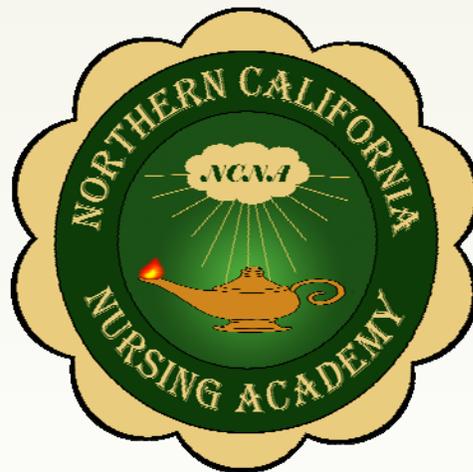


**NORTHERN CALIFORNIA NURSING ACADEMY**

# **SCHOOL CATALOG**

**2012 – 2013**



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# WELCOME MESSAGE

Welcome to Northern California Nursing Academy! You have made a remarkable decision to start your career in the healthcare industry. Thank you for choosing us to be your source of knowledge and training.

We pride ourselves with our commitment to provide high quality education to our students. We continuously uphold our mission to provide premium education to individuals wanting to enter and succeed in their healthcare career.

We recognize our role in the healthcare system of our nation as we provide the starting point for future Nurses, Technicians, Healthcare Specialists, Administrators, Leaders in Health Agencies, Doctors, Healthcare Entrepreneurs and so on... We believe that we give students a solid foundation for their future.

NCNA offers programs that will lead to your expertise in specific healthcare careers. The programs we offer are related to Nursing and Allied Health. They are designed to help you in passing certification examinations and obtain employments after completion.

We encourage you to explore our programs and take the step towards a successful career. Please review the following pages to understand the steps for us to work together towards shaping your career future.

Sincerely,

Efren N. Aquino, MD, BSN, RN  
Chief Academic Officer

# NOTICE TO STUDENTS

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897

# PHILOSOPHY

Northern California Nursing Academy directs students to succeed in their education and future career through our focus on teaching the values of the healthcare profession. Healthcare is about caring for people. Caring encompasses empathy for and connection with people. It is about upholding human dignity, integrity, autonomy, altruism, and social justice.

NCNA believes that we are the starting point of future health professionals who play a vital role in shaping the healthcare system of our nation. In the same way, we believe that every successful healthcare professional began with excellent education and training.

Northern California Nursing Academy is driven by our passion to teach and educate students. We ensure that every student is treated as an individual, who we prepare to be the best in the field and achieve their full potential.

## MISSION AND VISION

### *Mission*

Northern California Nursing Academy aims to provide high quality education that will prepare students to obtain a successful and stable career in the healthcare industry. We will utilize an honest and focused approach in our method of instruction as well as how we perform as an institution.

We will ensure that our students are well equipped in passing certification examinations and obtain employments after completion of their courses.

We will continuously develop our programs to reflect current information and with rules and regulations mandated by government agencies.

We will uphold our passion for educating students as we share our knowledge and success from our experiences as professionals in the healthcare industry.

### *Vision*

Northern California Nursing Academy aims to be recognized as the premier provider of quality healthcare education in the State of California and in the Western Region. This will be achieved by expansion of healthcare programs and establishing school sites in various cities in California and the surrounding States.

We aspire to be identified as a source of talent by hospitals, long term care facilities, assisted living sites and private organizations. We will partner with institutions that will provide invaluable experience to our students, consequently making them highly proficient in their positions.

We want to be the best on what we do while we do what is best for our students.

# LEGAL ORGANIZATION

Northern California Nursing Academy is a private institution organized as a Limited Liability Company in the State of California. Northern California Nursing Academy is also called NCNA. All pertinent information relating to the legal organization is contained in its Operating Agreement.

NCNA does NOT have a pending petition in bankruptcy, operating as a debtor in possession, has filed a petition within the preceding five years, or has had petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

# APPROVALS AND AFFILIATIONS

Northern California Nursing Academy is a private institution approved to operate by the ***Bureau for Private Postsecondary Education***.

Northern California Nursing Academy is approved by *the California Department of Public Health* to conduct the following programs:

Nursing Assistant Program

Home Health Aide Program

Hemodialysis Training Program

Northern California Nursing Academy is affiliated with and an approved testing site of the ***National Center for Competency Testing (NCCT)*** on the following programs:

Medical Assisting Program

Medical Office Assisting Program

Insurance Coding and Billing Program

EKG Technician Program

# LOCATION

Northern California Nursing Academy is located at 355 Gellert Blvd. Suite #s 130 and 279. Clinical observations are conducted in Long Term Care Facilities and Dialysis Clinics located around the San Francisco Bay Area.

# ADMISSION PROCEDURES

Prospective students should call, email or visit the school to request for an Application for Admission. They will then take the Entrance Assessment Test, which is a brief test of written and verbal English and Mathematics ability.

## ***Requirements Prior to Admission***

Prospective students must meet the following requirements:

1. Must be at least 18 years old at the start of the program
2. Must be a high school graduate or completed GED
3. Must possess a valid government issued ID
4. Must speak, write and understand English
5. Must possess or in the process of obtaining a Social Security Number at the time of enrollment
6. Completion of an Application for Admission and payment of Application Fee
7. Completion of Entrance Assessment Test with a score of 150 or higher in English and 150 or higher in Mathematics
8. Must submit proof of good health
  - 8.1. TB screening performed by a physician or a Nurse Practitioner within 6 months prior to enrollment
9. Has not been convicted of any of the sections in the Penal Code (see Appendix A)

***\*Please see Program Information for additional requirements prior to Admission***

## ***Specific Program Requirements***

Students must undergo a Live Scan process prior to enrollment in the following programs:

- Nursing Assistant Program
- Home Health Aide
- Hemodialysis Training Program
- Pharmacy Technician

Students must have completed a Vocational Nursing or Registered Nursing Program in the US or foreign country prior to enrollment in the Nursing Refresher Program.

## ***English Proficiency***

Students are required to demonstrate the ability to read and write in standard English. Evidence of level of English will be established upon passing the Entrance Assessment Test and personal interview from the Admission Team.

ALL Classes are taught in English.

## ***International Students***

Northern California Nursing Academy does not currently accept International Students. Consequently, NCNA does not provide any VISA services to international applicants.

## ***Students with Disabilities***

Northern California Nursing Academy is committed to the equality of educational opportunities for all qualified students. Students with disabilities (including learning disabilities, hearing or visual impairments, mobility impairments, attention deficit/hyperactivity disorders, psychiatric impairments or chronic health disabilities) who apply to NCNA can choose whether or not to disclose their disability. NCNA will not require at any point in the admissions process to disclose if students have a disability. NCNA does not, and could not, use information about a disability to deny admission to a student.

There is no separate admissions process for students with disabilities. All students who apply to NCNA, including those who have a diagnosed impairment/disability, are evaluated using the same criteria.

## ***NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION***

The transferability of credits earned at Northern California Nursing Academy is at the complete discretion of an institution to which students may seek to transfer. Acceptance of the Certificate earned in a specific program is also at the complete discretion of the institution to which student may seek to transfer. If the credits or Certificate that are earned at this institution are not accepted at the institution to which students seek to transfer, students may be required to repeat some or all of the coursework at that institution. For this reason students should make certain that attendance at this institution will meet your educational goals. This may include contacting an institution to which students may seek to transfer after attending Northern California Nursing Academy to determine if credits or Certificate will transfer.

# METHOD OF INSTRUCTION

All Programs are delivered on campus. NCNA does not offer distance education.

Programs are delivered with the use of lectures, discussion, audiovisuals, selected readings, clinical experiences, group and Individual conferences, role plays, and return demonstration. Hospital, facility and lab equipment are used for clinical practice.

Examples of equipment and materials used for instruction in the **Nursing Programs** are the following:

Mannequin	Bedpan/Urinal	Gait or transfer belt
Hospital bed	Blood pressure apparatus	Sharp disposal
Walker	Stethoscope	
Cane	Over bed table	
Wheelchair	Privacy curtain	
Bedside commode	Mask/gloves/gown/socks	
Weighing scale	Bed pan and pillow	

Examples of equipment and materials used for instruction in the **Allied Health Programs** are the following:

Hemodialysis Machine	Training Arm	Transducer protector
Dialyzer	Face Shield (visor)	Saline bags
EKG Machine	Face Mask	
Hemodialysis Chair	Bloodlines	

## ACADEMIC POLICIES

### ***Attendance Policy***

1. Complete attendance is required for the entire program. Make up time for a missed theory class is at the discretion of the instructor.
2. Instructors will provide supervised make-up time for excused absences on a Clinical day and only at the Instructor's discretion.
3. In the event of an emergency which would prevent a student from attending any portion of the program, the student must call the school on the day of the class by 7:00 am.

4. Students are expected to be on time every meeting in the program. Arriving more than 15 minutes late is considered tardy. Chronic tardiness may lead to dismissal.

5. More than one unexcused absence may be grounds for dismissal.

### ***Leave of Absence***

In case of emergency, a student may request a Leave of Absence. A written letter with a start date and return date must be indicated. A student is allowed a maximum period of one month. If a student does not return by the indicated return date, he/she will be dismissed from the program.

Request for leave of absence is NOT allowed for the Short-Term Programs: Nursing Assistant, Home Health Aide, Acute Care Nursing Assistant, EKG Technician and In Home Support Services.

### ***Standards for Achievement***

Students are assessed a grade based on their performance. Performance is measured and recorded by instructors through classroom requirements and on the Lab and Clinical Evaluation form. Students must achieve a letter grade of C or higher in the theory component and satisfactory clinical grade in order to pass a program.

#### ***Grades are assigned according to the following:***

A	=	95-100
A -	=	91-94
B+	=	88-90
B	=	85-87
B-	=	82-84
C+	=	79-81
C	=	75-78
F	=	Below 75

#### ***Clinical Grade:***

To receive credit in the clinical portion of a program, a student must have a satisfactory grade based on the Skills Checklist and must meet the guidelines for the objectives and the criteria in the Student Clinical Evaluation.

