

ABC Educators Nursing School

Course Catalog 2013

Mission Statement

As a medical education company, we acknowledge the student's ability to learn, willingness to excel, and, motivation to exceed. It is the mission of ABC Educators Nursing School to provide medical educational programs that assist health-care professionals to improve health-care delivery to our community through education.

Beginning date of this catalog is June 2013 through November 2014.

ABC Educators is a private institution approved by the Bureau for Private Postsecondary Education. The program is a certification program. A diploma will be issued on successful completion of the program.

Please read over the course catalog and performance fact sheet prior to continuing and signing your enrollment agreement.

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.

About the Program:

According to the Bureau of Labor Statistics, "A large number of licensed practical and licensed vocational nurses are expected to retire over the coming decade. Job prospects should, therefore, be excellent for licensed and experienced LPNs and LVNs." In order to be licensed as a Vocational/Practical Nurse in the state of California, students are required to complete a course of study approved by the Board of Vocational Nursing and Psychiatric Technicians. The program offered at ABC Educators Nursing School is a part-time LVN Program approved by the BVNPT. This course will meet every Tuesday, Wednesday, and Thursday.

Facilities:

The facilities of ABC Educators Nursing School consist of instructional classrooms, clinical skills lab, realistic manikins, computers, monitors, and computerized test-taking equipment. ABC Educators Nursing School has a limited library of nursing related texts available during business hours. The school utilizes internet based programs and resources which are accessible 24 hours a day. Student text books are in the form of e-books provided by Elsevier.

Admission Requirements:

LVN applicants may apply for admittance to ABC Educators Nursing School once they have completed all the

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prerequisites for admission and depending on their qualifications and course availability.

General Requirements:

The minimum requirements for admission to the LVN Program are: high school transcripts, GED, or transcripts from a foreign country that have been validated by a California approved company and received in a sealed envelope directly from the evaluator, stating the candidate meets the high school equivalency requirements.

Applicants must be 18 years or older prior to graduation, and complete a criminal background check paid by the student. Applicant must be physically able to lift 50 pounds, have the physical dexterity to operate a keyboard, able to stand for at least 30 minutes, pass the basic education entrance exam with a score of 75% or greater which will test essential skills. The exam is a computerized test with the title of HESI A2/CT administered by Health Education Systems, Inc. (HESI). You may find information on this exam by visiting www.elsevier.com. This exam must be taken at ABC Educators Nursing School by appointment.

Once you have completed the general requirements you will be notified by mail of the date and time you will be meeting with a faculty member to review your test scores, program requirements and schedule a professional panel interview.

ABC Educators Nursing School Professional Panel is a group of at least 3 members who meet with all prospective students to share information about being a nurse and interview each prospective student to ensure the student understands the study time and commitment to the profession of nursing. The interview generally will take 30 to 45 minutes of your time. You will have time with a faculty member to request further information on the program you have chosen and tour the school.

Final Exam:

A final exam will be given during Week 59 of the program. This final exam will be administered by the HESI Program. There are no required internships or externships. The total number of hours a student will complete will be 1642.

Program Limitations:

ABC Educators Nursing School is able to admit only 12 students per class. Generally your chances of being accepted will be better the earlier you apply. The class will be held at ABC Educators Nursing School in Redlands, CA.

Transcripts and supplemental material:

ABC Educators Nursing School requires applicants to file official transcripts in sealed envelopes for all courses requesting credit transfer. International students must have official transcripts

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sent directly to the school and have transcripts evaluated for high school equivalency and documentation. High school diplomas or proof of GED must be presented to the school. The school will verify that the high school diploma or proof of GED is accurate and complete and acceptable to meet the California standards. All other supplemental material presented to the school shall be copied and placed into the student's file and maintained for five years from date of drop or graduation.

Health and Immunization:

All new and readmitted students born after January 1957 must provide proof of full immunization against measles, mumps and rubella prior to enrollment. This is not an admission requirement; however it is required for students to attend clinical rotations. Immunizations, TB, and flu shots can be done at your doctor's office or Department of Health.

Application Filing Dates:

You should apply as early as possible. If applying for initial filing, you may contact the admissions office for current information and recommendations.

Application For Term	Application First Accepted
Summer Quarter 2013	January 7, 2013

Registration information:

To register, you must be 17 years of age or older.

Financial Aid:

ABC Educators Nursing School is privately owned with no state or federal funding. However, the owners of the school may consider direct student loans. If a student obtains a loan to pay for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus any interest.

Credit Granting:

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED ABC EDUCATORS

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

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Credit Granting Information (Con't)

1. Only previous education completed within the last five years may be considered for transfer credit.
2. Transfer credit shall be given for related previous education such as from:
 - a. Accredited vocational or practical nursing course
 - b. Accredited registered nursing course
 - c. Accredited psychiatric technician course
 - d. Armed services nursing course
 - e. Certified nurse assistance course
 - f. Other courses the school may determine are equivalent to courses in the vocational nursing program
3. Competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examination.
4. To apply for credit review complete and submit a credit review application available at ABC Educators Nursing School.
5. Submit your credit review application with official copies of

- your academic records from all sources you wish to have reviewed. These include transcripts for high school, accredited school, colleges and universities, score reports from testing agencies, International Credentials Evaluations and Documentation from military or Corporate Education Programs. Photocopies or unofficial copies of these documents cannot be accepted.
6. When we receive the official documents we will compare your educational experience to the requirements of your requested transfer. The initial evaluation can take up to four weeks or longer to complete, based on the geographical location of the original transcript.
 7. We will then send you a status report indicating how we applied the credits represented on the documents and an evaluation summary, which tells you what you need to complete your course work requirements. We will work with you to help plan the ways in which you can earn the additional credit you need to fulfill your goal.

