 %.**

Student Visa Statement

Currently, Preferred College of Nursing, Los Angeles is not yet approved by the Department of Homeland Security (DHS) to issue Form I-20 (Certificate of Eligibility for nonimmigrant Student status). Hence, the institution is not eligible to enroll nonimmigrant students in an F (academic) and/or M (vocational) visa classification. At this time, the school does not provide services related to the issuance of student visas and will not vouch for student status, and any associated charges.

SCHOOL SERVICES & RESOURCES

Student Services

PCN, LA is committed to providing a holistic education. Classroom learning is supplemented by the student's personal growth and development achieved through activities and programs. The faculty and staff are committed to assisting students as they strive to develop intellectually, physically, socially, morally, and spiritually. The school provides a comprehensive program of student services. All activities and programs are designed to help students have positive and rewarding growth experiences while in school.

Included in the student services are the following:

- Guidance and Academic Advisement
  The faculty and staff are available to advise and assist students on any issues which could have an adverse effect on their ability to complete the course. Problems that are beyond the scope of the staff will be referred to various agencies specializing in that area. Guidance and advisement are available upon student's request.

- Tutorial
  Tutorial services are available to help students struggling or having problems in their course(s) and for those who know that their study skills are weak.

The standard tutorial schedule is as follows:
Tue – Thu: 9:00 am – 5:00 pm
Other day: By appointment only: HIGHLY RECOMMENDED especially for times/hours/days not indicated here. Call the office for an appointment at (323) 857 – 5000

- Career and Employment Placement Assistance
  Provides a variety of opportunities and experiences which will empower our students and alumni to successfully pursue their goals. The institution provides employment placement assistance to our graduates as needed but Preferred College of Nursing, LA does not guarantee employment to anyone. The placement unit offers assistance with resume writing, interview techniques and scheduling for interviews. To properly allocate time to the individual needing the service, he/she needs to make an appointment with the director.

- Transcripts and Records Office
  Copies of transcripts are available to the student upon request. Written consent from the student is required to release copies of the student's record to a third party. Transcripts and records may be requested at the Records Office, a fee may be required. The requisition form is available at the reception desk.

- Learning Resource Center
  Textbooks, reference books, magazines, journals, and other reading materials related to the courses offered are available in the Learning Resource Center. The Learning Resource Center provides materials that will help the students with their projects, case studies, care plans and other research needs.

- NCLEX-PN Preparation and Assessment Technologies Institute (ATI)
  Prepares students for the NCLEX-PN examination by systematically strengthening their knowledge base throughout their nursing education. Through the integration of the Assessment Technologies Institute (ATI), this program is designed not only to increase passing scores on the NCLEX-PN State Boards, but also to lower the program attrition rates by early identification of student at risk.

Resource-Library Center

The PCN, LA, Student Resource-Library Center supports the audio-visual and computer-based education and training programs. The Resource Center provides library function housing books, journals, newspapers, online reference resources, CD-ROMS, videotapes, and computer workstations for online access and research.

A wide variety of innovative materials and services necessary to support instructional programs taught at PCN, LA, are available at the Resource-Library Center. Students can use the variety of materials the Center has to offer for research, projects, assignments, homework, review, remediation, and other enrichment activities.

The assigned custodian/librarian monitors the logbook for sign-in and sign-out of students using this facility.
The Resource-Library Center Service Hours:

- Monday-Friday 9 am – 7 pm
- Saturday 10 am – 4 pm
- Sunday Close

Regulations

1. All Students must leave a form of identification at the front desk upon entry.
2. Large bags are not allowed in the Resource Center. Large bags may be left at the front desk.
3. The Resource Center is a study friendly environment. Only a minimum level of noise will be tolerated.
4. Users should not talk except as necessary to conduct school-related activities inside.
5. Talking on cell phones is prohibited in the Resource-Library Center.
6. Food and beverages are prohibited inside the Center.
7. All furniture, equipment, books and other property shall be treated with care.
8. Tampering e.g. tearing-off pages, use of paper clips or post-its in books or any of the Resource-Library materials is prohibited.

Borrowing Policy

The Borrowing policy for the Resource-Library Center is as follows:

1. Items may be renewed one time, unless another student has placed a hold on the item.
2. Each student is limited to checking out two items at a time.
3. The check out period for each item is three days.
4. Any item(s) kept after three days is/are considered overdue. Borrowing privileges will be suspended after the second overdue notice.
5. Overdue Fines: 10 cents per day/item; the maximum fine per item is $10.00.
6. When fines accumulate to $10.00 or more, borrowing privileges will be suspended.
7. Resource-Library patrons are expected to return materials in the same condition as when borrowed. Each student is responsible for materials checked out, including fines for late returns, lost items, and items damaged beyond repair.
8. A replacement fee will be charged for lost or damaged items. A lost or damaged item must be replaced with an exact, new copy of the item.
9. All videos are for classroom use only.

Copyright Materials Policy

Faculty, staff and/or students are not allowed to copy partial/complete content of books, reproduce or store digital media, reproduce or store audio and visual materials: digital or analog, electronic or mechanical, photocopying, recording or otherwise, without prior written consent from the author(s) owning the copyright of the said materials not unless the license agreement permits such duplication and replications.

Preferred College of Nursing, LA, reserves the right to refuse the photocopying of the aforementioned materials above. Authorization to photocopy, duplicate or copy items for internal or personal use, or the internal use of specific clients is granted by the author(s) of such books, media or other materials within the school premises.

Computer Laboratory

PCN, LA, offers a full service computer lab to better the educational experience of our students. Students will have access to educational tools that will enhance the learning curve and better prepare them for the course at hand. Tools include ATI software, internet access to utilize research sources and case studies and software assisting the student in preparation for the NCLEX Exam. The computer lab is open during normal business hours and can be accessed by any student currently enrolled at Preferred College of Nursing, LA.

Skills Laboratory

PCN-LA's skills laboratory is a specialized lab designed to support students in improving their basic nursing skills. It is designed to assist students under direct instructor supervision to learn new skills and update previously learned materials. The lab consists of anatomical models and mannequins for the students to have hands-on practice. Airway management, administration of medications, basic life support and advanced life support are examples of some of the nursing procedures that students get to practice. Basic clinical skills such as recognizing cardiac sounds and murmurs, urinary catheterization, intravenous line insertion and blood withdrawal could also be practiced in this lab. Simulation in the skills lab provides learning opportunities for students to practice in a non-threatening environment while strengthening their critical thinking skills. Additionally, the skills lab is fully equipped with four Hill-Rom beds, tools to aid patient mobility, a practice area for the taking of vital signs, IV Poles, seating for 24 students for skills based lectures and much more.

Alumni Assistance

The Alumni Assistance's primary goal is to maintain contact with PCN, LA graduates. The Alumni Assistance Office provides a network among alumni to initiate their ties with other health care organizations and institutions. This office updates alumni records and organizes alumni homecoming to provide an opportunity for networking and a time for alumni to support their Alma Mater. In addition, the Alumni Assistance Office provides graduates with information about employment opportunities and career related matters.

Services for Students with Disabilities

The Office of Disability Services (ODS) provides disability-related information and referrals; documents disability and conducts needs assessments; facilitates reasonable accommodations; and provides disability-related technical assistance, auxiliary aids/services, and advocacy.

Student Council

The Student Council exists at PCN, LA, as the government and voice of the students. Its primary responsibility is to represent and serve the students, with the stated purpose of providing essential activities closely related to, but not normally included as part of the regular instructional program of the school.

The Function of the Student Council is:

1. To facilitate good relations among the administration, faculty, and student body
2. To provide a forum for student expression
3. To conduct class meetings, to promote discussion among the student body and to act as a liaison between the administration and the student body
4. To improve and maintain school spirit
5. To provide orderly direction of student activities
6. To promote student participation in school activities
7. To perform fund-raising needs
8. To attend the scheduled monthly PCN Staff Meeting/Compliance Monitoring on behalf of the student body

The PCN, LA Student Council is composed of the following officers:

1. President
   The president's duties include:
   a. Attending monthly staff/council meetings.
   b. Making student council announcement.
   c. Representing the student body on campus
   d. Staying in close communication with the advisor/administration on student council matters.
   e. Announcing the date, time and location of all meetings.
   f. Attending faculty and/or administrative meetings.
   g. Making sure meetings, functions, and other activities are in order.
   h. Being a responsible participant of party committee i.e. monthly birthdays, pinning ceremony, and graduation event.

2. Vice-President
   The Vice Presidents duties include:
   a. Attending monthly staff/council meetings.
   b. Making student council announcement, if President is not available.
   c. Staying in close communication with the advisor/administration on student council matters.
   d. Working closely with the President. The Vice President must be prepared to assume the duties of the President if at any time the President is unable to fulfill his or her duties.
   e. Helping prepare the agenda with the other officers.
   f. Helping the President keep all meetings, functions, and other types of gatherings instituted in an orderly fashion.
   g. Being a responsible participant of the Party Committee i.e. monthly birthdays, pinning ceremony, and graduation event.

3. Secretary
   The Secretary's duties include:
   a. Attending monthly staff/council meetings.
   b. Working closely with the student council advisor/administration.
   c. Working with the President to assemble council meetings.
   d. Providing the materials (visual aids, pencils, papers, etc.) for the meetings.
   e. Taking attendance and keeping accurate records of all meetings.

f. Reading the minutes from the previous meeting to inform student council of what was discussed and reminding members of unfinished business.
g. Providing a copy of minutes to the school director/administrator.
h. Writing correspondence for any project, fundraisers, or other activities.
i. Keeping track of all birthdays, post birthday announcement in the bulletin board.

4. Treasurer
   The Treasurer's duties include:
   a. Attending monthly staff/council meetings.
   b. Preparing the annual budget with student council members and advisor/administration.
   c. Presenting the proposed budget to the student council for adoption.
   d. Keeping the student council's financial records.
   e. Collaborating with the Secretary in funding the necessary materials for any student council meetings and activities.
   f. Answering questions about financial records or accounting of the student council.

5. Class Representatives
   The Class Representative(s) duties include:
   a. Attending monthly staff/council meetings.
   b. Serving as liaison between the administration, the student council, and the student body.
   c. Speaking on behalf of the students to address their grievances during school staff meetings.

All council members' responsibilities will be plentiful. Council members must be responsible representative for their own ideas and views, ensuring the integrity of the council through their actions and the student body. Each member must fulfill all assigned tasks to enable the council to be an effective organization at PCN, LA.

Academic Advisement

Academic advisement may be initiated by a course instructor if a student's performance in either the theory or clinical portion of a class is not up to school standards (overall score of 75% or greater). Counseling sessions will be provided either before or after theory or clinical class sessions. If it is determined that the student's issues require urgent intervention, the instructor, program director, or another designee may provide the necessary counseling at the earliest available juncture. When necessary, counseling will be provided by the program director when absolutely needed.

All counseling sessions are to be documented on an Anecdotal Form. A copy of the Anecdotal Form will be given to the student. The original will be placed in the student's permanent file.

Student Interactions and Study Groups

PCN, LA is open to give student the skills they need to succeed in groups. The school believes that many students have never worked in collaborative learning groups and may need practice in such skills as active and tolerant listening, helping one another in mastering content, giving and receiving constructive criticism, and managing disagreements.

The faculty members are instructed to create group tasks that require independence; make the group work relevant so that students must perceive the group tasks as integral to the course objectives, not just busywork. Assign group tasks that allow for a fair division of labor; ensure that individual student performance is assessed and that the groups know how their members are doing and give students an opportunity to evaluate the effectiveness of their group.

PCN, LA encourages students to form and participate in mini-study groups of not more than five (5) members to further enhance his or her learning needs through collaborative work to be done before and after class sessions.