## ***Graduation Requirements***

Students will be eligible for graduation upon meeting the following conditions:

1. Completion of all required hours of theory, lab and clinical (including externship, if applicable)
2. Achieved a minimum grade of C at the end of the program
3. Submission of all required class assignments, reports and papers
4. Return of all materials borrowed from the school during the term of the program
5. Fulfillment of all financial obligations

## ***Confidentiality***

Northern California Nursing Academy protects the confidentiality of information of all students. Only enrolled students in the programs have the right to view, inquire and respond to information and issues relating to their performance. These include but not limited to grades, reports, attendance record and skills checklist.

Follow up of financial obligations will only be communicated to students unless an authorized person has been assigned by the student prior to enrollment.

## ***Record Retention Policy***

All student records are maintained at the Northern California Nursing Academy location at 355 Gellert Blvd. Suite # 279 Daly City, CA 94015. All records will be maintained in a safe and secure location. Only the Chief Operations Officer and his/her designee shall have access to the records, which are retained for at least a period of **five years**. Transcripts are kept permanently.

Records will be available to the students during normal working hours when requested.

All records shall be accessible to the authorized staff during business hours and open for inspection by authorized government or state agencies.

# CODE OF CONDUCT

## ***Policy on Student Conduct***

1. The following disruptive behaviors are prohibited on campus and in clinical facilities:
  - a. Speaking in a loud tone of voice (shouting) to others in classroom, lab or at clinical setting.
  - b. Use of foul language
  - c. Smoking on the property
  - d. Smoking while wearing the NCNA prescribed uniform
  - e. Use of alcohol or drugs
  - f. Any comments, gestures, or body language that are viewed by fellow classmates, instructors or staff as inappropriate
  - g. Leaving classroom frequently without an appropriate reason before break sessions
  - h. Sleeping in classroom, clinic or lab during instruction time
  - i. Receiving or making phone calls on cell phones during class time unless it is an emergency
  - j. Use of residents' personal property for own needs or entertainment, such as television or radio
  - k. Cheating on quizzes and exams
  - l. Theft of property from school, clinical site, students, patients or staff members
  - m. Inappropriate uniform
  - n. Harassment of staff, instructors, fellow students, patients or hospital staff, whether verbal, physical, written, visual, sexual, cultural, racial, religious, or based upon a person's physical (abilities (or lack of)
  - o. Chewing gum
  - p. Video or voice recording during lecture discussion
2. Eating in the classroom must be approved by the instructor.
3. Use of Social Networking Sites (Facebook, Twitter, MySpace, Digg, etc.) that directly or indirectly mentions Northern California Nursing Academy in a derogatory manner is prohibited and will be grounds for dismissal.
4. Students are not allowed to discuss school material (lessons, homework, exams and quizzes) using Social Networking Sites.
5. Text messaging is not allowed during class

## ***Student Uniform Guidelines and Dress Code***

Each student has the responsibility for maintaining high standards of grooming, dress and hygiene that comply with health and safety regulations. By maintaining these standards, students will project the quality care and demonstrate professional values.

- a. Uniform: Nursing/ Medical scrubs (provided by school)
- b. Shoes: White shoes (closed-toe, closed-heel shoes with non-skid soles)
- c. Jewelry: Avoid large and dangling earrings or chains. All rings and bracelets will have to be removed when washing hands at the clinical site. Facility policies regarding piercings must be followed.
- d. Hair: Keep hair clean and neatly trimmed. Students who have a long hair, must plan to put it up for clinical practice in a ponytail, bun, twist or braids.
- e. Fingernails: Keep trimmed with length of nails in accordance with patient safety needs. Use clear or light colored nail polish. No nail jewelry or artificial nails.
- f. Hygiene: Maintain good personal hygiene habits. Makeup in moderation. No perfumes or colognes in consideration of and sensitivity of the residents.
- g. Identification: Students should carry an ID at all times in the clinical facility

*Note:*

*If students are not in their uniform, they will not be allowed to attend the clinical training.*

## ***Probation and Dismissal Policy***

Violation of any Academic Policies, Code of Conduct, Uniform Guidelines and failure to fulfill financial obligations will result to the following procedures:

1<sup>st</sup> offense – Warning /Verbal Counseling are given to students who violates any of the policies.

Students will be on Academic Probation if grades are below C. He/she is required to raise the grades in order to remove the probationary status.

2<sup>nd</sup> offense – Written Notice is given to students who violate any of the policies for the second time. He/She will be formally counseled by the Administrator.

3<sup>rd</sup> offense – Students who violate any of the policies and who are unable to raise their grades to remove the academic probation will be suspended from the current scheduled program. The student may be advised to repeat the course.

4<sup>th</sup> offense - Students will be dismissed from the program in the fourth offense. No part of the program tuition will be refunded when students are dismissed.

# STUDENTS' RIGHTS

## ***Cancellation Policy***

Students have the right to cancel enrollment in a program of instruction including any equipment such as books, materials and supplies or any other goods related the instruction offered, through attendance *at the first class session, or the seventh day after enrollment, whichever is later.*

Cancellation shall occur when you give written notice of cancellation at the address of the school. Students can cancel by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

If the School has given any equipment, including books or other materials, students shall return it to the School within 5 days following the date of the notice of cancellation. If the student fails to return this equipment, including books, or other materials, in good condition within the 5-day period, the school may deduct its documented cost for the equipment from any refund that may be due. Once the student pays for the equipment, it is for students to keep without further obligation.

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Cancellation: An applicant who provides written notice of cancellation 3 days after enrollment and/or before the first class session is entitled to a full refund, excluding the \$75 non-refundable registration fee and \$25 processing fee.

Other Cancellations: An application requesting cancellation more than the allowed time period and after making an initial payment, will be entitled to a refund calculated by the number of hours attended.

## ***Withdrawal Policy***

After the end of the cancellation period, students have the right to drop the program and have the right to receive a pro rata refund IF the student has ONLY completed forty percent (40%) or less of a program.

The amount of the refund is to be pro-rated according to the portion that has not been completed less the cost of any equipment returned in good condition (good condition does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way) and the registration fee. See Appendix B for Refund Calculation.

Withdrawal from a program may occur when the student provides a written notice to the school's address. This can be done by mail or by hand delivery. The written notice of withdrawal, if sent by mail, will be effective upon receipt by the administrative office. It is strongly advice to send via registered mail when mailing.

### **Withdrawal Procedure:**

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Administrator of the School. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
- C. A student will be determined to be withdrawn from the institution if the student misses three (3) consecutive instructional days and all of the days are unexcused.
- D. All refund must be submitted within 15 days of the determination of the withdrawal date.

<b>Tuition refunds will be determined as follows:</b>	
<b>Proportion of Total Program taught by Withdrawal Date</b>	<b>Tuition Refund</b>
Less than 25%	75% of program cost
25% up to but less than 50%	50% of program cost
50% up to but less than 75%	25% of program cost
75% or more	No Refund

**If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.**

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

### ***Grievance Policy***

Northern California Nursing Academy designates the Administrator to receive and resolve all student complaints. She/he shall be accessible for reasonable periods of time before or after class sessions and during the range of time in which students are scheduled to attend the program.

A student may submit a complaint in writing/orally to any school official who is responsible in reporting complaints to Administrator for resolution. Within 10 days upon receipt of a written complaint, a summary of the investigation and disposition will be provided and if applicable, the reasons for rejection. The disposition of the student's complaint shall not limit or waive any of the student's rights or remedies.

#### **The Administrator shall:**

1. Investigate the complaint thoroughly, including conducting interviews with people involved and reviewing all documents relating or may potentially relate to the complaint.
2. Reject the complaint if, after investigation, was deemed unfounded or to compromise or resolve the complaint in any reasonable manner, including the payment of a refund.
3. Record a summary of the complaint, its disposition and reasons: place a copy of the summary, along with any other documents, in the student's file, and make an appropriate entry in the log of student complaints.

4. If complaint is valid, involves violation of law and is not resolved within 30 days after it was first made by the student, notify the Bureau, the State Agency, the accrediting association, and law enforcement authorities of the complaint, investigation and resolution. The School Administrator is not required to disclose any matter to the extent of his privilege.
5. If the complaint is valid, determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those students.
6. Implement reasonable policies or procedures to avoid similar complaints in the future.
7. Communicate directly to any person in control regarding complaints, their investigation and resolution or lack thereof.

## STUDENT SERVICES

### ***Library and Learning Resources***

Northern California Nursing Academy understands that learning doesn't end when class does. From skills workshop and one-on-one tutoring, we offer a wealth of services and facilities to help students in and out of the classroom. For example:

#### **Library**

The school carries numerous resources for all students, staff and faculty. Books, CDs, DVDs, periodicals and handouts are available.

#### **Learning and Assessment Services**

Learning and Assessment Services offers resources and services to support student learning and success, teaching, instruction, course support through exam grading, and consultation for program evaluation and assessment needs.

#### **Learning Support Services**

Among the resources available are tutoring, skill demonstration, and clinical practice workshops.

### ***Housing***

Northern California Nursing Academy does not assume responsibility to provide or offer housing facilities for students. There are various available rental properties surrounding Daly City, CA. According to [www.rentals.com](http://www.rentals.com), rent starts at \$1,000/month for a one-bedroom apartment.

## ***Safety and Privacy***

The building is closely monitored by surveillance cameras. Emergency call numbers are located in the school, and emergency equipment are located along corridors of the building. NCNA encourages all students to report any suspicious activity that occurs in the campus.

## ***Career Services***

Northern California Nursing Academy prepares students to gain the skills required to obtain employment. Northern California Nursing Academy provides employment assistance to graduates through referrals to long term care facilities, hospitals and healthcare agencies. NCNA makes available application forms from prospective employers to students. The school provides resume and cover letter writing services. NCNA makes the best effort to assist students in gaining employment, although the school does not guarantee that students will be hired immediately.

# **FINANCIAL INFORMATION**

## ***Costs and Tuition***

Northern California Nursing Academy has the following standard admission fees:

REGISTRATION FEE (NON-REFUNDABLE):	\$	75.00
ENTRANCE ASSESSMENT FEE (NON-REFUNDABLE):	\$	25.00

The cost of books, handouts and supplies vary depending on the program.

### **ACCEPTED FORMS OF PAYMENT:**

1. Personal Check, Cashier's Check or Money Order made payable to:  
***Northern California Nursing Academy***
2. Credit Card: VISA, MasterCard and Discover

**\*\* Please see Appendix D for detailed description of Program Tuition and Fees**

## ***Financial Aid***

Northern California Nursing Academy is not currently eligible to offer Federal and State Loans. NCNA provides various payment plans to accommodate students who need assistance in paying the costs of attending the programs.

