



Dialysis Training Institute, LLC
7872 Walker Street, Suite 251
La Palma, CA 90623
(714) 670-6393
www.trainfordialysis.com

Course Catalog

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Mission Statement

The mission of Dialysis Training Institute, LLC is to provide allied health professionals with the highest level of skills possible to render excellent dialysis care with compassion and respect for their patients' needs while observing the highest ethical standards. The Dialysis Training Institute, LLC will provide a comprehensive series of lectures, lecture labs, and clinical practicum designed to meet the Consumer Affairs, Department of Health Services Licensing and Certification Division requirements for Certified Hemodialysis Technicians. The program is designed to provide a select group of students with the knowledge and skills necessary for entry-level employment as a Certified Hemodialysis Technician or Dialysis Nurse.

Basic Hemodialysis Training Program General Description

The Basic Hemodialysis Training Program is an entry-level training program that will provide theory and practical instruction to students in the care and treatment of renal patients. Please note that this program leads to the occupation of Certified Hemodialysis Technician or Dialysis Nurse (for those students who already hold a valid California Registered Nurse license, only). The training program encompasses 144 hours of classroom and laboratory training and up to 268 hours of clinical externship training (for a total of 412 hours) in the fundamental aspects of hemodialysis.

Program Objectives & Educational Outcomes

The general objective of the program is to help the student attain a fundamental grounding in hemodialysis, including an introduction to the theory and practice of anatomy and physiology of the kidneys and urinary system, biochemistry, acute and chronic renal failure, the dialysis patient, the procedural routine of hemodialysis, and anticoagulation.

This program provides the student with the basic background necessary to function safely and adequately in a hemodialysis facility and to render the highest quality care. Upon successful completion of the Basic Hemodialysis Training Program, the student will be able to complete the following tasks in accordance with standard hemodialysis policies and procedures:
prepare the dialyzer for treatment, initiate and terminate Hemodialysis Treatments, assess and monitor patients and equipment during dialysis, identify and treat routine medical complications during dialysis, identify and report psychosocial problems

School History & Ownership

Dialysis Training Institute, LLC is a Nephrology Nurse and Technician owned school founded in 2001. As of September 2010, Dialysis Training Institute, LLC has trained more than 600 Hemodialysis Technicians and Nurses.

The school was founded to meet a need in the Dialysis Community for well-trained, qualified *new* hemodialysis staff to meet the personnel needs of this growing industry.

The school is organized as a Limited Liability Company and owned by three members Cheryl Falconer, Marie Lieb, and Carolyn Haines. Cheryl, Marie, and Carolyn bring a combined 75-years of experience in Hemodialysis.

Professional Approvals, Licensure & Association

Dialysis Training Institute, LLC is nationally accredited by the Accreditation Bureau of Health Education Schools.

Dialysis Training Institute, LLC is licensed by the California Bureau for Private Postsecondary Education as an approved school.

Dialysis Training Institute, LLC is a State of California, Department of Consumer Affairs approved program for the training of

Hemodialysis Technicians. Training Number CHP-365.

Dialysis Training Institute, LLC is a corporate member of the California Dialysis Council, a guild of Nephrology Professionals serving the State of California.

Dialysis Training Institute, LLC is a member of the California Association of Private Postsecondary Schools.

Dialysis Training Institute, LLC is a member of the Association of Private Sector Colleges and Universities.

California BPPE School Approval

The school is approved by the State of California Bureau for Private Postsecondary Education under the California Private Postsecondary Education Act of 2009. California Education Code, Title 3, Division 10, Part 59, Chapter 8. School Code 1940171.

National Accreditation

Accreditation Bureau of Health Education Schools, a national accreditation agency approved by the U.S. Department of Education, has institutionally accredited Dialysis Training Institute, LLC. ABHES identification number I-329.

The Dialysis Training Institute, LLC does NOT have a pending petition for bankruptcy and is NOT operating as a debtor in possession. The Dialysis Training Institute, LLC also has not filed a petition for bankruptcy ever. These statements are required by State law.

Method of Instruction

The program is composed of lectures, demonstrations, problem sets with recitation, tests, and reading assignments from the Training Manual. Classroom lectures are arranged to accommodate availability of

appropriate clinical situations.

As part of the clinical training, the student initially observes dialysis treatment procedure demonstrations. Each procedure is practiced in the classroom setting. When ready, each student performs the procedure in the dialysis unit under the direction of the designated Preceptor. Basic procedures are introduced in sequence. The in-unit training concentrates on procedures, safety precautions, charting, and time management.

Admissions Requirements

Admission into the Dialysis Training Institute, LLC Basic Hemodialysis Training Program is based on the following criteria:

1. All students must be 18 years of age by the scheduled starting date of the class they are applying for admission to
2. Submit a completed Enrollment Application
3. Participate in a face-to-face interview with an Enrollment Advisor, Program Supervisor, or the School Director
4. Complete the ACT CPAT exam with a passing score of 130 or higher or a Wonderlic Scholastic Level Achievement (SLE) exam with a score of 14 or higher.
5. Provide valid identification (two forms of government issued identification, one of which must include a photograph)

Foreign Students

At this time Dialysis Training Institute, LLC does not provide any visa services, nor will the school vouch for any student who has entered the United States under a student visa.

