



School Catalog

January 2011- December 2011

Dear Student:

On behalf of the Administration and Faculty of Franklin Career College, we wish to thank you for taking the time to visit our school(s). The Education and skills training you will receiving here at Franklin Career College is directed toward the development and technical skills and knowledge, along with the development or professional attitudes and behaviors related to study and work habits, interpersonal communication skills, self-discipline and confidence.

In order to aid our students in achieving these objectives, Franklin Career College has established a professional work-like environment consisting of:

A faculty of mature and competent industry professionals who possess superior job-related knowledge, skills and enthusiasm in teaching with sensitivity and concern for you and your progress.

A classroom/work-like atmosphere that brings out the best effort in each student through the use of modern equipment and current resource materials.

A curriculum devoted to job-related subjects and task, which will enable you to focus in on the major areas of interest and employment skills development, thereby preparing you, in the shortest possible time, with the knowledge and skills that enable you to gain respect, success and the means of rewarding self-support.

A Career Services Department accomplished in assisting students with "Externships" as well as individualized career service assistance. The career services department often functions as a liaison between the employer and the student/graduate. This is a function and service provided to eligible graduates.

The Administration and Faculty of Franklin Career College know that your time here will be both an exciting and a challenging experience. We care about you and your need for success. By our combined efforts, your determination and hard work, and the expertise of our Faculty and Staff, achievement of your career goals is within your reach.

Sincerely,



Al Lillestol

Executive Director

FRANKLIN CAREER COLLEGE

Campus Locations

Main Campus

1274 Slater Circle
Ontario, CA 91761
(909) 937-9007
Fax (909) 937-9008

Norwalk – Branch Location

12440 Firestone Blvd. Ste. 2000
Norwalk, CA 90650
(562) 651-1626
Fax (562) 651-1690

www.franklincareercollege.com

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GENERAL INFORMATION

MISSION STATEMENT

To secure the success of our students by providing industry related training that results in career placement and positive life changes.

PHILOSOPHY AND OBJECTIVES

The philosophy of Franklin Career College (FCC) is to provide competency-based technical training through a skills-oriented learning process. To implement this philosophy, Franklin Career College has identified programs, which serve the needs of local employers and has designed courses that prepare students for careers in a relatively short period of time.

The philosophy of Franklin Career College forms the basis for the following objectives:

1. To produce graduates who have achieved marketable job skills in the selected field of study.
2. To develop the whole person by improving personal traits as they impact the student's professional readiness to take advantage of employment opportunities in surrounding communities.

Our goal is to help students build self-confidence, help students attain success in occupations they have trained for, offer job placement assistance, provide job retention techniques, and direct students toward career advancement. All instruction is in English; Franklin Career College does not offer English as a Second Language.

Our desire is to grow and to expand our service market, and continuously be in contact with employers and vocational specialists. We continuously seek training and materials from the best manufacturers, trade associations, financial institutions, and other educational programs.

NOTICE TO PERSPECTIVE STUDENTS

As a prospective student, you are encouraged to review this catalog, the performance fact sheet and other disclosures posted on our website at www.franklincareercollege.com prior to signing an enrollment agreement. The catalog and disclosures are updated annually, the dates covered by the documents are stated on the cover page.

HISTORY

Franklin Career College purchased in its' entirety California Institute of Customer Engineering, Inc, and all training programs associated with it in January 2004.

California Institute of Customer Engineering was established in 1984 in Westminster, California. In 1989, the first branch campus was opened in Panorama City to serve the San Fernando Valley area. In 1998 it was relocated to Van Nuys to accommodate a wider area of student population in a newer more versatile setting. In 1997, the second branch campus was opened in Ontario to serve the Inland Empire at the same time; a satellite campus was established in Norwalk that was converted to a Branch campus in January 2003.

In January of 2003, the Ontario Branch was converted to the Main campus and relocated to its existing location in April of 2004.

In 1998, management identified a growing need for Medical Billers/Coders. With the assistance of competent colleagues in various medical fields, curriculum was devised allowing students to prepare for careers in Medical Billing/Coding. In July of 2004 the Bureau for Private Postsecondary and Vocational Education (BPPVE) approved the Medical Assistant programs, and then in March of 2006 they approved

the Nurse Assistant Program, followed by the approval of the Vocational Nursing program in March of 2007. These programs have enhanced our offerings and help serve the need for qualified, trained individuals within these growing allied healthcare industries.

LEGAL CONTROL

Franklin Career College is licensed as a proprietary corporation in the State of California with its main campus in Ontario California. Franklin Career College was purchased by and is owned by Arbor E&T, LLC in January of 2008. Arbor E&T, LLC is a subsidiary of and is wholly owned by ResCare, Inc. which is based out of Kentucky. Rescare is owned by Onex-Rescare Holding Corporation as of December 2010. To present date, Franklin Career College has no pending petitions or judgements with regards to bankruptcy in the United States.

STATEMENT OF APPROVAL

Franklin Career College is accredited by the Accrediting Council for Continuing Education and Training. ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Franklin Career College has signed a voluntary agreement with the Department of Consumer Affairs, to maintain compliance and abide by state statutes, rules and regulations pertaining to a private postsecondary institution pursuant to Section 945905 of the Education Code, as it existed on June 30, 2007.

Franklin Career College is a private institution and is approved to operate by the Bureau of Private Postsecondary Education, which is under the Department of Consumer Affairs in the state of California.

Franklin Career College is approved by the Veterans Administration to train Veterans under Title 38, Chapter 36, U.S. Code Sections 3671(a) and 3672(a).

Franklin Career College is accredited by the State of California Board of Vocational Nursing and Psychiatric Technicians for the Vocational Nursing program, and is approved by the State of California Department of Health Services to offer the Certified Nurse Assistant program.

Approved course offerings:

Office Machine Repair
DOT 828.261-014

Clinical Back Office Medical Assistant
DOT 079.362-010

Medical Billing & Coding
DOT 214.362-022

Vocational Nurse
DOT 079.347-014

Nursing Assistant
DOT 31.10.1200 (166 hrs)

AFFILIATIONS

Business Technology Association (BTA)
California Association of Rehabilitation & Reemployment Professionals (CARRP)
Authorized Canon Service Center
National Association of Competency Training

INSTRUCTIONAL FACILITIES

Instructional facilities are located in modern, well-maintained, fully air-conditioned buildings with excellent freeway access and ample parking. Each facility is equipped with electronics, diagnostic and audio-visual equipment, up-to-date machines for hands-on procedures, as well as all necessary training materials to prepare each student for employment after course completion.

Additionally, the facilities include administration offices, reception area, student lounge area, restrooms, and conference areas. Franklin Career College, Inc. complies with all applicable federal, state, and local ordinances and regulatory statutes relative to the facilities it occupies the equipment it utilizes, and the instructional standards it maintains. Franklin Career College fully complies with all local ordinances related to fire, building maintenance, health, and safety.

Instruction is in compliance with facility occupancy levels of 20 students in each classroom/lab at each location. Each classroom/lab of 20 students is supervised by one instructor. The institution does not provide English-as-a Second Language instruction.

OPERATING SCHEDULES

Office Hours: 8:00 a.m. – 5:00 p.m. Monday - Friday

Instructional Hours: 8:00 a.m. – 4:00 p.m. Monday – Friday

HOUSING

Franklin Career College does not provide housing for students; however, ample housing accommodations are readily available in the surrounding area. Students should be prepared to pay a minimum of at least the first and last month's rent plus a security deposit. Students are solely responsible for any agreements between themselves and the landlord.

CRIME AWARENESS AND CAMPUS SECURITY

Franklin Career College annually publishes the Campus Security Disclosure that contains detailed information regarding crime statistics for all the campuses. Additionally, the College distributes pertinent information related to the school's policies and procedures for maintaining campus security.

RESOURCE CENTER

Franklin Career College maintains standard reference books and periodicals related to the course of study at all campuses as well as general education text books and materials. Also, students are taught to use the internet to research topics, which enables them to gain access to the "on line library" of the internet.

RETENTION OF RECORDS

Adult students, parents of minor students and parents of tax dependent students, have the right to inspect, review and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Educational records are defined as files, materials and documents that contain information directly related to the student's period of enrollment that are maintained by the institution. Franklin Career College will keep these records for five (5) years from the last date of attendance. After this period, all records are destroyed. The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commission or governmental agencies so authorized by law. Franklin Career College maintains these records at the Ontario Main campus (its principal place of business), within the State of California.

CALENDAR

Classes and registration are conducted continuously throughout the year. Class start dates are determined by module start, campus and program. No classes are held on the following holidays:

2011 Holiday Schedule

December 31, 2010	New Years
January 17, 2011	Martin Luther King Jr. Day
May 30, 2011	Memorial Day
July 4, 2011	July 4th
September 5, 2011	Labor Day
November 24, & 25, 2011	Thanksgiving Holiday
December 26, 2011	Christmas
January 2, 2012	New Years

CAMPUS STAFF & FACULTY

Ontario – Main Campus

Executive Director	Al Lillestol
Registrar/Administrative Assistant	Kathy Cazabat
Administrative Assistant/Accounts Payable	Teresa Chavez-Hubler
Admissions Representative	George Sandoval
Financial Aid Director	Vanessa Macchione
Placement Coordinator	Rocio Rodriguez
Office Machine Repair Instructor	Robert Harvey
Medical Billing and Coding Instructor	Linda Hernandez
Clinical Back Office Medical Assistant Instructor	Heidi Myers, A.S.
Director of Nurse Assistant/Instructor	Luisa Yu, R.N.
Director of Vocational Nursing	Delores Terriquiz, R.N., MSN/MBA/HC
Vocational Nurse Instructor	Pearl Joy Sarabia, R.N.
Vocational Nurse Instructor	Nelissa Villao, R.N.
Vocational Nurse Instructor	Luisa Yu, R.N.
Vocational Nurse Instructor	Patricia Armstrong, LVN, BS Health Care
Vocational Nurse Instructor	Grace Bartlett, R.N.
Vocational Nurse Instructor	Miseal Hernandez, LVN

Norwalk – Branch Campus

Campus Executive Director	Bonnie Bonner
Admissions Representative	Mike Beltran
Financial Aid Officer	Denise Luna
Registrar/Administrative Assistant	Tina Watowa
Placement Coordinator	Linda Estrella
Office Machine Repair Instructor	John Leonard
Director of Education/Medical Billing and Coding Instructor	Ryan Wong
Medical Assistant Instructor	Connie Montalvo
Nurse Assistant Instructor	Candis Mays, LVN, BSN

ADVISORY BOARD: OFFICE MACHINE REPAIR

Troy Mast – Burtronics
Carlo Ortega – Office Machine Repair Graduate
Brian Matea – Heal a Printer
Ken Hruska – Thompson Publishing
Jennifer Kelly – Thompson Publishing
Leah Hess – McGraw Hill

ADVISORY BOARD: MEDICAL & NURSING PROGRAMS

Stephanie Pineda – Medical Assistant
Jennifer Kelly – Thompson Publishing
Kellie Lulas – Medical Biller/Coder
Leah Hess – McGraw Hill Publishing
Ken Hruska – Thompson Publishing
Ray De La Graza – Arrowhead Surgical Billing
Pat Dodd – Kindred Hospital
Cameron Akrami – Oasis Medical Staffing
Joanne Signorile – Cengage

FACULTY BIOGRAPHY

Robert Harvey

Robert has received his Diploma in basic electronics, facsimile and xerographic technology. Diploma of Completion in service and repair of Ricoh, Mita, Savin and Canon office machines. Robert is Certified in all Canon copiers as well as receiving a Certificate of completion in Computer upgrading and repair. He is an alumni of CICE (California Institute of Customer Engineering of Orange County).