# ACADEMIC PROGRAMS

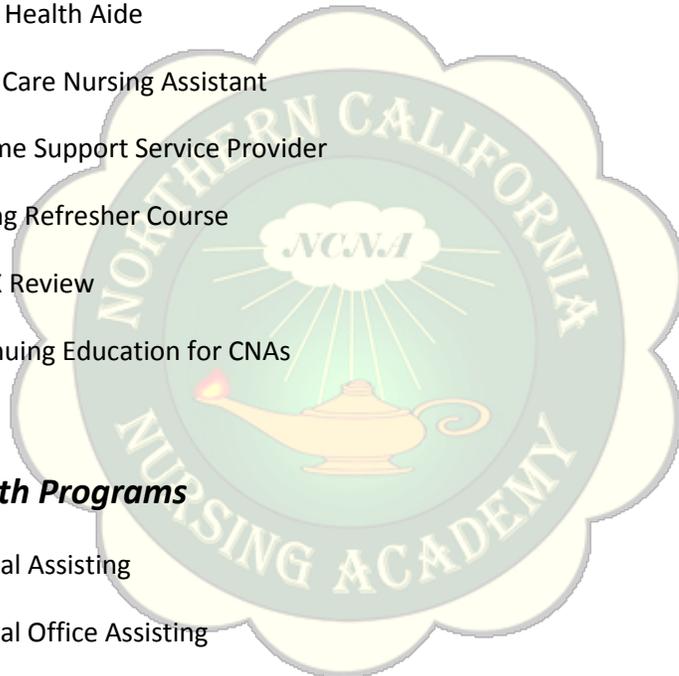
Northern California Nursing Academy offers the following programs that lead to a Certification of Completion upon graduation and eligibility to sit in State/National Certification Exams:

## ***Nursing Programs***

Nursing Assistant  
Home Health Aide  
Acute Care Nursing Assistant  
In Home Support Service Provider  
Nursing Refresher Course  
NCLEX Review  
Continuing Education for CNAs

## ***Allied Health Programs***

Medical Assisting  
Medical Office Assisting  
EKG Technician  
Hemodialysis Training  
Pharmacy Technician  
Massage Therapy



# Nursing Assistant

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The Nursing Assistant Program prepares students to provide quality care to residents in nursing care facilities and patients in hospital settings. Course instructions are held both in a classroom setting and in clinical facilities.

The course requires completion of 150 hours with 16 modules that are focused on various aspects of residents' care, such as Patient Care Skills, Body Mechanics, Medical/Surgical Asepsis and Nutrition.

The program is based on the California Department of Public Health Services (CDPH) guidelines. The theory and clinical hours listed are the minimum hours of study required to meet CDPH's approval.

Upon completion, students receive a **Certificate of Completion** and will be directed take the Certification Exam conducted by the American Red Cross. After passing the exam, students will be Certified Nursing Assistants.

## Requirements Prior to Admission:

Prospective students must meet the following requirements:

1. Must be at least 18 years old at the start of the program
2. Must be a high school graduate or completed GED
3. Must possess a valid government issued ID
4. Must possess a Social Security Number at the time of enrollment
5. Completion of an Application for Admission and payment of Application Fee
6. Speaks, writes and understands English
7. Completion of Entrance Assessment Test with a score of 150 or higher in English and 150 or higher in Mathematics
8. Must submit proof of good health
  - a. TB screening performed by a physician or a Nurse Practitioner within 6 months prior to enrollment
9. Has not been convicted of any of the sections in the Penal Code (see Appendix A)

**Program Length:** 150 hours / 2-5 months

**Class Sessions:** Schedule 1 - Monday to Friday (8:30am to 3:30pm)

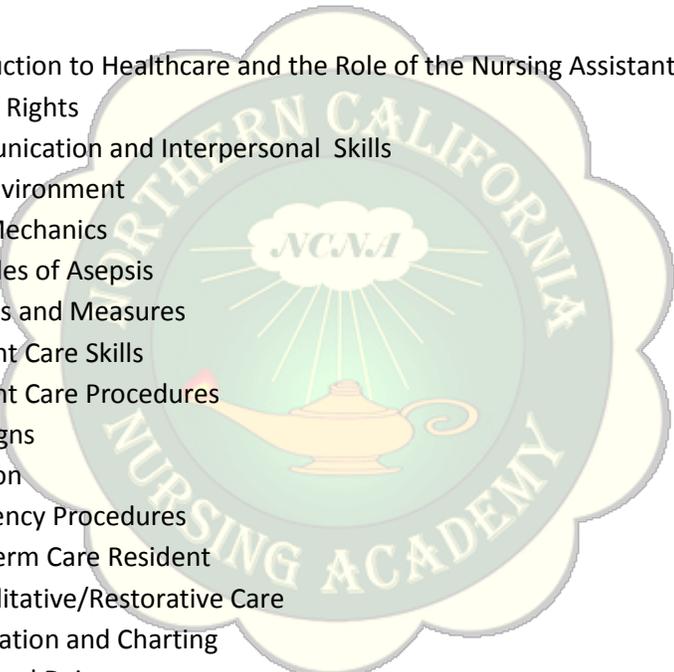
Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

Schedule 3 – Saturday and Sunday (8:30am to 3:30pm)

**Objectives:**

- Promote quality of patient care
- Provide entry-level skills for employment as a nurse assistant
- Provide awareness of opportunities/choices in health care occupations
- Implement a program that meets OBRA and California Title 22 Guidelines for safe and quality care in long-term care settings
- Promoting consistency in training that responds to practice as reflected in the State Certification Exam
- Receive a Completion Certificate from Northern California Nursing Academy

**Course Outline:**

- I. Introduction to Healthcare and the Role of the Nursing Assistant
  - II. Patient Rights
  - III. Communication and Interpersonal Skills
  - IV. Safe Environment
  - V. Body Mechanics
  - VI. Principles of Asepsis
  - VII. Weights and Measures
  - VIII. Resident Care Skills
  - IX. Resident Care Procedures
  - X. Vital Signs
  - XI. Nutrition
  - XII. Emergency Procedures
  - XIII. Long Term Care Resident
  - XIV. Rehabilitative/Restorative Care
  - XV. Observation and Charting
  - XVI. Death and Dying
- 

**Graduation Requirements:**

Students will be eligible for graduation upon meeting the following conditions:

1. Completion of all required hours of theory, lab and clinical (including externship)
2. Achieved a minimum grade of C at the end of the program
3. Submission of all required class assignments, reports and papers
4. Return of all materials borrowed from the school during the term of the program
5. Fulfillment of all financial obligations

**Teaching Strategies:**

Lecture, Discussion, Audiovisuals, Selected Readings, Clinical Experiences, Group and Individual Conferences, Return Demonstration

**Occupation/ Job title:**

Nursing Assistant  
Nursing Aide  
CNA

# Home Health Aide

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The Home Health Aide Training Program intends to build upon the knowledge, skills and abilities that individuals possess as nurse assistants. Therefore, this program is designed to be combined with nurse assistant courses or for educating students that are already certified as nurse assistants. This certification allows the home health aide to function as an entry-level worker on a health care team in a home health agency. The curriculum is structured to provide theory and practical application of knowledge and skill needed to function as a home health aide.

This program is designed to be added or combined with the Nursing Assistant Program or a stand-alone course for students who have obtained or in the process of obtaining the Nurse Assistant Certificate. Upon completion, students will receive a ***Certificate of Completion*** and will be called a Certified Home Health Aide.

**Requirements Prior to Admission:**

Prospective students must meet the following requirements:

1. Must have obtained or in the process of obtaining the Nurse Assistant Certificate
2. Must be at least 18 years old at the start of the program
3. Must be a high school graduate or completed GED
4. Must speak, write and understand English
5. Must possess a valid government issued ID
6. Must possess a Social Security Number at the time of enrollment
7. Completion of an Application for Admission and payment of Application Fee
8. Completion of Entrance Assessment Test with a score of 150 or higher in English and 150 or higher in Mathematics
9. Must submit proof of good health
  - a. TB screening performed by a physician or a Nurse Practitioner within 6 months prior to enrollment
10. Has not been convicted of any of the sections in the Penal Code (see Appendix A)

**Program Length:** 40 hours / 2- 4weeks

**Class Sessions:** Schedule 1 - Monday to Friday (8:30am to 3:30pm)

Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

Schedule 3 – Saturday and Sunday (8:30am to 3:30pm)

**Objectives:**

- To prepare CNA's for certification as a home health aide by the State of California
- To promote quality of care in the home care setting
- To provide entry-level skills for employment as a home health aide
- To expand the role of the CNA as paraprofessional
- Receive a Completion Certificate from Northern California Nursing Academy

**Course Outline:**

- I. Introduction to Aide and Agency Role
- II. Interpretation of Medical and Social Needs of People being serviced
- III. Personal Care Services
- IV. Nutrition
- V. Cleaning and Care tasks at home

**Graduation Requirements**

Students will be eligible for graduation upon meeting the following conditions:

1. Completion of all required hours of theory, lab and clinical (including externship)
2. Achieved a minimum grade of C at the end of the program
3. Submission of all required class assignments, reports and papers
4. Return of all materials borrowed from the school during the term of the program
5. Fulfillment of all financial obligations

**Teaching Strategies:**

Lecture, Discussion, Audiovisuals, Selected Readings, Clinical Experiences, Group and Individual Conferences, Return Demonstration

**Occupation/ Job title:**

Home Health Aide  
Certified Home Health Aide  
Licensed Caregiver

# Acute Care Nursing Assistant

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The Acute Care Nursing Assistant Program is an 80-hour program that prepares Certified Nursing Assistants to function at a competent level in the acute care setting. Courses covered include safe and secure environment care of the surgical patient, gastrointestinal and nutritional care, genitourinary, reproductive, endocrine, cardiovascular, respiratory, orthopedic, neurological care, and death and dying.

Upon completion, students will receive a ***Certificate of Completion*** and will be called Certified Acute Care Nurse Assistant.