Clinical Externship Requirements

1. In good health as demonstrated by completing a physical exam designed to assess the student's physical ability to perform direct patient care in the dialysis clinic
2. Serology testing for Hepatitis B

- Antigen/Antibody
3. Negative Tuberculosis screening by either a chest x-ray or P.P.D. skin test
 4. Provide either an original High School Diploma, original GED Certificate or certified transcript

Nondiscrimination Statement

Dialysis Training Institute, LLC prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program.

Accessibility Policy

It is the policy of Dialysis Training Institute, LLC to provide access to its programs, services and facilities to persons with disabilities in accordance with Title II of the American's with Disabilities Act.

Disabled individuals or their representatives may request reasonable accommodations. Whenever possible, accommodations will be met. The Dialysis Training Institute, LLC campus is wheelchair accessible.

Transfer Credit

The Dialysis Training Institute, LLC does not typically accept credits issued from other schools, colleges, or universities for transfer, however, consideration for work completed at institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) will be considered on a case-by-case basis by the School Director. Dialysis Training Institute, LLC does not currently have any articulation or transfer agreements with any other colleges or universities.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Dialysis Training Institute, LLC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Basic Hemodialysis Training Program is also at the complete discretion of the institution to which you seek to transfer. If the certificate you earn at this institute 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 the Dialysis Training Institute, LLC to determine if your certificate will transfer.

Advanced Placement & Experiential Learning Assessment

Students wishing to be assessed for prior hemodialysis training, on-the-job training or other experiential learning must submit a request for evaluation to the Program Supervisor or School Director in writing. The request should detail the training or learning that the student wishes to have considered. The School Director or Program Supervisor will evaluate the student's request and may require additional evaluation (testing) or documentation to support the student's request. A determination will be made within 14 days of receipt of the request and the student will be notified of the determination in writing.

Graduation Requirements

In order to graduate from the Basic Hemodialysis Training Program the student must pass each course in the program with a 3.0 GPA or greater. All courses in the Basic Hemodialysis Training Program are required

for program completion.

Basic Hemodialysis Training Program Required Courses

The Basic Hemodialysis Training Program is a comprehensive series of classes covering the following required topics:

Professional Development

12 Lecture Hours

This course will provide a series of learning experiences which are designed to make the student a successful learner, and prepare him or her for a career in the medical field as a Dialysis Nurse or Technician. Each section will assist in building skills to prepare the student for getting that first job. The concepts and skills presented in this course of study will serve as a foundation for development of a professional persona. Appropriate behavior and mannerisms for the medical setting will be emphasized throughout the course. *Lectures include: Professionalism, Successful Study Habits, Renal Team, Preventing Patient/Provider Conflict*

Essentials of Renal Replacement Therapy

24 Lecture Hours

This course is designed to provide the learner with the basic knowledge about renal anatomy and physiology, chronic renal failure, the history of dialysis, principles of hemodialysis, peritoneal dialysis and renal transplant. From this strong foundation the student will be prepared to learn the skills necessary to care for patients with end stage renal failure in a dialysis setting. *Lectures include: Introduction to Peritoneal Dialysis, Introduction to Kidney Transplant, History of Dialysis, Renal Anatomy and Physiology, Causes of Renal Failure, Manifestations of Renal Failure, Adequacy of Dialysis, Water Treatment, Principles of Dialysis, Dialyzer Reuse*

Regulatory Compliance

12 Lecture Hours

This course is designed to provide the learner with the basic knowledge about safety in the dialysis center. The student will learn about

the risks associated with blood and body fluids, and hazardous chemicals commonly seen in the dialysis setting. They will also learn about the policies and procedures used to decrease or eliminate biohazardous and chemical risks to health care workers. This course is designed to comply with the standards set forth by the Occupational Safety and Health Act, U.S.C., part 1910.1030. *Lectures include: Infection Control, Personal Protective Equipment, Emergency Procedures, Hazard Communication, Respiratory Protection, Sharps Injury Prevention*

Hemodialysis Clinical Skills (didactic)

18 Lecture Hours

This course is designed to provide the learner with basic knowledge and skills necessary to work in a dialysis unit as a Certified Hemodialysis Technician or Hemodialysis Nurse. Among other skills, the student will learn to demonstrate clinical competency in a systematic pre-dialysis and post-dialysis patient assessment, describe signs and symptoms of fluid overload, list factors which may adversely affect the accuracy of laboratory test results, demonstrate clinical competency in skin preparation, cannulation and catheter exit site preparation. *Lectures Include: Mechanical Complications, Laboratory Procedures, Documentation, Vascular Access, Cannulation Techniques, Patient Assessment*

Medical Management of the Dialysis Patient

12 Lecture Hours

This course is designed to provide the learner with basic knowledge about the management of the medical and mechanical complications of dialysis. Long and short term manifestations of renal failure and current management strategies will also be addressed in this course. Lectures include: *Medications for Dialysis, Routine Laboratory Tests, Medical Complications, Secondary Hyperparathyroidism, Manifestations of Renal Failure, Anemia of Renal Failure, Renal Diet*

Hemodialysis Theory Seminar

12 Lecture Hours

This course will provide the student the opportunity to synthesize previous knowledge and skills. The final examination will integrate the academic and practical knowledge the students have acquired in their didactic educational program.

