

CET Nursing

School Catalog

July 1, 2012 – June 30, 2013

**Volume I
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GENERAL INFORMATION

History

CET-Nursing was founded in December 2001 as a vocational school in Whittier, CA, offering training in computer-related fields. In 2005 the school received approval for two courses in allied health field - Nurse Assistant and Home Health Aide. In 2008, the Vocational Nursing program was approved. In 2009 CET-Nursing was purchased by ABC Vocational College, Inc., and relocated to the Los Angeles Wilshire District.

Ownership and Officers

CET-Nursing is owned by Angie Suh, Chief Executive Officer/Director.

Mission

CET-Nursing is an educational institution with a team of professionals providing support to the community by offering vocational training in the allied health fields. We strive to present the highest standard in academic quality possible while maintaining affordable rates of tuition. Our mission is -to assist graduates in obtaining employment in their desired occupations, and ensuring that employers are satisfied with CET-Nursing graduates.

Institutional Objectives

- retaining and developing a diverse, qualified faculty
- providing a personalized system of training for each student, as needed
- eliciting feedback to ensure student and employer satisfaction
- keeping tuition rates competitive

Accreditation Statement

CET-Nursing's Vocational Nursing program is accredited by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, Phone: (916) 263-7800.

Approval/Licensure Statement

CET-Nursing's approval/licensure to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

Non-Discrimination Policy

CET-Nursing does not deny admission or discriminate against students on the basis of race, religion, sex, or ethnic origin. CET-Nursing will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

Recruiting advertising and promotional practices and efforts at CET-Nursing ensure that the prospective student can reasonably be expected to benefit from the training offered.

International Students

The CET-Nursing does not offer visa services to prospective students from other countries or English language services. CET-Nursing does not offer English as a Second Language instruction. All instruction occurs in English.

Administration and Faculty

CET-Nursing's administrative management consists of:

Angie Suh	Director, Registrar, full time
Silva Aslanyan	Student Admissions, full time
Chris Crossan	Academic Advisor, part time

Faculty members are selected according to their individual skills and academic background within specific areas of knowledge and experience. They are experienced instructors who are skilled at stimulating and developing a professional attitude with the students.

Ron Verian R.N.	Vocational Nursing Program Director, full-time University of the Philippines Manila Master of Occupational Health 1998 University of Santo Tomas, Philippines Bachelor of Science in Nursing 1992 CA Board of Registered Nursing: 696275 expiration: 03/31/2014 Over 9 years in nursing and nurse Train-the-Trainer practices
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Salvador E. Balisbis Jr.	Instructor, part-time Ago Medical and Educational Center, Philippines Doctor of Medicine, 2004 Aquinas University of Legaspi Bachelor of Science in Nursing, 1998 CA Board of Registered Nursing: 689326 expiration: 10/31/2012 Over 7 years in nursing and teaching
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Ruth Rideaux Dapremont	Instructor, part-time University of Phoenix MBA, Health Care Management, 2009 University of Phoenix Certificate, Gerontology Health Care, 2010 CA Licensed Vocational Nurse: VN 242973 expiration: 08/31/2012 Over 24 years in nursing and teaching
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Ellen Iksoon Lee	Substitute Instructor, part-time
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Sahm Yook University, Korea
BS in Nursing, 1986

CA Board of Registered Nursing: 463529 expiration: 12/31/2012
Over 11 years in nursing

Facilities

All courses are taught at 639 S New Hampshire Ave. #301, Los Angeles, CA 90005 in a residential learning environment. Parking for over 50 vehicles is available at a minimal cost. The facilities provide a pleasant, efficient atmosphere for adult education and training. Each classroom has a maximum capacity of 40 students. The clinical lab classroom has a male and female manikin, one skeleton, two gurneys, a patient lift with gait belt, a hospital curtain partition, a weight and height scale, two wheelchairs, three pair of crutches, a wash basin, a medicine cabinet, laundry cabinet, and five lab stations. Each lab station accommodates three students, and contains a motorized hospital bed, patient over-bed table, IV pole, and vital sign station.

Library resources are accessible on campus in the library and online. Resources include video tapes, CDs and DVDs, as well as current magazine publications and medical books. Students may access the on-campus library Monday through Friday 1:00 p.m. – 5:00 p.m. There is a check-in check-out system for removing resources from the library.

School Schedule and Calendar

The instructional programs at CET-Nursing are based on modules. The Vocational Nursing program has specific start and end dates. School days are Monday through Friday:

Daytime classes are from 8:00 a.m. to 1:00 p.m.
Afternoon classes are from 1:00 p.m. to 5:00 p.m.
Evening classes are from 5:00 p.m. to 10:00 p.m.

Administrative office hours are Monday through Friday from 9:00 a.m. to 5:00 p.m.