## **Requirements Prior to Admission:**

Prospective students must meet the following requirements:

1. Must have obtained or in the process of obtaining the Nurse Assistant Certificate
2. Must be at least 18 years old at the start of the program
3. Must be a high school graduate or completed GED
4. Must speak, write and understand English
5. Must possess a valid government issued ID
6. Must possess a Social Security Number at the time of enrollment
7. Completion of an Application for Admission and payment of Application Fee
8. Completion of Entrance Assessment Test with a score of 150 or higher in English and 150 or higher in Mathematics
9. Must submit proof of good health
  - a. TB screening performed by a physician or a Nurse Practitioner within 6 months prior to enrollment
10. Has not been convicted of any of the sections in the Penal Code (see Appendix A)

**Program Length:** 80 hours / 1-2 months

**Class Sessions:** Schedule 1 - Monday to Friday (8:30am to 3:30pm)

Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

Schedule 3 – Saturday and Sunday (8:30am to 3:30pm)

## **Objectives:**

- Build upon and expand previously-learned CNA skills, to enable the nurse assistants to function at a competent level in the acute care setting.
- Learn various disease processes one might encounter in the acute care setting.
- Nurse assistants will be able to provide safe, appropriate and efficient care in the acute hospital setting.

- Decrease orientation time for acute care nurse assistants changing work/hospital settings
- Receive a Completion Certificate from Northern California Nursing Academy

**Course Outline:**

- I. Acute Care Nurse Assistant Responsibilities
- II. Communication - Documentation
- III. Safe, Secure Environment
- IV. Care of the Surgical Patient
- V. Gastrointestinal, Nutritional Care
- VI. Genitourinary, Reproductive, Endocrine Care
- VII. Cardiovascular Care
- VIII. Respiratory Care
- IX. Orthopedic Care
- X. Neurological Care
- XI. Oncology, Immunosuppression, Death & Dying

**Graduation Requirements:**

Students will be eligible for graduation upon meeting the following conditions:

1. Completion of all required hours of theory, lab and clinical (including externship)
2. Achieved a minimum grade of C at the end of the program
3. Submission of all required class assignments, reports and papers
4. Return of all materials borrowed from the school during the term of the program
5. Fulfillment of all financial obligations

**Teaching Strategies:**

Lecture, Discussion, Audiovisuals, , Group and Individual Conferences, Return Demonstration, Activity and Clinical Experiences.

**Occupation/ Job title:**

- Acute Care Nursing Assistant
- Acute Care CNA
- Emergency Room CNA

# In Home Support Service Provider

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Also known as Caregiving Program, the In Home Support Service Provider program covers key concepts to become effective and efficient caregivers in private homes.

## Requirements Prior to Admission:

Prospective students must meet the following requirements:

1. Must be at least 18 years old at the start of the program
2. Must be a high school graduate or completed GED
3. Must possess a valid government issued ID
4. Must speak, write and understand English
5. Must possess or in the process of obtaining a Social Security Number at the time of enrollment
6. Completion of an Application for Admission and payment of Application Fee
7. Completion of Entrance Assessment Test with a score of 150 or higher in English and 150 or higher in Mathematics
8. Must submit proof of good health
  - a. TB screening performed by a physician or a Nurse Practitioner within 6 months prior to enrollment
9. Has not been convicted of any of the sections in the Penal Code (see Appendix A)

**Program Length:** 60 hours / 3-4 weeks

**Class Sessions:** Schedule 1 - Monday to Friday (8:30am to 3:30pm)

Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

## Objectives:

- Learn basic caregiving skills, including giving medication and reading and recording vital signs
- Learn how to reduce stress and balance the demands of work and home
- Prepare to handle non-medical situations in residence of clients
- Receive a Completion Certificate from Northern California Nursing Academy

## Course Outline:

- I. Introduction
- II. Activities of Daily Grooming
- III. Nutritional Needs
- IV. Mobility
- V. Paramedical Services
- VI. Domestic Services

- VII. Safety and Security
- VIII. Infection Control
- IX. Death and Dying
- X. Alzheimer's and Dementia

**Graduation Requirements:**

Students will be eligible for graduation upon meeting the following conditions:

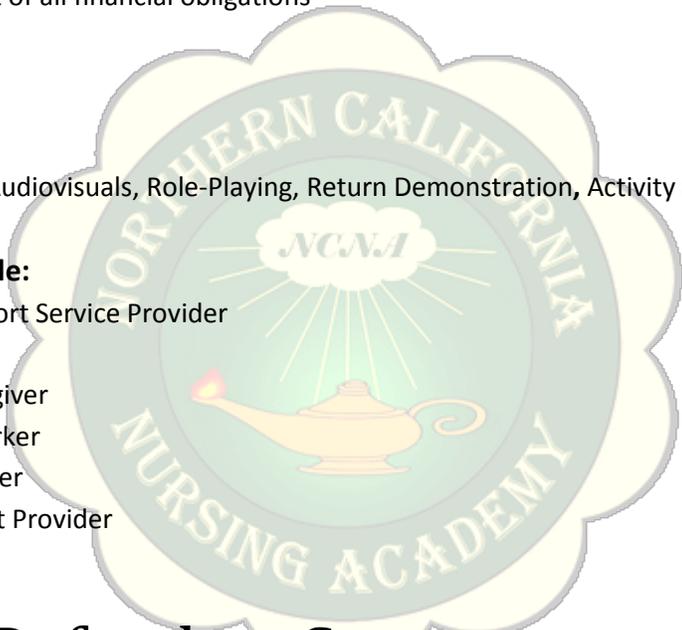
1. Completion of all required hours of theory, lab and clinical
2. Achieved a minimum grade of C at the end of the program
3. Submission of all required class assignments, reports and papers
4. Return of all materials borrowed from the school during the term of the program
5. Fulfillment of all financial obligations

**Teaching Strategies:**

Lecture, Discussion, Audiovisuals, Role-Playing, Return Demonstration, Activity and Skills Practice

**Occupation/ Job title:**

- In Home Support Service Provider
- Caregiver
- Certified Caregiver
- Homecare worker
- Family Caregiver
- Family Support Provider



# Nursing Refresher Course

The Nursing Refresher Course is designed for Vocational Nurses and Registered Nurses who need to update their skills and knowledge in the Nursing Profession. Students need not be licensed upon enrollment, and may be a graduate of any US or foreign institution.

Students must have completed a Vocational Nursing or Registered Nursing Program in the US or foreign country prior to enrollment.

**Requirements Prior to Admission:**

Prospective students must meet the following requirements:

1. Must be at least 18 years old at the start of the program
2. Must have completed a Nursing Program from a US or foreign institution

3. Must possess a valid government issued ID
4. Must speak, write and understand English
5. Completion of an Application for Admission and payment of Application Fee
6. Completion of Entrance Assessment Test with a score of 150 or higher in English and 150 or higher in Mathematics
7. Must submit proof of good health
  - 7.1. TB screening performed by a physician or a Nurse Practitioner within 6 months prior to enrollment
8. Has not been convicted of any of the sections in the Penal Code (see Appendix A)

**Program Length:** 200 hours/ 2-4 months

**Class Sessions:** Schedule 1 - Monday to Friday (8:30am to 3:30pm)

Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

Schedule 3 – Saturday and Sunday (8:30am to 3:30pm)

**Objectives:**

- To assist in meeting the students’ personal & professional goals
- To further enhance the students’ knowledge & skills in nursing practice
- To be abreast with the latest trends in the healthcare industry
- To assist in gaining employment to those who have been out of the nursing practice
- Receive a Completion Certificate from Northern California Nursing Academy

**Course Outline:**

- I. Professional Nursing Practice
- II. Pharmacology Review
- III. Systems Review and Nursing Care of Common Disorders
- IV. Care of the Client
- V. IV Therapy
- VI. Communication & Documentation
- VII. Care of the Terminally Ill

**Graduation Requirements**

Students will be eligible for graduation upon meeting the following conditions:

1. Completion of all required hours of theory, lab and clinical (including externship)
2. Achieved a pass grade in the program
3. Submission of all required class assignments, reports and papers
4. Return of all materials borrowed from the school during the term of the program
5. Fulfillment of all financial obligations

### Teaching Strategies:

The Nursing Refresher Program offers both didactic (theoretical) & clinical instruction and experience at Northern California Nursing Academy and other affiliating clinical and skilled nursing facilities.

## Medical Assisting

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The Medical Assisting program introduces students to the overall operation of the physician's office. Students are trained to assist the physician in the examination room, to perform routine laboratory procedures, and to handle financial records, correspondence, insurance forms, and other administrative functions.

The Program is divided into three components; Core, Administrative and Clinical. The program is grouped around the knowledge and skills required for administrative medical assisting and clinical medical assisting. The program concludes with an externship in a medical facility. The program will prepare the students to sit on the National Certification Exam conducted by the National Center for Competency Testing (NCCT).

### Requirements Prior to Admission:

Prospective students must meet the following requirements:

1. Must be at least 18 years old at the start of the program
2. Must be a high school graduate or completed GED
3. Must possess a valid government issued ID
4. Must speak, write and understand English
5. Must possess a Social Security Number at the time of enrollment
6. Completion of an Application for Admission and payment of Application Fee
7. Completion of Entrance Assessment Test with a score of 150 or higher in English and 150 or higher in Mathematics
8. Must submit proof of good health
  - a. TB screening performed by a physician or a Nurse Practitioner within 6 months prior to enrollment
9. Has not been convicted of any of the sections in the Penal Code (see Appendix A)

**Program Length:** 300 hours/ 4-6 months

**Class Sessions:** Schedule 1 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

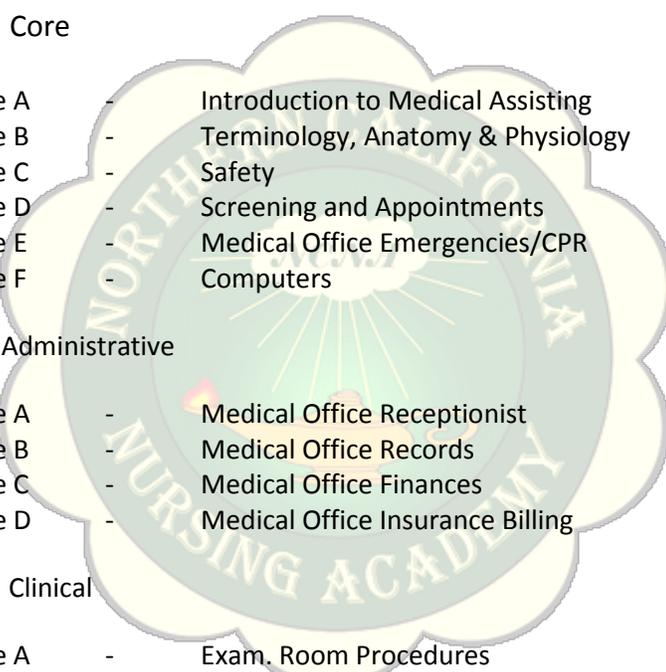
Schedule 2 – Saturday and Sunday (8:30am to 3:30pm)