Hemodialysis Laboratory

72 Lecture Hours

This course is designed to provide the learner with basic knowledge and skills necessary to work in a dialysis unit as a Certified Hemodialysis Technician or Hemodialysis Nurse. Among other skills, the student will learn to demonstrate clinical competency in a systematic pre-dialysis and post-dialysis patient assessment, describe signs and symptoms of fluid overload, list factors which may adversely affect the accuracy of laboratory test results, demonstrate clinical competency in skin preparation, cannulation and catheter exit site preparation

Hemodialysis Clinical Skills (clinical externship)

Up to 300 hours of Clinical Externship Hours

The student will learn to demonstrate clinical competency in a systematic pre-dialysis and post-dialysis patient assessment, describe signs and symptoms of fluid overload, list factors which may adversely affect the accuracy of laboratory test results, demonstrate clinical competency in skin preparation, cannulation and catheter exit site preparation.

Job Titles to Which Basic Hemodialysis Training Program Leads

Instruction is intended for high school graduates and current allied health professionals who wish to upgrade their skills. Upon successful completion of the Basic Hemodialysis Training Program, the student will be eligible to obtain employment as a **Hemodialysis Nurse (RN)** or **Patient Care Technician (PCT/CHT)**. Successful completion of this program will prepare the

student for employment in a dialysis facility as a Hemodialysis Nurse (for Registered Nurse students, only) or Patient Care Technician.

California Certification Requirements

In California, Registered Nurses who work in dialysis need not be certified for dialysis, but must only complete a qualified training program. This program meets that requirement.

Technicians who work in California must meet the following requirements prior to certification and eligibility for employment as a Hemodialysis Technician:

1. Must have a high school diploma or equivalent
2. Must successfully complete a qualified training program, approved by the State of California Department of Public Health. This training program must be approved by the DPH to train dialysis personnel.
3. The candidate must successfully complete one of the four (4) available National Examinations.

Currently, there are four National Examinations that the candidate may take to meet the certification requirement. Each examination is offered independent from Dialysis Training Institute, LLC.

- California Dialysis Council \$175.00 - \$200.00
1904 Naomi Place, Prescott, AZ 86303
www.californiadialysis.org
- Certified Clinical Hemodialysis Technician (CCHT) offered by the Nephrology Nursing Certification Commission (NNCC) \$195.00
East Holly Avenue, Box 56, Pittman, NJ 08071-0056 www.ncc-exam.org
- Board of Nephrology Examiners for Nursing and Technology (BONENT) \$200.00
901 Pennsylvania Avenue, NW Suite 607,
Washington D.C. 20006 www.bonent.org

- National Nephrology Certification Organization (NNCO) examination \$245.00
1350 Broadway 17th floor, New York, NY 10018 www.ptcny.com

Each examination has its own requirements and restrictions for candidates and each candidate should check with agency offering the examination prior to registration. The Basic Hemodialysis Training Program offered by Dialysis Training Institute, LLC prepares the learner for a career as a dialysis technician and meets the training program requirements for California's certification program, **however, the candidate must also take and pass a National Examination prior to being eligible for certification.**

Academic Calendar

Holiday Schedule:

Dialysis Training Institute, LLC operates year-around with classes starting every one to two months throughout the year. Dialysis Training Institute, LLC observes the following holidays by closing. The 2012 calendar dates are listed:

Thanksgiving Day	11/22-23/12
Christmas Day(observed)	12/26/12
New Years Day	1/1/13
Martin Luther King Jr. Day	1/21/13
President's Day	2/18/13
Good Friday	3/29/13
Memorial Day	5/27/13
Independence Day	7/4/13
Labor Day	9/2/13
Thanksgiving Day	11/28-29/13
Christmas Day	12/25/13

Course Calendar:

November 15, 2012 - May 16, 2013 *D
January 5, 2012 - July 6, 2013 *EW
January 31, 2013 - August 1, 2013 *D
March 16, 2013 - September 14, 2013 *EW
April 4, 2013 - October 3, 2013 *D
May 25, 2013 - November 23, 2013 *EW
June 27, 2013 - December 26, 2013 *D

Program Length

The Basic Hemodialysis Training Program consists of 72 hours of classroom (didactic) instruction concurrent with 72 hours of laboratory instruction, followed by 268 hours of clinical externship training. The program length is 26 weeks.