Tutorial Services

If a student's grade(s) for a particular course place him or her at risk for not passing the course with a minimum passing grade of 75%, as per school policy, he or she must make time to attend a tutorial with an

instructor to be assigned by the program director. It is the student's responsibility to make and keep this appointment with either the instructor or the director.
The standard tutorial schedule is as follows:

- Tuesdays: 9:00 am – 5:00 pm
- Wednesday: 9:00 am – 5:00 pm
- Thursdays: 9:00 am – 5:00 pm
- Other day: By appointment only: HIGHLY RECOMMENDED especially for times/hours/days not indicated here. Call the office for appointment at (323) 857 – 5000

If the student does not follow this procedure to receive a tutorial, the student risks the consequence of failing the subject. If the student fails any subject, for any reason, he or she must follow the school's procedure for remediation, as outlined in this catalog.

Student Housing
Preferred College of Nursing, Los Angeles, does not provide dormitories or any other ways of housing needs. However, the school is surrounded with at least a dozen of privately held apartments ranging from a studio, a one bedroom all the way to three bedrooms. At a minimum, the monthly rental price ranges between $650 to $2100 respectively.

Transportation Assistance

PCN, LA maintains a list of infromation on public transportation.

Childcare Assistance

PCN, LA maintains lists of licensed daycare providers in the area.

School Newsletter

The "Preferred Collegian" is a PCN, LA, publication that strives to provide objective and balanced coverage of campus-related events and issues. The Preferred Collegian strives to provide students, faculty and staff with informative articles on health-related topics, in-campus and off-campus activities, and an open forum for the free exchange of ideas.

The school encourages its graduates and current students to participate in writing and submitting articles, activity announcement, and other school-related ideas to be published within the Preferred Collegian. Participation in article-writing within the school's newsletter shall allow current students opportunity for a two (2) percent extra credit to be applied in the overall grade average only when requested at the first day of each class or course and with prior approval by the respective instructor.

Language of Instruction

PCN, LA's primary language of instruction is English. Students are required to be proficient in the language of the courses for which the student is registered as evidenced by a passing score in the school's entrance examination. The school does not offer English-as-a-Second Language (ESL) instruction.

Instructor Qualifications

To teach the VN or NA/HHA training program, an instructor must have the following:

a) Current nursing license e.g. RN, LVN,
b) Licensed for at least two (2) years,
c) One (1) year experience in the Skilled Nursing Facility setting (NA Program), and
d) One (1) year experience in the Medical-Surgical nursing floor (VN Program),
e) Attended a course in Teaching Principles and Staff Development (DSD)

Instructor-Student Ratio
The student-instructor ratio at PCN, LA, is 15:1 in the clinical setting.

Professional Growth and In-Service Activities

Preferred College of Nursing, Los Angeles maintains data that evidences faculty and staff participation in professional growth activities and in-service sessions that promote continuous evaluation of the programs of study, instructional and procedures, and training.

The school maintains records of the schedule, attendance roster, and topics discussed at in-service training sessions conducted during the reporting year. The data shows that the sessions promote continuous evaluation of the program of study, training of in instructional and office procedures, and review of other aspects of the institution.

1. Preparing a Program Effectiveness Plan – May 2011
2. Maintaining Accreditation – June 2011
3. Professional Teamwork - November 2011

CODE OF CONDUCT

Office of Student Affairs & Discipline

The Office of Student Affairs and Discipline has overall responsibility of student welfare and student life on campus. This office is committed to accomplishing the following:

1. Facilitating student learning opportunities for ethical growth and development in connection with disciplinary, grievance, and conflict resolution processes.
2. Providing information and assistance to students regarding student rights and grievance processes.
3. Responses to student grievances should be in a manner that fosters a climate of fairness, civility, and mutual respect.
4. Supporting PCN, LA's educational purpose and goals by drafting, interpreting, and enforcing complementary standards of behavior, policies, and procedures.
5. Reviewing, revising, and interpreting campus policies pertaining to student responsibilities and rights.
6. Maintaining centralized and confidential student disciplinary records.
7. Providing leadership opportunities for students in community outreach programs, peer education, and student discipline.

Standards for Student Conduct

PCN, LA, is committed to maintaining a safe and healthy living and learning environment for its students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this goal. Student behavior that is not consistent with the Standards for Student Conduct will be addressed through a process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

- Student Responsibilities

At PCN, LA, students are expected to be good citizens and to engage in responsible behaviors that reflect well upon the institution. Students are expected to be civil to one another and to others in the campus community and to contribute positively to student and school life.

- Unacceptable Student Behaviors

The following unacceptable behaviors are subject to disciplinary sanctions:

1) Dishonesty including but not limited to, cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage. Dishonesty that is unacceptable includes furnishing false information to school officials, faculty member, or campus office; forgery, alteration, or misuse of a school document, key, or identification instrument or misrepresenting one's self to be an authorized agent of the school or one of its auxiliaries
2) Unauthorized entry, presence , or use of school property
3) Willful, material and substantial disruption or obstruction of a school-related activity, or on campus activity

4) Participating in an activity that substantially and materially disrupts the normal operations of PCN, LA, or infringing on the rights of members within the school community
5) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic on or leading to the PCN, LA campus or an off-campus school related activity
6) Disorderly, lewd, indecent, or obscene behavior at a PCN, LA, related activity, or directed towards a member of the school community
7) Conduct that threatens or endangers the health or safety of any person within or related to the school community, including physical abuse, threats, intimidation, harassment, or sexual misconduct
8) Hazing or conspiracy to haze, as defined in Education Code Sections 32050 and 32051:
   "Hazing" includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in, with respect to such an organization which causes or is likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm to any student or other person attending any school, community college, college and university or other educational institution in this state. However, the term "hazing" does not include customary athletic events or other similar contests or competitions. A group of students acting together may be considered a 'student organization' for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is a violation of this section.
9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, or the misuse of legal pharmaceutical drugs
10) Use, possession, manufacture, or distribution of alcoholic beverages, or public intoxication while on campus or at a school-related activity.
11) Theft of property or services from the school community, or misappropriation of school resources
12) Unauthorized destruction or damage to school property or other property in the school community
13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals on campus or at a school related activity
14) Unauthorized recording, dissemination, or publication of academic presentations including handwritten notes for a commercial purpose
15) Misuse of computer facilities or resources, including but not limited to:
    a) Unauthorized entry into a file for any purpose
    b) Unauthorized transfer of a file
    c) Use of another's identification or password
    d) Use of computer facilities, campus network or other resources to interfere with the work of another member of the school community
    e) Use of computer facilities and resources to send obscene, intimidating, and/or abusive messages
    f) Use of computer facilities and resources to interfere with normal school operations
    g) Use of computer facilities and resources in violation of copyright laws
    h) Violation of a campus computer use policy
16) Violation of any published school policy, rule, regulation or presidential order
17) Failure to comply with directions or interference with any school official or any public safety officer while acting in the performance of his or her duties
18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the school community, to property within the school community or poses a significant thread of disruption or interference with school operations
19) Violation of the student conduct procedures including but not limited to:
    a) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
    b) Disruption or interference with the orderly progress of a student discipline proceeding.
    c) Initiation of a student discipline proceeding in bad faith.
    d) Attempting to discourage another from participating in the student discipline matter.
    e) Attempting to influence the impartiality of any participant in a student discipline matter.
    f) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
    g) Failure to comply with the sanction(s) imposed under a student discipline proceeding.
20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

Disciplinary action for violations may be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from the school while a disciplinary matter is pending.

The Dean of Education and Student Affairs together with the Academic Committee are entrusted with the task of determining the disciplinary action that will be taken for violations. These actions shall be implemented immediately upon the findings of the committee and include, but are not limited to, verbal reprimand, written reprimand, loss of credits, property restitution, temporary suspension or dismissal. Students who violate the standards of conduct will be subject to immediate suspension and or termination.

Gross Misbehavior Policy

Any student found cheating, or who is aware of the occurrence of probable cheating but fails to report it to administration, will be placed on probation or terminated, at the program director's discretion. Any student who attempts to coerce, extort, or threaten another student or staff member for any reason will be terminated and appropriate legal action will be taken by the Administration.

Cheating can be defined as, but not limited to, the following examples:

1. Any sharing of information about content areas or specific questions covered on another group's test or a test yet to be taken;
2. Any solicitation of information from another student regarding test content, (regardless of when taken); the procurement of test materials from another student or another campus;
3. Reading any information an instructor or administrator has left on a desk or podium and not intended for student distribution;
4. Inappropriate behavior during an examination (such as looking at another student's paper, any talking or whispering, any body language signals, or any information available to a student to improve performance such as crib notes on the body, notes hidden in a bathroom or classroom, notes hidden in a Kleenex, etc.)
5. Plagiarizing, copying, or reprinting the homework of another student.

When a student is unsure whether certain actions constitute cheating, it is the responsibility of the student to clarify the matter with administration. If a student is found to have participated in cheating, or is found, by documented evidence, to be guilty of gross misbehavior, the student will be subject to severe disciplinary measures, up to and including immediate termination.

Employee and Student Fraud and Abuse Policy

No employee or students shall commit any act against or directed at Preferred College of Nursing, Los Angeles ("PCN, LA") or other employees or students of PCNLA that is determined to be of a fraudulent nature, including any incident of deceit, malice, devious behavior or is dishonest and/or dishonorable in any way.

All infractions by employees or students that are determined to have violated the above policy will be subject to appropriate disciplinary action, up to and including termination and may also be prosecuted to the fullest extent available by law.

Substance Abuse Prevention

PCN, LA supports a drug free environment and has available information on drug prevention for all students and employees.

Anti-Drug Program

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (public Law 101-226), PCN, LA has implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program consists of:

1. Distribution of literatures to students and employees on the health and life threatening risks associated with the use of illicit drugs and alcohol.
2. Dissemination of information to students and employees on the available drug and alcohol counseling services or rehabilitation programs.

Personal Conduct Policy

PCN, LA, has added three (3) specific criteria to its existing policy for professional conduct:

1. Only English will be spoken by students and instructors while classes or clinicals are in session
2. Students are not to engage in any conduct with another student, or employee of the school, that appears to be romantic in nature.
3. Cell phones and other electronic audio-visual device must be turned-off while class is in session and during clinical rotations. Use of laptop may be permitted at the instructor's discretion.

Violations of this policy will result in a written warning and may lead to termination at the Director's discretion.

Dress Code Policy

- Theory Classes – On Campus

1. Official school identification MUST be visible at all times
1. A white scrubs with the approved school logo is required at all times
2. White shoes with white shoelaces and white socks
3. White or beige undergarments
4. No commercial logos on shirts
5. No skin tight outfits (top and bottom)
6. No plunging necklines (front and back)
7. No see-through outfits
8. No revealing outfits
9. Males – No earrings or facial rings; No bracelets (exception: wrist watch)
10. Females – Only 1 plain stud earrings allowed each ear; no other facial rings
11. No tongue rings, nose rings or studs, etc. Only simple wedding band is allowed
12. No cell phones to be used during classroom hours.
13. The wearing of street clothes like shorts, tank tops, sandals, and slippers is prohibited during scheduled class sessions.

- Clinical Dress Code Policy

A clean well-groomed appearance must be presented. White nursing scrubs with the Preferred College of Nursing, LA logo are required. Official school identification must be worn while attending all clinical sessions.

1. As per school dress code policy above
2. White only for shoes and uniforms
3. Undergarments would be plain white or beige
4. Socks should be white (plain)
5. No earring/facial rings (male)
6. Plain stud earrings (no more than one each ear); no other facial rings (females)
7. Fingernails are to be kept clean and clipped short
8. Hair must be off the collar (pulled up or back); chewing gum is prohibited
9. Male students must be clean shaven at all times.
10. No cell phones to be used during clinical hours.

Grievance Policy

PCN, LA, subscribes to the principles of fairness in academic decisions. Any student with a complaint or grievance regarding any aspect of his or her instruction at the PCN, LA, should follow the following procedure outlined below to ensure that their grievance is heard:

Step 1: Make an appointment to discuss the matter with the Instructor of the course in question within seven (7) days of the event. If a satisfactory result is not achieved, proceed to step 2.