Linda Hernandez

Linda is an alumni of Chaffey College where she obtained her Certification in Medical Billing. She has experiences with Workers' Compensation and HMO insurance billing as well as front office management skills. Linda is also a reviewer for Delmar Cengage, a national publishing company of textbooks.

Luisa Yu, R.N.

Luisa is an alumni of the University of La Salle where she graduated Cum Laude with a Bachelor of Science Degree in Nursing. She has had years of experience both as a Long Term Care Nurse and Clinical Instructor in the United States and the Philippines.

Delores Terriquiz, R.N., MSN/MBA/HC

Delores received her Bachelors of Science in Nursing from Arizona State University. She brings with her over 20 years of Nursing expertise as an ICU Nurse from such hospitals as Loma Linda University Hospital, San Antonio Hospital and San Bernardino County Hospital.

Pearl Joy Sarabia, R.N.

Pearl brings with her years of experience as a charge nurse at Kindred Hospital and the University of St. La Salle as a clinical instructor.

Nelissa Villao, R.N.

Nelissa has been working in the medical field over 10 years. She brings with her experience in NICU and the Medical Surgical Floor from Rancho Specialty Hospital and Kindred Hospital.

Patricia Armstrong, R.N.

Patricia has been working in the field of medicine for over 20 years. She has knowledge in pediatrics, ambulatory care and skilled nursing from facilities such as Riverside Community Hospital, Arrowhead Regional Medical Center and Kaiser Permanente. Patricia also brings to Franklin Career College, years of teaching experience in Nurse Assisting, Medical Billing and Medical Assisting as an instructor for several colleges and school districts.

Grace Bartlett, R.N.

Grace is an alumni of West Coast University where she graduated Magna Cum Laude. She has been a case manager and charge nurse for several facilities such as Covina Regional Medical Group and Upland Rehabilitation Care Center coordinating admissions and discharges. This makes her a welcome addition to the faculty of Franklin Career College.

John Leonard

John has been servicing all makes and models of Office Equipment for over 16 years. He is A+ and CISCO Certified as well as being certified in Photocopiers, Laser Printers and Facsimile Machines. John is an alumni of CICE (California Institute of Customer Engineering of Orange County) and continues to stay on the forefront of the field by managing the Franklin Career College Canon Service Center and maintaining an active client base.

Ryan Wong

Ryan has been in the medical field for over 15 years. He is well versed in all aspects of the medical profession both administrative and professional. Past employment as an Office Manager of a Multi-Specialty Office, Department Supervisor for a major hospital and group manager for a large billing company have given him years of accumulative experience.

Connie Montalvo

Connie comes to Franklin Career College with 16 years of clinical experience as an assistant manager for a multi-physician clinic. She is knowledgeable in many aspects both as a medical assist and medical biller with emphasis on HMO insurances.

Candis Mays, LVN, BSN

Candis has been in the nursing field for 7 years. She received her Vocational Nursing certification from American Career College. She brings with her many years of field experience from working as a charge nurse for El Rancho Vista and as a Nurse Manager at Windsor Convalescent Facility.

Miseal Hernandez, LVN

Miseal has been a practicing LVN for four years. He received his Vocational Nursing Certificate from Summit College. He has had clinical and front office experiences working at Kindred and Maximum Medical Improvement. He is very knowledgeable in clinical techniques and expectations.

ACADEMIC POLICIES

REQUIREMENTS FOR ADMISSION

Prospective students may gain admissions to FCC by demonstrating satisfactory performance on a standardized test and fulfilling all of the following requirements:

1. The applicant must be a high school graduate or its equivalent (high school diploma, General Education Development Certificate-- GED, or state proficiency certificate).
2. All Applicants, except those interested in the LVN program, are required to pass a Wonderlic Scholastic Level Exam with a score of 15 or better. This test can be taken a total of two (2) times, if necessary. There is a minimum waiting period of 5 days before administering the test the second time. There is a six month waiting period for those who fail this entrance exam twice.

LVN applicants must take the Hesi Exam entrance tests to determine if this program is right for them. The LVN applicant must take and pass the Hesi Exam: Reading Comprehension & Math Sections with a standard score of 75%, or better. The Hesi exam can be taken two (2) times, if necessary. FCC pays for the first exam and the student must pay \$25 to take the second exam. The minimum waiting period is one day before administering the Hesi test for a second time.

The LVN candidate will also attend, at no expense to them, a pre-enrollment prep class to aid them in learning information that will help them in the LVN program and to determine if this program is really for them.

3. Tour the campus in the company of an Admissions Representative.
4. Receive a school catalog and read all required pre-enrollment disclosures found in the catalog.

Each campus of Franklin Career College is wheel chair accessible. Students with special needs are advised to meet with the Campus Executive Director to assess their personal needs as well as to determine if the training courses offered and the occupations they lead to are suitable for the perspective students' individual situation.

PROCEDURES FOR ADMISSION: Enrollment Process

All perspective students must have a personal qualification interview with an Admissions Representative. At the conclusion of this interview, an applicant will be given the opportunity to submit an application, providing they meet the aforementioned requirements, and have demonstrated the interest, need, desire and ability to proceed with the admissions process.

The application process is as follows:

1. Complete a Questionnaire for Enrollment
2. A personal interview and tour with an Admissions Representative
3. Receive, read, understand and sign-off on all required pre-enrollment disclosures:
 - a. Notice of Students Rights
 - b. School catalog
 - c. School Tuition Refund Table
 - d. Drug free School Disclosure
 - e. Notice of Cancellation
 - f. How our Students are doing (Completion and Placement Rate disclosure)
 - g. Campus Security Statistics Disclosure
 - h. Read the Enrollment Agreement before signing
 - i. Make financial arrangement to cover tuition and fees

4. Administration of an entrance examination.
5. See Financial Aid person, who will help to clarify in detail the tuition, funding sources, and total cost of the program
6. Complete and sign enrollment agreement and other admissions paperwork.
7. Participate in an interview with the Campus Executive Director to determine acceptance into the desired program at Franklin Career College.
8. Applicant's interested in applying for Vocational Nursing program must take and pass the ERI Nurse Entrance Test.
9. Applicants applying for the Vocational Nursing program must meet with the Director of Nursing.

NON-DISCRIMINATION CLAUSE

Franklin Career College does not discriminate on the basis sex, age, physical handicap, race, natural origin, sexual orientation, political affiliation, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. This policy applies to hiring of all positions and admissions of all students into all programs. Students with special needs such as physical or mental handicaps or learning are considered for admission provided they meet the entrance requirements. The Director is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

TRANSFER CREDIT

The transferability of credits you earn at Franklin Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in our programs is also at the complete discretion of 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 Franklin Career College to determine if your credits or certificate will transfer.

Franklin Career College (FCC) will allow a student, other than an LVN student, to transfer in, from another educational institution, up to 20% of their total credits they will earn in a specific program that they wish to take at FCC. An LVN student would be allowed to transfer in a maximum of 25% of compatible credit, which would cover Term 1 of a four term LVN program. However, those credits must be from an institution that is accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation. The program, from which the transfer credits would come, must be similar to the one they will be enrolling in at FCC. That determination would be made by FCC's Registrar and/or Campus Director or the Director of Nursing, if it is an LVN student transferring credits. . Student's grades do not transfer, only credit for the course taken. Transfer credits do not affect the student's cumulative grade point average or their pass rate. However, the transfer of credits will impact a student's tuition and possibly their financial assistance/aid, e.g., if one's tuition is reduced, due to shortening the length of time and credits earned in the program they will be taking, then a student might not qualify for as much Title IV money as they had expected. The student and FCC should make certain that any impact on the awarding of Title IV is clarified, with the student, prior to s/he making the final decision to enter FCC and/or challenge a portion of FCC's program. Credits might be transferred in for any of the following programs offered at FCC: LVN, Medical Billing & Coding, Clinical Back Office Medical Assistant, and Office Machine Repair. FCC does not recognize any transfer of credits for its six (6) week program in Certified Nurse Assistant (CNA). FCC does not charge any fee for the transferring in of compatible credits for any one of the programs where compatible credit transfer is allowed.

The criterion to receive transfer credit is as follows:

1. A transfer student may request from FCC, at the time of enrollment, that certain credits earned elsewhere be accepted by FCC towards fulfilling the student's program completion at FCC. This request must be placed in writing, by the student, and given to the campus

Director of Admissions or Campus Executive Director. Also, the student must provide FCC with an official transcript from the institution awarding credits that the student wishes to transfer into FCC.

2. To successfully transfer credits into FCC, the student must:
 - a. Provide an official transcript indicating that they have successfully passed that portion of the program, whose credits they wish to transfer into FCC.
 - b. The program, from which the transferred credits come from, MUST be compatible with the portion of FCC's program they wish to challenge and cannot be more than 20% of the program they would be taking at FCC (for an LVN student that can be up to 25%, which is the length of the first term, or any one of the four terms, of the FCC LVN program).
 - c. If a and b above are approved by FCC, then the student would be required to take and pass, at a 70%, or better, a challenge test that covers portions of the material they would have taken at FCC, that is compatible with the credits they desire to enter.
 - d. One must score a 70%, or better, on the challenge test covering any course that s/he wishes to transfer into FCC. An LVN student would have to have an 80%, or better, grade for the credits they wish to transfer to FCC
3. The Director of Education, or designee, will grade the challenge exam and determine if the incoming student possesses an understanding of the skills and knowledge required in the portion of the students program, that they will not be taking due to transferring in similar credits.
4. Grades from courses transferred into FCC will not be used in figuring the student's GPA or SAP; however, credits transferred in will be counted towards the maximum time frame. A student must have at least a 70%, or better, grade for the credits they wish to transfer into FCC from MB&C, CBOMA or OMR. An LVN student would have to have an 80%, or better, grade for the credits they wish to transfer to FCC.
5. The student's tuition will be adjusted accordingly, so that a student is not charged for any credits successfully transferred in to FCC. However, the student MUST make certain that they are aware of the financial impact, if any, on Title IV funding due to their reducing the number of credits they will be earning at FCC. This must be clarified to the student, by the financial aid officer, PRIOR to the student transferring in any credits.
6. The student has a right to appeal any failed transfer of credit by making an appointment and meeting with the Executive Director of the campus. In such cases the Director of Education will be asked to attend this meeting to explain why the credit was not allowed. The student must place their concerns in writing and provide a copy to the Director of Education and Campus Director. Then a meeting will be held, which will allow the student to make their case as to why the credits should have been accepted by FCC. The final decision will be placed in writing and made, by the campus Executive Director, within 3 days, or less, of the appeals meeting.