150% of Program Length Requirement

In order to successfully complete the Basic Hemodialysis Training Program, all students must complete the program within 150% of the total published program length, excluding approved Leaves of Absence.

Credit Hours Calculation

Dialysis Training Institute, LLC does not use Credit Hours to calculate student progress in the Basic Hemodialysis Training Program.

Program Type

The Basic Hemodialysis Training Program is a residential program and requires on-site classroom and clinical externship training. Distance Learning is not offered.

Housing

Dialysis Training Institute, LLC does not provide or have housing services or dormitories available. Dialysis Training Institute, LLC has not responsibility in locating suitable housing for the student.

For reference, here is a partial list of nearby residential housing:

Brookside Apartments
5600 Orangethorpe Ave.
La Palma, CA 90623
(714) 723-3564
1 bed/1 bath: \$1195-1295/month

Brentwood/Suntree Apartments
5350 Orangethorpe Ave.
La Palma, CA 90623

(714) 451-2592
2 bed/1 bath From \$1255/month

Lincoln/Moody Apartments
9090 Moody St.
Cypress, CA 90630
(714) 451-2598
2 bed/1bath From \$1325/month
*All prices reflect an Internet search 11/2011

Language of Instruction

Dialysis Training Institute, LLC offers the Basic Hemodialysis Course in English only. DTI does not offer instruction in English as a Second Language.

Attendance Policy

Attendance is taken each class period. A maximum of 8 hours of the total 112 hours of classroom and laboratory activities may be missed without penalty. If a student misses more than 8 hours, they are required to make-up all missed hours. All absences must be made-up. In certain circumstances, absences may be excused, therefore "not counted" against a student, such as prolonged illness under a doctor's documented care, death or birth in the immediate family, or other valid reason substantiated in writing and at the discretion of the school administration. If students miss class for any reason, they are responsible for obtaining notes and assignments from that class. If an emergency occurs, students should notify the school.

Tardiness Policy

The school demands no more of you than your future employers. Students are expected to attend class regularly, arriving on time and remaining in class until dismissed. Consistent attendance and punctuality are essential to developing professionalism. The Tardy Policy of the school states once a student is more than five minutes late, they are considered tardy. Students who are tardy three or more

times may be suspended or dismissed from the program.

Classroom Rules & Standards

You are to show up to class on time, prepared to learn. If you arrive late you must stay in the lobby until a scheduled class break time. Do not disrupt class by entering the room late.

You need to let the instructor know if you are leaving class for any reason. If an emergency comes up and you have to leave, let your instructor know.

CELL PHONES MUST BE OFF. Cell phones must be off or silent and in an area where they will not distract the instructor or other students.

Please straiten your desks and chairs when leaving the class and remove any trash or debris from your desk area.

Food and drinks (except water) are not permitted in the classroom area. Please keep all food and drinks in the kitchen.

You need to do what is asked and instructed by you teacher, and finish all assignments. Due dates for assignments are firm and late acceptance is at the discretion of the instructor.

Active classroom participation is essential to the successful completion of the Basic Hemodialysis Training Program and student evaluations will reflect participation.

Laboratory Rules & Standards

You are to show up to class on time, prepared to learn. Late arrival to the lab is not permitted.

You need to let the instructor know if you leave the lab for any reason. If an emergency comes up and you have to leave, let a lab instructor know.

You must come to lab ready to work, with the proper attire (both top and bottoms scrubs)

close toe/close heal shoes; long hair must be pulled back.

If you arrive to the lab area without the appropriate uniform and appearance standards, you will be asked to clock out and leave. This is a simulation of the dialysis work area, and will be treated as a working dialysis unit.

NO CELL PHONES IN THE LAB ROOM, they are to stay in the other room, unless you have a dire emergency and let one of the instructors know before class about the situation, than you can step out of the room to answer your phone.

Failure to adhere to lab rules will result in removal from lab with no credit for that day.

No food or drinks inside the lab room, if you need to have a drink or eat some thing let the instructor know and step out side the lab room.

Students need to do what is asked and instructed by faculty and instructors, and finish all assignments.

Students are to respect every instructor, guest speaker, and student

Location of Classroom

All classroom and laboratory instruction occurs at 7872 Walker Street, Suite 251, La Palma, CA 90623.

Description of School Facilities

The Dialysis Training Institute, LLC is located in a large Medical Office Building. The school is located on the second floor, adjacent to the lobby and elevators. The campus contains two main classrooms, one large open room, two clinical/laboratory areas, a library, a kitchen, and several business offices and storage rooms. Bathrooms are located outside the school suite in the first and second floor lobbies and are locked at all times. A key is available for student and visitor use.