## Objectives:

- To prepare the student to assist physicians and nurses by performing administrative duties and basic clinical duties in an office or medical center
- To meet this objective, instruction addresses subjects encompassing medical practice, medical law and ethics, medical communications, medical records, insurance, patient preparation and basic laboratory procedures and tests as well as total patient care
- Upon completion of this program graduates will have entry level skills as medical assistants and qualify for positions in a variety of health care facilities
- Receive a Completion Certificate from Northern California Nursing Academy

## Course Outline:

### Component I: Core



Module A	-	Introduction to Medical Assisting
Module B	-	Terminology, Anatomy & Physiology
Module C	-	Safety
Module D	-	Screening and Appointments
Module E	-	Medical Office Emergencies/CPR
Module F	-	Computers

### Component II: Administrative

Module A	-	Medical Office Receptionist
Module B	-	Medical Office Records
Module C	-	Medical Office Finances
Module D	-	Medical Office Insurance Billing

### Component III: Clinical

Module A	-	Exam. Room Procedures
Module B	-	Specialty Procedures
Module C	-	Pharmacology
Module D	-	Minor Office Surgery
Module E	-	Laboratory Procedures

## Graduation Requirements

Students will be eligible for graduation upon meeting the following conditions:

1. Completion of all required hours of theory, lab and clinical (including externship)
2. Achieved a minimum grade of C at the end of the program
3. Submission of all required class assignments, reports and papers
4. Return of all materials borrowed from the school during the term of the program
5. Fulfillment of all financial obligations

### Teaching Strategies:

Lecture, Discussion, Audiovisuals, Selected Readings, Clinical Experiences, Group and Individual Conferences, Return Demonstration, Externship

### Occupation/ Job title:

Medical Assistant  
Clinical Medical Assistant  
Medical Clerk  
Physician's Office Assistant  
Doctor's Office Assistant

## Medical Office Assisting

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The Medical Office Assisting Program prepares students for the front office role as a receptionist and for scheduling appointments. The program primarily provides office administrative skills such as computer literacy, office procedures, medical terminology, medical abbreviations, medical law and ethics, pharmacology, insurance and exposure control.

Upon completion, students receive a ***Certificate of Completion*** and may take the Certification Exam conducted by the National Center for Competency Testing (NCCT).

### Requirements Prior to Admission:

Prospective students must meet the following requirements:

1. Must be at least 18 years old at the start of the program
2. Must be a high school graduate or completed GED
3. Must possess a valid government issued ID
4. Must speak, write and understand English
5. Must possess a Social Security Number at the time of enrollment
6. Completion of an Application for Admission and payment of Application Fee
7. Completion of Entrance Assessment Test with a score of 150 or higher in English and 150 or higher in Mathematics
8. Must submit proof of good health

- 8.1. TB screening performed by a physician or a Nurse Practitioner within 6 months prior to enrollment
- 9. Has not been convicted of any of the sections in the Penal Code (see Appendix A)

**Program Length:** 200 hours/3-5 months

**Class Sessions:** Schedule 1 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

Schedule 2 – Saturday and Sunday (8:30am to 3:30pm)

**Objectives:**

- To prepare the student to assist physicians and nurses by performing administrative duties
- To meet this objective, instruction addresses subjects encompassing medical practice, medical law and ethics, medical communications, medical records, insurance
- Upon completion of this program graduates will have entry level skills as medical assistants and qualify for positions in a variety of health care facilities
- Receive a Completion Certificate from Northern California Nursing Academy

**Course Outline:**

Component I: Core

- Module A - Introduction to Medical Assisting
- Module B - Terminology, Anatomy & Physiology
- Module C - Safety
- Module D - Screening and Appointments
- Module E - Medical Office Emergencies/CPR
- Module F - Computers

Component II: Administrative

- Module A - Medical Office Receptionist
- Module B - Medical Office Records
- Module C - Medical Office Finances
- Module D - Medical Office Insurance Billing

**Graduation Requirements**

Students will be eligible for graduation upon meeting the following conditions:

1. Completion of all required hours of theory, lab and clinical (including externship)
2. Achieved a minimum grade of C at the end of the program
3. Submission of all required class assignments, reports and papers

4. Return of all materials borrowed from the school during the term of the program
5. Fulfillment of all financial obligations

**Occupation/ Job title:**

Medical Office Assistant  
Administrative Medical Assistant  
Medical Office Receptionist  
Medical Clerk  
Medical Office Front Desk

## EKG Technician

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This EKG Technician program will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, and basic ECG interpretation.

Upon completion, students receive a **Certificate of Completion** and may take the National Certification Exam conducted by the National Center for Competency Testing (NCCT).

**Requirements Prior to Admission:**

Prospective students must meet the following requirements:

1. Must be at least 18 years old at the start of the program
2. Must be a high school graduate or completed GED
3. Must possess a valid government issued ID
4. Must speak, write and understand English
5. Must possess or in the process of obtaining a Social Security Number at the time of enrollment
6. Completion of an Application for Admission and payment of Application Fee
7. Completion of Entrance Assessment Test with a score of 150 or higher in English and 150 or higher in Mathematics
8. Must submit proof of good health
  - 8.1. TB screening performed by a physician or a Nurse Practitioner within 6 months prior to enrollment
9. Has not been convicted of any of the sections in the Penal Code (see Appendix A)

**Program Length:** 60 hours / 3-4 weeks

**Class Sessions:** Schedule 1 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

Schedule 2 – Saturday and Sunday (8:30am to 3:30pm)

**Objectives:**

- To provide the proper training in which a student can acquire satisfactory skills and demonstrate competency in Electrocardiography
- To prepare the student to sit on the National Certification Exam
- To gain exposure to job duties that include unit operation and troubleshooting, lead placement, use and understanding of EKG grid paper, recognizing EKG patterns in all 12 leads, plotting the EKG axis, and much more
- Receive a Completion Certificate from Northern California Nursing Academy

**Course Outline:**

- I. Basics of Electrocardiography
- II. Anatomy and Physiology
- III. Rhythm
- IV. Basic Interpretations
- V. Advanced EKG Procedures

**Graduation Requirements:**

Students will be eligible for graduation upon meeting the following conditions:

1. Completion of all required hours of theory, lab and clinical
2. Achieved a minimum grade of C at the end of the program
3. Submission of all required class assignments, reports and papers
4. Return of all materials borrowed from the school during the term of the program
5. Fulfillment of all financial obligations

**Teaching Strategies:**

Lecture, Discussion, Audiovisuals, Group and Individual Conferences, Return Demonstration, Activity and Clinical Experiences.

**Occupation/ Job title:**

- EKG Technician
- Electrocardiography Assistant
- Medical Assistant
- Clinical Medical Assistant

# Hemodialysis Training

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This Hemodialysis Training Program is geared towards certification as Certified Hemodialysis Technician, Dialysis RN or LVN. The program teaches students how to work with patients and how to use hemodialysis equipment properly. The program focuses on helping students learn to take vital signs, obtain vascular access, take blood samples and work comfortably with patients and their families.

The program is based on the California Department of Public Health Services (CDPH) guidelines. Upon completion, students will receive a **Certificate of Completion** and will sit on the certifying examination conducted by the California Dialysis Council (CDC).

## Requirements Prior to Admission:

Prospective students must meet the following requirements:

1. Must be at least 18 years old at the start of the program
2. Must be a high school graduate or completed GED
3. Must possess a valid government issued ID
4. Must speak, write and understand English
5. Must possess a Social Security Number at the time of enrollment
6. Completion of an Application for Admission and payment of Application Fee
7. Completion of Entrance Assessment Test with a score of 150 or higher in English and 150 or higher in Mathematics
8. Must submit proof of good health
  - 8.1. TB screening performed by a physician or a Nurse Practitioner within 6 months prior to enrollment
9. Has not been convicted of any of the sections in the Penal Code (see Appendix A)

**Program Length:** 300 hours/5-7 months

**Class Sessions:** Schedule 1 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

Schedule 2 – Saturday and Sunday (8:30am to 3:30pm)

Schedule 3 – Tues, Thur and Saturday (8:30am to 3:30pm)

## Objectives:

- To gain knowledge on handling Renal Failure patient
- To learn dialysis treatment's principles and procedures
- To learn dialysis treatment modalities and devices
- To practice taking vital signs, obtaining vascular access, taking blood samples

- To practice communicating comfortably with patients and their families
- Receive a Completion Certificate from Northern California Nursing Academy

**Course Outline:**

- I. Today's Dialysis Environment: An overview
- II. The person with kidney failure
- III. Principles of dialysis
- IV. Hemodialysis devices
- V. Vascular access
- VI. Hemodialysis Procedure Procedures and Complications
- VII. Dialyzer Reprocessing
- VIII. Water Treatment

**Graduation Requirements:**

Students will be eligible for graduation upon meeting the following conditions:

1. Completion of all required hours of theory, lab and clinical (including externship)
2. Achieved a minimum grade of C at the end of the program
3. Submission of all required class assignments, reports and papers
4. Return of all materials borrowed from the school during the term of the program
5. Fulfillment of all financial obligations

**Teaching Strategies:**

Lectures with Powerpoint presentation, class discussion, audiovisuals, selected readings, role playing, clinical observation, return demonstrations

**Occupation/ Job title:**

- Hemodialysis Technician
- Patient Care Technician
- Dialysis Nurse
- Hemodialysis Nurse

# Pharmacy Technician

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The Pharmacy Technician program is designed to meet the requirements of the State Board of Pharmacy for employment as a Pharmacy Technician. The program gives students a solid foundation of pharmacy fundamentals and terminology. Students of this program will get hands-on practice in multiple pharmacy areas such as hospital, retail, compounding, mail-order, and long-term care. Topics such as professionalism, state and federal law, and ethical issues are covered.

Upon completion, students will receive a **Certificate of Completion** and may sit on the certifying examination conducted by the Pharmacy Technician Certification Board. Students may also immediately apply for licensing from the CA State Board of Pharmacy.