Step 2: Make an appointment to discuss the matter with the Director of Nursing Education or the Director of Student Affairs within 14 days of the event. If satisfactory result is not achieved, proceed to step 3.

Step 3: When a satisfactory resolution is not reached at this point, the case is then brought to the Academic Committee for a determination. The decision rendered by this committee is final and not subject to further appeal.

A complaint logbook for tracking formal complaints is kept within the personnel office and addressed in a timely manner.

"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 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (www.bppe.ca.gov) (telephone: 916-431-6959 and fax number: 916-263-1987)". 94909(a)(3)(A).

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

FINANCIAL INFORMATION

STRF – Student Tuition Recovery Fund

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

- 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
- Your total charges are not paid by any third-party payer such as an employer, government program, or other payments 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 to you:

- You are not a California resident
- 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 Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students, attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

- The school closed before the course of instruction was completed.
- 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.
- 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.
- 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 the closure, the period of decline determined by the Bureau.
- An inability to collect on judgment against the institution for a violation of the Act.

Bankruptcy Statement

Preferred College of Nursing, LA, does not have any pending petition for bankruptcy, or operating as a debtor in possession, or has filed a petition within the preceding five years, or has 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.).

Tuition and Fees

Students should pay all required fees in accordance with stated policies or initiate arrangements with the Financial Office. The fees listed are subject to change.

Course Programs	Registration	Tuition	Lab Fee/Badge	Miscellaneous	TOTAL CHARGES
Vocational Nursing	$75	$22,365.00	$5	$55 for STRF	$22,500.00
Nursing Assistant/ Home Health Aide	$75	$990.00	$100	$2.5 for STRF	$1,167.50

Arbitration

Any dispute arising from enrollment at Preferred College of Nursing, LA, no matter how described, pleaded or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association ("AAA") of Los Angeles, CA under its Commercial Rules. All determinations as to the scope, enforceability of this Arbitration Agreement shall be determined by the Arbitrator, and not by a court. The award rendered by the arbitrator may be entered in any court having jurisdiction.

Financial Assistance Options 1 - 7

To provide ease in the student's financial burden, the Preferred College of Nursing, LA, offers financial aid options as described below:

- Option 1: Sallie Mae, Inc. – SLM Loan

Sallie Mae Financial Corporation requires all borrowers to be either citizens or permanent residents of the United States. Applicants must meet the credit requirements and have an annual income of at least twice the requested amount to be borrowed to be approved. Applicants are required to fill out applications in full, including two (2) references. Additionally, applicants must submit a copy of his or her driver's license or CA ID, social security card, a green card (if applicable) and his or her most recent pay stub.

- Option 2: Direct Payment Plan

PCN, LA, offers a direct payment plan with no interest. Students using the Direct Payment Plan are required to make a down payment and sign a promissory note for the remaining balance, which is to be paid in monthly payments over the length of the program. Although this is a 'non-interest' bearing plan, any delinquent or late payments will be charged a monthly interest of 1.0%. All fees must be fully paid upon completion of the course. A student may be terminated from the program for non-compliance as stipulated in the signed tuition agreement contract.

- Option 3: Sibling Discount

This discount is offered in the event that any two or more siblings are simultaneously enrolled in a program at PCN, LA. One of the siblings will be entitled to receive a five percent (5%) discount which will take effect halfway through the program.

- Option 4: Group Discount

Any applicant who refers a group of three (3) or more for any program at PCN, LA, is eligible to receive a five percent (5%) discount to be applied in the total tuition fee and will take effect halfway through the program. The applicant must inform the school of his/her group referral at least ten (10) days before the registration and must do so by writing each group member's name in the registration/application for enrollment form.

- Option 5: Early Bird Discount

Any student having enrolled in any programs offered at PCN, LA, at least three (3) months prior to the first day of instruction is eligible to receive a five percent (5%) discount to be applied to the total tuition fee after a down payment has been made.

- Option 6: Montgomery/GI Bill

In recognition, support, and appreciation to the men and women in the U.S. Armed Forces both domestically and internationally, we are proud to offer the following types of funding:

- Montgomery/GI Bill, Ch. 30 of Title 38, US Code
- Montgomery/GI Bill, Ch. 1606 of Title 10, US Code
- Reserve Educational Assistance Program (REAP), Ch. 1607 of Title 10, US Code
- Post-Vietnam Era Veteran's Educational Assistance Program, Ch. 32 of Title 38, US Code

Under Chapter 30, Active Duty members enroll and pay $100 per month for 12 months; and are then entitled to receive a monthly education benefit once they have completed a minimum service obligation. Under Chapter 1606, a reservist must be actively drilling and have a 6-year obligation in the Selected Reserve to be eligible.

The Montgomery GI Bill - Selected Reserve program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard.

The Montgomery GI Bill - Active Duty, called "MGIB" for short, provides up to 36 months of education benefits to eligible veterans. You may be an eligible veteran if you have an Honorable Discharge, and you have a High School Diploma or GED or in some cases 12 hours of college credit. You can apply by visiting http://www.gibill.va.gov/ and filling out the VA Form 22-1990.

- Option 7: Financial Aid

Financial Aid

If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan.
- You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

An institution that **does** participate in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

Tuition Planning Department

The Financial Aid Department is responsible for assisting students with all their financial aid and tuition financing questions. The Financial Aid Director can answer questions and provide information about federal financial aid

programs, the application process, and related deadlines. Students can obtain loan and grant applications from this department. Appointments are recommended.

Tuition Planning Policy

The Financial Aid programs at Preferred College of Nursing, LA, (PCNLA) provides assistance to students whose financial resources are insufficient to meet the full cost of their education, and who wishes to finance part of their educational costs with student loans. The Free Application for Federal Student Aid (FAFSA) is the first step in the financial aid process. The FAFSA is the foundation for grants and loan.

Financial Aid Participation

Effective June 14, 2010, Preferred College of Nursing, LA, was approved to participate in Federal student aid program included under Title IV of the Higher Education Act of 1965, the programs are commonly known as:

Grants

- Federal Pell Grant (Pell)

Loans

- Subsidized Federal Direct Loan
- Unsubsidized Federal Direct Loan
- Federal Direct PLUS Loan

Definition of an Academic Year

PCN, LA Academic Year is based on clock hour of attendance. The Academic Year is defined as 900 clock hours in 30 weeks of instruction.

Financial Aid Eligibility

To be eligible for federal financial aid, a student must meet these requirements:

- Not be enrolled in an elementary or secondary school.
- Be enrolled or accepted for enrollment as a regular student in an eligible program of study.
- Be enrolled at least halftime.
- Be a U.S. citizen or an eligible non-citizen. Verification of eligible non-citizen status is required.
- Maintain satisfactory academic progress in a program of study.
- Not currently be in default on any Title IV student loan, or owe repayment on any Title IV received for attendance at the school or any other institution and sign a certification to that effect.
- File with the school a signed statement of educational purpose stating that all funds received from the Title IV programs will be used solely for educational or educationally related purposes.
- Be registered with the Selective Service (if required.)
- Not have borrowed in excess of the aggregate loan limits.
- Have a high school diploma or the equivalent or demonstrate the ability to benefit.
- Not have had eligibility for Federal benefits suspended or terminated because of a drug-related conviction.
- Meet any program-specific eligibility criteria, including demonstration of need.

Application for Financial Aid

To apply for financial aid, a student must do the following:

- Complete the *Free Application for Federal Student Aid* (FAFSA) on FAFSA@ed.gov for a Federal need or non-need based loan.
- Submit his/her federal income tax return for the most recent tax year or submit a non-filing statement, if requested.
- Complete the Federal Direct Loan Master Promissory Note and Entrance Counseling at: **www.StudentLoans.gov**

Since financial aid funding is not guaranteed from one award year to the next, students must re-apply for every academic year. The academic year is primarily defined by the College and may vary from one student to another. There are many factors that are taken into account when awarding and disbursing financial aid. Unless

an applicant can establish independent status, he/she must provide parental information on the FAFSA and provide copies of their parents' tax returns, if requested.

Independent Status

Students who apply as independent may be required to provide the Financial Aid Department with documentation validating their status. A student is automatically independent during the 2011-2012 award years if he/she meets one of the following criteria:

- Was born before January 1, 1987.
- Is married.
- Is currently serving on active duty in the U.S. Armed Forces for purposes other than training.
- Have children who receive more than half of their support from the student.
- Has a dependent (other than his/her children or spouse) who live with him/her and who receive more than half of their support from him/her now and thru June 30, 2011.
- At any time since the age of 13, where both parents are deceased, were in foster care, or ward of the court.
- Is an emancipated minor.
- Is under legal guardianship.
- As of July 1, 2009, determined as homeless *See definition in the FAFSA

An applicant may be requested to provide supporting documentation for proving independence.

Verification

Verification is the process of checking the accuracy of the information a student has provided in order to minimize errors when they apply for financial aid. Verification is a requirement only for students selected by the U.S. Department of Education; however, the school may also select students for *institutional* verification. Documents requested must be provided within 15 days of notification. No financial aid disbursements can be made until verification is completed. If verification is not completed within 15 days, the student's financial aid may be canceled and the student will be asked to make arrangements for payment of tuition without consideration of financial assistance. The student will be notified if the results of verification change the student's scheduled award.

Financial Assistance

The majority of financial assistance to students is available through federal (Title IV) programs. Two types of assistance are offered: (1) Need-based grants and loans and (2) non-need based loans. Assistance received from Federal financial aid programs must be used for educational purposes only.

Need Based Aid Eligibility

The individual student and the student's family have the primary responsibility for meeting the cost of education. The offer of assistance is based on both your family's demonstrated financial need and availability of funds. The school determines a family's financial need by use of the following formula:

Financial Need = *Cost of Attendance - Expected Family Contribution – Estimated Financial Assistance*

Cost of attendance is the sum of tuition, fees, books, supplies, room and board, transportation, personal expenses, and loan fees.

Expected Family Contribution is the amount that a family can reasonably be expected to contribute toward that cost based on the evaluation of the student's financial aid application and supporting documentation. The school uses a standardized formula established by the California Student Aid Commission. Eligible students are notified of their eligibility on the Preliminary Award Letter and a Financial Aid Award Letter.

Non-Need Based Aid

Non-need based aid are loans available to students and families who do not qualify for need-based programs or who require funding beyond their need based awards. To ensure full consideration for all programs, students must apply for need-based aid at the same time or prior to application for non-need based aid.

Grants

Grants are funds that **do not have** to be repaid. Most grants are awarded on the basis of need. The grant programs include the Federal Pell Grant. A wide variety of other privately funded grants are available to students, but these grants need to be researched independently by the student.

Federal Pell Grant

This need-based grant can assist financially eligible students who desire to continue their education beyond high school. Each student is required, if applying for financial aid, to apply for a Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. A maximum Federal Pell Grant for the 2010-2011 Award Year is $5,550.

Student Loans

Loans are borrowed money that **must be repaid**. Since loan terms are not all the same, it is important that each student keep track of the various loans and the specific obligations they have for repayment.

Student Rights

Students who receive financial aid have certain rights. Those rights are:

- Written information on loan obligations, including loan consolidation and refinancing, and information on borrower rights and responsibilities.
- A copy of the promissory note and return of the note when the loan is paid in full.
- Information on interest rates, fees, the balance owed on loans, and a loan repayment schedule.
- Notification, if the loan is sold or transferred to a loan service.
- A grace period, if applicable and explanation of what that means.
- Prepayment of the loan without penalty.
- Deferment, if the borrower qualifies.
- Forbearance options, if eligible.

Student Responsibilities

A student who receives financial aid also has certain responsibilities. These responsibilities are:

- Repay the loan in accordance with the repayment schedule, and notify both the institution and lender of anything that affects ability to repay or eligibility for deferment or cancellation.
- Notify the lender if he/she graduates, withdraws, transfers to another institution, or changes name, address, phone, or Social Security number.
- Notify the lender if he/she fails to enroll for the period covered by the loan.
- Attend an exit loan-counseling interview before leaving the institution.

