



Professional Career Development Center

12440 Firestone Blvd. Suite 308 Norwalk, CA 90650

Phone Number (562) 484-0131

BPPVE# 78230746

Catalog

January 2011 – December 2012

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.

The School

Professional Career Development Center, 12440 Firestone Blvd., Suite 308, Norwalk, CA 90650, Telephone Number (562) 484-0131 is conveniently located in the Mid-Norwalk area. It is easily accessible by car or public transportation. Around the school areas are: apartment buildings, library, shopping center, retail stores, banks and hospital. The school building is modern and secured.

Professional Career Development Center does not offer English-as-a-Second Language (ESL) instruction.

Approvals

Professional Career Development Center is a private institution, owned and operates by RAM Educational Services Inc. This Institution is on a temporary approval to operate by the Bureau for Private Postsecondary Education (BPPE) also known as the "Bureau". A temporary approval is merely an interim designation the Bureau can authorize pending a qualitative review and assessment of the institution. At the time it is used, the Bureau has not yet conducted a site visit. It is issued if the Bureau determines the institution's operational plan satisfies the minimum standards listed in the Education Code Section 94915. The temporary approval will remain in effect for at least 90 days, but not more than 360 days in order to enable the Bureau to conduct its site visit and inspection of the institution. After the site visit, the Bureau will then determine whether the institution should be approved to operate on a permanent basis.

The content of this catalog covers the period of one year (January 1st, 2012 to December 31st, 2012)

Mission

Professional Career Development Center mission is to provide individuals with the highest quality of education. We are committed in preparing students with remarkable knowledge and skills to obtain entry-level employment in the field of his/her education and training. Our interest lies in the personal and professional growth and development of the individual in our multicultural society.

We seek to provide the students with a strong foundation necessary to continue nursing career ladder through the implementation for our curriculum that embodies class participation, team building through group discussion, collaboration and return demonstration. The school's course of study for nurse assistant and home health aide are tailored to teach basic knowledge and demonstrative ability necessary for an entry-level of employment as certified nurse assistant, home health aide, companion, orderly, home maker in the long term care / home care facility.

The target student population is primarily geared towards but not limited to adult returning student in need of new job training. Adult is defined as someone over the age of 18 years old.

Institutional Objectives

Professional Career Development Center objectives are:

- To provide educational opportunities to individuals seeking quality instruction and training.
- To create an environment conducive to the promotion of the individual's level through quality education and training.
- To acquire and retain highly qualified instructors who are effective in the classroom and/or clinical setting.
- To assist students to develop professional attitudes and awareness of contemporary business practices.
- To assist graduates in finding satisfying job opportunities.

Hands-on-Experience

Nursing experience will be provided during the entire training. Successful completion of the course will qualify you to take the Competency Evaluation Program for Certification by the State Department of Health Services. Once you have successfully obtained your certification, you can apply for an entry job level in any health care facility. Our experienced institutional staff will continue to update course content and search for innovative methods of providing a sound learning experience.

School Credentials

Professional Career Development Center Nurse Assistant Training program is approved by the State Department of Health Services and the Bureau for Private Postsecondary Education under Education code section 94311. Proof of the institutional eligibility may be reviewed in the office during business hours.

“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 and mailing address at P.O. Box 980818 W. Sacramento, CA 95798-0818, internet website address: bppe@dca.ca.gov, toll free number: 1 (888) 370-7589.”

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.

A student or any member of the public may file a complaint about this institution with the Bureau of Private Postsecondary Education by calling the toll free number: 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: bppe@dca.ca.gov.

Non-Discrimination Policy

Professional Career Development Center in compliance with civil rights legislation hereby declare that it does not discriminate on the basis of race, color, nationality, religion, creed, sex, age, in admissions to educational programs.

Health Screening

Every student must provide proof of health screening prior to clinical practice. A doctor's certificate of good health will be required prior to the start of the training program. In addition, proof of Tuberculosis testing will also be required.