## Requirements Prior to Admission:

Prospective students must meet the following requirements:

1. Must be at least 18 years old at the start of the program
2. Must be a high school graduate or completed GED
3. Must possess a valid government issued ID
4. Must speak, write and understand English
5. Must possess a Social Security Number at the time of enrollment
6. Completion of an Application for Admission and payment of Application Fee
7. Completion of Entrance Assessment Test with a score of 150 or higher in English and 150 or higher in Mathematics
8. Must submit proof of good health
  - 8.1. TB screening performed by a physician or a Nurse Practitioner within 6 months prior to enrollment
9. Has not been convicted of any of the sections in the Penal Code (see Appendix A)

**Program Length:** 320 hours / 6-8 months

**Class Sessions:** Schedule 1 - Monday to Friday (8:30am to 3:30pm)

Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

## Objectives:

- To provide the proper training in which a student can acquire satisfactory skills and demonstrate competency being a Pharmacy Technician
- To prepare the student to sit on the State Board Exam
- To gain exposure to job duties that include unit operation and troubleshooting, lead placement, use and understanding of EKG grid paper, recognizing EKG patterns in all 12 leads, plotting the EKG axis, and much more
- Receive a Completion Certificate from Northern California Nursing Academy

### Course Outline:

- I. Introduction to Pharmacy Technician
- II. Drug Identification
- III. Pharmacy Laws and Ethics
- IV. Pharmaceutical Mathematics
- V. Drug Management Procedures
- VI. Prescription Filling Procedures
- VII. Professional Relations
- VIII. Insurance Procedures
- IX. Job Search and Retention

### Graduation Requirements

Students will be eligible for graduation upon meeting the following conditions:

1. Completion of all required hours of theory, lab and clinical (including externship)
2. Achieved a minimum grade of C at the end of the program
3. Submission of all required class assignments, reports and papers
4. Return of all materials borrowed from the school during the term of the program
5. Fulfillment of all financial obligations

### Teaching Strategies:

Lecture, Discussion, Audiovisuals, Group and Individual Conferences, Return Demonstration, Activity and Clinical Experiences.

### Occupation/ Job title:

Pharmacy Technician  
Pharmacist Assistant

## Massage Therapy

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The Massage Therapy program is composed of two modules that include theory and clinic practice hours. This program is based on the current requirements for State of California certification as a Certified Massage Practitioner.

Upon completion, students will receive a **Certificate of Completion**, and may sit on certification exam conducted by the California Massage Therapy Council (CAMTC).

### **Requirements Prior to Admission:**

Prospective students must meet the following requirements:

1. Must be at least 18 years old at the start of the program
2. Must be a high school graduate or completed GED
3. Must possess a valid government issued ID
4. Must speak, write and understand English
5. Must possess a Social Security Number at the time of enrollment
6. Completion of an Application for Admission and payment of Application Fee
7. Completion of Entrance Assessment Test with a score of 150 or higher in English and 150 or higher in Mathematics
8. Must submit proof of good health
  - 8.1. TB screening performed by a physician or a Nurse Practitioner within 6 months prior to enrollment
9. Has not been convicted of any of the sections in the Penal Code (see Appendix A)

**Program Length:** 250 hours / 4-6 months

**Class Sessions:** Schedule 1 - Monday to Friday (8:30am to 3:30pm)

Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

### **Objectives:**

- To learn and apply concepts of anatomy, physiology, kinesiology, and massage theory and principles to appropriately perform a full-body massage
- To demonstrate ways of adapting massage for clients with particular conditions/needs
- To make treatment decisions based on health information gained from the client
- To Provide client education related to procedures
- To learn how to exercise independent judgment in performing procedures
- Receive a Completion Certificate from Northern California Nursing Academy

### **Course Outline:**

- I. Swedish/Esalen Massage
- II. Intro to Deep Tissue Massage
- III. Anatomy & Pathology
- IV. Meditation & Energy Principles
- V. Business
- VI. Special Needs Massage
- VII. Ethics

- VIII. Body Mechanics
- IX. Foot Reflexology
- X. Various Massage Techniques
  - a) Deep Tissue Massage
  - b) Hot Stone Massage
  - c) Shiatsu
  - d) Thai Massage
  - e) Chair Massage
  - f) Table Shiatsu
  - g) Advanced Neck Work
  - h) PreNatal Massage

**Graduation Requirements:**

Students will be eligible for graduation upon meeting the following conditions:

1. Completion of all required hours of theory, lab and clinical
2. Achieved a minimum grade of C at the end of the program
3. Submission of all required class assignments, reports and papers
4. Return of all materials borrowed from the school during the term of the program
5. Fulfillment of all financial obligations

**Teaching Strategies:**

Lecture, Discussion, Audiovisuals, Group and Individual Conferences, Return Demonstration, Clinical Experiences

**Occupation/ Job title:**

Massage Therapists, Licensed Massage Therapist, Certified Massage Practitioner, Registered Massage Therapist, Bodywork Therapist, Integrated Deep Tissue Massage Therapist, Therapeutic Massage Technician

## NCLEX Review

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This review program prepares students for the National Council Licensure Examination (NCLEX). This is offered to students who have completed Nursing Programs from various institutions.

Northern California Nursing Academy presents a 3-phased approach in the review class, which consists of:

- Phase 1 – Refresher
- Phase 2 – Practice Test
- Phase 3 – Computer Exam Simulation

Upon completion, students will be prepared to sit on the NCLEX Examination.

**Requirements Prior to Admission:**

Prospective students must meet the following requirements:

1. Must have completed a Vocational Nursing or Registered Nursing Program in the US or Foreign Country
2. Must be at least 18 years old at the start of the program
3. Must possess a valid government issued ID
4. Must speak, write and understand English
5. Completion of an Application for Admission and payment of Tuition Fee

**Program Length:** 100 hours / 2-4 months

**Class Sessions:** Schedule 1 - Monday to Friday (8:30am to 3:30pm)

Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

**Objectives:**

- To prepare students to sit on the National Council Licensure Examination (NCLEX)
- To provide intensive review for students to pass the NCLEX

**Course Outline:**

- I. Fundamentals of Nursing
- II. Patient Communication
- III. Anatomy and Physiology
- IV. Growth and Development
- V. Infection Control
- VI. Nutrition
- VII. Practice Test
- VIII. Exam Simulation

**Teaching Strategies:**

Lecture, Discussion, Audiovisuals, Group and Individual Conferences, Exam Simulation

# LICENSING/CERTIFICATION REQUIREMENTS

The following is a list of requirements to attain Certification or Licensure after completion of the Programs:

## **Certified Nursing Assistant**

*Certifying Agency: California Department of Public Health*

1. HS graduation (or equivalent)
2. Completion of a minimum of 150 hours of training at an approved CDPH Training program, where 50 hours is dedicated to theory and 100 hours to clinical.
3. Must not have been convicted of any crimes referenced in the Disqualifying Penal Code Sections
4. Undergo a Live Scan Process
5. Submission of an Initial Application
6. Pass a Nursing Assistant Examination conducted by a State approved agency

## **Home Health Aide**

*Certifying Agency: California Department of Public Health*

1. HS graduation (or equivalent)
2. Must not have been convicted of any crimes referenced in the Disqualifying Penal Code Sections
3. Submission of an Initial Application
4. Complete 120 hours of training consisting of at least sixty-five (65) hours of classroom and fifty-five (55) hours of supervised clinical training in basic nursing and home health topics.
5. Forty (40) hours supplemental HHA training consisting of twenty (20) hours classroom and twenty (20) hours supervised clinical training in home health topics. (This course is only for individuals who are already CNAs or enrolling in combined [dual] CNA/HHA training programs.)

## **Medical Assistant**

*Licensing Body: National Center for Competency Testing (NCCT)*

1. HS graduation (or equivalent)
2. Graduation from an NCCT-approved MA program within the last 10 years; OR
3. Two years of qualifying full-time employment (4160 hrs) or equivalent part-time employment as an MA within the last 10 years

## **EKG Technician**

*Licensing Body: National Center for Competency Testing (NCCT)*

1. HS graduation (or equivalent)
2. Graduation from an NCCT-approved ECG program within the last 10 years; OR
3. One year of qualifying full-time employment (2080 hrs) or equivalent part-time employment as an ECG Technician within the last 10 years

## **Medical Office Assistant**

*Licensing Body: National Center for Competency Testing (NCCT)*

1. HS graduation (or equivalent)
2. Graduation from an NCCT-approved MOA program within the last 10 years; OR
3. One year of qualifying full-time employment (2080 hrs) or equivalent part-time employment as an MOA within the last 10 years

## **Hemodialysis Technician**

*Certifying Agency: California Department of Public Health*

1. High school diploma or equivalency (such as a GED or High School Equivalency);  
**OR**
2. Have equivalent experience in lieu of HS diploma or equivalency (such as GED or High School Equivalency) greater than four (4) years of work experience in dialysis as of October 14, 2008.  
**AND**
3. Have successfully completed a training program that is approved by the medical director and governing body of a hemodialysis clinic or unit, under the direction of a RN. The training program must be approved by the CDPH prior to implementation; **OR** b. Have successfully completed a community or corporate-based training program, or a training program offered by an educational institution approved by the CDPH; **OR** c. If you are unable to provide documentation of successfully passing a training program approved by the CDPH, you may meet this criterion if you are employed as a hemodialysis technician by a hemodialysis clinic or unit for more than two (2) years as of October 14, 2008.

In addition, you must have passed a *written examination* offered by a hemodialysis clinic or unit, or a community or corporate-based training program that meets California law and a *skills checklist* observed by a RN.

**AND**

4. Have successfully passed a standardized test that is approved by CDPH; **OR** b. Have successfully passed an examination offered by a national commercially available certification program for hemodialysis technicians which is approved for this purpose by the Centers for Medicare and Medicaid Services.

## **Pharmacy Technician**

*Certifying Agency: Pharmacy Technician Certification Board*

1. High school diploma or equivalent educational diploma (e.g., a GED or foreign diploma).
2. Passing score on the Pharmacy Technician Certification Exam (PTCE).
3. Full disclosure of all criminal and State Board of Pharmacy registration or licensure actions.
4. Compliance with all applicable PTCB Certification policies.