Entrance and Exit Interviews

Borrowing funds to pay educational expenses is a serious undertaking. These are funds that must be paid back to lenders participating in the Federal Government for students who receive a Direct Student Loan. Failure to repay Federal loans can have serious repercussions.

Preferred College of Nursing, LA counsels students in person regarding all loan information and student loan indebtedness. Students are given an entrance and exit interview regarding loan information and indebtedness to be certain the student understands the amount borrowed and the student's rights and responsibilities. To obtain a Direct Loan, an on line entrance counseling is mandated before completing a Master Promissory Note (MPN).

TYPES OF LOANS

Federal Direct Student Loans – Stafford Loans (Subsidized and Unsubsidized)

Stafford Loans are low interest loans made to the student by the U.S. Department of Education. The loan must be used to pay for educational expenses. Depending on a student's eligibility, this loan will either be subsidized or unsubsidized. If the loan is subsidized, the government will pay a subsidy on the loan by paying the interest on the loan on behalf of the student during the period of time that the student is enrolled plus six months after their last date of attendance. The interest on an unsubsidized loan can be deferred while the student is enrolled in the school and for a period of six months after you leave school or drop below half-time.

The Federal government will allow independent students in their first year of study to borrow an additional unsubsidized amount of Stafford funds of $6,000. This amount is beyond the initial amount of $3,500 and can only be in the unsubsidized loan program. Dependent students in their first year of study can borrow an additional unsubsidized Stafford Funds of $2000. This amount is beyond the initial amount of $3,500. Disbursements are made in two equal payments during an academic year. The first-time borrower's a disbursement is made after 30 days of the start date, and midpoint of the academic year.

The minimum repayment amount is $50 per month with 5 to 10 years of repayment. The actual payment and schedule is determined by the total amount borrowed.

Federal Parent Loans for Undergraduate Students

The Federal PLUS Loan Program allows parents, with good credit histories, to borrow money to pay the educational expenses of dependent, undergraduate students enrolled at least half-time at an eligible institution. The interest rate on the PLUS Loan is 7.9 percent (%). Repayment on the PLUS Loan begins sixty (60) days after the final loan disbursement for the enrollment period in which the funds were borrowed.

The annual limit on a PLUS loan is the student's Cost of Attendance budget minus any other financial assistance received (including Stafford loan funds).

- Cost of Attendance (COA) – Estimated Financial Aid (EFA) = PLUS Loan Eligibility

STUDENT RIGHTS

Student Rights

PCN, LA, has set forth the rights of the students as follows:

1. Students have the right to consistent and judicious evaluation by the instructor
2. Students are free to take reasoned exception to the data or views offered in courses of study
3. Students may be required to know the material set forth by the instructor, but they are free to reserve personal judgment as to the truth or falsity of what is presented.
4. Students have the right to have faculty meet their classes at the scheduled times and make presentations appropriate to the course. When circumstances require cancellation of a class, the instructor shall make an effort to notify the students.
5. Faculty and administrators have primary responsibility in curricular matters; students shall have the opportunity to participate in revising and improving the curriculum by serving on operational curriculum committees.
6. Students have the right to a course grade, which is a just measurement of performance in the course.
7. Information about a student's performance, views, beliefs, and political association, which instructors acquire in the course of their work, is considered confidential.
8. Students have the right to protection against improper disclosure of personal information. To minimize the risk of improper disclosure, the records of students' academic, counseling, disciplinary, financial and medical contracts with the school are kept separate from one another. Transcripts of academic records shall normally contain only information related to academic status and performance. However, in cases of disciplinary action, a notation of disciplinary status shall be added directly to the transcripts of any student who has been expelled or suspended; the notation for suspension will be removed at the end of the suspension period. Information from disciplinary, financial, counseling, medical, or academic records

shall not be available to any person, on or off campus, without the expressed written consent of the student, except in accordance with the law.

9. Students shall be free to organize and join associations to promote their common interests. Student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. However, it should be made clear to the school and the larger community that in their public expressions, students or student organizations speak only for themselves.
10. Students have the right to form representative self-government which will adequately reflect student opinion, serve student needs, assert fundamental student rights, and actively participate in the planning, formulating, and instituting of school policies.
11. Students have the right to use publications and the student press as a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus as a means of bringing student concerns to the attention of the faculty and the institutional authorities.
12. Students have the rights to freedom of speech, assembly, petition, and association. They may assemble publicly to demonstrate support for or opposition to causes or candidates. As long as a student demonstration does not interfere with the classroom, and long as the demonstration substantially complies with the school's time, place, and manner rules and otherwise causes only minor inconvenience in areas of the campus outside of the classroom, the demonstration shall be permitted to proceed.

Whenever activities of an individual student or group of students deny the rights of others or seriously interfere with, obstruct, or disrupt the operation of the school, such actions are subject to sanctions.

Student Educational Records

The Family Education Rights and Privacy Act (FERPA), is a federal law that protects the privacy of student's educational records.

Students have the following rights regarding education records:

- The right to access educational records kept by the school
- The right to demand educational records be disclosed only with student consent
- The right to amend educational records
- The right to file complaints against an educational institution, including PCN, LA, for disclosing educational records in violation of FERPA
- The right to know about the purpose, content, and location of information kept as a part of their educational records.
- The right to confidentiality of educational records unless the student gives permission to their educational institution to disclose such information.

Any record that contains personally identifiable information that is directly related to the student is an educational record that includes but not limited to records kept by the school in student files and student database system kept in storage devices such as servers, recordings or broadcasts, which may include student projects.

The following items are not considered educational records:

- Private notes from individual staff or faculty, not kept in student advising folders
- Campus police records
- Medical records
- Statistical data compilations that contain no mention of personally identifiable information about any specific student

Some information contained in student's educational records is termed directory information. Educational institutions, including PCN, LA, may disclose directory information without the written consent of the student. However, students have the right to restrict the release of directory information. To restrict Directory Information the student must submit a formal request to the educational institution, here at PCN, LA, to limit disclosure.

Directory information may include:

- Name and Address
- Phone number and email address

- Dates of attendance
- Degree/Certificate(s) awarded
- Enrollment status
- Major Field of study

Non-directory information is any educational record not considered directory information. Non-directory information must not be released to any third party, including parents of the student, without the prior written consent of the student. Furthermore, faculty and staff can access non-directory information only if they have a legitimate academic need to do so. Non-directory information may include:

- Social security numbers
- Student identification number
- Race, ethnicity, and/or nationality
- Gender
- Transcripts/ Grade Reports

Transcripts are non-directory information and therefore, are a protected part of educational records. Students have the right to privacy regarding academic records (transcripts) held by PCN, LA, where third parties seek copies of academic records (transcript). The school requires that students submit a written request to have transcripts sent to any third party, as the privilege of privacy of this information is held by the student.

- Records Retention Statement

PCN, LA, shall maintain student records on campus for a five (5) year period. After five years, an off-site archival system is utilized. Students will be advised of this system upon enrollment.

In general, student's written consent is always required before PCN, LA, can legitimately disclose non-directory information. The school may have a tailored consent form (a standard form for consent agreement) to meet students' needs. However, all prior written consent must include the following elements:

- Specify the records to be disclosed
- State the purpose of the disclosure
- Identify the party of class of parties to whom the disclosure is to be made
- The date
- The signature of the student whose record is to be disclosed
- The signature of the custodian of the educational record

Prior written consent is not required when disclosure is made directly to the student or to other school officials within the same institution, where there is a legitimate educational interest. A legitimate educational interest may include enrollment, transfer matters, financial aid issues, or information requested by regional accrediting organizations.

PCN, LA, does not need prior written consent to disclose non-directory information where the health and safety of the student is at issue, when complying with a judicial order or subpoena, or where because of a crime of violence, a disciplinary hearing is conducted by the school, a final decision is recorded, and the alleged victim seeks disclosure.

CANCELLATION INFORMATION

Student's Rights to Cancel

The student may cancel his/her contract for school, without any penalty or obligations paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, CEC 94911(e)(1). Read the Notice of Cancellation form for an explanation of the cancellation rights and responsibilities. If the student lost his/her Notice of Cancellation form, ask the school for a copy of the enrollment agreement.

If the student cancels any payment he/she has made and any negotiable instrument signed by him/her shall be returned to the student within 45 days following the school's receipt of the cancellation notice."

"But if Preferred College of Nursing, LA gave the student any equipment (leased), he/she must return the equipment within 30 days of the date he/she signed a cancellation notice. If he/she does not return the equipment within this 30-day period, the school may keep an amount out of what he/she paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and the student may keep the equipment."

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

Mr. J. Faron Brindley, School Director
Preferred College of Nursing, LA
3424 Wilshire Blvd., Suite 1100, Los Angeles, CA 90010

Questions

Any question or problem concerning this school's catalog, which has not been satisfactorily answered or resolved by the school, should be directed to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833-0818
E-mail: bppe@dca.ca.gov
Website: www.bppe.ca.gov
Phone: 1-800-370-7589

Loan Responsibility Statement

I UNDERSTAND THAT I AM RESPONSIBLE FOR THE AMOUNT INCURRED WHILE IN THE PROGRAM. IF I RECEIVE A STUDENT LOAN, I AM RESPONSIBLE FOR REPAYING THE LOAN PLUS ANY INTEREST LESS THE AMOUNT OF ANY REFUND.

This agreement is legally binding instrument when signed by the student and accepted by the school. Your signature on this agreement acknowledges that you have given reasonable time to read and understand it. The institution provides employment placement assistance but does not guarantee employment to our graduates. Immediately upon signing this agreement, you will be given a copy of it for your record. This agreement is for the course Vocational Nursing Program. A total of 1550 hours are required to complete this course. The address where the instruction will be provided is:

3424 Wilshire Blvd., Suite 1100, Los Angeles, CA 90010.

REFUND INFORMATION

Return to Title IV

For financial aid recipients, a percentage of Federal Title IV aid will be returned if the student withdraws during the first 60 percent of the scheduled instruction in the payment period. The amount returned will be based on the percentage of completed days, as determined by the last date of attendance, divided by the total number of days in the payment period. Preferred College of Nursing, LA, will determine the number of days completed for the period in which the student withdrew. If the amount is less than or equal to 60 percent, then the same percentage of the Federal Title IV aid received is the amount that can be retained. If the number of days completed is beyond 60%, 100% of Title IV can be retained. The difference will be returned to the Federal Title IV program in the following distribution order: 1) Federal Direct Unsubsidized 2) Federal Direct Subsidized 3) Federal Direct PLUS Loan 4) Federal Pell Grant 5) Other programs 6) Student.

State Refund Policy

The student shall have the right to cancel the contract for school, without any penalty or obligations paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, CEC 94911(e)(1). The student shall be paid within 45 days of cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds, CEC 94911(e)(2).

In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. After completion of 60% or more of the program, the student is no longer eligible for any refund. For example, if the student completes only 50 hours on a 90-hour course and paid $300 tuition, the student would receive a refund of $175.

Hypothetical refund to be paid to a student shall be calculated as follows:

a) Deduct a registration fee from the total tuition charge
$300 (total tuition charge) $75 (registration fee) = $225
b) Divide this figure by the number of hours in the program to get the hourly charge
$225/*90* (no. of hours in the program) = $2.50 (hourly charge)
c) Multiply the total hours attended by the hourly charge to get the amount owed by the student
50 (# of hours attended) X $2.50 = $125 (tuition used)
d) REFUND = Total Tuition Charge - Tuition Used
$300 - $125 = **$175**

Cancellation of a Program by the School

PCN, LA, reserves the right to cancel the enrollment of any student for any of the following reasons:

a) The student does not meet eligibility requirements
b) In case of emergency, i.e. act of nature, or low enrollment

The school also reserves the right to postpone or reschedule any class or instructor, at any time. Cancellation of proposed class will be given to prospective students, in writing, stating the reasons for the action.