Vocational Nursing Program	
Start Date	Expected Graduation Date
02/21/12	05/13/13
09/17/12	11/30/13

Classes are not scheduled on the following holidays:

New Year's Day	(January 1)
Easter Weekend (Good Friday, Saturday, Easter Sunday)	(April 6 – 8)
Memorial Day Weekend	(May 26 – 28)
Independence Day	(July 4)
Labor Day Weekend	(September 1 – 3)
Thanksgiving Day and the following day	(November 22 – 23)
Christmas Day	(December 25)

ADMINISTRATIVE POLICIES

Admission Requirements

Admission requirements are based upon the student's ability to meet the requirements of his or her chosen occupational goal. Strong motivation to learn and a desire to pursue a career are important considerations. Applicants must fulfill the following requirements to be enrolled as a regular student:

- Complete an application for admission.
- Possess a High school diploma or GED.
- Meet with the admission representative.
- Students who do not have a high school diploma or GED, but are 17 years of age may be admitted after passing the Career Program Assessment Test (CPAt). To gain admission to the Vocational Nursing program, the student must pass the CPAt with a minimum combined score of 130.
- Achieve a passing score on the Entrance Exam.
- Pass the required health status/drug screening tests, as validated by a physician before acceptance into the program.
- Pass a background check.
- Pay the required processing and registration fees.
- Meet with the Program Director.

Applicants must provide documentation of having a high school diploma, high school transcripts or GED diploma. Candidates will be asked to provide copies of their social security card and valid driver's license or identification, as well as any other pertinent educational documents, such as certificates and licenses.

Vocational Nursing applicants are required to take a physical/TB Test to evidence satisfactory health status, as validated by a physician, before final acceptance into the program. A copy of the complete physical examination must include negative TB skin test and/or negative chest X-ray. Copies of the test results must be submitted to the registration office. The student must be free of communicable diseases to be considered for admission to the program.

A former student who did not complete the program of study and/or has been terminated or withdrawn from the program is required to reapply for admission. The readmission policy is included in this catalog. A readmitted student is governed by the catalog current at the time of readmission.

Foreign students must have their transcripts translated and certified by an equivalency curriculum service. Vocational Nursing applicants must show understanding of basic mathematics and speak and understand English, by passing the National League of Nursing Pre-Entrance Exam for LPN/LVN (3rd Edition), with a score of 40 or higher.

Transfer of Credit

CET-Nursing will consider the transfer of credits for all completed coursework from other institutions up to 180 hours, provided they are submitted for evaluation within 30 to 45 days of enrollment and hours

from other institutions are accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA.)

To be eligible for transfer of credit to the school, students must have successfully completed the coursework within the past five years, and have earned a grade of at least 'B' or 80% in each course being transferred. If the coursework under consideration for credit is found to be obsolete (taken over three years previously), the applicant will be required to update the credit. Coursework content of the completed credit must be considered comparable to the level of the coursework offered by the CET Nursing. CET Nursing has some requirements that cannot be satisfied by transfer of credit. The director has the final authority in determining which coursework can be satisfied by transfer of credit.

Transfer of credit must be substantiated by an official transcript. CET-Nursing may grant the student advanced standing in his or her selected program as a result of acceptance of transfer credit. If course requirements are satisfied by transfer credit from another school, tuition will be adjusted accordingly.

Transfer credit will be considered for related previous education completed in an accredited school or BPPE approved school:

- Vocational or Practical Nursing coursework
- Registered Nursing courses
- Psychiatric Technician courses
- Armed Services Nursing courses
- 7 courses
- Other related courses, e.g., Nutrition or Anatomy and Physiology

Competency-based/advanced placement credit shall be granted for knowledge and/or skills acquired through testing. Credit shall be determined by written and/or practical examinations. No credit will be given for experiential learning.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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

Transfer or Articulation Agreements

CET Nursing has not entered into any transfer or articulation agreements with any other college or university.

Non-Discrimination Policy

The school does not discriminate on any basis, including sex, age, race, national origin, creed, religion or disability. CET-Nursing complies with the provisions of Title 1 of the Civil Rights Act of 1964 and 1974, the Rehabilitation Act of 1973, the Americans with Disabilities Act, and all amendments therein. CET-

Nursing does not discriminate in administration of its educational policies, admission policies, loan programs, or other school-administered programs.

ACADEMIC POLICIES

Attendance Policy

Students are expected to be on time for and to attend all classes and clinical learning experiences. In order to earn a satisfactory grade, the student must adhere to the attendance policy, specifically policies related to make-up theory and/or clinical hours, and must abide by the mandatory ratio of 95% theory/clinical hours completed.

Punctuality: The faculty recognizes that punctuality is a desirable professional trait. Tardiness for either class or clinical experience is defined as “the student arriving late or leaving early from the assigned experiences.” The student will be sent off clinical for tardiness and be required to do make-up for clinical experiences missed. If the tardiness is habitual, the instructor will counsel the student.

Regular Attendance: attendance at scheduled classes, examinations, conferences, and assigned clinical experiences is crucial to meeting course and program objectives. All scheduled time missed by the student will be considered an absence. When serious illnesses and unexpected life events occur, the instructor may grant limited excused absences on an individual basis. After an extended illness of more than three days, a student is required to present written clearance from a physician to return to school. If for any reason a student is not able to attend a scheduled class, examination or clinical experience, the student should:

Call the business office at least one hour prior to the scheduled clinical or class time.

Call the assigned clinical instructor at least one hour prior to the scheduled clinical time (if reporting an absence for a clinical experience). Students rotating to affiliating clinical agencies should follow reporting procedures as directed by the clinical instructor. Failure to follow procedure will result in a notation on the clinical performance evaluation. A second failure to follow the procedure in a single module may result in termination from the program.

Notify the Director and the instructor of absences from clinical experiences and examinations as they occur during the term. Absences from and makeup for clinical experience will be documented on the student’s clinical evaluation form.

Important: A student’s academic standing following prolonged or repeated absence may be jeopardized because of non-achievement of course objectives. Unexcused absenteeism may be considered reason for termination from the program.