DEFINITION OF A CLOCK HOUR FOR THE PURPOSE OF TRANSFER OF CREDIT

For the purpose of transfer of credit to another institution accepting technical school credits, each clock hour equals one 50-minute class session. The Department of Education defines each quarter credit hour as 25 hours of classroom contact or 25 hours of supervised laboratory/shop instruction and if applicable, 25 hours of externship/internship or work related experience, and 25 hours of the clinical experience in the Vocational Nursing program. ACCET, our accrediting agency, defines a credit hour as 10 hours of lecture or 20 hours of lab or 30 hours of externship.

RELEASE OF INFORMATION

Franklin Career College maintains all educational records for a period of five years and in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. Therefore, the student must provide written consent before his/her education records may be disclosed to third parties.

ATTENDANCE

Employers hire and promote employees who are reliable and prompt. Regular attendance in school is an important part of the preparation necessary for employment. Consequently, Franklin Career College students are required to attend school regularly and be on time.

Attendance is monitored on a daily basis. Absences, arriving tardy and leaving early will be recorded. A Tardy is defined as arriving to class more than ten (10) minutes late or leaving class early. Every third tardy or combination of being tardy and/or leaving early will count as one absence for the following programs: **OMR, CBOMA, MBC**. A student who misses seven (7) consecutive class periods (days) will be dropped from FCC. Students must maintain 80% attendance throughout enrollment.

Students, who are chronically tardy or whose attendance falls below 80%, will be placed on probation. If improvement (80% or better attendance) has not been reached, during this period of time, then the student will be dropped from the program.

Students in the **Vocational Nursing program** must maintain 80% attendance. In addition, students may be placed on a 30-day probation requiring them to bring attendance to 80% within the 30-day probationary period.

CNA students will be allowed only two absences during the course of their program for emergencies or serious illness. Absences must be substantiated with appropriate documentation, such as a doctor's note, and must be approved by the Program Director.

Vocational Nursing students are required to attend all classes and must maintain 80% attendance. If absences cannot be avoided, students are required to call the college or clinical area 30 minutes prior to start time. When a student is absent from classes, it is his/her responsibility to inform the Instructor of the reason for the absence, and to arrange to make up missed assignments and class work. Students having three (3) clinical absences within one term may be dismissed from the Vocational Nursing program. Two absences will result in being placed on probation. Students' failure to maintain improved attendance for the remainder of the program may result in dismissal for the Vocational Nursing program.

Vocational Nursing students who arrive late for an exam or a scheduled test will be admitted to class and allowed the remaining time allotted to complete the test. Pop-quizzes may not be made up. Tardiness and leaving early disrupts the learning environment and is highly discouraged. Three (3) occurrences within one (1) term will be tallied as one (1) absence. Students arriving to clinic more than 15 minutes after the scheduled arrival time will be sent to the campus to schedule a make-up day. Students may not leave the clinical site before the designated time.

A CNA student, who arrives more than then (10) minutes late to clinical, will be sent back to the campus and will have to make this clinical time up prior to program completion.

GRADING SYSTEM

FCC written and practical tests are given on a regular basis to evaluate each student's progress in the course of instruction.

The following scale for Office Machine Repair, Medical Billing and Coding and Clinical Back Office Medical Assistant:

PERCENT	GRADE	DESCRIPTION	GRADE POINT
90 – 100	A	Excellent	4.0
80 – 89	B	Good	3.0
70 – 79	C	Average	2.0
60 – 69	D	Below Average	1.0
0 – 59	F	Fail	0.0
	P	Pass	
	I	Incomplete	
	W	Withdrawal	

*No grade points are awarded for Pass/Fail, Incomplete, or Withdrawal

The following grading scale is used for the Vocational Nursing program:

Theory Grading Policy:

Grades for the theory segment of the course are assigned as follows:

Percent	Grade	Description	GRADE POINT
96– 100	A	Excellent	4.0
88 – 95	B	Good	3.0
87 - 80	C	Average	2.0
Below 80	F	Fail	0.0

Theory courses are graded on a point system. A student's grade is calculated by dividing the student's total points by the total points possible for the course. No extra credit is given. No quizzes, exams, or grades may be dropped.

Any student who fails to achieve a minimum grade of "C" (75%) upon completion of each term may not progress to the next term in the program.

The second failure within the same term may constitute dismissal from the program. The student may petition for re-admission into the next available term. The Director of Nursing has the right to test any student prior to re-admission

Clinical Grading Policy:

Grades for the clinical segment of a course are assigned as follows:

- P – Pass Student has met all clinical objectives.
- F – Fail Student has not met all clinical objectives.

Any student who fails to achieve a grade of "P" (Pass) in the clinical segment of a course may not progress to the next course in the program and must petition for re-admission to take **both** theory and clinical portions of the course failed.

MAKE- UP POLICY

If a class test is failed, the student will have one week to schedule and make-up the examination. If the test score does not evidence satisfactory improvement, continuation of enrollment at Franklin Career College will be determined through advisement between the Campus Director and the appropriate instructor. If at all possible, students should notify their instructor when they are going to be absent. It is the student's responsibility to schedule a time to make up the work missed due to an absence. All make-up work must be made up within a week unless there are extenuating circumstances approved by FCC.

INCOMPLETE AND COURSE REPETITION POLICY

A student who receives an "Incomplete" in any module within their course will be allowed to complete the work missing in the module by meeting with the instructor to determine the amount of time that will be allowed to accomplish this. In some instances the student will be allowed to complete the work when the module is next offered. If not completed, the "Incomplete" will become an "F" for Satisfactory Academic Progress.

Should a student receive a final grade of "F" for any module/term within their program, he/she will be allowed to repeat the module when the training cycle offers it again, provided the "F" was received after the first attempt at the module.

Upon completing the repeated module, the failing grade from the first attempt will be averaged with the grade from the repeated effort to generate the final grade for the module. This averaged grade will be placed in the student's permanent record, and the original failing grade will be removed.

SATISFACTORY ACADEMIC PROGRESS

Franklin Career College's programs consist of differing credits depending on the length of each program. However, satisfactory academic progress will be assessed as follows: 50% and program completion. The SAP point of evaluation, at FCC, is defined as the point at which an evaluation is taken once the SAP point has been reached. For example, the following mid-points in student programs would be:

Medical Billing & Coding, Office Machine Repair:

Total hours = 600. SAP points: 50%/300 hrs (successful completion of fourth module). 600 hrs = program completion, but cannot exceed 150% of program hours.

Clinical Back Office Medical Assisting:

Total hours = 600. SAP points: 50%/300 hrs (successful completion of fourth module).

Nurse Assistant (CNA): Total hours = 166: 50%/83 hrs; 75%/ 166 hours = program completion, but cannot exceed 150% of program hours:

Vocational Nurse: Total hours = 1560. 25% or 390 hrs; 50% or 780 hrs; 75% or 1170 hrs; program completion (1560 or 100%) but does not exceed 150% of program or 2340 hrs.

- The student's cumulative grade point is reviewed to determine **qualitative progress**. The minimum GPA required is 2.0 or 70% for all programs except the LVN program, which is 80%. Qualitative progress is measured by weekly tests and projects taken by the student.
- **Quantitative progress is** defined as the credit hours achieved divided by the credit hours attempted. To be making satisfactory academic progress, a student quantitative progress must be at least 60%, which would allow the student to complete their program of study within the maximum time given, which is 1.5 times the length of the program.

Grades of "F" and "I" are counted as hours attempted, but not achieved and have a 0.00 value towards the GPA. Repetitions of course work are counted as hours attempted. The lowest grade will be dropped and the highest grade will be used to calculate the GPA. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame, which is 150% of the published length of the program.

Students who withdraw from a course or the program will receive a grade of "W", which has no impact on the GPA. The credit hours for the courses are counted as attempted but not achieved.

Academic Probation

If a student fails to maintain the required academic progress at program SAP check points, then s/he will

be placed on ACADEMIC PROBATION. The student must attain the required GPA and/or number of achieved credit hours during the probationary period or s/he will be dismissed from school.

Appeal Process

Any student not attaining the required GPA or achieved hours during the probationary period will receive a written dismissal notice, sent by certified mail. The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to the Campus Director. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

The Appeals Committee composed of the Campus Director, Director of Education and the Director of Financial Aid will examine all appeals. A written decision will be mailed to the student within five days of the Campus Director's receipt of the appeal. The decision of the committee is final.

Students reinstated upon appeal are on a probationary status for the next module, during which time they must meet the terms and conditions set out in the committee's letter granting the appeal. At the end of module, and at the end of every module thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the probation, until such time as satisfactory academic progress status is regained.

Maximum Time Frame

All program requirements must be completed within a **maximum time frame** of 1.5 times the normal program length, as measured in attempted credit hours. For example: if your program is 35 credits in length, then it must be completed within 52.5 attempted credits.

Transfer and Readmitted Students

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at this school. Students transferring from one program to another within this school will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institution. The quantitative requirement remains 70% for all students, but the maximum time frame is based on the number of credits the student must complete in the current program. If the student transfers in 7 credits and therefore must complete 29 credits in the current program at FCC, then the maximum time frame is $36 \times 150\%$, or 54 attempted credits. Credits transferred in are counted towards the maximum time frame given, e.g. 150% of students program.

Vocational Nursing Satisfactory Academic Policy: Term 1 Policy

Any student receiving a failing grade for either Client-Centered Care IA or IB, may be dropped from the Franklin Vocational Nursing Program.

The student may apply for re-admission to the Franklin Career College Vocational Nursing Program upon a space available basis and recommendation of the Instructor and approval of the Director of Nursing and Campus Director.