ACADEMIC POLICIES

Attendance

Students are expected to be present for all scheduled class._Absences from either theory, clinical or skills lab sessions cause the student to miss instruction on vital information which is necessary to ensure the delivery of comprehensive and safe nursing care training.

Student will be placed on probation after two (2) absences and will be terminated from the program after three (3) absences within a thirty (30) day period. A student who is terminated from the term or the program may request to join the next class based on the school's re-enrollment/reinstatement policy.

There are no excused absences for any theory and/or clinical sessions. All absences must be made up. Course instructors or program directors shall determine make up assignments for absences. It is the student's responsibility to make arrangements with the instructor or program director to make up absences within the period allowed. All absences along with make-up days and make-up assignments will be documented as part of each student's academic file.

Tardiness

In order for students to meet the objectives and competencies of the program, students must complete all hours of instruction. In order to complete all hours of instruction students must be present in the classroom

or clinical area on or before the scheduled starting time and return promptly from all scheduled breaks and lunches.

Any student arriving after the theory or clinical session has started (e.g.: 9:01 am or 6:46 am) OR any student leaving up to thirty (30) minutes before the theory or clinical session has been dismissed, will be considered tardy. Students arriving late or leaving early from theory or clinical sessions will miss vital information necessary to ensure the delivery of safe and competent nursing care training.

Additionally, students arriving more than fifteen (15) minutes after the scheduled start time of a classroom or clinical session may be sent home and not allowed into the class, at the discretion of the instructor. Students not allowed into the classroom as a result of his/her tardiness will be considered absent for the day, and must follow all procedures as outlined in the "Attendance Policy" to make-up their absence.

Three (3) tardy arrivals or early departures will constitute one (1) absence. As stated above, all absences must be made up as outlined in the "Attendance Policy". Any student with excessive tardiness, six (6) in a month, will be terminated from the term or the program and may request to join the next class based on the school's re-enrollment/reinstatement policy.

Leave of Absence

Students who are unable to attend school due to mitigating circumstances may request a Leave of Absence (LOA). The Dean shall determine whether to grant a Leave of Absence, with the approval of the School Director. A Leave of Absence will be granted only when the following mitigating circumstances exist: 1) compulsory military service; 2) medical issues, 3) maternity

No leave of absence shall be granted for a period of time longer than one hundred and eighty days (180) days. No more than two (2) Leaves of Absence may be granted per year.

Students should be aware that the length of their program may be longer than the time indicated on the enrollment agreement if they are permitted to take a leave in the middle of the program. A student who fails to return from a Leave of Absence will be withdrawn from the institution on the date the student was expected to return from the leave. The date of withdrawal for purposes of calculating any refund due and for financial aid purposes will be the Last Date of Attendance. After being withdrawn, the student may re-enroll in the program in accordance with the Re-Admission policy and other applicable requirements as outlined in the Catalog. Absences incurred prior to the request for a Leave of Absence will not be included in the leave of absence period.

Requests for a Leave of Absence must be made in writing and in person to the Dean. The request must state the reason for the request (nature of the emergency) and the expected date of return, and it must be signed by the student and dated. The telephone call must be followed by a written request for the leave. The Leave of Absence will only be approved if the reason is deemed sufficient and there is a reasonable expectation that the student will return.

A student receiving a Federal student loan must see the Financial Aid Director before receiving approval to determine if and what impact the LOA will have on the terms and conditions of the student's loan.

Clinical Absence

All clinical absences will have to be made up at the end of each term before the student can progress to the next term. The clinical make-up will be scheduled for the term break or at the program director's discretion. Successful completion of the courses requires regular attendance in the clinical area. Absences may result in a student not earning a clinical grade of "Pass". This policy is intended to assist students in meeting the clinical objectives.

For the first clinical absence in a course, student will receive a remediation form specifying the clinical objectives missed. This will be done to ensure that the student is aware of the clinical objectives that must be met. In addition, students will submit written homework assigned by the instructor and to be completed within seven (7) days from the date of absence. For the second clinical absence in a course, student will receive a notice of probation and remediation. For the third clinical absence in a course, student must make

an appointment with the program director. Failure to attend the make-up on the scheduled day will result in the student missing the clinical objectives and may result in termination.

Clinical Site Assignment

Upon admission, students attested to the fact that they had adequate transportation and would be able to travel to clinical sites without difficulty. If a student is dependent upon others for the mode of transportation to the point that he or she cannot function without help, this student is risking the completion of the clinical rotation and the appropriate objectives. Therefore, clinical site assignments will be announced by the program director without influence by the student and no changes will be made to the assignment for any reason.

Seating Assignment

In order to maximize the learning experience of all students, PCN, LA, has a policy of randomly creating seating arrangements for classroom sessions. Students should not request special consideration in relation to this topic. Students found to be non-compliant with seating assignments will first be given a verbal warning; any future non-compliance will then result in a written warning for insubordination. This policy is also applicable to any student who continues to harass any instructor, administrator or staff member regarding changing of their classroom seating assignment. Further disregard for school policy will lead to additional disciplinary action, up to and including termination from the program.

Students with physical impairments such as poor eyesight, hearing or physical problems preventing him or her to sit where assigned will be required to show proof from their physician stating their need for reconsideration. Such issues will need to be conveyed to the program director prior to the first day of class, in order for these issues to be addressed timely.

Grading

Students are graded with objective written tests on class lectures, assignments and return demonstration of clinical skills. Any written assignment not submitted when due or any test missed will be given a grade of a zero. Student will have one week to make up missing assignments or tests or the zero given will stay in the record. The student's final grade or overall grade will be computed based on the following average:

This legend is used for all programs offered at PCN, LA.

Theory Grade		Clinical Grade	Grading Scale			
			4.00	95 – 100	A+	Excellent
Homework	10	1. Complete Clinical	3.7 – 3.9	90 – 94	A	Very Good
Quizzes	25	Objectives	3.3 – 3.6	85 – 89	B+	Good
Tests	30	2. Satisfactory Clinical	3.0 – 3.2	80 – 84	B	Satisfactory
Final Exam	35	Evaluation	2.3 – 2.9	75 – 79	C	Average
TOTAL	100%	PASS/FAIL	1.0 – 2.2	0 – 74	F	Fail

For the Vocational Nursing only:
CLINICAL – (per term) Final Grade will be reflected in the transcript as Pass or Fail.
However, the final grade will be the average of grades from the following criteria:

a) Daily Clinical Performance Evaluation for Clinical Objectives (skills performance) 50%
b) Nursing Care Plan (1 / term) and other projects to include oral presentations and drug study 30%
c) Tests (post-tests and quizzes) during post-conference 20%
Total 100%

Homework Grading

Each class has assigned homework that students are responsible for completing and submitting to the course instructor. Homework can be typed or handwritten, at the instructor's discretion. Homework due must be at the beginning of class, after which the homework will be considered late. Additionally, all homework should be corrected within one (1) week after the due date and should be graded according to the system laid out below for consistency.

The following is the grading system:

Homework given LATE	=	Minus one (1) point per day
Inappropriate content	=	Minus one (1) point per question
Homework not turned in	=	Zero (0) will be given

For example 1:

1 Homework	=	10 points (total score)
Given late	=	- 1 point
1 Wrong answer	=	- 1 point
Total		8 points for this homework

* Partial credit (½ or ¼ of the question value) may be given for answers at the instructor's discretion.

For example 2:

Term 3: M/S Nursing II – Cardio System Homework: This homework has 11 questions and the most one can get is 10 points (which is 10% of the total grade average in a course.)

- 10p divide by 11q = 0.90 points per question
- 0.9p divide by 2 = 0.45 points per question (½ the question value)
- 0.45p divide by 2 = 0.23 points per question (¼ the question value)

Out of 11 questions, if 1 question is only 0.45 points and two questions are only 0.23 points each and the rest are 0.9 points, then the grade is calculated as follows:

- 1 Question = 0.45 points
- 2 Q's x 0.23 = 0.46 points
- 8 Q's x 0.90 = 7.20 points

Total 8.11 points total for this Cardio Homework

Testing

A student, who misses a Quiz, Unit Test, or Final Examination, must arrange with their instructor or program director to schedule a make-up day. Students missing any type of test on the day that it is originally given will receive a maximum score of 75% for make-up test. If a student achieves a score of 75% or higher on his or her make-up examination, he/she will only receive a maximum grade of 75%.

If the student obtains a score less than 75%, he or she will receive credit for the actual score obtained.

- Example 1:

A student misses a Unit Test, and makes up the test one week later. He or she achieves a score of 82% on the make-up examination; however, he will receive a maximum score of 75%, as it is a make-up exam.

- Example 2:

A student misses a Quiz, and makes up the quiz four days later. He or she obtains a score of 72% on the make-up quiz. Her actual grade for the quiz will be reflected as 72%.

Make-up examinations will be different from the original test given to the class on the original test date. Make-up examinations must be completed as scheduled no later than one (1) week prior to the start of the next term.

If a student is absent on a scheduled make-up-test day, he or she will receive a grade of "0" (zero) for the test. Any missed make-up examinations will result in an absence being received by the student. Additionally, this will place the student in a remediation status for the class.

Comprehensive Examination – VN Program

PCN, LA, initiates programs that measure students' progress toward educational goals, determines academic progress, improves teaching and learning, and evaluates institutional effectiveness. One method common to all courses offered at PCN, LA is the comprehensive/final examination given at the end of each program.

However, for the vocational nursing program, specific comprehensive examinations are given at the end of Term III and V for the following reasons:

a. To determine if the student has attained the theoretical and clinical objectives successfully;
b. To determine the ability of the student to proceed to the next term ; and
c. Term V, to determine the strengths and weaknesses of the student prior to taking the NCLEX-PN examination.

The student must pass the Comprehensive Examinations administered by the PCN, LA, at the conclusion of Term 3 and Term 5 with a grade of 75% or higher. Students are allowed to proceed to the following term (Term 4) after successfully passing the comprehensive examination at the end of Term 3 and are eligible to graduate from the program after successfully passing the comprehensive examination at the end of Term 5. If a student does not pass the comprehensive examination at the end of Term 3 he or she will be required to take an alternate comprehensive examination. If the student is not successful in passing the alternate comprehensive examination, then the student will not be eligible to continue to the next term.

Should a student fail the comprehensive examination at the end of Term 5, he or she will be permitted to participate in the graduation ceremony. However, the school will withhold the student's diploma until the student fulfills the following school requirements:

a. An alternate comprehensive examination will be given and the student must pass with a grade of 75% or higher in order to obtain his or her diploma or certificate.
b. If the student does not pass the alternative comprehensive examination, he or she may receive the diploma only by passing a standardized comprehensive predictor examination, provided by PCN, LA, with a score of 60% or higher.

If the student does not pass the standardized comprehensive predictor examination, he or she is required to repeat the term that precedes the examination (Term V) based on space availability, and will be required to pay the previously agreed tuition rate for the repeated term. The Student is given only one opportunity to repeat the term V. After repeating the previous term, should the student still be unable to pass the standardized comprehensive predictor examination, he or she will be required to repeat the entire Vocational Nursing program of the college, and will be required to pay the prevailing tuition fee.

NCLEX-PN Review

This review program is designed to assess the student's ability to pass successfully the NCLEX-PN examination. This extensive review will reinforce and strengthen concepts learned early in the previous terms of the vocational nursing curriculum. It offers the students the opportunity to assess their own strengths and weaknesses in their nursing knowledge through diagnostic tools and to formulate a plan for areas of needed growth.

The NCLEX-PN review for graduating students is usually scheduled immediately after the end of the program. Attending the NCLEX-PN review is mandatory to increase chances of passing the Term V Comprehensive examination and NCLEX-PN State Board examination. If a student fails to complete the NCLEX review, he or she will not be allowed to take the Comprehensive Exam and this will result in non-completion of the VN program and non-issuance of diploma, regardless of the overall general weighted average.