Make-Up Policy

Students who have missed time will be required to complete make-up as determined and scheduled by the Instructor. Acceptable methods for make-up include:

For theory: The student must view a computer-based video of the actual theory class. In addition, the student may be required to do a case study, pass a written examination, attend a seminar or workshop related to the field, or do an auto-tutorial laboratory or research project.

For clinical: Clinical make-up hours will be scheduled at the end of each module outside of scheduled class time, based on instructor availability. The Instructor will supervise clinical tasks, and provide written documentation of all make-up work completed on that day. Each student will be charged \$50.00 per make-up hour.

Guidelines for making up written tests are as follows:

Students are expected to attend an examination on the day and time it is scheduled. Students who miss an examination or quiz due to an excused absence will be given an alternate test. The alternate test will be valued 5% less than the original examination or quiz. It is the responsibility of the student to contact the instructor within 24 hours of return to school to arrange a time for make-up of the missed examination or quiz. All examinations and quizzes must be made up within one week (five working days) after return to school. Pop quizzes may not be made-up. Examinations or quizzes not made up within this time period will be assigned a grade of 0%.

Important: Students cannot progress to the next module until all make-up is complete.

Leave of Absence

Students in the Vocational Nursing program may file a written request for leave of absence due to extenuating circumstances, which include, but are not limited to: a) medical reasons such as pregnancy, major illness or other health-related circumstances, or b) financial reasons that require working prior to resuming the program. The student must be in good academic standing to qualify.

A leave of absence may be for a period of no more than 60 calendar days, and only one leave of absence may be granted in each twelve-month period. If the student does not return from the scheduled leave of absence on the documented return date, the student will automatically be withdrawn from attendance at CET-Nursing, and will be notified in writing of this action. If the student is attending the Vocational Nursing program, he or she will be readmitted into the following class as seats are available to continue.

Withdrawal and Readmission

Withdrawal: A student has the right to withdraw from a program at any time. When a student withdraws from any program, the student must give written notification of withdrawal. The student is required to clear all obligations in order to receive a withdrawal. Failure to comply with this policy means that CET-Nursing may not honor any request for transcripts. The student will automatically be withdrawn on the (10) tenth day following the last day of attendance.

Readmission: A student, who has withdrawn from a program, may apply for readmission. Readmission is dependent upon fulfillment of all conditions set forth at time of withdrawal. Applications are reviewed, and the student is informed in writing of readmission eligibility. Readmission will be on a space available basis. The student will be charged the new cost of the course and any books and supplies offered at that time.

Termination Policy

Grounds for termination include unsatisfactory academic progress, excessive absenteeism, failure to satisfy financial obligations to the school and failure to comply with school rules.

Conduct Policy

The code of conduct was designed to protect the interests of CET-Nursing, students, patients, faculty and staff. All students at CET-Nursing are expected to conduct themselves in a professional manner suitable to the employment fields they intend to enter. Students must act in a manner that is non-disruptive and is conducive to their learning and the learning of others. CET-Nursing reserves the right to suspend or dismiss any student whose conduct in the opinion of the administration is disruptive or in any way interferes with the learning process. All students are also expected to follow HIPAA rules and regulations in school and clinical rotation. Some examples of misconduct are given here:

Examples of Misconduct

- Insubordination
- Willful abuse of the clinical site's building equipment or other property
- Smoking in unauthorized areas
- Excessive absenteeism or tardiness
- Absence without proper notification or adequate explanation
- Leaving assigned clinical site without permission
- Violation of the clinical site's safety rules
- Engaging in horseplay
- Failure to report an accident involving a patient, visitor, student or self
- Theft, regardless of value
- Dishonesty in dealing with the School or clinical site
- Reporting to the school under the influence of alcohol
- Possessing or using alcohol while at the school or clinical site
- Use, sale, solicitation, unauthorized possession of, or being under the influence of illegal drugs, including narcotics, and/or controlled substances at the School, clinical site property, or elsewhere
- Falsification of information on the student's application or other records
- Discourteous treatment or abusiveness toward fellow students, associate, patient, visitor or guest of clinical site
- Physical violence or threats toward any students, associates, patients, visitors or guests of the clinical site
- Unauthorized possession of firearms, explosives, knives, or other lethal weapons on CET property or clinical site
- Conviction of any crime that renders a student unsuitable for employment
- Gambling in the School or clinical site property
- Violation of the no-solicitation rule
- Failure to conform to dress and appearance standards
- Failure to notify the School when absent from either clinical or theory
- Removal of the School's or clinical site's equipment for personal use without approval
- Violation of the CET-Nursing sexual harassment policy
- Refusal to cooperate in an investigation (including drug/alcohol testing when there is reasonable suspicion by the clinical site or other suspected wrongdoing when cooperation is requested and the request is a reasonable one
- Misusing the availability of or the access to confidential information
- Cheating on a given examination

Misconduct with Immediate Termination

The following are some examples of actions which constitute cause for immediate termination:

- Conduct endangering life, safety or health of others
- Deliberate damage to material or property of patients, other students, associates, school or clinic site
- Conduct unbecoming a student at the clinical site, e.g., discourteous treatment of a patient or sexual harassment
- Falsifying, altering, removing, destroying or the unauthorized disclosure of confidential records or information pertaining to a patient or the clinical site
- Falsifying personal School or clinical site records, including school application and physical or examination questionnaire
- Unauthorized possession of CET-Nursing, associate or patient property
- Failure to maintain satisfactory academic progress as outlined in the standards of satisfactory academic progress
- Unauthorized possession or use of liquor, narcotics, hypnotics, hallucinogens or other chemical agents while on the premises of CET-Nursing or clinical site
- Unauthorized possession of any firearms or weapons (pistol, revolver, rifle, shotgun, ammunition, explosives, incendiary devices, knives, etc.) on the School property, including parking areas
- Conviction of criminal offense performed on the School premises
- Willful or repeated violation of the School's or clinical site's policies and procedures
- Willful disregard of the School's or clinical site's welfare; interference with operations or relationships with patients or associates
- Unauthorized disposition of the School's or clinical site's assets or equipment
- Failure to comply with the attendance policy
- Sexual harassment
- Fighting or use of foul language
- Violation of any conditions as set forth in the enrollment agreement
- Failure to meet all financial obligations

Final Exam and Licensure

VOCATIONAL NURSING

Vocational Nursing Program students, upon completion of the program, will receive a diploma from the school. At that time Vocational Nursing students must pass two versions of a pre-NCLEX exam administered by the School with a score of 80% or higher. Only then will they be qualified to take the national board exam (NCLEX-PN). Passing the exam is necessary for licensure in the state of California.

In order to work as a Vocational Nurse in California, you will be required to pass a licensing examination administered by National Council Licensure Examination (NCLEX-PN®). Completion of the Vocational Nurse program does not automatically enable a graduate to work.

Summary of Requirements for Licensure as a Vocational Nurse

http://www.bvnpt.ca.gov/summary_vn.shtml

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)

3. **Equivalent Education and/or Experience.**
This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
 - Knowledge of commonly used drugs and their action
 - Computation of dosages
 - Preparation of medications
 - Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing

- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

a. Basic Bedside Nursing

2. Ambulation Techniques
3. Intake and Output
4. Bedmaking
5. Neurological Check
6. Catheter Care
7. Personal Hygiene and Comfort Measures
8. Collection of Specimens
9. Positioning & Transfer
10. Diabetic Urine Testing
11. Range of Motion
12. Enema
13. Skin Care

b. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

14. Urinary Catheterization
15. Sterile Dressing Change
16. Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

c. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

- q. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- r. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.
- s. Submit proof that service was honorable (DD-214).
- t. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. 4-Year Expired California Licensed Vocational Nurse.

Section 2892.1 of the Business and Professions Code specifies that a license which is not

renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Graduates who have prior felony convictions may be denied the opportunity to take professional licensing exams. Students are urged to contact the appropriate agencies for current requirements.

The Board's Enforcement Unit occasionally receives telephone calls from students requesting that the Board review their criminal convictions prior to submitting an application for licensure. These students want the Board to pre-approve their eligibility as it relates to their criminal convictions so that they can determine if they should pursue licensure. Although students are encouraged to contact the Board for clarification of the licensure requirements, the Board cannot "pre-approve" their eligibility. The Board can only make an official determination of a person's eligibility for licensure as it relates to criminal convictions after an application for licensure is received by the Board and all requirements for initial licensure are met.

The Board publishes three disciplinary brochures which contain frequently asked questions about the disciplinary process and convictions. The brochures are titled "*Understanding the Disciplinary Process*"; "*Disciplinary Overview, Disciplinary Process, Frequently Asked Questions*"; and "*Disciplinary Overview, Convictions, Frequently Asked Questions.*" They are available on the Board's website at www.bvnpt.ca.gov. If students need clarification after reading the brochures, they may contact the Board's Enforcement Unit at (916) 263-7827.

*Please note that giving false information to the Board of Vocational Nursing and Psychiatric Technicians is a reason for denial of licensure.

Upon successful completion of all program hours and requirements, the student is eligible and competent to take the National Council Licensing Examination for Practical Nursing (NCLEX-PN®).

The Board of Vocational Nursing and Psychiatric Technicians (BVNPT) board forms will be completed before the end of the 4th module and will be mailed to the BVNPT after successfully completing all School requirements.

National Council Licensure Examination - Practical Nursing NCLEX-PN®

The NCLEX-PN® is an exam regulated by the licensing authorities and developed by the National Council of State Boards of Nursing to ensure public protection. Each vocational nursing student candidate who has successfully satisfied all requirements from an accredited program may take this exam. This exam measures the competencies needed to practice safely and effectively as a newly licensed, entry level vocational nurse in the State of California. NCLEX-PN® results are an important component used by the boards of nursing to make decisions about licensure. Only boards of nursing can release NCLEX-PN® results to candidates.

The NCLEX-PN® will be taken on a computer at any one of several conveniently located test centers as indicated by the National Council.

The NCLEX-PN® is given six days a week (Monday through Saturday) throughout the year. To take the NCLEX-PN®, candidates must satisfy these requirements:

- Graduate from an accredited vocational nursing program.
- Apply for licensure in the state or territory in which you wish to be licensed.
- Meet all of the board of nursing eligibility requirements to take the NCLEX-PN®.

Information on Record of Conviction

There are certain conditions that could interfere with the student's ability to take NCLEX-PN® for graduates of the Vocational Nursing Program. The Board of Vocational Nursing and Psychiatric Technicians require all applicants for licensure will submit to the Board along with the testing application a completed record of conviction form.

The applicant must reveal on this form any offense, including violations. Applicants may exclude traffic offenses for which the only sentence imposed was less than \$500.00, any offense for which the bail of less than \$500.00 was forfeited; or any incident in which the records have been sealed.