Vocational Nursing Satisfactory Academic Policy: Terms II, III, and IV Policies

Unsatisfactory progress, such as a system failure, constitutes an academic warning status notification for the remainder of that term and immediate referral to the Director of Nursing for remediation. A student will be permitted to remediate only one failure per term providing that:

The student successfully completes and passes the remediation requirements upon completion of that term. This will allow the student to receive the maximum allowable grade of 80% for that system. A student who fails to meet the remediation requirements as above, or receives a second system failure within the same term, may be dropped from the Vocational Nursing Program.

- The student may apply for re-admission on a space available basis, recommendation of the Instructor and approval of the Director of Nursing.
- If the student is accepted to re-enter the term, he/she will start at the beginning of the term they are repeating.
- The new grade received for all subjects in that term, will then be entered.

Quarter Credit Hour Measure

Franklin Career College's definition of Clock Hour to Credit Hour conversion is:

	For ACCET Accrediting Agency	For Department of ED.
One Quarter Credit Hour = 10 Classroom Lecture Hours		= 25 Classroom Lecture Hours
One Quarter Credit Hour = 20 Lab Hours		= 25 Classroom lab, Externship &
One Quarter Credit Hour = 30 Externship Hours		and/or Clinical Hours
One Quarter Credit Hour = 40 Clinical Hours (VN students)		

RE-ENTRY

Should a student who has withdrawn from school seek to re-enter his/her course of study, the student is required to apply for re-entry with the Campus Executive Director, who will make a final determination to grant or deny re-entry based upon the assessment of the student's attendance and academic records during the previous enrollment. All financial obligations must be settled prior to a student being granted the opportunity to re-enter.

If the application for re-entry is approved, the student will be allowed the same amount of time to complete his/her training as was remaining when he/she first withdrew from school. The financial aid department will meet with the student to determine, once again, how the remaining tuition will be paid. No additional cost will be charged to the student upon re-entry. The original cost of attendance will remain in effect unless tuition and/or fees charged are increased during the time the student is out of school after his/her initial withdrawal. In that case the difference between the original cost of attendance and the new cost will be added to the student's charges upon re-entry.

Students, who are away from school more than one year, will be required to retake modules previously taken. The student will be given credit for tuition previously paid and make arrangements for payment of balance of tuition.

APPLICATION OF STANDARDS

These satisfactory progress standards apply to all students, part-time or full-time, enrolled in any of Franklin Career College programs.

LEAVE OF ABSENCE

A Leave of Absence (LOA) policy is a temporary break in a student's attendance during which he/she is considered to be continuously enrolled. The LOA will be considered and may be granted at the discretion of the Campus Director of Franklin Career College (FCC), who would sign off on the LOA form that they have approved provided:

1. The student must request the leave of absence (LOA) in writing by completing a "Leave of Absence" form, which is available in the Administrative Office. The student must sign and date the leave of absence request form and specify the reason(s) for the leave. This should be done in advance of the beginning date the LOA, unless unforeseen circumstances prevent the student from doing so. If the LOA does not fit within the timeframe consistent with FCC's LOA policy, then the student must be withdrawn.
2. The LOA usually will not exceed thirty (30) days. If there are extenuating circumstances, the LOA may be extended, but not to exceed a maximum of sixty (60) calendar days. If one must leave for a longer period of time, then they will be withdrawn from the program.

3. Students, who are on probation at Franklin Career College when beginning an LOA, return under the same probationary conditions as when they left the program.
4. Students, who do not return from LOA on the day scheduled, will be dropped.
5. Vocational Nursing students cannot take a Leave of Absence within the first 90 school days. If they must take leave, during the first 90 days of the program for any reason, then they would be dropped from the program. When they could return, then they would meet with the Director of Nursing to determine the most appropriate part of the program to re-enter. If this requires that they take a portion of the program over again, then they would not be charged for this.
6. Only one LOA is allowed per year per student.
7. FCC will not assess the student any additional charges as a result of the leave of absence.
8. Due to the short length of the CNA program (six weeks), no LOA is allowed for this program. If one needs an extensive time out, then one would have to drop and retake the program. However, if this should happen, then the student would not be charged twice for any portion of the program previously taken.
9. Any student that participates in Title IV funding programs will have any impact that might occur, due to a leave of absence, clarified for them by the Financial Aid department prior to the start of their LOA. Such information would be placed in writing, by the FA person, and given to the student to keep in their records.

ACCESS TO STUDENT RECORDS

Students who wish to access their academic, financial, or placement files are encouraged to make their requests in writing to the Registrar or Campus Executive Director. First-time copies of file documents are made available free of charge to students and graduates. Any subsequent requests for copies of the same documents will require a 10-cent per copy fee to be paid upon request for document copies. Students are welcome to review file material at any time provided one day's notice has been made to the appropriate record custodian.

Student records cannot and will not be reviewed by third parties without the written consent of the student. If you want a third party to have access to any school records, please provide written permission to the Campus Director. Federal and state regulatory officials are not required to obtain students' permission to review student files and records.

FCC adheres to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR Part 99), which is a federal law that protects the privacy of student education records and personal matters. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

General access to student records is granted to (1) an officer/employee of the U.S. Department of Education, State of California, city or county agency, accrediting agency, seeking information in the course of his/her duties; (2) college record personnel with legitimate educational interest, or (3) a person designated in writing by an adult student or the parent or guardian of such student, if student is a dependent minor. Authorized party must request copies or records in writing. All student records are kept for a five (5) year period of time.

NOTICE OF STUDENT RIGHTS

1. You may cancel your contract for school, without any penalty or obligations, by 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 prior to your start of class. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a copy.

2. 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 any part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, then ask the school for a description of the refund policy.

3. If the school closes before you graduate, you may be entitled to a refund. Contact the California Private Postsecondary Education department of Consumer Affairs, at the address and telephone number listed below, for more information.

4. If you have any complaints, questions, or problems which you cannot work out with the school, write or call: State of California Bureau for Private Postsecondary Education (BPPE), P.O. Box 980818, W. Sacramento, Ca. 95798-0818, at (888) 370-7589.

GRADUATION REQUIREMENTS & COURSE COMPLETION

Successful completion of a course is based upon examinations, class work, written reports, and practical accomplishments. The intent is to determine the student's ability and proficiency in the careers of Clinical Back Office Medical Assistant, Medical Assistant, Medical Billing/Coding, Nurse Assistant, Office Machine Repair, and Vocational Nursing.

The student will be awarded a diploma for successful completion of his/her course of study, provided the student has attended at least 90% of all scheduled class hours of instruction, has a minimum of 70%, 2.0 cumulative grade point average, and the student has met all other administrative and financial requirements.

Vocational Nursing students must complete each term with a minimum grade of 80%; must complete all 52 weeks of the program or its equivalency; must achieve a C or 80% in each term; must have a Satisfactory in each clinical segment; and must have completed minimum theory and clinical hours as approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). In addition, Vocational Nursing students cannot be on probationary status for absenteeism or behavioral deficiencies; must have completed the program within 1 1/2 times the planned program length; and must be in good financial standing with the College.

LICENSURE

With regards to the Vocational Nursing and Nurse Assistant programs, passing of the state licensing exam is a requirement for employment in the perspective field of study. The requirements for such examination are as follows:

Certified Nurse Assistant (CNA):

- Criminal Background Pre-Screening (www.cdph.ca.gov/certlic/occupations/Documents/ATCS%2098-4.pdf)
- Two Legal Identification Cards (One must have a photo)
- Completed and Signed HS form 283-B State Application (Signed by Registered Nurse)

Licensed Vocational Nurse (LVN):

- High School Diploma or its equivalent (General Education Development Certificate-GED or state proficiency certificate)
- Criminal Background Pre-Screening (Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints)

- Successful completion of National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN).
- Completed and Signed "Application of Vocational Nurse Licensure"
- Completed and Signed "Record of Conviction" form

CAREER PLANNING & PLACEMENT

Franklin Career College provides placement assistance for all its graduates. This is accomplished by providing career development workshops to assist students in resume writing, interviewing techniques and job search skills. Then, the student is assisted in identifying job openings and setting up interviews with companies that are looking to hire someone in the field that the student has been trained. FCC's placement department will assist the students in gaining employment in the career field they desire to enter.

Job placement assistance includes:

- Job development by the placement department.
- Helping the graduate to identify and communicate with companies that have job openings in their area of training.
- Follow-up and assistance, if necessary, with graduates after interviews with companies and/or gaining employment with a company.
- Please note FCC does not guarantee employment.

STUDENT SERVICES

Franklin Career College operates Student Services under the direction of the Campus Director. The Instructor has primary responsibility for student academic and personal advising, monitoring student attendance, and academic performance, which includes accountability for student satisfactory progress assessment.

Franklin Career College through the Campus Director, maintains a referral process available to all students who make requests for information regarding resources within the community that are operated by public and private organizations offering assistance in housing, child care, personal and crisis counseling, financial management, transportation, AIDS awareness, drug rehab treatment, and other emergency services. Public library access is also available through the county system.

COPYRIGHT INFRINGEMENT POLICY

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

The Higher Education Opportunity Act of 2008 (HEOA) includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted material through peer-to-peer (P2P) file sharing. These provisions include requirements that:

- institutions have developed plans to "effectively combat" the unauthorized distribution of copyrighted material
- institutions place in their catalogs a disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials

This document outlines Franklin Career College's plan to comply with these requirements.

Plans to "Effectively Combat" the Unauthorized Distribution of Copyrighted Material
Franklin Career College currently employs bandwidth-shaping technology to prioritize network traffic, and blocks students' ability to access these sites from the student computer networks.

Franklin Career College responds promptly to legitimate notices or letters of illegal copyright infringement based on the requirements of the Digital Millennium Copyright Act and directs both our Information Technology and Compliance departments to investigate and respond.

Sanctions

Franklin Career College will cooperate fully with any investigation by public authorities related to illegally downloaded copyrighted information. Students found guilty will be subject to the full extent of fines and penalties imposed, as well as facing automatic loss of Franklin Career College network access, and possible suspension.

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

STANDARDS OF CONDUCT

STUDENT CONDUCT

All students have a right to a training environment conducive to learning job skills. Disruptive or abusive behavior anywhere on campus will result in disciplinary probation, suspension, or termination at the discretion of the Campus Director. A student shall be dismissed from school for a serious incident; repeated incident of an intoxicated or drugged state of behavior; possession of drugs or alcohol upon school premises; possession of weapons on school premises; behavior creating a safety hazard to other persons at school; disrespectful behavior to another student, administrator, or faculty member; or any other stated or determined infraction of conduct. A professional attitude is to be maintained during the student's educational endeavor.