Criminal Screening

Prior to entering the Nursing Assistant training program, each student is required to complete a form screening for conviction of a crime related to moral turpitude. (Refer to page 15 for Disqualifying Penal Code Sections)

Student Conduct Standards

To promote an atmosphere conducive to learning, students may not interfere with the rights, safety, or health of members of the school staff nor interfere with other students' right to learn. Students are to adhere to all program rules and regulations and standards set by all local, state and federal laws. Dress code and appropriated personal grooming are mandatory for all students. Solid white uniform and white shoes (no open toe) must be worn at all times during the students' clinical rotation.

Attendance

Students are expected to attend all scheduled classes. You must notify your instructor or the office in advance when an absence is unavoidable. A remedial plan (make-up) is required whenever you are absent or tardy up to three (3) days maximum. One hundred and ninety (150) hours needed to complete the Nursing Assistant.

Absence and Make-up Policy

Absences will be considered as excused for the following reasons or circumstances: illness, death or birth in the immediate family, and other reason deemed valid by the registrar. Otherwise, all other excuses will be unexcused. Tardiness disrupts a good learning environment and is to be discouraged. A student will be deemed tardy if he/she comes to class 15 minutes late from the start of the class. Tardiness in excess of three (3) times, without legitimate reason may be a cause for placing a student on probationary status. Furthermore, three (3) tardiness will constitute an absence. Make-up assignments may be required for any absence. However, the time to complete the assignments should not be confused with make-up time, if it is completed off campus. Make-up time requires a student's physical presence on campus and will be accepted in lieu of any absence from class.

Students are encouraged to attend classes according to their prescribed schedules. Frequent tardiness, as well as unexcused absences, are considered cause for placing a student on probationary status. When a student fails below a cumulative 70% attendance on a monthly basis, the student is notified of their poor attendance. These students are counseled and informed that two consecutive months of less than cumulative attendance of 70% will result in probation. Students placed on probation are allowed a maximum of two months to bring their cumulative 70% attendance rate at a conclusion of their probationary period; they will be placed on active suspension for one month. Students on active suspension who do not attain a cumulative 70% attendance rate at the conclusion of their active suspension will be terminated from the program.

Leave of Absence Policy

Students who are unable to attend school due to illness and/or disability may be readmitted without paying additional cost except for the unpaid balance, if any upon presentation of a medical clearance or certificate signed and dated by the attending physician, and shall continue the course last attended.

Satisfactory Progress/Grading Policy

Each student is required to complete one hundred and ninety (150) hours of satisfactory training throughout the entire course. The school's theory grading scale will be: 90-100% = A, 85-89% = B, 75 – 84% = C, 70-74% = D, below 70% = FAIL. A grade of satisfactory or unsatisfactory will be utilized in the clinical area.

Records Retention Statement

The Institution shall maintain each student records for a period of five years. Students will be advised of this upon enrollment. Records will be kept at the Institution's primary location located at 12440 Firestone Blvd., Suite 308 Norwalk, CA 90650.

Certificate of Completion

Upon successful completion of the course, each student will be given a "Certificate of Completion". To be employed as a Certified Nurse Assistant you must pass the Competency Evaluation Program and a certificate is issued by the State Department of Health Services.

Training Facilities

Clinical training will be conducted at participating healthcare facilities. Directions to these facilities will be made known to the students well in advance. An orientation to the clinical facilities will be conducted prior to any patient contact. A qualified nurse instructor will be assigned a maximum of 15 students.

Government Financial Aid

The Institution is not participating and/or offering any state or federal funded aid program at this time.

Assessment Test

Professional Career Development Center will be utilizing a standardized assessment test to each prospective student. This assessment test titled "Spectrum Test Prep seventh grade" was published by SPECTRUM. This assessment test includes vocabulary, comprehension, and basic math computations. The prospective student will be given two hours to finish the assessment test. The prospective student must have 70 percent correct score to pass the test. This assessment test will allow the Institution to evaluate if the prospective student will have the ability to benefit from the Institution's nursing aide program.