On the Record of Conviction form, the student must include any offense for which the student was:

- Imprisoned
- Placed on probation or fined
- Any offense, which arose during an applicant's military duty
- Any offense in which the imposition of execution of sentence was suspended
- Any record of conviction which was expunged or pardoned

The Director will provide you with further information regarding the NCLEX-PN® as you proceed through the program.

Grading System and Grading Scale

When a grade is given for any theory portion of an educational program, or *Pass* or *Fail* for any clinical portion, the grade achieved will be the grade determined by the course instructor, who has the final authority for the grade. The scholastic progress of the student is reported at the end of each month, and grades are recorded on the student's permanent record (transcript).

CET-Nursing utilizes the percentage grading scale as the method of scoring each quiz, test, examination and/or project during a course, whether theory or clinical. Cumulative grades for each term in theory, as well as the final grade, will be determined using the percentage grading scale. *Pass* or *Fail* will be used for clinical courses.

The school's grading scale is as follows:

<u>Theory Percentages</u>	<u>Letter Grade</u>	<u>G.P.A</u>	<u>Description</u>
90% - 100%	A	4.00	Excellent
80% - 89%	B	3.00	Good
70% - 79%	C	2.00	Average
60% - 69%	D	1.00	Below Average
59% - Below	F	0.00	Unsatisfactory

No Grade

Incomplete

Clinical performance is evaluated as:

Satisfactory The student has met clinical objectives based on course requirements

Unsatisfactory The student has not met clinical objectives based on course requirements.

A student who fails to achieve a passing grade in the clinical portion of a course, cannot progress to the next level. Students must demonstrate overall satisfactory performance during the clinical assignments for each content area. Failure to improve performance to *Satisfactory* results in an unsatisfactory evaluation. A student who receives an overall unsatisfactory evaluation in clinical performance may be dismissed from the program.

Students are evaluated in the domains of cognitive, psychomotor, and affective behaviors. Clinical performance evaluations are based on evidence of student achievement of the course's clinical objectives. Clinical objectives will be measured through direct observation of actual performance (at least 75% of the grade). Written reports, charting, student care plans, preparation of clinical assignments and pre/post conference participation may be used to measure achievement, and will represent no more than 25% of the grade.

The clinical evaluation tool used in assessment of student achievement of the course's clinical objectives evaluates a composite of skills that must be satisfactorily demonstrated in order for the student to receive credit. At the month end and completion of each clinical rotation, written clinical performance evaluations are prepared and reviewed with the individual students.

Achievement of clinical objectives is reviewed with the student at the end of each clinical rotation day at post conference. Clinical performance pre and post conferences are held by the clinical instructor with the student throughout the rotation. Problem areas are written in anecdotal form, clearly identifying areas requiring improvement.

Standards of Satisfactory Academic Progress

CET has specific standards students are expected to achieve in order to maintain satisfactory academic progress in their programs of study. These standards are based on grades and the completion of program requirements within a maximum time frame. At CET, satisfactory progress for all students is defined by the following criteria:

- Students must complete their program within 1.5 times the normal duration of the program.
- Students must successfully meet or exceed the minimum grade percentage of 80% or better.

All students must meet the following minimum standards of academic achievement while enrolled at CET. The student's progress will be reviewed monthly and at the end of each module or program length in weeks to determine satisfactory academic progress. CET requires students to participate in remediation after failing a test.

To maintain satisfactory academic progress, a student must achieve a cumulative grade average of 80% for each module. In addition, students who are in educational programs that contain clinical hours must maintain a minimum of *Pass* by the end of each module. To maintain satisfactory academic progress,

students attending on a full time basis have maximum time frames in which to earn their graduation diploma, as follows:

<u>Course Title:</u>	<u>Duration of Program</u>	<u>1.5 Times Duration of Program</u>
VOCATIONAL NURSING	60 weeks	90 weeks

Academic Probation

Students who do not maintain satisfactory progress will be placed on academic probation for a period not to exceed one semester or $\frac{1}{4}$ of the duration of the course. A student who falls below 80% in the theory portion of a course will be placed on academic probation and will be allowed to progress to the next term with a mandatory remedial contract (plan of correction). The student must demonstrate a grade improvement during the academic probation by meeting the curriculum objectives and mandatory remediation; failure to do so may result in termination from the program. Academic probation is further defined as follows:

- Failure to maintain grade point average of 80%
- Unsatisfactory clinical performance, including:
 - Does not meet specified course objective
 - Is unable to correctly apply learned processes
 - Is unable to demonstrate cognitive or motor skills needed for safe care of patients
 - Fails to demonstrate consistency in clinical performance

Remediation Policy

CET Nursing's policy on grades and other formal evaluations of students' performance in all facets of the academic program, including course work and supervised clinical practice, details the consequences of academic performance that is below satisfactory or expected levels and provides the procedures for appealing grades and any actions taken by the faculty as a consequence of unsatisfactory academic performance.

No later than one week after giving a grade lower than 80% in a required course, faculty must file a remediation plan with the registrar. The remediation plan may take many forms including, but not limited to, requiring the student to: retake the course in its entirety, retake a portion of the course, retake examinations, rewrite papers or complete a special project to demonstrate proficiency in the content area.