A student's enrollment may also be terminated for the following reasons:

- Failure to maintain minimum standards of Satisfactory Academic Progress
- Absenteeism in excess of 10% of overall scheduled hours of attendance
- Failure to arrange for the settlement of financial obligations to the school in a timely manner
- Cheating on class assignments or tests
- Fighting on campus
- Stealing school property or equipment

Franklin Career College is not responsible for personal property. Never leave money or other valuables at your work area or otherwise unattended. Each student must maintain his/her own equipment as issued to him/her.

Instructors take "roll" every day at the beginning of class, at the break and after lunch. Students unaccounted for will be marked absent. If a student is absent, he/she is to phone the institute to notify the Administration of the reason for the absence.

Except for emergencies, incoming or outgoing personal telephone calls for or by students will not be permitted.

Misuse or abuse of the instructional equipment is grounds for suspension. Use of any instructional equipment is not permitted without instructor supervision.

Franklin College reserves the right to amend these rules/policies at any time without notice. Any such changes will be posted.

SUSPENSION AND TERMINATION

Students may be suspended or terminated by the Campus Executive Director for any of the following reasons: excessive absenteeism or tardiness; failure to achieve Satisfactory Academic Progress; failure to comply with probationary conditions; cheating; conduct that reflects poorly upon the College or staff; failure to meet financial obligations; possession of drugs, alcohol or weapons on school premises; behavior creating a safety hazard to other persons at the College; or any other determined infraction of conduct. Students have the right to appeal suspensions or terminations.

PROBATION

Students may be placed on Academic Probation for 30 days for the following reasons: poor academic progress, incomplete module/class requirements, and failure to comply with the written attendance policy (excessive absences will be reflected in grade achievement, thereby hindering academic progress). Failure to meet requirements of probation will result in termination. If the student feels that he/she has been unjustly placed on probation, this probationary process may be appealed. Students may appeal probationary status, in writing, to the school's Campus Executive Director.

All students have a right to a training environment conducive to learning job skills. Disruptive or abusive behavior anywhere on campus will result in disciplinary probation, suspension, or termination at the discretion of the Campus Director.

APPEALS

Students who feel that they have been placed on academic probation, attendance probation, suspended or terminated unjustly may appeal in writing to the Campus Executive Director. This written appeal must specify the basis for the request and should include documentation. The Campus Executive Director in conjunction with the executive administration will review all appeals. Appeals must be submitted within five (5) days from the date of suspension or termination.

MITIGATING CIRCUMSTANCES

The Campus Executive Director may waive satisfactory progress requirements and/or probationary status for students with circumstances of poor health, family crisis or other significant occurrences outside of the control of the student. These circumstances must be documented with demonstration that the adversities directly impacted the students' rate of progress in their program.

STUDENT DRESS CODE

All FCC training programs have lab attire for all of the students. A student should have the lab clothing, for their program by or before two weeks into the program. Once the student has been given his/her lab attire, then that MUST be worn to class each day. Until a student has been given their lab attire, they should dress the same as the professional requirements used on the job. Ask yourself every day before leaving home: "Would I wear this to work?" If the answer is no, then you should not wear it to school at Franklin Career College. A complete written dress code is issued to students at orientation and/or during the first day of class.

Vocational Nursing (LVN), Clinical Back Office Medical Assistant (CBOMA), Certificated Nursing Assistant (CNA) and Medical Billing & Coding (MB&C) Dress Code:

After admission to the program, the student must comply with the required dress code for a student in the

LVN or CNA program, which is derived from concepts of asepsis, protection of the patient, and professional appearance. The basic school dress policy will be followed until school uniforms are issued. Then students MUST wear their uniforms (scrubs) during each day of class. The Director of Nursing or your teacher will explain what the dress code is for your program during the first few days in class.

DRUG-FREE SCHOOL POLICY

In compliance with Federal and State laws, Franklin Career College has established a referral service for drug abuse prevention programs. One can call this number to talk to a rehab expert in the Inland Empire, (877-345-3281) or, if in the Norwalk area, then call this number (562-868-6500). All enrolled students are made aware of this program during the orientation week, and are required to read and abide by the Franklin Career College's Drug Free School policy outlined below. Failure to do so may result in probation, suspension, or termination.

The policy is as follows: It is unlawful to manufacture, distribute, dispense, possess or use any controlled substance in all buildings, property, facilities and branch locations of the school.

1. We believe that chemical dependency, including alcoholism, is a treatable disease that can be treated and individuals returned to productive healthy lives. Identification and treatment of chemical dependency also in the early stages will benefit both the School and the students/employees. We also recognize that chemical dependency by another member of the immediate family can create stress for the student/employee, which is detrimental to the school and/or job performance. For this reason, we encourage students and employees to utilize the procedures that are available in seeking assistance.

2. It is the responsibility of all supervisors/instructors to ensure that no student/employee with alcoholism or other chemical dependency is terminated or demoted for seeking or accepting diagnosis and treatment. The School does not expect supervisors/instructors to become experts in the diagnosis or treatment of the illness, but they must become familiar with job-related symptoms in order to discuss the subject with the individual, when unsatisfactory performance is accompanied by indications of chemical dependency.

3. The School reserves the right to request reasonable cause testing based on observable actions, physical evidence, or on observable changes in established behavior patterns. Reasonable cause testing may be requested by any School official or supervisory employee/instructor if circumstances warrant.

4. The confidential nature of the medical records of employees with chemical dependency, including alcoholism, will be preserved in the same manner as all other medical records. An employee who suffers from this disease will receive employee benefits and insurance coverage as outlined under our established employee health insurance plans.

5. The School will make every reasonable effort to assist and encourage the employee/student to make the decision to accept the recommended form of treatment for chemical dependency. However, if the student/employee refuses to accept treatment, or continually does not respond to treatment, or the indications of chemical dependency persist, disciplinary action will be taken.

6. Any student or employee violating the schools policy will be subject to disciplinary action, which may include termination.

7. Any student or employee convicted under criminal drug statute must report the conviction within 5 days to the Campus Director. The U.S. Drug Agency will be notified within 10 days after receiving notice from an employee or student or otherwise a copy of such conviction will be submitted to the Agency. The school will take the following actions within 30 days of receiving notice with respect to any employee or student who is so convicted:

- Terminate employment of the employee or schooling of the student, or
- Require such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or Local health,

enforcement, or other appropriate agency.

At the time of enrollment or employment, individuals are informed about Franklin Career Colleges' drug-free school/workplace program. While individual drug testing is not part of the enrollment requirements, Franklin Career College requires that individuals agree to adhere to our drug-free school policy. Students and employees are subject to termination for violation of this school policy. In addition, persons distributing drugs to employees or students will be referred to the authorities and the school will press charges of drug distribution.

GRIEVANCE/COMPLAINT POLICY AND PROCEDURES

It is our goal to ensure quality educational training programs are provided. When problems arise, students should make every attempt to resolve problems at the lowest level of possible. Persons seeking to resolve problems or complaints should first speak with their instructor, if the issue is related to the classroom. If the problem is not resolved at the classroom level, or if the problem is not classroom related, the student should speak with the Campus Executive Director. Requests for further action if the problem cannot be resolved by the Campus Executive Director should be made in writing to:

Executive Director

1274 Slater Circle, Ontario Ca 91761
(909) 937-9007

If complaint is not resolved at the above level, unresolved complaints may be directed to:

**State of California Department of Consumer Affairs
Bureau for Private Postsecondary Education**

P.O. box 980818
Sacramento, CA 95798-0818
(888) 370-7589

and/or

The Accrediting Council for Continuing Education & Training (ACCET)

Chair, Complaint Review Committee
1722 N Street, NW
Washington, DC 20036

FINANCIAL AID

Franklin Career College is approved for, and does participate in the following USDE (United States Department of Education) Title IV programs intended to defray the cost of attending for those students eligible for financial aid considerations: Pell Grant, Direct Loans, Subsidized Stafford Loans, Unsubsidized Stafford Loans, Additional Unsubscribed Stafford Loans and Parent Loans for Undergraduate Students (PLUS) Programs. Students may also qualify for various alternative loan programs. For more information regarding program eligibility, contact the Financial Aid Office at the school. Students will be asked to complete the Free Application for Federal Student Aid (FAFSA) and applications for all available loan programs. Alternative loans will be discussed. The student will be notified of their financial award. Students who default on Title IV loans received while attending the institution may not be eligible for re-enrollment, refresher courses or career services.

Loans obtained by the student must be repaid in full plus any additional interest, less the amount of any refund. If the student receives federal student financial aid funds, the student will be entitled to a refund of the money not paid from federal financial aid funds.

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

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

Students are encouraged to keep their loan debt as low as possible. These loans are aggressively collected by the USDE and its contractors. Interest liability on late payments is very expensive. Defaulting on a student loan is very damaging to credit history and future borrowing power.

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;
- Be registered for selective services (if a male between the age of 18-25);
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Have a High School Diploma or its equivalent, which is a GED.
- Agree to use any federal student aid received solely for educational purpose.

APPLICATION FOR AID, PROCEDURES AND FORMS

Financial aid applications for this institution consist of the following:

Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances. We strongly recommend students and parents to use the FAFSA on the web using the IRS information retrieval and utilizing their USDE PIN number to execute promissory notes, signatures on FAFSA loan entrance and exit counseling and access to the loan record.

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

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

Maximum Annual Award: \$5,550.00

Disbursement: They are made via a direct credit to the student's tuition account.

Federal William D. Ford Direct Loan Program: Funds received from either of the loan programs are subjected to repayment from the student. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

Federal Direct Subsidized Loan

Federal Direct Subsidized Loans are made directly to the students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits). The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee for a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both Subsidized and Unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

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

Federal Direct Stafford Unsubsidized Loan

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

- (1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).
- (2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

Maximum Annual Award:

Dependent Student With Parent Loan: First level \$2,000, Second level \$2,000, Third level \$2,000 (Max Aggregate \$8,000)

Dependent Student Without Parent Loan or Independent Students: First level \$6,000, Second level \$6,000, Third level \$7,000 (Max Aggregate \$14,000)

Disbursements: Checks are issued to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. For additional information, read the pamphlet "Direct Loan Entrance Interview".

DETERMINING NEED

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution. FCC utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculations of the Expected Family Contribution.

DEFINITIONS RELATED TO FINANCIAL AID

The following definitions correspond to some common terms used within the financial aid terminology:

Academic Year: A period of not less than 15/18 weeks of instructional time with a minimum of 600 clock hours /40 credit hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 7/9 weeks and at least 300 clock hours/20 credit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 15/18 weeks, regardless of the number of clock hours/Semester credit hours/Quarter credit hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

Clock Hour: A period of 50 to 60 minutes of supervised instruction during a 60 minute time period.