A candidate may be disqualified for PTCB Certification upon the disclosure or discovery of:

- Criminal conduct involving the candidate;
- State Board of Pharmacy registration or licensure action involving the candidate;
- Violation of a PTCB Certification policy, including but not limited to the Code of Conduct.

*Licensing Body: California State Board of Pharmacy*

1. Submit Application Fee
2. Submit Application for a Pharmacy Technician License
3. Completion of Mandatory Education
  - a. You are required to provide a certified copy of one of the following with your application:
    - b. A certified copy of your high school academic record (transcript) in which you graduated.  
or
    - c. A certified copy of an official "Certificate of Proficiency" documenting that you have passed the California High School Proficiency Examination (CHSPE) as required in the California Education Code Section 48412.  
or
    - d. A copy of your foreign secondary school diploma or certificate AND a certified copy of your foreign secondary school diploma or certificate provided in the English language or translated into English.  
or
    - e. A certified copy of an official transcript of your General Educational Development (GED) test results. GED test results will only be accepted as official if they are earned through an official GED Testing Center that is authorized by the State GED Office of the California Department of Education and the GED Testing Service of the American Council on Education.
  - f. QUALIFYING DOCUMENTATION: You are required to include with your application the Affidavit of Completed Coursework or Graduation for Pharmacy Technician, a certified copy or original certificate of your PTCB certification, or a copy of your military training DD214.
4. Submit Practitioner Self-Query Report
5. Undergo Live Scan or Complete fingerprint cards

## **Certified Massage Practitioner**

*Certifying Agency: California Massage Therapy Council*

1. You must have 250 massage education hours of which more than 100 hours are in specified curriculum subjects, all at a single approved school.
2. Download the “CAMTC Application for Certification”.
3. Send Transcripts. Have your school send Official School Transcripts to CAMTC.
4. Send Fingerprints. Get your Live Scan Fingerprints completed in the State of California.
5. Pay Fee. Pay your Application Fee.
6. Get Passport Photo.
7. Include Photocopy of Driver’s License or State ID
8. Mail Completed Application and supporting documentation to the CAMTC.



# ADMINISTRATIVE POLICIES

## ***School Property***

No NCNA employee engaged in outside remunerative activities shall use, in connection therewith, the official stationery, supplies, equipment, or personnel services of the school. Further, no employee shall accept pay from private persons or corporations for tests, essay, lab analysis, computer, programming, or other work of a routine character which involves the use of property owned by the school

The school's property, including equipment and furnishings is for the primary use of NCNA community including recognized student, faculty, and staff organizations.

Use of computer, phone and internet of NCNA should be restricted to academic use unless for emergency purposes.

## ***Drugs, Alcohol and Tobacco Use***

It is the policy of Northern California Nursing Academy to provide a safe and healthy environment for all members of the school. Each member is entitled to work, study, and play in an environment free from involuntary exposure to health and safety hazards.

The use of drugs, alcohol and tobacco indoors and outdoors are strictly prohibited.

## ***Non-Discrimination***

No student of Northern California Nursing Academy shall, on the grounds of race, color, national origin, religion, sex, age, or disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any NCNA program or activity.

If a student feels that he/she has been discriminated against on the basis of any of the conditions listed above, he/she may file a complaint with the Administrator.

## ***Sexual Harassment***

Northern California Nursing Academy is committed to creating and maintaining a community where all persons who participate in the programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, intimidation, or discrimination.

NCNA will respond promptly and effectively to reports of sexual harassment and take appropriate action to prevent, correct, and if necessary, impose discipline for behavior that violates this policy. Retaliation against a person who reports sexual harassment, helps someone with a report of sexual harassment, or takes any part in an investigation or resolution of a sexual harassment report is prohibited.

## ***Gifts and Gratuities***

To avoid the appearance of favoritism, no officer, faculty or employee of NCNA should accept any gift or gratuity from students during the course of the program. Students are limited to give gifts after completion of the program. NCNA does not allow officers and faculty to receive cash. Any item that is valued over \$100 must be reported to the Administrator.

## ***Copyright***

Faculty or staff in charge of a program or project involving copying or exercise of any other copyrights are responsible for assuring, to the best of their ability, that the activities are in compliance with the requirements of federal and state law.

Northern California Nursing Academy reserves the right to receive a free, nonexclusive, worldwide, and irrevocable license to use any copyright-protected material produced by a school employee in connection with his or her employment, whether or not NCNA resources were used for its development.

## ***Privacy of Student Records***

Students' rights of privacy are guaranteed by the California State Constitution, the California Information Practices Act (IPA), the California Public Records Act (PRA), Family Educational Rights and Privacy Act (FERPA) and this policy.

1. Confidential personally identifiable information from student records may not be disclosed without the student's prior consent.
2. Directory information may be released without a student's prior consent unless the student notifies the campus in writing that either his/her address and phone number, or all categories of information about the student, may not be disclosed.
3. Grades may not be posted and graded papers or examinations may not be distributed in public locations via methods that disclose confidential information unless the students give prior written consent.

## ***Emergency Policy***

During an emergency, the school's priorities are to save lives, protect property, continue critical business functions necessary to continue its mission until the emergency has abated, and return to normal operations as soon as possible.

All campus resources may be made available for response and recovery actions during a declared emergency.

The Administrator may declare a school-wide state of emergency when the following conditions exist: Emergency conditions on or within the vicinity as a result of a natural or man-made disaster, a civil disorder which poses the threat of serious injury to persons or damage to property, or based on other seriously disruptive events

Notification of a declaration of a state of emergency will be made as soon as possible to the community, including the local, county and other emergency services.

# LIST OF FACULTY

Efren N. Aquino, MD, BSN, RN  
University of the East – Doctor of Medicine  
St. Dominic Savio College of Nursing – Bachelor of Science in Nursing

Milagros J. Aquino, BSN, RN  
University of Santo Tomas – Bachelor of Science in Nursing

Evelyn De Leon Chan, BSN, RN  
University of the East – Bachelor of Science in Nursing

Ma. Bernadette Natividad, MD, BSN, RN  
University of the East - Doctor of Medicine  
University of La Salette - Bachelor of Science in Nursing

Tita F. Arafiles, LVN, MEd  
Mission College – Vocational Nursing  
University of Pangasinan – Masters in Education

Myrna T. Camar, MSN, RN  
University of the Philippines – Master of Science in Nursing  
University of the Philippines – Bachelor of Science in Nursing

Dolores L. Cea, MSN, RN, PHN  
University of Phoenix – Master of Science in Nursing  
De Ocampo Memorial College – Bachelor of Science in Nursing

Marie Lyn T. Manalo, MSN, RN  
Central Luzon Doctors' Hospital Educational Institution – Master of Science in Nursing  
Central Luzon Doctors' Hospital Educational Institution - Bachelor of Science in Nursing

Beverlyn Concepcion, MAN, RN  
University of City of Manila – Master of Arts in Nursing  
Our Lady of Fatima University – Bachelor of Science in Nursing

Michael Serna, BSN, RN  
Manila Central University – Bachelor of Science in Nursing

Teodora M. Polglaze, BSN, RN  
Quezon Memorial Hospital – Bachelor of Science in Nursing

Floriza V. Luce, RN  
Charles E. Gregory School of Nursing - Associate Degree in Nursing  
Sovereign Healthcare Provider Services – Hemodialysis Certificate

Jennifer Diocares, MA  
Bryman College – Medical Assisting  
City College of San Francisco – Associate Degree



Marie Kay Villanueva, BSN, RN  
Unciano University – Bachelor of Science in Nursing

Carmelita Wolfert, BSN, RN, PHN  
Philippine Women’s University – Bachelor of Science in Nursing  
University of California SF – School Health Nursing

Angelina B. Gonzales, BSN, RN  
St. Jude College – Bachelor of Science in Nursing

Carol A. Estera, BSN, RN  
University of the Philippines – Bachelor of Science in Nursing

Jeniffer P. Arroyo, BSN, RN  
City College of San Francisco – Associate Degree in Nursing

Lilibeth Fong, RN  
San Francisco State University – Bachelor of Science in Nursing  
City College of San Francisco – Associate Degree in Nursing

Patrick Bautista, BSN, RN  
Centro Escolar University – Bachelor of Science in Nursing

Mark Romar Garcia, BSN, RN  
Centro Escolar University – Bachelor of Science in Nursing

Allen Garlitos, CHT, EMT  
CCHT Academy – Hemodialysis Technician  
EMS Academy – Emergency Medical Technician

Rachel Joy Tancioco, LVN  
Bay Area College of Nursing – Vocational Nursing

Lisa V. Aguda, LVN  
Bay Area College of Nursing – Vocational Nursing  
Bryman College – Medical Assisting

Julius Cervania, CHT  
Davita Dialysis Center – Hemodialysis Certificate  
City College of San Francisco – Associate Degree

Ricky Chen, LVN  
Bay Area College of Nursing – Vocational Nursing

Tiara Lintoco, LVN  
Bay Area College of Nursing – Vocational Nursing

Marie Elena Ybona, LVN  
NCP College of Nursing – Vocational Nursing



# Appendix A

## DISQUALIFYING PENAL CODE SECTIONS

If you have been convicted of any of the penal codes listed, CNA/HHA applicants will be automatically denied certification or ICF/DD, DDH, or DDN applicants will be denied employment.

All CNA/HHA applicants should review this list carefully to avoid wasting their time, effort and money by training, testing and submission of fingerprints since they cannot receive the required criminal background clearance if they have been convicted of any of these violations.