Location of Clinical Instruction

Dialysis Training Institute, LLC contracts with community outpatient Hemodialysis facilities for clinical externship. A current list of community dialysis facilities can be found at http://esrdnetwork18.org/reports/Directories_and_Labels.php

Clinical instruction will be scheduled during normal operating hours of the dialysis facility to which student is assigned. Students must be available for clinical instruction for twelve-hour shifts, 3 days per week, as scheduled.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress (SAP) policy is based on federal guidelines and ABHES accreditation standards. The policy is separate and apart from other academic policies at the school.

Students failing one or more of the Satisfactory Academic Progress standards are at risk for termination from the Basic Hemodialysis Training Program.

Satisfactory Academic Progress Standards

Grade Point Average (Qualitative): Basic Hemodialysis Training Program students are expected to maintain a 3.0 or better Grade Point Average (GPA) as calculated at the conclusion of each course.

Course Completion Rate (Quantitative):

Basic Hemodialysis Training Program students are expected to successfully complete at least 67% of the courses attempted at Dialysis Training Institute, LLC. Failed courses, audited courses, courses which the student never attended,

Incompletes, withdrawals, course repetitions, non-credit remedial courses, and grades not reported by faculty will be included in this assessment.

Once grades are posted at the end of each course Satisfactory Academic Progress will be evaluated for each student. Additionally, students who are participating in clinical externship training are evaluated for Satisfactory Academic Progress every two calendar weeks and the GPA is calculated based on the amount of the course the student has completed.

Academic Probation

Students who have not met the Satisfactory Academic Progress standards will be placed on Academic Probation (AP).

Students placed on academic probation are required to meet with the Program Supervisor to formulate a plan of improvement within 5 business days of the AP determination. The plan of improvement must include specific actions and deadlines for assessment of student progress during the next course period. Failure of the student to complete the actions specified in the plan of improvement or if either the GPA or course completion rate standard is not improved to meet Satisfactory Academic Progress standards at the next review period the student will be dismissed from the Basic

Score	GPA	Letter Grade
>90%	4	A
80% to 89.9%	3	B
<80%	0	F

Hemodialysis Training Program.

Readmission

Students who are dismissed from the Basic Hemodialysis Training Program as a result of Satisfactory Academic Progress may re-apply for admission to the Basic Hemodialysis

Training Program if both of the following conditions are met:

1. One year has passed since the student was dismissed from the Basic Hemodialysis Training Program as a result of Satisfactory Academic Progress.
2. The student must demonstrate a substantial change in their life that will result in a change in academic progress should they be re-admitted. Reasons for re-admission may include, but are not limited to completion of an ESL program, completion of a remedial math or English course, or a significant decrease in work hours.

Appeals

If extenuating circumstances exist which caused the student to fail one of the SAP standards, the student can submit an appeal for removal of AP status to the Program Supervisor. SAP appeals may be based on factors such as: (1) the death of a relative; (2) an injury to or illness of the student; or (3) other special circumstances.

To file an appeal, the student must request an appeal in writing that includes a statement that addresses why he/she failed to make Satisfactory Academic Progress and what has changed that will allow him/her to meet the Satisfactory Academic Progress standards during the next course.

The Program Supervisor will review each appeal within 5 days and determine the following:

- The student's appeal may be denied thus placing him or her at risk for dismissal from the Basic Hemodialysis Training Program if either the GPA or course completion rate standard is not improved to meet Satisfactory Academic Progress standards at the next review period.
- The student's appeal may be approved.

This will allow the student to remain off of academic probation for one course period.

150% Program Length

In order to successfully complete the Basic Hemodialysis Training Program, all students must complete the program within 150% of the total published program length, excluding approved Leaves of Absence.

Student Conduct

The standards of conduct for students are patterned after those commonly found in job situations; however, in some cases, school standards are purposely more demanding. You are expected to observe the school's regulations, follow the directions given by the instructors and preceptors, and to conduct yourself at all times in a manner that is a to you, your fellow students, and to this institution.

Suspension & Dismissal

The school reserves the right to suspend or dismiss any student at any time when such action is deemed by the staff to be in the best interest of the student, the student body, or the school. In this context, the following activities are considered unacceptable conduct and cause for probation or dismissal: being under the influence of, or in possession of either drugs or alcohol; flagrant lack of respect for faculty, staff or any of its rules and regulations; theft or vandalism; threats of physical violence against another student, staff member, or patient; physical violence against another student, staff member, or patient; interference with any normal school process including deliberate interference with academic freedom or disruption of a class or any other student's pursuit of learning.

Leave-of-Absence Policy

The school's programs are designed as uninterrupted courses. If it becomes

necessary for a student to interrupt training, a leave-of-absence must be approved by either the School Director or Program Supervisor. If approved, the student will be granted a leave-of-absence for up to 50% of the Basic Hemodialysis Training Program length (90 days).