Credit Balance: A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses. FSA regulations refer to the amount of aid that exceeds the allowable charges are a credit balance.

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

Dependent: She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the student.

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

Financial Aid Eligibility Citizen/Eligible Non-Citizen: You must be one of the following to receive federal student aid:

- U.S. Citizen
- U.S. National
- U.S. permanent resident who has an I-551 or I551C (Alien Registration receipt card)

If you are in the U.S. under one of the following conditions, you are not eligible for federal aid:

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- G series visa (pertaining to international organizations)

Independent Student: An individual who meets one of the following criteria:

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

Parent(s): For the purposes of the financial aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

Payment Period: 300 clock hours and 9 weeks for courses of 600 hours and 18 instructional weeks or more. It is the mid-point of the program for courses of less than 600 hours and 18 weeks.

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

Withdrawals: Students are officially withdrawn on date of notification, date terminated by the institution, or date when the student failed to return from an approved leave of absence, or if student missed seven (7) consecutive class days without notifying FCC of an excusable absence, i.e., ill, family member ill or injured, etc.

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

Refunds: If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan,

6) Pell Grant, 7) Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG. This order would apply in accordance to the aid programs available at the institution.

Transfer Student: A student, who attended a Post-secondary institution before the enrollment at FCC, is required to provide a transcript of credits earned, at any other educational institution, within the past six (6) months. A committee consisting of the Campus Director, Director of Education and Director of FA will meet to determine if the transfer student qualifies to enter FCC and, if so, at which level of the program.

Verification Process: THESE PROCEDURES APPLY TO THE 2011-2012, EXPECT NEW WORDING FOR THE 2012-2013 AWARD YEAR.

The regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process.

To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs.

Under the regulations, the school will not disburse FPELL, nor certify Stafford/PLUS loan applications, until completion of verification process.

Who Must Be Verified: The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

Verification Exclusions: Applicants excluded from verification include:

- Death- Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration- Applicant is incarcerated at the time the verification is to be performed.
- Certain immigration status- Applicant arrived in the U.S. during calendar years 2009 and 2010.
- Certain spouse/parent status: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or can not be located because the address is unknown and can not be obtained by the applicant.
- Completed verification- If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
 - Letter stating that the verification process was completed
 - Copy of the application data that was verified, and
 - If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.
 - A completed Financial Aid transcript.
- Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address
- No funds disbursed - The applicant will not receive federal aid funds,

Required Verification Items: Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used. Data items include:

- Total number of persons in the household.
- The number of members of household enrolled at least half-time students in postsecondary educational institutions.

- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2010).
- U.S. income tax paid for the base year (2010).
- Certain untaxed income and benefits for the base year if certain conditions would apply include:

Social Security benefits.
 Child support.
 Untaxed payments to IRA or Keogh
 Foreign income
 Earned income credit
 Interest on tax free bonds

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

Documentation Required: Student, spouse and/or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ 1040Telefile and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet 2011-2012. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms. If the FAFSA is completed in the Web and the ISIR returns with an IRS code of (2), no tax forms will be required.

Time Period For Providing Documentation: Applicants must provide the required documentation by no later than the first five (5) days of class.

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

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

Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.

The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

Consequences Of Failure To Provide Documenting Within The Specified Time Period(s): If the student cannot provide all required documentation, the school cannot complete the verification process within 5 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

The student may continue training on a cash payment basis.
 The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete.
 The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

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

Tolerances: If there are non-dollar errors and if the errors in dollar items total less the \$400, there is no requirement to recalculate the students EFC.

Notification of Results of Verification: The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

Referral Procedure: The school shall forward to the Secretary of Education, referral of fraud cases.

STATE OF CALIFORNIA 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 repay all or part of your tuition either in 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 on 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 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 of 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.

However, no claim can be paid to any student without a social security number or taxpayer identification number.

TUITION AND FEE SCHEDULE

Books and materials are included in the tuition. The admissions department will provide all candidates with a list of books and materials that will be provided for their program. If you qualify, you will be allowed to acquire coverage from a State of California Student Tuition Recovery Fund (STRF), which will be clarified for you at the time of admissions. The cost of the STRF fee has not yet been figured into the total tuition below.

The course charges for the **Office Machine Repair at 600 hours** - 18-week program are as follows:

Payment Period	First	Second	Third	Fourth	Totals
Tuition (Refundable)	\$3,745.00	\$3,745.00	-	-	\$7,490.00
Registration Fee (Non-Refundable)	\$75.00	-	-	-	\$75.00
State Fee (Non-Refundable)	\$20.00	-	-	-	\$20.00
Total	\$3,840.00	\$3,745.00	-	-	\$7,585.00

The course charges for the **Medical Billing & Coding at 600 hours** - 18-week program are as follows:

Payment Period	First	Second	Third	Fourth	Totals
Tuition (Refundable)	\$3,745.00	\$3,745.00	-	-	\$7,490.00
Registration Fee (Non-Refundable)	\$75.00	-	-	-	\$75.00
State Fee (Non-Refundable)	\$20.00	-	-	-	\$20.00
Total	\$3,840.00	\$3,745.00	-	-	\$7,585.00

The course charges for **Clinical Back Office Medical Assisting at 600 hours** - 18-week program are as follows:

Payment Period	First	Second	Third	Fourth	Totals
Tuition (Refundable)	\$3,745.00	\$3,745.00	-	-	\$7,490.00
Registration Fee (Non-Refundable)	\$75.00	-	-	-	\$75.00
State Fee (Non-Refundable)	\$20.00	-	-	-	\$20.00
Total	\$3,840.00	\$3,745.00	-	-	\$7,585.00

The course charges for **Certified Nurse Assistant (CNA) at 166 Hours** – 6 week program are as follows: (Note: Program not eligible for Financial Aid due to length of course)

Payment Period	First	Second	Third	Fourth	Totals
Tuition (Refundable)	\$2,900.00	-	-	-	\$2,900.00
Registration Fee (Non-Refundable)	\$75.00	-	-	-	\$75.00
State Fee (Non-Refundable)	-	-	-	-	\$0.00
Total	\$2,975.00	-	-	-	\$2,975.00

The course charges for **Licensed Vocational Nursing (LVN) at 1560 Hours** – 52 week program are as follows:

Payment Period	First	Second	Third	Fourth	Totals
Tuition (Refundable)	\$6,975.00	\$6,975.00	\$6,975.00	\$6,975.00	\$27,900.00
Registration Fee (Non-Refundable)	\$75.00	-	-	-	\$75.00
State Fee (Non-Refundable)	\$70.00	-	-	-	\$70.00
Total	\$7,120.00	\$6,975.00	\$6,975.00	\$6,975.00	\$28,045.00

TUITION POLICY

The registration fee for all programs is \$75.00 and is non-refundable. Tuition includes all books and equipment. Franklin Career College (FCC) provides all of the equipment not covered by tuition. Students are expected to contribute from their own family resources towards the student's cost of attendance. The school has available several payment plans including, but not limited to a cash payment plan, WIA, TRA, V.A., Employment Training Panel and Vocational Rehab. Federal student financial aid is available to those who qualify to cover educational expenses. Financial aid may be in forms of grants (no repayment required) and student loans (must be repaid). It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance to their means. It is also out policy to discourage students from borrowing loan funds unless is necessary. All estimates of available funds from financial aid will be first used to cover institutional charges; if funds remain available, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation.

All institutional charges must be paid in full before credits may be released. Unpaid credits will be retained by the institution until payment is complete. At the institution's option, in a case by case basis, credit hours paid may be released to the student. Full payment of all institutional charges is a graduation requirement.

CANCELLATION POLICY

If a student decides that he/she must cancel/withdraw out of their program of study, then Franklin Career College (FCC) only keeps that part of the tuition, which was earned, and refunds any other monies that might have been given to FCC up to that point in time (see refund information below). However, if the student decides to cancel by, or before, mid-night of the fifth day of class, then FCC would not charge that student for the period of time they were with us EXCEPT for the \$75 registration fee, which is non-refundable and would not be returned. The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including but not necessarily limited to, a student's lack of attendance.

WITHDRAWAL

Any student who finds it necessary to withdraw from school may notify the Campus Executive Director in person and/or in writing. If a student withdraws after the 5th day of class, then his/her refund will be pro-rated based on number of days in attendance (see refund policy) where credits were earned. Any payment you have made and any negotiable instrument signed by you shall be refunded to you within 30 days following the school's receipt of your cancellation notice except the registration fee of \$75.00. All refunds due will be made within 30 days following a student's withdrawal.

If a separate charge for equipment, which the student actually obtained, is specified in the agreement, and the student returns the equipment in good condition, allowing for reasonable wear and tear, within 30 days following the date of the student's withdrawal, then the student may return the equipment for a refund.

For the purpose of determining a refund, a student shall be deemed to have withdrawn from any of Franklin Career Colleges programs when any of the following occur:

1. The student notifies Franklin Career College of his/her withdrawal or the student's last date of attendance, whichever is later.
2. Franklin terminates the student's enrollment as provided in the agreement.

3. The student has failed to attend classes without notification for seven (7) consecutive absences. The last date of recorded attendance shall be deemed the date of withdrawal. For the purposes of determining when the refund must be paid, the student shall be deemed to have withdrawn at their last date of recorded attendance.

REFUND POLICY

Students have a right to withdraw or drop from their program at any time. Students who drop or withdraw or who have dropped by the institution will receive a pro-rata refund of tuition paid for but not received up to the 100% completion point of the course program.

Within 30 days of dropping or withdrawing from the program or within 30 days of determining that a student has withdrawn, Franklin Career College will send the student a Notice of Refunds due along with any refund owed to the student. Franklin Career College has the right to deduct a non-refundable registration fee of \$75 prior to determining any refund owed.

When a student withdraws or is dropped from Franklin Career College (FCC), both a federal and a state calculation must be performed. The one that results in the most beneficial refund situation to the student must be followed when returning funds.

All amounts which the student has paid, however denominated, shall be deemed to have been paid for instruction, unless the student has paid a specific charge for equipment as set forth in the agreement for the course of instruction. The last date of the student's attendance is used for all refund calculations.

Full Refund

A student who cancels her/his enrollment agreement on or prior to midnight of the fifth business day after the student has attended the first class shall be entitled to receive a full refund except for the \$75 registration fee, which is non-refundable. Cancellation shall occur when the student gives a verbal or written notice to the Campus Director. If sent by mail, the written notice of cancellation is effective when postmarked, properly addressed with postage paid.