Academic Progression

A student who fails either the theory or clinical component of a course or subject is eligible to repeat the entire course (theory and clinical) on the basis of space availability and will be required to pay the prevailing tuition rate per hour.

For the vocational nursing program, a student who fails a term, based upon the school's grading policy, will not be eligible to progress to the next term. The grading policy requires a minimum overall grade of 75% for each term. A student who has exhausted all remediation opportunities, based upon school policy, will also not be eligible to progress to the next course or term.

A student who does not successfully pass the school's comprehensive examination at the conclusion of Term 3, based upon the school's policy and signed contract, will not be eligible to progress to Term 4 until he or she has successfully re-taken and passed Term 3 and re-taken and passed the comprehensive examination. Additionally, a student who does not successfully pass the comprehensive examination at the conclusion of Term 5, based upon the school's policy and signed contract, will not be considered as having successfully completed the LVN program until he or she has successfully re-taken and passed Term 5 and re-taken and passed the comprehensive examination.

Although the school will make every attempt to allow a student to repeat a failed course during the next term when the same course is offered, it may be necessary for a student to wait one or more terms for the opportunity to repeat a course, based upon space availability. A student repeating a course must begin the course on the first day, and attend all sessions until the completion of the entire course.

Academic Probation

When a student requires remediation for the second time or if the student incurs one failed remediation in any term of the program, he or she will be placed on academic probation.

Remediation will remain on the student's probationary record until student successfully demonstrates meeting of objectives in the remediated subject. Additionally, when the minimum patient care standards or patterns of behavior of performance interfere with a student's progress, probationary status may be initiated. The administration may initiate probation when the student is not meeting the theory and/or clinical objectives.

Procedure for placing a student on academic probation:

1. Student shall be promptly informed in writing of probationary status.
2. Student placed on probation shall be counseled, according to established probationary status. The terms of the probation will be stated in writing, to include criteria for removal of probationary status.
3. Student whose performance remains below minimal acceptable standards will be dismissed from the program after an interview with the Program Director.

A student on probation remains eligible for Title IV funds.

Remediation

Remediation is required when a student fails to achieve a passing grade in any individual course of study. Students needing remediation must do so within the specified time. Clinical hours should be made up according to the same schedule. Instructors will select the method of remediation according to individual student's needs and focusing on clinical and or theory objectives.

1. A student will be allowed to participate in a written evaluation (test) to demonstrate successful meeting of remediated subject objectives.
2. If a student successfully demonstrates that he or she has met the course objectives by successfully passing the remediation examination (achieving a grade of 75% or above) the student's permanent record would reflect a passing score of no more than 75%.
3. If the student fails the remediation examination, (achieved a grade lower than 75%), the student will then receive whichever is the higher of the two grades (original failed grade or the remediation examination grade). Both the original and remediation grades would be reflected on student's transcript of records.
4. During Terms 1 to 5, the student is allowed two (2) total remediations or one (1) failed remediation for each term. If the student requires remediation for the second time, he or she will be placed on probation. While on probation, any additional failing grade in a course will prompt the student's immediate termination from the Term and the student is required to repeat the Term. If the student incurs one failed remediation, he/she will be placed on probation; any additional failing grade in a course will prompt the student's immediate termination from the Term and the student is required to repeat the Term.
5. If, after remediation, the student fails the course, Fundamentals of Nursing in Term I, he or she has to repeat the course on the basis of space availability and pay the prevailing tuition rate per hour. Moreover, the student will not be allowed to progress to term II since this is a prerequisite for all succeeding nursing courses.
6. Satisfactory academic progress standards must be maintained to ensure completion of the program within the maximum time frame allowed (one and half times the program-scheduled hours).

7. Students who had remediated courses are closely watched for signs of possible failure and are reminded and offered tutorial. However, if a student cannot make time to attend tutorial, the student will provide the office in writing an acceptable alternative method of assistance in improving his/her grade. Student's decision to undergo alternative method of tutorial must be documented and signed by the student.

Dismissal

A student may be dismissed from the program based on the following:
1. It has been concluded that all efforts of remediation of the student have been exhausted.
2. The student continues to be deficient in theory and /or clinical practice despite several remediation sessions.
3. The student is unable to conduct himself/herself in a professional manner in the classroom and/or clinical session.
4. After a maximum of two (2) remediated theory/clinical subjects and/or one (1) failed remediation in one term, and the student still continues to be deficient in an additional subject either theory or clinical.
5. Non-compliance with the financial obligations as stipulated in the Enrollment Agreement.
6. When an emergency occurs, each student will be allowed one (1) absent day per month. The student will be placed on probation after two (2) absences and will be terminated from the program after three (3) absences in any month.

Re-Admission

A student may repeat, re-enroll or be readmitted in a term or a program after having met the stipulations of this policy. PCN, LA will make every possible attempt to allow students to repeat a program or term. However, every student seeking readmission must first submit a signed and dated letter to the program Director detailing why he or she should be considered a viable candidate for readmission, including specific reference to resolution of the issue(s) that led to the termination.

In cases where a student was terminated due to his or her lack of attendance or progress, the student must show positive proof that the problem causing the termination has been corrected, thereby ensuring proper attendance and or progress. The program director will make the final approval of readmission.
When a program or term is repeated, the student must take both the theory and clinical components of the program concurrently. A student repeating a program or term must start from the first day of class until the completion of the entire program or term. All satisfactory academic progress standards must be maintained to ensure completion of the program within the maximum time-frame (*) allowed.

(*) A student is expected to complete his or her educational objective within a specified time frame. A student must complete the program of study at PCN, LA within 150% of the normal program length. The appropriate time frame is calculated according to the student's program hour requirements. For example, vocational nursing program requiring 1550 hours completed has a maximum time frame of 2325 hours attempted to complete the program. Attempted hours will include all of the following: Earned hours (satisfactory/unsatisfactory). Repeated courses, official withdrawal of drop, failures, remedial courses, non-attendance, and no grade reported. A student who exceeded the maximum time frame will no longer be making satisfactory progress and will no longer be eligible to complete the program.

Credit Granting

PCN, LA, will consider credit from other institutions accredited by an agency recognized by the U.S. Department of Education or the Council of Higher Education Accreditation (CHEA).

A student may transfer coursework credits earned at previously attended institutions towards any PCN, LA, program if the institution(s) meets or exceeds the standards of PCN, LA, and are approved and/or accredited by the Board of Registered Nursing (BRN), Board of Vocational Nursing and Psychiatric Technicians (BVNPT), Bureau for Private Postsecondary Education (BPPE) of the Department of Consumers Affairs (DCA), California Department of Public Health Services (CDPH), Accrediting agencies recognized by the U.S. Department of Education and Council of Higher Education Accreditation.

Prior education relating to the course program taken within the last five (5) years may be given credits upon the presentation of a course catalog from the institution attended and an officially evaluated transcript of

record for equivalency report. Hours of credit will be calculated based on hours of equivalency. All requests for credit granting must be completed and approved by the school designee before commencing any program offered at PCN, LA. The school does not offer advance placement and credit for experiential learning.

Transferability of Credits

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

Cross Enrollment

Under special circumstances, determined by the Program Director, PCN, LA, allows vocational nursing students to complete required subjects (theory and/or clinical) from another accredited vocational nursing institution provided that the accredited institution allows for temporary or cross enrollment. Similarly, PCN, LA, accepts vocational nursing students for temporary or cross enrollment for any required subject available.

A maximum of 33% of the normal program length (512 hours) may be taken from PCN or from another accredited Vocational Nursing institution to be considered as temporary or cross-enrollment. Any exceptions to this policy must be approved by the School Director. The following factors will be included in the evaluations of exceptions:

a) existence of appropriate vacancy
b) curricular and admission requirements
c) student's reason for requesting cross-enrollment
d) letter of reference

All accepted cross-enrolled students will go through a full orientation process and therefore will be subject to PCN, LA's vocational nursing program policies and procedures.

Transfer Student

PCN, LA, accepts transfer vocational nursing students who present a complete application and official transcript from the previously attended accredited Vocational Nursing institution. Students transferring from another school may receive credit for subjects completed with a grade of 75% (equivalent) or better if the earned subject meets or exceeds the standards of PCN, LA.

In order to earn enough hours to graduate, transfer students are required to complete successfully 67% of the cumulative course work at PCN, LA. Any exceptions to this policy must be approved by the School Director. The following factors will be included in the evaluation of an exception:

a) existence of appropriate vacancy
b) curricular and admission requirements
c) student's reason for requesting for transfer
d) letter of reference

All accepted transfer students will go through a full orientation process and therefore will be subject to PCN, LA's vocational nursing program policies and procedures.

Course Withdrawal

Students planning withdrawal from a course should contact the program director and submit a letter of withdrawal. Students who officially withdraw will receive refunds in accordance with the posted prorate refund schedule. Students who do not officially withdraw from a course will automatically receive a grade of Fail (F) reflected in his or her transcripts of record and no refund will be issued.

Standards of Satisfactory Academic Progress

LVN Program Evaluation

A. Effectiveness of the Program
   1. Theory
      1. Suggestion box easily accessible.
      2. Satisfaction Survey by students every end of term.
      3. Quarterly Instructor Evaluation by peer/director, or designee.
      4. Quizzes, Unit Tests, Examination and comprehensive Exam at the end of each term.
   2. Clinical Experience
      1. Satisfaction Survey by students every end of clinical rotation.
      2. Clinical Instructor Evaluation by facility.
      3. Clinical Instructor Evaluation by students.
      4. Provided clinical objectives
      5. Clinical Evaluation by students.

B. Methods to determine if the Program meets the needs of the following:
   1. Students
      1. Questionnaires every end of the term.
      2. Suggestion box easily accessible.
      3. Quizzes, Unit Tests, Examinations and Comprehensive Exam.
   2. Clinical Facilities
      1. Questionnaires every end of the term.
      2. Meeting with the Facility Coordinator and /or Director.
      3. Provided Clinical Objectives
      4. Clinical Evaluation by Students.

C. Tools/Methods to monitor and/or revise the Curriculum
   1. Monthly staff meeting (Compliance Meeting), minutes of meetings and any suggestions.
   2. Board announcements/revise curriculum as needed.
   3. Revise/update the curriculum as needed.
   4. Form for curriculum suggested revisions.
   5. Board of Vocational Nursing and Psychiatric Technicians (BVNPT) Policies and Procedures requiring Curriculum revisions.

D. Plan of Action
   1. All evaluations of the program shall be submitted to the Program Director and plan of action will be designated and then reviewed by curriculum committee.
   2. Approved plan of action will be implemented as deemed necessary.
   3. Course of action required by the BVNPT and those suggested per results of program evaluations, or other suggestions may be instituted immediately or no later than within one or two months following review of submitted evaluations.
   4. Plan of action will be reviewed by the curriculum committee to ensure that all areas of concern are considered prior to implementation of any plan of action.

PCN, LA, students are required to make satisfactory academic progress toward completion of their studies. Students who are not making satisfactory academic progress are subject to further review and possible disqualification from the school.

- Academic Standing

Gaining entrance to course programs of PCN, LA, is an important first step toward earning a certificate or diploma, but it guarantees neither that you will not earn it, nor indeed even implies that you will be allowed to take courses indefinitely. In order to retain student status, each student must maintain minimum acceptable progress towards course completion.

In order to maintain minimum acceptable progress, students in their first term of study must maintain a minimum grade average of 75%.

- Qualitative/Quantitative Standards

The standards of academic progress measure a student's academic progress both qualitatively and quantitatively. The qualitative measure assesses the student's general average. The student must maintain, in general, a grade of 75% for each term or an academic standing consistent with the requirements for graduation in the program of study.

Students whose general grade falls below the required 75% at the end of the term will be placed on academic probation. However, this grade alone is not a sufficient measure of progress. A student, who may have a passing grade average in one subject but fails the other subjects within the program, is not progressing toward graduation at an acceptable pace. To measure a student's progress in a program of study accurately, standards of academic progress must use a quantitative measure as well as a qualitative measure. To quantify academic progress, PCN, LA has a maximum time frame in which a student is expected to finish the program. A Title IV student on academic probation will remain eligible for financial aid during this period.