### Section

187	Murder
192(a)	Manslaughter, Voluntary
203	Mayhem
205	Aggravated Mayhem
206	Torture
207	Kidnapping
209	Kidnapping for ransom, reward, or extortion or robbery
210	Extortion by posing as kidnapper
210.5	False imprisonment
211	Robbery (Includes degrees in 212.5 (a) and (b))
220	Assault with intent to commit mayhem, rape, sodomy, oral copulation
222	Administering stupefying drugs to assist in commission of a felony
243.4	Sexual battery (Includes degrees (a) - (d))
245	Assault with deadly weapon, all inclusive
261	Rape (Includes degrees (a)-(c))
262	Rape of spouse (Includes degrees (a)-(e))
264.1	Rape or penetration of genital or anal openings by foreign object
265	Abduction for marriage or defilement
266	Inveiglement or enticement of female under 18
266a	Taking person without will or by misrepresentation for prostitution
266b	Taking person by force
266c	Sexual act by fear
266d	Receiving money to place person in cohabitation
266e	Placing a person for prostitution against will
266f	Selling a person
266g	Prostitution of wife by force
266h	Pimping
266i	Pandering
266j	Placing child under 16 for lewd act
266k	Felony enhancement for pimping/pandering
267	Abduction of person under 18 for purposes of prostitution
273a	Willful harm or injury to a child; (Includes degrees (a)-(c))
273d	Corporal punishment/injury to a child (Includes degrees (a)-(c))
273.5	Willful infliction of corporal injury (Includes (a)-(h))
285	Incest
286(c)	Sodomy with person under 14 years against will
286(d)	Voluntarily acting in concert with or aiding and abetting in act of sodomy against will
286(f)	Sodomy with unconscious victim
286(g)	Sodomy with victim with mental disorder or developmental or physical disability

288	Lewd or lascivious acts with child under age of 14
288a(c)	Oral copulation with person under 14 years against will
288(d)	Voluntarily acting in concert with or aiding and abetting
288(f)	Oral copulation with unconscious victim
288(g)	Oral copulation with victim with mental disorder or developmental or physical disability
288.5	Continuous sexual abuse of a child (Includes degree (a))
289	Penetration of genital or anal openings by foreign object (Includes degrees (a)-(j))
289.5	Rape and sodomy (Includes degrees (a) and (b))
368	Elder or dependent adult abuse; theft or embezzlement of property (Includes (b)-(f))
451	Arson (Includes degrees (a)-(e))
459	Burglary (Includes degrees in 460 (a) and (b))
470	Forgery (Includes (a)-(e))
475	Possession or receipt of forged bills, notes, trading stamps, lottery tickets or shares (Includes degrees (a) - (c))
484	Theft
484b	Intent to commit theft by fraud
484d-j	Theft of access card, forgery of access card, unlawful use of access card
487	Grand theft (Includes degrees (a)-(d))
488	Petty theft
496	Receiving stolen property (Includes (a)-(c))
503	Embezzlement
518	Extortion
666	Repeat convictions for petty theft, grand theft, burglary, carjacking, robbery and receipt of stolen property

Certification of applicants with convictions on this list MAY be reconsidered by ATCS only if misdemeanor actions have been dismissed by a court of law or a Certificate of Rehabilitation has been obtained for felony convictions. Any other convictions, other than minor traffic violations, must also be reviewed by ATCS.

I have received, reviewed and understood the Disqualifying Penal Code Sections. Automatic disqualification or denial of issuance of certificate shall occur if a criminal conviction under the Penal Code Section has not been disclosed. In cases wherein a criminal record was not under the disqualifying list of Penal codes, the Department of Health still reserves the right to deny issuance of certificate.

# Appendix B

## HYPOTHETICAL REFUND EXAMPLE

Assume that a student, upon enrollment in a 400-hour course, pays \$2,000.00 for tuition, \$75.00 for registration and \$150.00, documented cost to school for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1,500.00 based on the calculation stated below. If the student returns the equipment in good condition within 10 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

$\$1,225 \text{ total paid} - \$75 \text{ registration fee} = \$2,150$  (Amount the school may retain)

$\$2,150 - \$150$  (documented cost of unreturned equipment) =  $\$2,000$  total refundable amount

$\$2,000 \div 400$  hours in the program =  $\$5.00$  hourly charge for the program

$\$5.00 \times 100$  hours of instruction attended =  $\$500$  owed by the student for instruction received

$\$2,000 - \$500 = \$1,500$  total refund amount\*

\*If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be \$1650 (\$1500 + \$150)

Refundable Amount	Amount of 10% Refund	Amount of 25% Refund	Amount of 50% Refund	Amount of 60% Refund	Amount of 75% Refund
\$2,000	\$1,800	\$1,500	\$1,000	\$800	\$500

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

1. You notify the school of your withdrawal or the actual date of withdrawal.
2. The school terminates your enrollment.
3. You fail to attend classes for a three day period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

# Appendix C

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## STUDENT TUITION RECOVERY FUND

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

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

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment, tuition receipts, or canceled checks. They are encouraged to document the total amount of tuition paid and records that will show the percentage of the course which has been completed. Such records would substantiate a claim for reimbursement from the STRF, which, to be considered, must be filed within sixty (60) days following school closure.

\*\*STRF fees are \$2.50 per \$1,000 of tuition \*\*

# Appendix D

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## SCHEDULE OF TOTAL CHARGES TOTAL FEES, CHARGES and EXPENSES

### NURSE ASSISTANT TRAINING PROGRAM

TUITION FEE:	\$ 1,125.00
<i>Includes: Student Malpractice Insurance (25.00)</i>	
REGISTRATION FEE (NON REFUNDABLE):	75.00
ENTRANCE ASSESSMENT FEE (NON REFUNDABLE):	25.00
BOOKS/HANDOUTS/SUPPLIES:	50.00
UNIFORM (2 sets of scrubs)	40.00
STUDENT TUITION RECOVERY REFUND (non-refundable)	2.50
EXAM FEE (Payable to AMERICAN RED CROSS):	90.00
<b>TOTAL COST</b>	<b>\$1,407.50</b>

### ACUTE CARE NA TRAINING PROGRAM

TUITION FEE:	\$ 850.00
<i>Includes: Student Malpractice Insurance (25.00)</i>	
UNIFORM	40.00
BOOKS/HANDOUTS/SUPPLIES	50.00
REGISTRATION FEE (NON REFUNDABLE)	75.00
ENTRANCE ASSESSMENT FEE (NON REFUNDABLE):	25.00
<b>TOTAL COST</b>	<b>\$1,040.00</b>

### IN HOME SUPPORT SERVICE PROVIDER PROGRAM

TUITION FEE	\$ 800.00
BOOKS/HANDOUTS/SUPPLIES	50.00
UNIFORM	40.00
REGISTRATION FEE (NON REFUNDABLE):	75.00
ENTRANCE ASSESSMENT FEE (NON REFUNDABLE):	25.00
<b>TOTAL COST</b>	<b>\$ 990.00</b>

### NCLEX REVIEW

TUITION FEE	\$ 600.00
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### EKG TECHNICIAN PROGRAM

TUITION FEE	\$1,400.00
BOOKS/HANDOUTS/SUPPLIES	100.00
REGISTRATION FEE (NON REFUNDABLE):	75.00
STUDENT TUITION RECOVERY REFUND ( <i>non-refundable</i> )	2.50
ENTRANCE ASSESSMENT FEE (NON REFUNDABLE):	<u>25.00</u>
<b>TOTAL COST</b>	<b>\$1,602.50</b>

### HOME HEALTH AIDE PROGRAM

TUITION FEE:	\$ 550.00
<i>Includes: Student Malpractice Insurance (25.00)</i>	
UNIFORM	40.00
BOOKS/HANDOUTS/SUPPLIES	50.00
REGISTRATION FEE (NON REFUNDABLE):	75.00
ENTRANCE ASSESSMENT FEE (NON REFUNDABLE):	<u>25.00</u>
<b>TOTAL COST</b>	<b>\$ 740.00</b>

### MEDICAL OFFICE ASSISTING PROGRAM

TUITION FEE	2,750.00
BOOKS/HANDOUTS/SUPPLIES	150.00
UNIFORM	40.00
STUDENT TUITION RECOVERY REFUND ( <i>non-refundable</i> )	7.50
REGISTRATION FEE (NON REFUNDABLE):	75.00
ENTRANCE ASSESSMENT FEE (NON REFUNDABLE):	<u>25.00</u>
<b>TOTAL COST</b>	<b>\$ 3,047.50</b>

### MEDICAL ASSISTING PROGRAM

TUITION FEE	\$5,680.00
<i>Includes: Student Malpractice Insurance (25.00)</i>	
BOOKS/HANDOUTS/SUPPLIES	150.00
UNIFORM	40.00
STUDENT TUITION RECOVERY REFUND ( <i>non-refundable</i> )	15.00
REGISTRATION FEE (NON REFUNDABLE):	75.00
ENTRANCE ASSESSMENT FEE (NON REFUNDABLE):	<u>25.00</u>
<b>TOTAL COST</b>	<b>\$ 5,985.00</b>

### NURSING REFRESHER PROGRAM

TUITION FEE	\$ 3,250.00
BOOKS/HANDOUTS/SUPPLIES	150.00
UNIFORM	40.00
STUDENT TUITION RECOVERY REFUND ( <i>non-refundable</i> )	12.50
REGISTRATION FEE (NON REFUNDABLE):	75.00
ENTRANCE ASSESSMENT FEE (NON REFUNDABLE):	<u>25.00</u>
<b>TOTAL COST</b>	<b>\$3,552.50</b>

### HEMODIALYSIS TRAINING PROGRAM

TUITION FEE:	\$ 6,980.00
<i>Includes: Student Malpractice Insurance (25.00)</i>	
REGISTRATION FEE (NON REFUNDABLE):	75.00
ENTRANCE ASSESSMENT FEE (NON REFUNDABLE):	25.00
BOOKS/HANDOUTS/SUPPLIES:	150.00
UNIFORM	40.00
STUDENT TUITION RECOVERY REFUND ( <i>non-refundable</i> )	<u>17.50</u>
<b>TOTAL COST</b>	<b>\$ 7,287.50</b>

### PHARMACY TECHNICIAN PROGRAM

TUITION FEE	\$8,700.00
<i>Includes: Student Malpractice Insurance (25.00)</i>	
BOOKS/HANDOUTS/SUPPLIES	150.00
UNIFORM	40.00
STUDENT TUITION RECOVERY FUND ( <i>non-refundable</i> )	22.50
REGISTRATION FEE (NON REFUNDABLE):	75.00
ENTRANCE ASSESSMENT FEE (NON REFUNDABLE):	<u>25.00</u>
<b>TOTAL COST</b>	<b>\$ 9,012.50</b>

### MASSAGE THERAPIST PROGRAM

TUITION FEE	\$ 5,280.00
BOOKS/HANDOUTS/SUPPLIES	150.00
UNIFORM	40.00
STUDENT TUITION RECOVERY FUND (NON-REFUNDABLE)	12.50
REGISTRATION FEE (NON REFUNDABLE):	75.00
ENTRANCE ASSESSMENT FEE (NON REFUNDABLE):	<u>25.00</u>
<b>TOTAL COST</b>	<b>\$ 5,582.50</b>

**Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897**

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