Dropout/Withdrawal Policy

Students may withdraw their enrollment from the Dialysis Training Institute, LLC Basic Hemodialysis Training Program at any time. Students should notify the school immediately of their intention to withdraw so that they may receive the maximum refund allowed under the Refund Policy. Students who fail to attend class for three consecutive weeks without requesting a leave of absence will be considered to have withdrawn effective the 21st calendar day after their last date of attendance.

Dress Code

Students are required to dress appropriately for school. Certain restrictions are made in an effort to promote the development of both a professional appearance and an image that will positively reflect the standards of the school. During all training, students are required to wear nursing scrubs, with appropriate shoes, their stethoscope and name badge.

Student Services

Dialysis Training Institute, LLC does not provide Job Placement or Job Placement Services to students or graduates.

Student Advisement & Guidance

Advising students is an important school responsibility. The school staff is available to answer student questions regarding admissions, academic matters, scheduling of courses and graduation. The school does not provide professional counseling services. In the event the student wishes to discuss personal matters with school staff, they will be

welcome to do so, in confidence, but verbally will be reminded that the person they are talking to is not a trained, professional counselor. The school has a list of counseling centers to which students with personal concerns may be referred, upon request of the student, or upon determination of the staff member that the matters discussed might benefit from professional intervention.

Library

DTI's library provides both students and staff access to a variety of relevant textbooks and research publications. A concerted effort has been made to provide quality library resources in-house. Each faculty member is expected to serve as an information specialist to students to facilitate access to library resources.

The school subscribes to many magazines and publications, including: American Nephrology Nurses Association, Contemporary Dialysis & Nephrology, Dialysis & Transplant and Nephrology News & Issues. Dialysis Training Institute, LLC also has an extensive library of instructional and educational videos. Students are able to watch these videos on campus.

In addition to the school library, the La Palma Public Library is located in the building immediately north of the Dialysis Training Institute, LLC, at 7842 Walker Street, La Palma CA 90623

Federal & State Financial Aid Programs

The Dialysis Training Institute, LLC does NOT participate in any Federal or State Student Financial Aid programs.

Notice Regarding Student Loans

If the student obtains a loan to pay for this program the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund returned to the lender. If the student is eligible for a loan guaranteed by the federal or state

government and the student defaults on the loan, both of the following may occur: 1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. 2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

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.

Current Schedule of Charges

The current tuition and fee schedule for the Basic Hemodialysis Training Program offered by Dialysis Training Institute, LLC is as follows:

Tuition and Fee Schedule

Tuition:

\$500/quarter unit, classroom (7.2 quarter units) \$ 3,600.00
 \$500/quarter unit, laboratory (3.6 quarter units) \$ 1,800.00

Clinical Externship Fee \$ 1,000.00

Application Fee (non-refundable) \$ 100.00
 Materials Fee (non-refundable) \$ 500.00
 Student Tuition Recovery Fund (BPPE Requirement) (non-refundable) \$ 17.50

**Estimated Cost of Tuition and Fees
 \$ 7,017.50**

Please note that there are no charges for housing, transportation, or shop fees, as Dialysis Training Institute, LLC does not provide these services.

Other Fees

The following is a list of fees a student may encounter during the course of enrollment:

Repeat Clinical Fee \$ 1,500.00

Repeat Classroom Fee \$ 5,400.00
 Repeat Physical Exam Fee \$200.00
 Repeat HBV Lab Testing \$100.00
 Repeat TB Surveillance \$100.00
 Repeat CPR Course Fee \$50.00
 Replacement Name Badge \$10.00
 Replacement Face Shield \$25.00
 Additional Scrub Uniforms about \$20.00/set
 Returned Check Fee \$25.00

Payment Options

Payment in full at the time of enrollment

For your convenience we accept the following payment methods: cash, Cashier’s Check, Money Order, Personal Check, Visa, MasterCard, and American Express. For students who pay in full at the time of enrollment, an allowance is offered:

\$500 reduction for cash/checks
 \$250 reduction for credit card payments

Payment Plan

In lieu of full payment at the time of enrollment the student may chose to make payments. Payment is due on or before the start of each program course. There is no interest for this payment option.

Refund Policy

Cancellation Period

The Bureau for Private Postsecondary and Vocational Education code allows a student to cancel an agreement for a course of instruction, including any equipment or other goods and services included in the agreement, until midnight of the seventh day after the student signs the Enrollment Agreement without incurring tuition charges.

Cancellations within 3 days of signing the Enrollment Agreement will receive a refund of the \$100 Registration Fee. Cancellations after 3 days will not be eligible for a refund of the \$100 Registration Fee.

Refund After Cancellation Period

If a student withdraws more than seven (7)

calendar days following his/her signature on the enrollment agreement, the student is entitled to only a partial refund. The student has the right to withdraw from school at any time. The student will receive a refund for the part of the course not taken, up to 60% of the course time, for which the student has paid. If more than 60% of the course hours have elapsed, the student will not receive a refund of the unused tuition. The amount of the refund is to be prorated according to the uncompleted portion of the course less the cost of any nonrefundable equipment and the registration fee. The refund is to be paid within thirty (30) days of withdrawal. Within thirty days of the withdrawal, a refund notice is to be sent to the student. The following calculation is used in determining refunds: Total amount of tuition and fees paid (excluding equipment) less the registration fee multiplied by the portion of the course for which the student has paid but not received instruction divided by the total hours of course instruction.