- Maximum Time Frame

A student is expected to complete his or her educational objectives within a specified time frame. Students must complete their program at PCN within 150% of the normal program length. The appropriate time frame is calculated according to the student's program hour requirements. For example, Vocational Nursing program requiring 1550 hours completed has a maximum time frame of 2325 hours attempted to complete the program. Attempted hours will include all of the following: earned hours (satisfactory/unsatisfactory), repeated courses, official withdrawal or drop, failure, remedial courses, non-attendance.

Students who exceed maximum time frame will no longer be making satisfactory academic progress and will no longer be eligible to complete the program. However, due to unavoidable circumstances, a student may require additional time. In such situations, the Program Director may establish a schedule for the student that departs from the norm and may require an extension of study.

A student may be granted a leave of absence for a variety of reasons. This period of leave for the student may be excluded from the maximum time frame in which an individual student will be expected to complete the program.

- Minimum Percent of Completed Hours

In order to earn enough credits to graduate within the above maximum number of attempted hours, students are required to complete 67% of the cumulative course work successfully.

- Appeal Process

An appeal process is available to students who are placed on suspension or termination for lack of Satisfactory Academic Progress. If unusual circumstances have affected student's progress, the decision to suspend or terminate may be appealed. Requests for appeals must be made in writing to the Program Director. Appeals must be submitted no later than the end of the first week of classes following the suspended term or within 10 calendar days of the date on the academic progress letter, whichever is later.

- Reinstatement/Readmission

A student may be reinstated and repeat a program or term depending upon space availability in the class. PCN, LA will make every possible attempt to allow the student to repeat the program or term. However, the student must first submit a signed and dated letter to the program director detailing why he or she should be considered a viable candidate for readmission, including specific reference to resolution of the issue(s) that led to the termination.

In cases where a student was terminated due to his or her lack of attendance or progress, the student must show positive proof that the problem causing the termination has been corrected, thereby ensuring proper attendance and or progress. The program director will make the final approval of readmission.

When a program or term is repeated, the student must take both the theory and clinical components of the program concurrently. A student repeating a program or term must start from the first day of class until the completion of the entire program or term. All satisfactory academic progress standards must be maintained to ensure completion of the program within the maximum time frame allowed.

Leave of Absence on Satisfactory Academic Progress

Satisfactory Academic Progress will not be affected for students on an approved leave of absence.

ACADEMIC PROGRAMS

PCN, LA, offers the following ABHES Accredited programs:

1. Nurse Assistant & Home Health Aide Training (NA-HHA) 190 Hours
2. Vocational Nursing Program (VN) 1550 Hours

A. Vocational Nursing Program

Program Duration: 1550 Hours (Residential)
Program Schedule:

Vocational Nursing Program - Program Duration: 1550 Hours (Residential)		
Program Schedule:	**Lecture & Skills**	**Clinical Hours**
Full-Time A: Day Program	Monday - Friday 9:00 am - 3:30 pm	Monday - Friday 6:45 am - 3:15 pm or 2:45 pm - 11:15 pm
Full-Time B: Evening Program	Monday - Friday 4:00 pm - 10:30 pm	Monday - Friday 6:45 am - 3:15 pm or 2:45 pm - 11:15 pm
Full-Time C: Evening Program	Monday - Friday 4:00 pm - 10:30 pm	Monday - Friday 6:45 am - 3:15 pm or 2:45 pm - 11:15 pm
Part-Time A: Evening Program	Monday & Wednesday 6:00 pm - 9:00 pm Saturday & Sunday 9:00 am – 3:30 pm	Saturday & Sunday 6:45 am - 3:15pm or 2:45 pm - 11:15 pm
Part-Time B: Evening Program	Tuesday & Thursday 6:00 pm - 9:00 pm Saturday & Sunday 9:00 am – 3:30 pm	Saturday & Sunday 6:45 am - 3:15pm or 2:45 pm - 11:15 pm
Part-Time C: Day Program	Friday, Saturday & Sunday 9:00 am - 3:30 pm	Saturday & Sunday 6:45 am - 3:15pm or 2:45 pm - 11:15 pm
Part-Time D: Evening Program	Wednesday & Friday 6:00 pm - 9:00 pm Sunday & Monday 9:00 am – 3:30 pm	Sunday & Monday 6:45 am - 3:15pm or 2:45 pm - 11:15 pm

Program Objectives:
Upon completion of the program, the vocational nursing student will be able to:

1. Recognize change, identify the abnormal, and collect data in the assessment of patient's needs.
2. Practice well established and standard-nursing techniques based on laws, regulations, literature and policy of the employment facility.
3. Provide care to patients in accordance with the physician's orders and the nursing care plan.
4. Plan, implement and evaluate patient's needs by applying the basic principles of safe nursing practice.
5. Contribute to the development of the nursing care plan through observation and communication of the individual need of the patient for restorative and maintenance of optimal health.
6. Use problem-solving skills to meet the common acute and chronic health needs of patients.
7. Apply knowledge, as interpreted in the curriculum just completed, physical and psychosocial variables, which influence the needs of the patient.
8. Communicate with patients, families, co-workers, team and community, using effective techniques to establish, maintain and enhance personal relationships.
9. Successfully pass the NCLEX-PN State Board examinations.

Program Description:
PCN, LA's Vocational Nursing Program is designed to impart the basic knowledge and demonstrative ability necessary for entry level employment as a Licensed Vocational Nurse (LVN). An LVN works under the direction, guidance and supervision of a Registered Nurse and/or a licensed physician. Classroom topics are correlated with clinical experiences. Clinical experiences will be obtained from State Board approved healthcare facilities. Skills laboratory sessions are considered part of clinical. In skills laboratory sessions

students will develop the knowledge, skills, and abilities necessary to care for patients of all ages in current healthcare settings.

Course Description:

- GROWTH AND DEVELOPMENT

This course incorporates the normal process of growth and development in various stages from birth through adulthood. Aspects covered are physical, mental, emotional, social, and personality development. Concerns of common behavior problems, health maintenance, education and anticipatory guidance are important aspects of the course.

Prerequisite: None

Course Hours: Theory 20 hours / Skills Laboratory 0 hours / Clinical 0 hours

- MENTAL HEALTH NURSING

This is a short course in mental health nursing. It deals with the history and scope of mental health, understanding of behavior, influences on behavior, of cognitive, social and personality aspects as well as functional development. Common personality disorders and corresponding treatment modalities are briefly covered so that students may develop insight to significant knowledge of nursing in mental health in relation to the care of clients with existing psychological concerns.

Prerequisite: None

Course Hours: Theory 20 hours / Skills Laboratory 0 hours / Clinical 0 hours

- NUTRITION

This course provides basic knowledge of nutrition science. Topics include basic nutrition, nutrients, therapeutic diets and nutrition guides for health promotion and maintenance, common alternative ways to provide nutrition, cultural and social aspects of nutrition.

Prerequisite: None

Course Hours: Theory 18 hours / Skills Laboratory 7 hours / Clinical 0 hours

- ANATOMY AND PHYSIOLOGY

This course of normal structure and function of the human body covers various body systems, its parts and its relationships to one another in order to maintain a state of balance in one's health. Areas of study incorporate common terms, structure of body processes from the unit structure of the cell to the complexity body parts of different systems, in relation to normal functioning and health maintenance.

Prerequisite: None

Course Hours: Theory 54 hours / Skills Laboratory 14 hours / Clinical 0 hours

- FUNDAMENTALS OF NURSING

This course offers skills and knowledge that serve to be foundation in the practice of nursing. Learning modules include History of Nursing, Legal Aspects, Basic Human Needs, Body Mechanics, Personal Hygiene, Communication, Nursing Process, Nursing Assessment, Nursing Care Plan, Patient Education, Safety, Infection Control, basic comfort measures such as Personal Hygiene, Positioning, Heat and Cold Applications and other common nursing procedures, and client concerns such as advances directives, organ donations and significant health care trends. In the clinical setting, the student will demonstrate safety and competency when providing client(s) with basic nursing care.

Prerequisites: None

Course Hours: Theory 70 hours / Skills Laboratory 57 hours / Clinical 96 hours

- PHARMACOLOGY

This course provides important background knowledge relating to drug administration and the role and responsibilities of the nurse. Drug calculation and related mathematics are demonstrated and practiced. The learner will be given several opportunities to develop the skill in drug calculation and medication administration. In the clinical area, the student will administer medications safely and competently.

Prerequisite: Fundamentals of Nursing

Course Hours: Theory 54 hours / Skills Laboratory 27 hours / Clinical 32 hours

- MEDICAL-SURGICAL NURSING I

Medical Surgical Nursing I is an extensive course of common diseases and disorders. This course includes disease process, nursing process, medical management and other aspects of client care, such as, prevention of complications, health education, health promotion and maintenance, and client education. Medical-Surgical Nursing I is presented as aggregation of topics from Geriatric Nursing, Emergency Nursing, Care of Surgical Patients, and Communicable Diseases. Students will be able to provide competent and safe basic nursing care to clients with medical-surgical conditions.

Prerequisites: Fundamentals of Nursing, Pharmacology

Course Hours: Theory 48 hours / Skills Laboratory 21 hours / Clinical 120 hours

- MEDICAL-SURGICAL NURSING II

Medical Surgical Nursing II is an extensive course of common diseases and disorders of different systems to include Integumentary System, Musculoskeletal System, Respiratory System, Cardiovascular System, Hematopoietic and Lymphatic Systems. The course is designed to provide learners with knowledge, skills and understanding of disease processes, nursing process, medical and nursing management and other aspects of client care, such as, health promotion, prevention of complications, health education, and health maintenance. In the clinical area, the students will utilize the nursing process relation to provision of direct patient care. Students will be able to provide competent and safe basic nursing care to clients with medical-surgical II conditions.

Prerequisites: Fundamentals of Nursing, Pharmacology, Medical-Surgical Nursing I
Course Hours: Theory 102 hours / Skills Laboratory 42 hours / Clinical 168 hours

- MEDICAL-SURGICAL NURSING III

Medical Surgical Nursing III is an extensive course of common diseases and disorders of different systems to include Gastrointestinal System, Nervous System, Sensory System, Rehabilitative Nursing, and Oncology and Hospice. The course is designed to provide learners with knowledge, skills and understanding of disease processes, nursing processes, nursing management and other aspects of client care such as health promotion, prevention of complications, health education, and health maintenance. In the clinical area, the students will utilize the nursing processes in relation to providing direct patient care. Students will be able to provide competent and safe basic nursing care to clients with medical-surgical conditions.

Prerequisites: Fundamentals of Nursing, Pharmacology, Medical-Surgical Nursing I & II
Course Hours: Theory 90 hours / Skills Laboratory 14 hours / Clinical 168 hours

- MEDICAL-SURGICAL NURSING IV

Medical Surgical Nursing IV is an extensive course of common diseases and disorders of different systems to include Endocrine System, Reproductive System and Urinary System. The course is designed to provide learners with knowledge, skills and understanding of disease processes, nursing processes, nursing management and other aspects of client care such as health promotion, prevention of complications, health education, and health maintenance. In the clinical area, the students will utilize the nursing processes in relation to providing direct patient care. Students will be able to provide competent and safe basic nursing care to clients with medical-surgical

Prerequisites: Fundamentals of Nursing, Pharmacology, Medical-Surgical Nursing I, II & II
Course Hours: Theory 42 hours / Skills Laboratory 14 hours / Clinical 88 hours

- LEADERSHIP AND SUPERVISION

Knowledge needed for leadership and supervision role and responsibilities in the health care field are presented to the learner. Topics covered are Leadership and Expanding role of the Licensed Vocational Nurse, Styles of Leadership, Management, Team Building, Knowledge and Skills Needed for Leadership, Assigning and Delegating Tasks and Common Problems Encountered as LVN Charge Nurse. The clinical component provides opportunity to demonstrate leadership skills competence and confidence.