Once the student has completed the remediation plan, the instructor will inform the registrar and program director in writing. Failure to successfully remediate a required course will result in a full review of the student's academic performance by the faculty and may be grounds for termination from the program. When a remediation plan requires a student to retake the required course in its entirety, this requirement will be reflected on the transcript.

Remediation of Supervised Clinical Experience:

Remediation is required if a student is evaluated as not performing at the program's expected levels of competence in Supervised Clinical Experience. Unsatisfactory performance may be indicated on the monthly progress report or in other written communications between the supervisor and the program director. Remediation will be required when ratings on the monthly progress report indicate unsatisfactory overall performance, when performance in any evaluation on the monthly progress report is evaluated to

be unsatisfactory, and/or when other written evaluation from the instructor indicates unsatisfactory performance. Based on this information, a remediation plan will be developed by the instructor, the program director, and the student. Failure to successfully remediate supervised clinical experience may result in termination from the program.

Special Remediation Programs:

In some instances, the faculty may require the student to undertake more extensive remediation actions and/or to follow a special program of matriculation. Special programs are developed by the program director in consultation with the student and the faculty. Because special programs usually involve extensive remediation, continuing in the program is normally contingent on successful completion of the requirements of any special program of matriculation.

Termination from the Program

With the exception of instances in which a single unacceptable evaluation results in termination, a student who receives her or his first grade below 80% in a course, or a grade of Fail in an evaluation for supervised clinical experience, will be provided with a formal plan for remediation, and his or her performance will be fully reviewed at the subsequent review meeting. Receipt of a second unsatisfactory grade, or a grade of Fail for clinical supervised experience, whether or not this or any prior unacceptable grade or evaluation was remediated, will result in the student being automatically placed on academic probation and provided with a plan for remediation. In any case, the cumulative receipt of three unacceptable grades or performance evaluations, whether remediated or not, will be viewed by the faculty as a sustained pattern of unacceptable performance and may result in the termination of the student from the program.

Termination of a student from the program may be decided at a regularly scheduled faculty meeting or at a meeting of the faculty scheduled for the purpose of reviewing a student's performance. Students terminated from the program under these circumstances may appeal to the program director for reinstatement. If the student believes that she/he has not been granted due process or that her or his rights have been violated, she/he may appeal the decision to the director of the school.

Appeal Processes

A student may appeal a course grade, practicum evaluation, and any other formal evaluation made by faculty in connection with the course, or other program requirement if he or she believes that the grade or other evaluation was made on grounds that reflected bias, discrimination or other violation of the student's rights. The process and procedures for these appeals are provided below:

Appealing a Course Grade, Practicum Evaluation or Other Formal Evaluation

A student who decides to appeal a course grade, other formal evaluation, including formal evaluations associated with practicum, or other program requirements must appeal first to the course instructor or other faculty member responsible for the grade or evaluation. If the issue is not resolved at this level, an appeal can be made to the program director. The appeal must be made within 30 days of the student's receipt of the grade or evaluation or the right to appeal will be forfeited. The student initiates the appeal process by submitting a written appeal. The program director will reach a decision in the matter following investigation and, at his or her discretion, consultation with other faculty. If the outcome of the appeal is a recommendation for a change in a grade or other formal evaluation, appropriate actions (e.g., a change in a grade, evaluation, etc.) will be taken. In all cases, faculty members directly involved in the appeal will be kept informed of the appeal process and outcome.

A student who believes that the outcome of the appeal reflected bias, discrimination or other gross violation of student rights may appeal the decision to the director of the school. A written petition must be presented to the school director within seven working days of receiving the letter notifying the student of the program director's decision. The school director's decision is final. Failure to appeal within the allotted time period renders the program director's decision final.

Reinstatement

If a student has been terminated due to unsatisfactory academic progress, the student may request reinstatement by doing the following:

Petition the Nurse Reinstatement Committee (Director of School, Program Director and Academic Advisor) in writing. Included in this request should be

- The last nursing module completed;
- The cause for termination;
- Steps which have been taken to correct the situation; and
- Reasons why the committee should consider reinstating the student.

The Nurse Reinstatement Committee will meet together, make a decision and inform the student of their decision in writing within seven days of the request.

Course Incompletion

A grade of *Incomplete* may be awarded only when substantially all of the work in the course has been satisfactorily completed and a time for completing the remaining work has been arranged and approved by the instructor.

Course Repetition

Repetition of a course is allowed only with the approval of the program director.

Student Records / Right of Privacy

The Federal Act of Privacy of 1964 allows all students to review their academic records, including grades, attendance, and advising reports. Student records are confidential and only such agencies or individuals authorized by Law are allowed access without written permission of the student. Student records will be maintained at the primary school location for a minimum of five (5) years from the last date of attendance. Transcripts are maintained permanently. Students may request a review of their records by writing to the director of the school. All such reviews will be scheduled during regular school hours under appropriate supervision.

Graduation Requirements

Students will receive the appropriate diploma if the following requirements have been met:

- All required courses in the student's program have been satisfactorily completed
- A minimum grade of 80% has been earned in all theory and clinical coursework, and a *Pass* grade in clinical coursework
- An overall attendance of 95% has been attained
- Financial obligations to CET Nursing have been satisfied and tuition fees have been paid

- Requirements for administrative departments (financial services, and placement) have been completed satisfactorily.
- All required coursework hours have been completed within the maximum time frame allowed: 1.5 (1½) times the normal duration of the training program

The following indicates the normal duration of the training programs:

Vocational Nursing	1,560 hours
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Each course is measured in class hours of classroom and laboratory instruction. The required hours for each course must be completed. A class hour is 50 minutes in length.