Refund Example

Assume that the student, upon enrollment in a 414-hour program, pays \$5,400 for tuition, \$1,000 for clinical training, \$500 materials fee, \$100 for registration fee and \$17.50 STRF fee and then withdraws after completing the Professional Development and Regulatory Compliance Courses and 16 clock hours of the Laboratory Course after paying the tuition and fees in full. The prorated refund to the student is \$4,600 based on the following calculation:

72 hours - 16 hours classroom	\$ 2,800.00
72 hours - 16 hours laboratory	\$ 1,400.00
Unused clinical externship fee	\$ 1,000.00
Total refund	\$ 5,200.00

Refund Table

The following is an example of refunds and amounts. For a program with a tuition amount of \$5,400, for which the entire cost has been paid, the following table lists the amount of refund you would receive if you withdrew at certain points in the program:

Withdrawal at this point:			
10%	25%	50%	60%
Refund amount:			
\$4,860	\$4,050	\$2,700	\$2,160

Withdrawal Definitions

For the purpose of determining the amount you owe for the time you attended, you will be deemed to have withdrawn from the course when any of the following occurs:

- 1) You notify the school in writing of your withdrawal from class.
- 2) The school terminates your enrollment.
- 3) You fail to attend classes for a three-week period.

Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30

days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Student Records Retention Policy

Dialysis Training Institute, LLC will maintain student records for each student, whether or not the student completes the training program. Records will be kept for at least five (5) years after the date of the student's graduation, withdrawal, or termination from the program. Student records will be retrievable by student name and will contain the following applicable information:

- Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the school.
- Copies of all documents signed by the student, including contracts, instruments of

indebtedness, and documents relating to financial aid.

- Records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation.
- A transcript showing all of the classes and courses or other educational services that were completed or were attempted but not completed and grades or evaluations given to the student.
- A document specifying the amount of a refund, including the amount refunded for tuition and the amount for books and equipment, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent.
- Copies of any official advisory notices or warnings regarding the student's progress.
- Complaints received from the student, including any correspondence, notes, memoranda, or telephone logs relating to a complaint.
- Student attendance records.
- Copies of all notices and disclosures provided to students and a record of the time period within which each notice and disclosure was provided.

Student records will be maintained in hard copy form at the school's address in locked file cabinets. The facility is protected by a private security alarm system. Duplicate records will be stored off-site as indicated on the Custodian of Records/Student Complaints Designee, Form 2.

Physical Assault Policy

Dialysis Training Institute, LLC has a policy prohibiting any act involving physical assault, threats of violence, or harassment by any of its employees, students, staff, faculty, or anyone conducting business on school premises, which includes classrooms and any location used for an off-site school function.

Sexual Abuse & Assault Policy

As required in CEC 94385, Dialysis Training Institute, LLC has a policy prohibiting any act involving sexual assault or harassment by any of its employees, students, staff, faculty, or anyone conducting business on school premises, which includes classrooms and any location used for an off-site school function.

Sexual Assault includes but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault.

If you, as the victim, believe a sexual assault has been committed, report the assault immediately to the nearest faculty or staff member, who will, in turn notify the school director and the police.

Any observer of a sexual assault crime should notify the school director immediately rather than take the initiative to contact the police. It is critical that the rights of the victim are protected so that they are the one to call authorities to report the facts of the crime accurately.

The police will arrive to review the crime, take description of the attacker, etc. and ensure that the victim and his or her escort is transported to a medical facility.

Confidentiality is required in order to protect all parties involved with the assault.

Any inquiries from newspapers, employees, parents, or other students will be immediately forwarded to the school president to avoid misrepresentation of the facts and breach of confidentiality.

Efforts will be made by the school staff or faculty member to help the victim deal with academic difficulties resulting from the crime.

Should another student, faculty member, or staff member be accused of the crime,

appropriate disciplinary action will occur until a formal investigation is completed. The victim will be informed of any further disciplinary action or appeal in connection with the sexual assault.

Prevention is the best tool for elimination of sexual assault. All staff, faculty, and students should take all steps necessary to prevent sexual assault from occurring such as expressing strong disapproval, using self-defense techniques, and increasing awareness of what sexual assault means.

Local Counseling Center
New Hope Crisis Counseling Center
located at the Crystal Cathedral
(714) 639 – 4673

Student Complaint Procedure

Any student, employee, or independent contractor may lodge a complaint orally or in writing to any instructor, staff member, or director of the program. Dialysis Training Institute, LLC has a Complaint Report Form, which may be utilized to file a complaint. The Complaint Report Form may be obtained from the administrative office, and may be submitted to the school without fear of threat or reprisal. It is presumed that all parties utilizing the Complaint Procedure are acting in good faith. The school will take all the necessary steps to keep confidential both the identity of any party filing a grievance and of the substance of any complaint.