Prerequisites: Fundamentals of Nursing, Pharmacology, Medical-Surgical Nursing I, II & III
Course Hours: Theory 18 hours / Skills Laboratory 0 hours / Clinical 24 hours

- MATERNITY NURSING

This course provides knowledge in antepartal, intrapartal and postpartal care of both the mother and the fetus/newborn. Common health concerns during the maternity period of both the mother and child and treatment modalities are explained. Clinical component provides opportunities to render safe and competent nursing care to both the mother and child in various situations and stages of maternity.

Prerequisites: Fundamentals of Nursing, Pharmacology, Med-Surg Nursing I, II, III & IV
Course Hours: Theory 24 hours / Skills Laboratory 14 hours / Clinical 24 hours

- PEDIATRIC NURSING

This course includes a brief review of Growth and Development and covers common diseases and disorders of children within various age groups and their related nursing procedures. Topics include disease process applicable interventions and corresponding medical management. It incorporates aspects of disease prevention, promotion of health and client education, which involves family members. Medication administration procedures applicable to children are part of this course. Clinical experiences appropriate to childcare during illnesses are offered to the student to provide opportunities to apply knowledge and enhance competency in nursing care of the ill.

Prerequisites: Fundamentals of Nursing, Pharmacology, Med-Sur Nursing I, II, III & IV
Course Hours: Theory 24 hours / Skills Laboratory 0 hours / Clinical 24 hours

- CAREER OPPORTUNITIES

This course reviews important information in Nursing Ethics and the Law, Knowledge acquired includes the Nurse Practice Act, Employment Opportunities Career Ladder, Continuing Education and NCLEX-PN State

Board Examination. There is an actual use of simulated Computerized Adaptive Testing (CAT) NCLEX examination.
Prerequisites: Fundamentals of Nursing, Pharmacology, Med-Sur Nursing I-IV, Maternity & Pediatric Nsg.
Course Hours: Theory 12 hours / Skills Laboratory 0 hours / Clinical 0 hours

B. Nursing Assistant portion of the NA-HHA Training Program (Residential)

Program Duration: 150 Hours
Program Schedule:

▪ Full-Time A:	Monday-Friday	Theory: 9:00 am – 3:30 pm	Clinical: 6:45 am – 3:15pm
▪ Part-Time A:	Saturday-Sunday	Theory: 9:00 am – 3:30 pm	Clinical: 6:45 am – 3:15pm
▪ Part-Time B:	Twice a week	Theory: 9:00 am – 3:30 pm	Clinical: 6:45 am – 3:15pm

Program Objectives:
Upon completion of the program, the Nursing Assistant will be able to:

1. Function as a confident care provider.
2. Practice standard nursing aide techniques based on the laws, regulations implemented by Title 22.
3. Communicate therapeutically and explain procedures to clients appropriately.
4. Practice infection control including but not limited to standard precautions.
5. Understand patients' rights and confidentiality set forth within Title 22 guidelines.
6. Take the Certification Exam provided by the Department of Health Services in conjunction with the American Red Cross standards.

Program Description:
PCN, LA's courses of study for Nursing Assistant/Home Health Aide are designed to impart the basic knowledge and demonstrative ability necessary for entry-level employment as a Certified Nurse Assistant, Orderly, Home Health Aide, and/or a Companion in the long-term care or home care capacity. The nursing assistant program consists of at least 150 hours, 50 of which are the theory and 100 are clinical hours.
Course Description:

- Module 1: The Role of Nursing Assistants

This course provides an introduction to the role of nursing assistant and their special qualities in providing quality care to all residents in a healthcare facility. Discussion on the skills required for certification is also included.
Lecture: 2 Hours / Prerequisite: None

- Module 2: Resident's Rights

In this course, the student will learn the rights of residents in a healthcare facility. Emphasis is given on the resident's rights within long-term care facilities and ethical code of conduct for healthcare workers. Legal issues relating to the nursing assistant are also discussed.
Lecture: 2 Hours / Prerequisite: Module 1

- Module 3: Interpersonal Skills

This course deals with the importance of communication skills and interpersonal relationships in providing quality care. It focuses on different barriers to effective communication. Skills needed to communicate to a resident will be demonstrated.
Lecture: 2 Hours / Prerequisites: Modules 1 – 2

- Module 4: Prevention, Management of Catastrophe and Unusual Occurrence

This course will provide students with important steps to consider in an emergency situation that requires First Aid. Emphasis is given on how to deal effectively with any possible emergency, whether it happens outside or inside the facility.
Lecture: 1 Hour / Prerequisites: Modules 1 – 3

- Module 5: Body Mechanics

This course provides the students with basic understanding in the use of proper body mechanics and how this plays an important role in the proper functioning of the body. Good body alignment; the acts of moving, lifting and positioning residents are given importance in this course.
Lecture: 1 Hour / Skills: 1 Hour / Prerequisites: Modules 1 – 4

- Module 6: Medical & Surgical Asepsis

This course will provide students with different guidelines for and methods of control to decrease transmission of potentially infectious materials. Infection control in a healthcare facility as the responsibility of all healthcare members and as a necessary part of keeping residents, visitors and all other staff members from harm will be discussed.
Lecture: 1 Hour / Prerequisites: Module 1 – 5

- Module 7: Weights and Measures

This course deals with different ways to measure the weights and heights of residents in a care facility. Discussion on scales used to measure weights of residents, factors affecting weight, plus height measurement, and conversion units will be taught.
Lecture: 1 Hour / Prerequisites: Modules 1 – 6

- Module 8: Patient Care Skills

This course will help students perform personal care and grooming procedures that are important for physical comfort of the patient. Topics discussed are the Nursing Assistant's responsibility in caring for the resident's physical needs, skills in bed making, bathing the resident, brushing and combing hair and personal hygiene.
Lecture: 7 Hours / Skills: 7 Hours / Clinical: 50 Hours / Prerequisites: Modules 1 – 7

- Module 9: Patient Care Procedure

This course focuses on patient care procedures especially for some residents who are unable to care for themselves. Topics included are bladder and bowel care, applying dressings and bandages, I.V. care and tube feedings. Also included in this Module is the care taking of residents' belongings and prosthetics.
Lecture: 4 Hours / Skills: 3 Hours / Clinical: 30 Hours / Prerequisites: Modules 1 – 8

- Module 10: Vital Signs

This course deals with the measurement of blood pressure, temperature, respiration and pulse, as well as assessment of pain as the fifth vital sign. Skills covered are the use of different types of thermometers used in taking the temperature and the use of the sphygmomanometers for taking blood pressure.
Lecture: 2 Hours / Skills: 1 Hour / Prerequisites: Modules 1 – 9

- Module 11: Nutrition

This course provides basic knowledge of nutrition science. Topics include anatomy of the endocrine and digestive systems, basic foods and fluids, feeding a resident, and special diets. Students will learn the importance of a well balanced diet especially developed for the elderly.
Lecture: 2 Hours / Prerequisites: Modules 1 – 10

- Modules 12: Emergency Procedures

This course will provide students with important steps to consider in an emergency situation which requires First Aid. Emphasis is placed on how to deal effectively with any possible emergency whether it happens outside or inside the facility.
Lecture: 1 Hour / Skills: 1 Hour / Prerequisites: Modules 1 – 11

- Module 13: Long Term Care

This course will help students understand some personal adjustments of the residents in a long-term care facility who have lost the strength and the ability to do things independently due to their existing health condition. Topics also include intervention for substance abuse, caring for those with dementia or confusion, plus matters of sexuality.
Lecture: 2 Hours / Prerequisites: Modules 1 – 12

- Module 14: Rehabilitative Nursing

In this course, students will learn the importance of range of motion, as well as residents' socialization needs.
Lecture: 1 Hour / Skills: 1 Hour / Clinical: 15 Hours / Prerequisites: Modules 1 – 13

- Module 15: Observation and Charting

This course is designed to provide students basic understanding of making accurate observations by using the four senses: seeing, hearing, smelling, and touching, when writing entries in every resident's chart. Topics include documentation and principles of observation.
Lectures: 3 Hours / Skills: 1 Hour / Clinical: 5 Hours / Prerequisites: Modules 1 – 14

- Module 16: Death and Dying

This Advance Directive, living will, religion and other customs and how they affect the residents' spiritual beliefs.
Lecture: 2 Hours / Prerequisites: Modules 1 – 15
Clinical Practice:
This clinical course will focus on teaching and learning assessment and technical nursing skills required for nursing care in a variety of client care settings. A variety of teaching-learning strategies will be used and students have the opportunity to practice assessment and technical skills in nursing care.
Total No. of Hours: 100
Required Textbook:

1. Gillogly, Barbara (2004). *Skills & Techniques for the New Nursing Assistant Textbook*. Medcom Inc.

C. Home Health Aide portion of the NA/HHA Training Program

Program Duration: 40 Hours
Program Schedule: See schedule within the NA Training Program above.

Program Description:
This course deals with the roles of the Home Care Aide as a member of the healthcare team with a description of the structure of the United States healthcare system. The role of the home health agency and the services that it provides are also outlined herein. Discussions on time and money management and career opportunities are also included.
Program Objectives:
Upon completion of this module, the Home Health Aide student will be able to:

1. Describe the structure of the United States' health care system and describe ways it is changing.
2. Describe Medicare and Medicaid, and list when Medicare clients may receive home care.
3. Describe a typical home health agency.
4. Explain how working as an aide for a home health agency is different from working for a hospital, long-term facility or continuing care facility.
5. Describe the role of the home care aide and explain typical tasks home care aides perform.
6. Demonstrate how to organize client care assignments efficiently.

Course Description:

- Module 1: Introduction to Aide and Agency Role

This course deals with the roles of the Home Care Aide as a member of the health care team with a description of the structure of the United States health care system. The role of the home health agency and the services that it provides are also outlined herein. Discussion on time and money management and career is also included.
Lecture: 2 Hours / Prerequisites: None

- Module 2: Interpretation of Medical and Social Needs of Client

This course provides the student with the necessary knowledge before performing client care. Topics discussed are communication, infection control and standard precautions, safety issues in the home, body mechanics, and first aid and emergency preparedness. It also provides an understanding of the holistic approach to client care, addressing the psychological and social health of clients. Human body & development and concerns regarding the care for the most common chronic/acute conditions & clients with physical and mental disabilities are included.
Lecture: 5 Hours / Prerequisite: Module 1

- Module 3: Personal Care Services

This course provides the student with the basic knowledge and skills necessary in performing healthcare and personal care services with consideration on the client's privacy, safety, dignity and level of independence.
Lecture: 5 Hours / Practicum: 15 Hours / Prerequisites: Modules 1-2

- Module 4: Nutrition

This course provides as understanding of the nutritional needs of clients. Topics discussed are basic nutrition, food labeling, therapeutic diets, planning meals, shopping, food preparation, and storage.
Lecture: 5 Hours / Practicum: 3 Hours / Prerequisites: Modules 1-3

- Module 5: Cleaning and Care Task in the Home

This course deals with practical knowledge and skills involved in home management. The maintenance of a sage, healthy and clean environment is given priority.
Lecture: 3 Hours / Practicum: 2 Hours / Prerequisites: Modules 1-4
Required Textbook:
Leahy, William (2002). *Providing Home Care: A Textbook for Home Care Aides.* Hartman Publishing Inc.

Constitution Celebration

Constitution Day is annually celebrated in the United States on September 17th, the day in 1787 that the 39 delegates to the Constitutional Convention met for the last time in Independence Hall in Philadelphia to sign the document they had created.

Online Resources:

Visit the official Constitution Day website. If you would like more information about the U.S. Constitution and Constitution Day, please visit www.constitutionfacts.com. More information of Constitution Resources on the **National Archives website. The National Constitution Center** has online resources to help you celebrate Constitution Day featuring over 200 activities, lessons, books, DVDs and more from over 30 different providers.