STUDENT SERVICES

Student Guidance

CET-Nursing staff and faculty members strive to maintain close communication with our students. As deemed appropriate, a staff or faculty member may refer the student to the Academic Advisor or School Director.

Student guidance is considered one of CET-Nursing's most important and valuable services. Vocational and personal guidance begins at the time a prospective student indicates an interest in attending CET Nursing and continues throughout and beyond the term of education. The goal of the school is to support and guide students, and assist them in reducing or eliminating barriers that may interfere with their studies and ultimately their success.

Job Placement Assistance Service

CET Nursing measures its success by the success of its graduates. It is the position of the School that producing well qualified graduates and preparing them for meaningful employment is critical to its future success. For this reason, we maintain a vital interest in the job placement of our graduates.

In collaboration with the Program Director, a student sets goals and identifies employment opportunities. Graduating students are eligible to receive placement assistance after satisfying all financial obligations to the school.

Note: Placement assistance may be provided. However, it is understood that the school does not and cannot guarantee either employment, level of income or wage rate to any student or graduate.

Orientation

All enrolled students and applicants for CET's programs are provided with orientation on the educational system and services, and a tour of the facility and the school campus prior to the start of class.

Student Activities

CET Nursing plans for and encourages student participation in a variety of activities including the following:

Community health fairs

- Social & cultural events
- Forums
- Job fairs
- Activities relating to graduation

Housing

CET Nursing does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Los Angeles, CA, rental properties start at approximately \$750 per month.

PROGRAM OF STUDY

Vocational Nursing

Program Objectives

Nursing I is designed to provide the beginning student an introduction to personal and vocational relationships in nursing. Emphasis is placed on the application of the nursing process using Maslow's framework within the context of the vocational nursing scope of practice, the healthcare environment, critical thinking, the caring role, and basic nursing skills and procedures, including physical assessment.

Nursing II is designed to provide the student with a foundation in medical-surgical nursing. Topics include general care of patients having problems with pain, cancer, immobility, fluid, and axed electrolyte imbalances. Emphasis is placed upon the care of patients with disorders of the skin, endocrine glands, blood, and cardiovascular and respiratory systems, utilizing the nursing process within Maslow's framework.

Nursing III is a continuation of Medical-Surgical Nursing A. Emphasis is placed upon care of patients with musculoskeletal, gastrointestinal, neurological, eye and ear, urological, and reproductive disorders, and of patients with AIDS, utilizing the nursing process within Maslow's framework.

Nursing IV is designed to provide the senior student with basic knowledge in several specialty areas: family nursing, pediatrics, mental health, home health, hospice, and rehabilitation. Emphasis is placed upon care of these patients utilizing the nursing process within Maslow's framework. Other important topics include leadership, supervision, and career issues for the vocational nurse.

Upon completion of the Nursing Program at CET-Nursing with a grade of 75% or better, the graduate will be able to work as a member of a health care team; administer comprehensive nursing care within the scope of practice for vocational nurses; use the basic assessment (data collection); participate in planning; carry out intervention in accordance with the care plan; contribute to the evaluation of individualized interventions related to the care plan for individual clients; adhere to the standard of the profession and incorporate ethical and behavioral standards of the professional practice; develop the ability to be a leader in the health facility, home, and community; maintain client confidentiality in all areas of practice while maintaining professional boundaries with the patient/client; and maintain current knowledge and skills for safe competent practice of vocational nursing. This program will prepare students to pass the NCLEX-PN examination. Prospective students must pass NET Exam with a score of 35/50; pass an oral interview with school officials. LVN requirements for licensure are completion of 1560 hours of training (theory 600 hours and clinical 960 hours) and passing the NCLEX-PN Exam. The maximum number of students in class is 30.

Module	Lecture Hours	Clinical Hours	Total Instructional Clock Hours
Nursing I	150	240	390
Nursing II	150	240	390
Nursing III	150	240	390
Nursing IV	150	240	390
Total Hours	600	960	1560

Course Descriptions

Nursing I (VN 101)

At the completion of the course, the student will be able to:

Understand the relationship of adults in a learning environment, understand the foundation for the motivation of individuals to become valued members of a health care team, and understand Maslow's hierarchy of basic human needs: the first being physiological and the second, safety and security. Recognize and understand that communication, cultural background, race, religion, and language are major factors in patient care. Understand the fundamentals of nursing, acquiring skills in adjusting care and treatment. Demonstrate understanding of anatomy, physiology, growth, and development through the life cycle. Understand the nursing process, its relationship to safe, effective care and environment. Demonstrate critical thinking in the delivery of health care services. Understand basic principles of pharmacology to include commonly used drugs, their action, and the computation of dosages. Understand the disease process. Define optimal health and wellness, knowing and understanding what is normal versus what is abnormal. Understand that health is not necessarily the absence of disease or infirmity, but a state of well being.

Nursing II (VN 102)

At the completion of the course, the student will be able to:

Understand the third and fourth level of Maslow's hierarchy: love, belonging and self-esteem. Understand fundamentals of nursing, comfort, and well being. Become familiar with the patient's care, needs, treatments, and patient education. Understand nutrition and its effects on specific diseases. Demonstrate awareness of dietary counseling. Understand medical and surgical nursing to include specific disease entities. Develop planning of patient care. Understand medical terminology and abbreviation. Become a member of the health care team. Familiarize with the Registered Nurse. Know the provider. Follow patient care protocol. Learn documentation. Read and understand care plans. Provide optional care for patients. Allow the learning to incorporate patients through the life cycle.