Statutory Pro-rata Refund

A student may withdraw from a course of instruction at any time after the first five days of class and receive a pro-rata refund, based on the last day of attendance, for the unused portion of the tuition, in accordance with the following pro-rata refund policy.

The pro-rata refund shall be the total amount paid for the course multiplied by the number of hours remaining in the course, divided by the total number of course hours. To determine the refund, you would deduct a registration fee not to exceed seventy-five dollars (\$75) from the total tuition charge. You would divide this figure by the number of hours in the program. The quotient is the hourly charge for the program. The amount owed by the student for purpose of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction less the \$75.00 registration fee.

Example: Assume that a student enrolls in a 720 clock-hour training program with tuition of \$8000 including the \$75 for registration fee, as specified in the enrollment agreement. He or she then withdraws after completing 100 clock hours. The statutory pro-rata refund to the student is calculated as follows:

1. \$8000 (Tuition) - \$75.00 (registration fee) = \$7925.00
2. \$7925.00 / 720 (clock hours) = \$11.01 (per clock hour)
3. 100 (hours completed by student) X \$11.01 (hourly charge) = \$1,101.00 (charges to student)
4. \$2225 (amount paid to date - \$75.00 (non-refundable registration fee) = \$2150.00 (student paid) - \$1,101.00 (students charges for hours completed) = \$1,049.00 (Refund due to student)

Under the statutory pro-rata calculation, a refund of \$1049.00 is due the student.

If any portion of the tuition was paid from the proceeds of a loan, the refund shall be sent to the lender 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 program 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.

Time frame for the return of Title IV funds: A school has 30 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible. Within 10 days of the day on which the refund is made, the institution shall notify the student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the person to which the refund was sent.

Collecting Delinquent Tuition

FCC expects all students and graduates to make every effort to pay off their tuition in a timely manner. If tuition payments are missed, then FCC will try to work it out with the student/graduate. However, if that process is not successful, then FCC will have to turn over that delinquent account to a collection agency. Every effort will be made by FCC to resolve the concern without going to an outside agency.

INSTRUCTIONAL SCHEDULE & PROGRAMS OF STUDY

MODIFICATION OF COURSES

As demands of the job market change, Franklin Career College reserves the right to make course modifications when it believes such action is desirable.

INSTRUCTIONAL SCHEDULES

Office Machine Repair

Start Dates: Classes start every three weeks for each of the first five modules of study.

End Dates: Students attend for 18 weeks: 15 weeks at school and three (3) weeks at an externship site

Days/Time: First five modules meet Monday through Thursday, 8:30 AM-4:00 PM, Friday 8:30 AM to 12:30 PM. The last module is for three weeks at 40 hours per week and 8 hours per day externship.

Lunch Break: Half hour at FCC. ON the job it is determined by your employer/supervisor.

Maximum Number of Students: 20 in class. Externship depends on the company.

Medical Billing and Coding

Start Dates: Classes start every three weeks for each of the first five modules of study.

End Dates: Students attend for 18 weeks: 15 weeks at school and three (3) weeks at an externship site

Days/Time: Monday through Thursday, 8:30 AM-4:00 PM, Friday 8:30 AM to 12:30 PM. The last module is for three weeks at 40 hours per week and 8 hours per day externship.

Lunch Break: Half hour at FCC. ON the job it is determined by your employer/supervisor.

Maximum Number of Students: 20 in class. Externship depends on the company.

Clinical Back Office Medical Assistant

Start Date: Approximately once every three weeks for each of the first five modules of study

End Dates: Students attend for 18 weeks: 15 weeks at school and three (3) weeks at an externship site

Days/Time: Monday through Thursday, 8:30 AM-4:00 PM, Friday 8:30 AM to 12:30 PM. The last module is for three weeks at 40 hours per week and 8 hours per day externship.

Lunch Break: Half hour at FCC. ON the job it is determined by your employer/supervisor.

Maximum Number of Students: 20 in class. Externship depends on the company.

Nursing Assistant

Start Date: Approximately every six weeks

End Dates: Students attend for 6 weeks

Days/Time: Week 1 Monday through Friday 8:00 AM – 1:00 PM on campus

Weeks 2-6 Monday and Tuesday 8:00 AM – 1:00 PM on campus

Wednesday through Friday 6:30 AM - 2:45 PM at designated clinical site

Lunch 30 Minutes for lunch.

Maximum Number of Students: 15

Vocational Nursing (Ontario Campus Only)

Start Date: Approximately every three months

End Dates: Students attend class for 52 weeks

Days/Time: Monday through Friday, 8:00 AM – 2:10 PM. Scheduled days and hours of attendance at clinical and theory may vary with each term based upon clinical patient census. A basic schedule information page is available from the Admissions Department at time of enrollment.

Breaks: One (1) twenty-minute break **Lunch Break:** One hour; **Maximum Number of Students:** 25

COURSE CURRICULUM DESCRIPTIONS

OFFICE MACHINE REPAIR 600 hours – 24 credit units

Classes meet Monday-Thursday, 7 hours per day; Friday 4 hours: 32 hours per week for 15 weeks. Then the student will attend three (3) weeks of externship at 8 hours a day and 40 hours per week for 120 hours. Total weeks in program—18.

CIP Code: 47.0102

SOC CODE: 43-9070

O*NET: 43-9070.00, 49-2011.00, 49-9031.00, 49-2022.00,
15-1041.00, 49-9091.00, 15-1081.00, 15-1071.00

Objective: This course will prepare the student for entry-level employment in the diagnosis, operation, service and/or repair of Office Machines such as Photocopiers, Facsimiles, Laser Printers and Personal Computers. Additionally, students will enhance their skills in practical electronics and public relations including territory management and customer satisfaction. Possible positions available to graduates of this program are as follows, but not limited to: Customer Service Technician, Dispatcher, Bench work, Electro Mechanical equipment repair Technician.

COURSE	SUBJECT TITLE	HOURS	CREDIT UNITS *
MR 101	Printers, Faxes Troubleshooting & Repair.	96	3.84

	Electronics		
MR 102	Analog Copy Machine Troubleshooting & Repair	96	3.84
MR 103	Digital Copy Machine Troubleshooting & Repair	96	3.84
MR 104	Computer Hardware Troubleshooting	96	3.84
MR 105	Computer Software Troubleshooting	96	3.84
MR 106	Externship	120	4.8
Total		600	24

* Credit Units shown are based on clock hour credits.

The following are descriptions of the individual modules required for the completion of the 18 Week Office Machine Repair course.

MR 101 - The use of the laser, ink jet and dot matrix printers as an output device of the computer will be taught. The theory of operation will be discussed; hands-on activities will complement the lecture material. The Laser printer will be the subject used to show the student all the principal functions of laser printers such as, the operation of the paper-feed system, the laser print head and how printers relate to the computer.

This module begins with Handshaking - what it takes to have two electronic devices read, talk to, and understand each other, before they begin communicating. The student will learn troubleshooting techniques and effective problem solving in the service of customer equipment. The student will learn how words (or graphics) that appear on paper can be translated into electronic impulses and sent via a telephone line to another machine that may be thousands of miles away; s/he will learn how the receiving machine correctly interprets the electronic impulses and prints a Facsimile (a duplicate) of the original.

In addition, this module involves learning the fundamentals of electronics. The structure of atoms is covered to show electron flow, which is necessary to understand its practical use. This knowledge leads into semi-conductors. The use of a Digital Millimeter is taught in this module as well as basic schematic reading, resistor color codes, series and parallel circuits, voltage, amperage, current, conductors and insulators

MR 102 - This module will provide knowledge of the 8 steps to the Analog copier process. An intensive study of all the individual systems and the related components and devices, which make up that system, will be administered. Lectures balanced by "hands on" activities that incorporate troubleshooting techniques will be offered along with point-to-point voltage diagram reading. The extensive use of Digital Millimeters is a daily activity during this module. Training on the Automatic Document Feeder, Duplex Unit as well as the sorter is included in this module. The student will learn how to perform a PM (Preventive Maintenance) and will have a full understanding of the term "Copy Quality" and what it means to his/her customer.

MR 103 - This module will provide knowledge of the 9 steps to the Digital copier process. An intensive study of all the individual systems and the related components and devices, which make up the Digital system, will be administered. Lectures balanced by "hands on" activities that incorporate troubleshooting techniques will be offered along with point-to-point voltage diagram reading. The difference between the Analog & Digital copiers will be discussed as well as how the Digital copier relates to the computer. The student will have a full understanding of the term "Copy Quality" and what it means to his/her customer.

The following are descriptions of the individual modules required for completion of the Medical & Dental Billing & Coding Course.

MB101: Introduction to Medical & Dental Office including Medical Terminology. Electronic claims submission, insurance verification, customer service, medical-legal issues and records maintenance. Medicare, Medicaid, Workers' Compensation, HMO/Managed Care, PPO, Champus, ADA, Dental Claim Forms, Reference Books, Contract Interpretation and Patient Accounting.

MB102: The students will further become acquainted with medical and insurance terminology including the meaning and pronunciation of medical and dental terms including prefixes, root words and suffixes. Provider abbreviations and symbols as used in the Medical and Dental office, basic teeth structure and surgical procedures. The student will learn to use CPT's for coding procedures.

MB103: Continued introduction of Medical Terminology. Hands on claims processing, proper completion of CMS 1500 form, interpreting and posting an EOB (Explanation of Benefits). Reviewing and interpreting different types of Medical Reports, Operative Reports, Medical Histories and Proper completion of the UB-04 hospital billing form. Use of ICD codes for coding diagnosis for application in the billing form.

MB104: Further introduction of Medical Terminology. Proper use of (Healthcare Common Procedural Coding System) codes for medical supplies and dental billing. Applying service codes as related to Dental Claims.

MB105: Continued use of Medical Terminology. Fundamentals & practice instructional training in Medical Accounting Computer Program with simulated patient encounters. Introduction to Electronic Health Records (E.H.R.) in the medical office.

MA106 This course is designed to provide the student with work experience in the field of their training. This will enable the student to utilize the skills and knowledge that they learned at FCC, under the direction of a supervisor who is out in the real world.

CLINICAL BACK OFFICE MEDICAL ASSISTANT 600 hours – 24 credit units
Classes meet Monday-Thursday, 7 hours per day; Friday, 4 hours for 32 hours per week for 15 weeks. Then the student will attend three (3) weeks of externship at 8 hours a day and 40 hours per week for 120 hours. Total weeks in program—18.