In the event the prospective student fails the assessment test, they will be given three chances to retake the test before entering into the nursing aide program.

Faculty and Staff

Nursing Assistant Program

The faculty and staff have several years of education, experience and training in the areas of nursing, counseling and school administration and operations. Furthermore, all faculty staff are all highly qualified to teach and satisfies the standards established by the Bureau.

Description of the training of each qualified Faculty member

- a) Jamiro, Teresita, RN
Instructor
- b) Murillo, Undino, RN
Program Director/Instructor
- c) Alquiza, Marguia, LVN
Instructor
- d) Gallego, Mayla, LVN
Instructor
- e) Navarro, Marsha, LVN
Instructor

Faculty and Staff

Home Health Aide Program

The faculty and staff have several years of education, experience and training in the areas of nursing, counseling and school administration and operations. Furthermore, all faculty staff are all highly qualified to teach and satisfies the standards established by the Bureau.

Description of the training of each qualified Faculty member

- a.) Undino Murillo, RN
Instructor

Course Description

The institution's courses of study for Nurse Assistant training program is designed to impart the basic knowledge and demonstrative ability necessary for entry-level employment in any long-term care facility as a Certified Nurse Assistant, Home Health Aide, Restorative Nurse Assistant, Orderly and Companion.

Nurse Assistant

The course consists of at least 150 hours, of which 50 hours are theoretical and 100 hours are clinical. The subjects and hours for the course are as follows:

<u>Subjects Title</u>	<u>Lecture hours</u>	<u>Practicum hours</u>
Module I: Introduction	2	0
Module II: Patient/Resident Rights	2	1
Module III: Communication/Interpersonal Skills	2	0
Module IV: Safe Environment	1	1
Module V: Body Mechanics:	2	4
Module VI: Principles of Asepsis	2	8
Module VII: Weights and Measures	1	1
Module VIII: Resident Care Skills	14	44
Module IX: Resident Care Procedures	7	20
Module X: Vital Signs	3	6
Module XI: Nutrition	2	6
Module XII: Emergency Procedures	2	1
Module XIII: Long-Term Care Patient	2	0
Module XIV: Rehabilitative/Restorative Care	2	4
Module XV: Observation and Charting	4	4
Module XVI: Death and Dying	2	0
Total Hours	50	100

Textbooks:

Barbara, Gillogly, (2002), Skills and Techniques for The New Nursing Assistant Textbook, (6th ed).

Home Health Aide

The course consists of at least 40 hours, of which 20 hours are theoretical and 20 hours are clinical. The subjects and hours for the course are as follows:

<u>Subjects Title</u>	<u>Lecture hours</u>	<u>Practicum hours</u>
Introduction to Aide and Agency Role	2	
Interpretation of Medical & Social Needs of People Being Service	5	
Personal Care Services	5	15
Nutrition	5	3
Cleaning & Care Tasks in the Home	3	2
<u>Total Hours</u>	<u>20</u>	<u>20</u>

TextBooks:

ZUCKER, ELANA (2000) Being a Homemaker Home Health Aide TextBook, (5th Edition)

Cancellation of Course Agreement

Students have the right to cancel their agreement for the course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, until midnight of the fifth business day after the first class you attended. Business day means, except for home study or correspondence, a day on which you were scheduled to attend a class session.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. You will be given two notices of cancellation forms to use at the first day of class, but you can use any written notice that you wish. Address the letter of cancellation to:

Professional Career Development Center
Attn: Office of the Registrar
12440 Firestone Blvd., Suite 308 Norwalk, CA 90650

If the School has given you any equipment, including books or other materials, you shall return it to the School within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within 30 day period, the School may deduct its documented cost for the equipment from any return that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this Agreement, the School will refund any money that you paid, less any deductions for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

Withdrawal from the Course

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the Agreement, which is until midnight of the fifth business day following the first class you attended, the school will remit a refund less a registration fee, if applicable, not to exceed \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instructions for which you have paid. If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within 30-day period, the school may offset against the refund of the documented cost to the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount you have already paid, then you have to make arrangements to pay the balance.