The person who receives the complaint must (1) transmit the complaint as soon as possible to the Director, who is the designated complaint handler, and (2) attempt to resolve the complaint.

If the complaint is delivered orally, and the complaint is not resolved either within a reasonable period, or before the student, staff member, or independent contractor again complains about the same matter, the school representative will advise the person with the

complaint to submit the complaint in writing and the school representative will provide the complaining party with a written copy of the complaint procedure.

If a written complaint is made, the school will, within 10 days of receiving the complaint, provide the person making the complaint a written response, including a summary of the school's investigation and the disposition of the issue. If the complaint or relief requested is rejected, the reason for the rejection will be provided in writing.

The student, employee, or independent contractor's participation in the complaint procedure and the disposition of the complaint will not waive or limit any of their rights or remedies.

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

Notice of Student Rights

You may cancel your contract for school, without penalty or obligations on or before the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class you attend.

After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken, up to 60% of the course time. Your refund rights are described in the enrollment agreement. If you have lost your copy of the agreement, please ask the school for a description of the refund policy.

If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at

the address and telephone number printed below for information.

Any questions a student may have regarding the catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private and Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818 (916) 431-6959 or Toll Free (888) 370-7589 or on the Bureau's web site at <http://www.bppe.ca.gov>

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.

Additional BPPE Disclosures

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, mailing address: P.O. Box 980818, West Sacramento, CA 95798-0818 Phone: (916) 431-6959, Toll Free: (888) 370-7589 Fax: (916) 263-1897 Web site: www.bppe.ca.gov

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School Faculty & Staff

Administration:

Cheryl Falconer, RN, CNN
School Director

Cheryl is the Director of DTI and has been a Registered Nurse in the State of California since 1983. Her field of expertise is Nephrology for which she is a “Certified Nephrology Nurse” (“CNN”). Cheryl received her nursing education from Cypress College and holds an Associate’s Degree in Nursing. Former positions include, five years as a Staff Nurse in an outpatient hemodialysis clinic, Acute Dialysis Nurse and Coordinator, Inservice Coordinator, Regional Education Coordinator, Consultant, Clinical Specialist, Unit Administrator, Dialysis Specialist, and Assistant Vice President.

Carolyn Haines, BSBA, CHT, CCHT
Basic Hemodialysis Training Program Program Supervisor
Business Manager, Clinical Instructor

Carolyn is the schools Managing Partner and an Instructor. Carolyn holds a Bachelor’s of Science in Business Administration and an Associate’s in Art from Thomas Edison State College in Trenton, New Jersey. She became a Certified Hemodialysis Technician in 1996 with four additional years experience as a primary care provider for her father, a home hemodialysis patient. Carolyn earned a Bachelor’s of Science in Business Administration in 2003 and is responsible for Operations Management of the school.

Sharon Morales
Admissions Director

Sharon is the Admissions Director for the Basic Hemodialysis Training Program. Sharon coordinates all aspects of new students registration and enrollment.

Darlene Hernandez
Office Manager

Darlene is the Office Manager and responsible for the efficient function of the business office. Darlene is the primary contact for administrative inquiries.

Shirley Blake
Student Services Director

Shirley is the Student Services Director. Shirley facilitates student success, coordinates student events, and helps students prepare for employment following graduation.

Faculty:

Edda Spinelli, RN, CNN
Hemodialysis Faculty (Lecture)

Edda has been a Registered Nurse for three decades and has been working in dialysis for most of her career. Edda holds a Bachelor’s Degree in Healthcare Administration from the University of La Verne. She is employed as a Dialysis Facility Administrator in one of the major dialysis companies as her day job. Edda has a wealth of experience from all aspects of Nephrology.

Steve Holguin, CHT, CCHT
Hemodialysis Faculty (Laboratory and Clinical)

Steve completed his Hemodialysis Technician training at St. Mary’s Hospital in Long Beach, California in 1995. Steve is a full-time working Hemodialysis Technician. Steve started working with Dialysis Training Institute, LLC as a Clinical Preceptor.

Florie Munoz, CHT, CCHT
Hemodialysis Faculty (Laboratory and Clinical)

Florie has been a Certified Hemodialysis Technician since 1998. Florie completed her Hemodialysis Technician Training at St. Mary’s Medical Center in Long Beach where she was a Certified Nurse Assistant. Florie is a full-time

working Hemodialysis Technician and has precepted many Dialysis Training Institute, LLC students over the past 10 years.

Employment Guarantee Disclaimer

Dialysis Training Institute, LLC does not guarantee employment upon completion of the Basic Hemodialysis Training course.

Catalog Effective Date

This catalog effective for all courses commencing October 2012 - June 13, 2013.

Printing Date

This catalog last printed on 10/18/12.