CIP Code: 51.0801

SOC CODE: 31-9092

O*NET: 31-9092.00, 43-6013.00

Course Description: This course is designed to familiarize the student with roles they will play as a health care provider. In addition, administrative procedures will include: Office Management, Bookkeeping, Records management, Keyboarding and written communication skills. The student will be introduced to Patient Care as it relates to basic clinical procedures, vital signs, administering injections, and rendering first aid. Medical terminology, Anatomy and Physiology as well as the systems of the body will be thoroughly reviewed. After completion of in training, practical on-site experience through an externship provided by Franklin Career College that augments the in-class experiences.

Course Goals & Objectives: This course will prepare the individual to work at an entry-level position in a medical providers' office as a Medical Assistant. Upon course completion, the graduate will understand the expectations of the Medical Assistant in the field of Allied Health and will have gained job knowledge of Allied Health and will have gained job knowledge and mastery of the skills needed to perform the job of a Medical Assistant

COURSE	SUBJECT TITLE	HOURS	CREDIT UNITS *
MA 101	Medical Healthcare Roles & Responsibilities	96	3.84
MA 102	Medical Assistant Techniques	96	3.84
MA 103	Medical Assisting Clinical lab Techniques	96	3.84
MA 104	Medical Assisting Patient Care	96	3.84
MA 105	Medical Office Administration	96	3.84
MA 106	Externship	120	4.8
<u>Total</u>		<u>600</u>	<u>24</u>

* Credit Units shown are based on clock hour credits.

MA 101 This course is designed to familiarize the student with roles they will play as a health care provider and their association with other health care providers. In addition, the student will be introduced to verbal and written forms of communication. Keyboarding skills will be reinforced.

MA102 This course is designed to familiarize the student with basic phlebotomy techniques such as preparing and performing different venipuncture collections, transfers and autoclaving. In addition, the student will learn and review protocols and specifics of Universal (Standard) Precautions.

MA103 This course is designed to familiarize the student with basic clinical procedures such as preparing patients for examinations, collecting specimens, and performing diagnostic tests. In addition, the student will learn and review specifics of Universal (Standard) Precautions, the taking of Vital Signs and Anthropometrics Measurement and Anatomy & Physiology.

MA104 This course is designed to familiarize the student with basic patient care procedures such as administering medication, preparing and administering injections, rendering first aid in the office and in emergency situations. Students will also learn about behaviors influencing health. In addition, the student will continue to review/learn specifics of Universal (Standard) Precautions, the taking of Vital Signs and Anthropometrics Measurements and Anatomy & Physiology.

MA105 This course is designed to familiarize the student with the duties and responsibilities of an administrative assistant in a health care facility. At the completion of this course the student will have an understanding of collecting fees, billing using software, health care coverage, and medical office management. Students will also be placed into externship.

MA106 This course is designed to provide the student with work experience in the field of their training. This will enable the student to utilize the skills and knowledge that they learned at FCC, under the direction of a supervisor who is out in the real world.

NURSING ASSISTANT 166 Hours – 8.3 credit units
Classes meet Monday-Friday for 32 hours per week for 6 weeks

CIP Code: 51.1614
O*NET: 31-1012.00

SOC CODE: 31-1014

Franklin Career College uses the model curriculum as developed by the Chancellors Office, California Community Colleges, in its entirety to teach the Nurse Assistant program. The areas covered are: Introduction to the California Code of Regulations as they apply to a CNA Communications and interpersonal skills, Safe environment, Body Mechanics, Asepsis, Weight and Measurements, Resident Care Skills and Procedures, Rehab Nursing, and Professional Development.

Objective: The CNA training and assessment program Model curriculum has been developed to prepare the CNA for certification by the State of California as an entry-level worker on a health care team in a long-term care facility. The curriculum is structured to proven theory and practical application on skills needed to function as a CNA.

<u>COURSE</u>	<u>SUBJECT TITLE</u>	<u>HOURS</u>	<u>CREDIT UNITS *</u>
CNA 101	Introduction	2	0.1
CNA 102	Patient Rights	3	0.15
CNA 103	Communication and Interpersonal Skills	2	0.1
CNA 104	Safe Environment	2	0.1
CNA 105	Body Mechanics	6	0.3
CNA 106	Principle of Asepsis	10	0.5
CNA 107	Weights and Measures	2	0.1
CNA 108	Resident Care Skills	62	3.1
CNA 109	Resident Care Procedures	27	1.35
CNA 110	Vital Signs	9	0.45
CNA 111	Nutrition	8	0.4
CNA 112	Emergency Procedures	3	0.15
CNA 113	Long Term Care Resident	2	0.1
CNA 114	Rehabilitative and Restorative Care	6	0.3
CNA 115	Documentation	2	0.1
CNA 116	How to work with grieving patients and friends	10	0.5
CNA 117	Professional Development & Employment Skills	10	0.5
	TOTAL	166	8.30

* Credit Units shown are based on clock hour Credits

CNA 101 The purpose of this unit is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities and to the roles and responsibilities of the CNA, including requirements for CNA certification, professionalism, ethics and confidentiality.

CNA 102 The purpose of this unit is to introduce the CNA to patient/resident rights. The fundamental principle behind resident rights is that each resident is a member of a family and of society as a whole and must be cared for in a manner that protects their rights and meets the individual family psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.

CNA 103 The purpose of this unit is to introduce the concepts and skills required for the CNA to communicate effectively and interact appropriately with residents, residents' families and guests, and other members of the health care team.

CNA 104 The purpose of this unit is to introduce the student to the concepts and procedures related to the resident's safety and environmental emergency issues are presented. The CNA's role in creating a safe environment for the resident is discussed.

CNA 105 The purpose of the unit is to provide students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting residents and will implement these principles when providing resident care.

CNA 106 The purpose of this unit is to present information about asepsis and the control of infection. Procedures and precautions to protect residents, health care workers and others from infection are presented, including standard precautions, transmission based precautions and biohazardous waste management.

CNA 107 The purpose of this unit is to introduce a common system of measurement used by the CNA.

CNA 108 The purpose of this unit is to teach the students skill needed to support and/or assist the resident in the areas of personal hygiene and elimination. Personal hygiene is one area of the activities of daily living. Hygiene is important to the resident's feeling of self-worth and well being. Personal hygiene or personal care is generally performed independently. The CNA should assist with or perform personal care only when residents are unable to perform a skill for themselves. In addition to activities of daily living, other activities included in the module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the resident.

CNA 109 The purpose of this unit is to provide leaning experiences that will prepare the CNA to safely carry out procedures, which support the resident in meeting physical care needs that cannot be performed independently.

CNA 110 The purpose of this unit is to prepare student to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

CNA 111 The purpose of this unit is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets as well as assisting the resident to meet nutrition and hydration needs.

CNA 112 The purpose of this unit is to introduce the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress. Immediate and temporary intervenes to emergency codes; the role of the CNA in Long Term Care (LTC) in response to certain common emergency situations and response to emergency situations in general.

CNA 113 The purpose of this unit is to introduce the student to the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

CNA 114 The purpose of this unit is to introduce the CNA to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The CNA assists the resident in achieving maximum independent living skills through use of rehabilitative of restorative procedures.

CNA 115 The purpose of this unit is to prepare students to know how, when and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

CNA 116 The CNA is introduced to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand

coping mechanisms and provide support to the resident and family members.

CNA 117 This unit is designed to provide students with intra and interpersonal skills needed for successful ongoing employment. Subjects covered include; factors of marketability and employment, the importance of providing excellent customer service to internal as well as external customers. Students learn resume writing, interviewing techniques, and successful job acclimation and job/environment assimilation.

Vocational Nursing 1560 Hours & 78 Credits	
Term 1 and 2	Term 3 and 4
Clin per day (sc 1445-2315	Theory: 3 days per week 8:00 am – 2:10 pm Clinical: 2 days per week <i>except</i> 3 days per week during Endocrine, Obstetrics, and Pediatrics rotation, 8 or 12 hours per day (schedule varies 0645-1515 or 1445-2245 or 0645-1915).

CIP Code: 51.1613
O*NET: 29-2061.00

SOC CODE: 29-2061

TERM I Part 1A and 1B: 388 Hours & 19.4 Credits

Intro to Client Centered Care 1A

Students are provided with an orientation to the college, including program policies and the procedures. Students are introduced to basic fundamental nursing skills and basic care concepts for initial skill development required for all subsequent specialty areas of practical nursing.

Foundational to the VN program, a core nursing framework is presented that incorporates the nursing process, Orem's Theory of Nursing, Intellectual Standards, Bloom's Cognitive Domain, Maslow's Hierarchy of Needs and the NCLEX examination process. Concepts of teamwork, professional accountability and therapeutic communication will align with the nursing framework to develop critical/clinical thinking, problem solving and nursing skills, personal and professional development which are integral throughout the program.

Intro. to Client Centered Care 1B

The nursing student will be introduced to the concepts of nursing care of the pre and postoperative surgical client, Anatomy & Physiology, Nutrition, Pharmacology, and pharmacology math which will provide the student with a foundation required for program progression.

TERM II: Med. Surgery II-A and II-B --- 396 Hours & 19.8 Credits

Provide the student with theoretical knowledge and clinical experience in the field of Medical-Surgical Nursing. Life Cycles of the middle adult is introduced to allow the student to apply system concepts to client care. Body systems include the Integumentary, Musculoskeletal, Respiratory, Cardiovascular and Gastrointestinal system. Anatomy and physiology is incorporated into each system. A selected group of common disorders, diagnostic tests, medical management, pathophysiology, nutritional, pharmaceutical and psychosocial needs are included.

TERM III: Medical Surgery III-A & III-B ---- 394 Hours & 19.7 Credits

Provide the student with the theoretical knowledge and clinical experience in the field of medical surgical nursing. Various approaches to nursing will be presented and discussed and the student will have the opportunity to team lead. Body systems include the Endocrine, Neurosensory, Renal, Immunology, Oncology system and Leadership. Anatomy and physiology is incorporated into each system. A selected group of common disorders, diagnostic tests, medical management, pathophysiology, nutritional, pharmaceutical, and psychosocial needs are included.

TERM IV: Nursing Specialist IV-A & IV-B: 382 Hours & 19.1 Credits

Provides the student with the theoretical knowledge and clinical experience in the field of medical surgical nursing, applying previously introduced nursing principles. Subjects include reproductive, obstetrics, neonatal, pediatric nursing, nursing specialties and the nursing practicum.

Nursing specialties examines rehabilitation nursing and mental health/chemical dependency nursing. The Nursing Practicum delineates ambulatory care services (clinics), home health nursing with an emphasis on Gerontological care to include dementia, address self care deficits, hospice care and end of life. Community disaster and first aid identify trends in the healthcare *community*. The role of the LVN graduate as a member of the healthcare team and employment opportunities are distinguished.