Hypothetical Refund Example:

Assume that a student, upon enrollment, in a 150 hours course pays \$1,400.00 for tuition, \$75.00 for registration, and \$00.00 for equipment as specified in the enrollment agreement and withdraws after completing 57 hours without returning the equipment he/she obtained. The pro rate refund to the student would be \$868.00 based on the calculation stated below. If the student returns the equipment in good condition within 30 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

\$1,400.00 – amount paid for instruction (\$1,400.00 tuition plus \$75.00 registration)
- \$75.00 – registration (registration fee amount school may retain)
x 93 clock hours of instruction not received, but the student has paid for 150 hours of instruction.
= \$868.00 initial refund (deduct \$0 for cost of unreturned equipment)

- If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be \$868.00 (\$868.00+ \$0.00).

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:

- a. You notify the school of your withdrawal or the actual date of withdrawal.
- b. The school terminates your enrollment.
- c. You fail to attend classes for a three week. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
- d. You fail to submit three consecutive lessons or you fail to submit a completed lesson required for home study or correspondence within 60 days of its due date.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guarantees the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportions to the amount of the benefits received. Any remaining amount will be paid to you.

Nursing Assistant

Course Overview

The course prepares the student for employment as a Nursing Assistant, to function effectively as a member of a health care team. This course provides the student with fifty (50) hours of classroom teaching and provides one hundred (100) hours of clinical training. A unit of instruction includes personal care skills, observation and communication skills, rehabilitation techniques, and nutrition. Successful completion of the course prepares the student to take the Competency Evaluation Program (CEP) for certification.

Admission Requirements:

1. Must be at least 18 years of age.
2. Must be High School Graduate or GED Equivalent
3. Recent Physical Exam (within 3 months).
4. Tuberculosis clearance.
5. Criminal conviction clearance.
6. CPR Certificate (current)
7. Live Scan

Description of Job Titles:

Graduates of the Nurse Assistant Training Program may work in different medical facilities such as hospitals, skilled nursing facilities, assisted living facilities, retirement homes and medical offices. The Graduates may hold the following titles such as: Nurse Assistant, Certified Nurse Assistant (after passing the State Competency Evaluation Exam), Orderly, Homemaker and Companion.

Class Hours:

Our program is designed to accommodate working students. Minimum of 10 students per class. A "Certificate of Completion" will be awarded upon successful completion of the program.
Monday to Friday/Saturdays and Sundays: 8:00 AM – 4:30 PM.; clinical 7:00 AM – 3:30 PM

Fees and Charges:

The student is responsible for all the following fees and charges:

Registration (non-refundable)	\$ 75.00
Initial Tuition	\$ 100.00
Tuition	\$1,300.00
STRF	\$ 2.50
Equipment	\$ 0.00
Textbooks (optional)	\$ 40.00 (not included)
<u>Liability Insurance (approx.)</u>	<u>\$ 20.00 (not included, student will purchase separately)</u>
Total Amount	\$ 1,477.50
Total amount of course	\$1,475.00
<u>Initial Payment</u>	<u>\$ 177.50</u>
Balance Amount	\$1,300.00

Schedule of Partial Payments:

Partial payments of \$130.00 per week for 10 weeks, which totals to the amount of \$1,300.00.

- If you get a student loan, you are responsible for repaying loan amount plus interest.