Nursing III (VN 103)

At the completion of the course, the student will be able to:

Understand Maslow's hierarchy as it relates to pediatric, maternity health promotion, and child development according to Erik Erikson. Demonstrate understanding of anatomy and physiology, especially in pregnancy and in newborns. Demonstrate understanding of nutritional factors for children, for pregnancy, and for healthy growth. Identify love, belonging, self-esteem as Maslow's level of

understanding, especially as related to sexually transmitted diseases, including the HIV patient. Demonstrate clinical skill in communication. Demonstrate judgment and understanding of legal issues. Demonstrate understanding of the psychology of care for all patients. Demonstrate knowledge of communicable diseases, preventative care, and acute care and transmission.

Nursing IV (VN 104)

In the final module all previous subjects are brought together. At the completion of the course, the student will be able to:

Identify the need for self actualization. Demonstrate leadership and supervision skills utilizing principles of home care and professional practice. Understand the nursing process and its relationship to the nursing practice. Recognize that mental health care of the elderly and community resources are part of the Vocational Nurse's responsibility in the rendering of safe effective care. Demonstrate the ability to complete documentation and to function as an involved member of the health care team. Identify optimal health as the goal of nursing. Identify patience and virtue as the foundation of the nurse. The plan for licensing calls for the review of subjects and treatments and critical thinking. The student will come to understand that this is not an end to learning but the foundation upon which learning will continue.

Changes In School Program

The school, without prior notice to students, may change or modify the curriculum, change or substitute instructors, change or modify instructional materials and methods in order to maintain and update the instructional programs; and change, modify or increase tuition and fees. Any changes in tuition and fees will not affect already attending or enrolled students.

TUITION POLICIES

Tuition Payment Policy

CET-Nursing's tuition and fees for all programs may be satisfied with payment by check, money order, or credit card. Cash payment for tuition and fees will only be accepted when paid at the admissions office. CET-Nursing's tuition payment policy is subject to change at any time at the discretion of the school. Prospective students have two options available for the payment of tuition and fees. These options are as follows:

- Full payment by the student, at the student's request
- Installment payment by the student

Financial Assistance

Payments must be made as agreed at the time of enrollment; if payments are not made as agreed, the student may be suspended from school until the delinquency has been addressed. Some private or public agencies may be willing to provide tuition assistance for those individuals who meet the particular agency requirements.

CET Nursing does not participate in state or federal financial aid programs. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Tuition and Fee Schedule

Program	Registration Fee Non-Refundable	*Student Tuition Recovery Fund Non-Refundable	Textbooks	Tuition	**Total Cost
Vocational Nursing	\$75.00	\$55.00	\$525.00	\$21,400.00	\$22,055.00

* *Student Tuition Recovery Fund (STRF) = \$2.50 for every \$1000 of tuition, rounded to the nearest \$1,000. (See discussion below)*

** *Estimated charges for the period of attendance and the entire program.*

Students have the responsibility for financing educational costs.

Other Fees

Clinical Make-Up Hours: \$50.00 per make-up hour.

Transcript Fees:

First request after graduation is no charge (5-day processing)

Second Request is \$20.00 (5-day processing)

Second Request is \$25.00 (2-day processing)

Parking Fees:

Parking is available at no cost to the student outside the CET-Nursing facility. However, if the student is required to attend a clinical site, the parking may not be free.

For any fee paid, CET-Nursing will accept personal checks drawn on United States banks, money orders or cash. Checks returned by a student's bank for any reason will result in the following: suspension from enrollment, denial of subsequent registration, and detention of transcript until financial obligation has been satisfied. A service charge of \$35.00 will be charged for any returned check.

Repayment Policy

All financial obligations are to be met prior to withdrawal or graduation from the program. Arrangements for repayment of tuition are to be made prior to withdrawal or graduation. The student who becomes indebted to CET-Nursing due to unpaid deferred tuition, damage or loss of equipment/materials, or other reason may be denied further enrollment and release of official academic transcripts. Release of information to potential employers or other agencies may be denied until all indebtedness has been cleared.

Student Tuition Recovery Fund (STRF)

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.

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 program, 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 cost.
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.

Refund Policy

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. 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 pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Center of Education and Technology, 639 S. New Hampshire Avenue, #301, Los Angeles, CA 90005. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$100.00.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$100.00. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 10 consecutive days.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

GRIEVANCE POLICY

Persons seeking to resolve problems or complaints should first contact the Program Director in charge. If the student is not satisfied with the result, he or she should meet with the School's Academic Advisor. If still not satisfied, the student should write an appeal to the School Director.

If still not satisfied, a student or any member of the public may file a complaint about this institution with one of three State-sponsored organizations listed below.

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.

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, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.

Complaints can also be directed to:

Vocational Nursing and Psychiatric Technicians (BVNPT)
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833-2945
P: 916.263.7800, F: 916.263.7859
Web site: www.bvnpt.ca.gov

California Department of Public Health
Licensing and Certification
ATCS – MS3301
1615 Capitol Avenue
P.O. Box 997416
Sacramento, CA 95899-7416
916.552.8849
Web site: www.dhcs.ca.gov

CONSUMER PROTECTION

CET-Nursing has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.