HOME HEALTH AIDE

Course Overview

The course prepares the student for employment as Home Health Aide, to function effectively as a member of a health Care Team. This course provides the student with (20) hours of theory and provides (20) hours of clinical training. A unit of instruction includes but not limited to personal care skills, observation and communication skills, rehabilitation techniques, nutrition, clean and care task in the home. Upon successful completion of the course the student may start to work as an HHA.

Admission Requirements:

1. Recent Physical Exam. (within 3 mos.)
2. TB Clearance
3. CPR Certificate (current)
4. Nursing Assistant Certificate (current)

Description of Job Titles:

Graduates of HHA program may work in different medical facilities such as Home Health Agency and Hospice Care, Assisted Living Facilities, Retirement Homes and Medical Offices. The graduates may hold the following titles such as Home Health Aide, Homemaker and Companion.

Class Hours:

Our program is designed to accommodate working students. Minimum of (8) eight students per class. A "Certificate of Completion" will be awarded upon successful completion of the program.
Saturdays and Sundays – 8:00am to 4:30pm
Monday to Friday - 4:00pm to 8:00pm

Fees and Charges:

The student is responsible for all the following fees and charges:

Registration (non-refundable)	\$ 75.00
Tuition	\$ 400.00
Equipment	0.00
Textbook (optional)	\$ 40.00 (not included)
<u>Liability Insurance (approx.)</u>	<u>\$ 20.00</u> (not included, Student will purchase separately)
Total	\$ 400.00
Total Amount of the course	\$ 400.00
<u>Initial Payment</u>	<u>\$ 200.00</u>
Balance Amount	\$ 200.00

Student's Rights under the Student Tuition Recovery Fund (STRF)

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a Private Postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement or refusing to pay a court judgment.

To be eligible for STRF, you must be a "California Resident" and reside in California at the time the enrollment agreement is signed or when you received lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who had student visas, are not considered a "California Resident."

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application. If judgment is obtained, you must file a STRF application within 2 years of the final judgment.

STRF Changes:

- a) If the student is a receipt of third-party payer tuition and course costs the student is not eligible for protection under the STRF, and
- b) The student is responsible for paying the state assessment amount for the Student Tuition Recovery fund code 94810(a)(10), (11)

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the moneys paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education, (BPPE)
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Mailing Address: P.O. Box 980818 W. Sacramento, CA 95798-0818
Tel. No.: (888) 370-7589
Web site: bppe@dca.ca.gov

Complaint Procedures

If you have complaints about any matter relating to the school, students are advised to take the following steps in resolving the problem:

1. First, discuss your complaint with your instructor and/or Director of Education/Administrator.
2. If have complaint is not resolved you may write or call:

Bureau for Private Postsecondary Education, (BPPE)
2335 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Mailing Address: P.O. Box 980818 W. Sacramento, CA 95798-0818
Tel. No.: (888) 370-7589
Web site: bppe@dca.ca.gov

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

Disqualifying Penal Code Sections

If they 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 (Include 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 pimping/pandering
- 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))

ATCS 98-4 (4/02) Section

- 273.5 Willful infliction of corporal injury (Includes (a)-(h))
- 285 Incest
- 286(c) Sodomy with person under 14 years against will
 - (d) Voluntarily acting in concert with or aiding and abetting in act of sodomy against will
 - (f) Sodomy with unconscious victim
 - (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
 - (d) Voluntarily acting in concert with or aiding and abetting
 - (f) Oral copulation with unconscious victim
 - (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 objects (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 applicant 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 have been obtained for felony convictions. Any other convictions, other than minor traffic violations, must also be reviewed by ATCS.

Catalog

Professional Career Development Center reserves the right to modify information contained herein as necessary to improve the training offered to its students. Rules and Regulations are subject to change as necessary to comply with the guidelines set forth by the Department of Health Services and the Bureau for Private Postsecondary Education (BPPE).

This Catalog was published on January 1st, 2012 and will be expired on December 31st, 2012. A revised Catalog will be published on January 1st, 2013.