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8. You may also choose to take the course over. If you choose to repeat the course at ABC Educators Nursing School, we request you sign a waiver stating that we have recommended you retaking the course but it is not mandatory.

Costs:

All accepted students are required to pay the down payment at the time of registration. ABC Educators Nursing School accepts cash, cashiers checks, money orders, personal checks, or Visa/MasterCard for payment of course fees. A 3% fee will be charged for credit card transactions. A \$50 fee will be charged for checks returned from the bank for insufficient funds.

The **Vocational Nurse program** cost is \$20,400.

Special expenses:

The following costs are to be paid by the student, apart from their tuition expenses:

Stethoscopes
white closed heel and toe shoes
history and physical
yearly PPD (TB skin test or single chest X-ray if taken in lieu of PPD)

annual influenza immunization no later than 11/15 each year unless unavailable
MMR and DPT immunizations
BLS for Health Care Providers cards
pre-course background checks
entrance exam
post-course Live Scan fingerprinting
state application fee for licensure
fee for the NCLEX Exam
license fee

The school does not pay for transportation or meals.

Withdrawal Policy:

If you wish to withdraw from a class, please see the admission office. The admission office will assist you with the paperwork.

Refund Policy:

Established May 2005,
 Note: course fees are **non-refundable** after 3 business days from the start of the first class day for the vocational nurse. Failure to attend the first day of class will result in **no refund** being given.

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Hypothetical example of a refund:

\$20,400.00 fees

\$1,640.00 non-refundable

25 hours of instruction @ \$11.00 per hour = \$275.00

-\$275.00 instructional fees

\$20,400 - \$1950=

TOTAL \$18,450 refund

Course Curriculum:

Psychology	32 hours
Fundamentals of Nursing	155 hours
Pharmacology	56 hours
Medical/Surgical Nursing	288 hours
Gerontological Nursing	32 hours
Rehabilitation Nursing	20 hours
Maternity Nursing	40 hours
Pediatric Nursing	38 hours
Leadership	27 hours
Supervision	6 hours
Total Theory Hours	694 hours
Clinical Hours	954 hours
Total Hours	1648 hours

Requirements for Completion:

Students are required to pass each module with an overall score of at least 75% or greater. The final test that students will be taking will be the HESI Exit Exam. No internships or externships are required.

Notice of Student Rights

1. You may cancel your contract from school without any penalty for application on or before the third business day following your first-class session as described in the notice of cancellation form that will be given to you at the time of admission.
2. If the school closes before you graduate, you may be eligible to a refund. Contact the Bureau for Private Postsecondary Vocational Education.
3. If you have any complaints, questions, or problems that you cannot work out with the school, write or call the Bureau of Private Postsecondary Education.
4. Upon request, the school shall provide the student with:
 - a. A copy of the notice of cancellation form
 - b. A detailed description of the students refund rights
 - c. A copy of the contract executed by the student
 - d. A copy of the documents related to loans or grants for the student

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- e. A copy of any documents executed by the student.
5. Cancellation shall occur when the student gives written notice of cancellation to the school at the address indicated on their agreement.
6. The written notice of cancellation, if given by mail, is effective when deposited in the mail, properly addressed and with postage prepaid.
7. Except as provided in the following: if a student cancels as outlined in the cancellation agreement, the student shall have no liability, and the school shall refund any considerations paid by the student within ten days after the school receives notice of the cancellation. If the school gave the student any equipment the student shall return the equipment within three days following the date of the notice of cancellation. If the student fails to return equipment within this three day period, the school may retain that portion of the considerations paid by the student equal to the document to cost to the school of the equipment and shall refund that portion of the considerations exceeding the document to cost to the school of the equipment within three business days after the period within which the student is required to return the equipment. The student may retain the equipment without further obligation to pay for it.

Class Cancellation Policy:

If a student wishes to cancel a class **and request a refund, please see the above policy.** Classes may be canceled at anytime due to low enrollment. If a class is canceled the course fees will be transferred to another class or refunded.

PHOTO ID REQUIRED

All students are required to display ABC Educators Nursing School issued photo ID card at clinical sites.

The ID card must be worn above the waist with the picture and name clearly visible.

Equal Opportunity:

ABC Educators Nursing School has adapted policies and procedures to provide for instruction and other services without regard to race, religion, national origin, sex, or physical impairment. For further information on policies and grievances and complaint procedures related to discrimination or sexual harassment, please contact the school director at (909) 792-3594.

Career Guidance:

The associate director or school director utilizes assessment tools and faculty recommendations to provide career guidance.

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Complaint Procedure:

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.

1. Complaints/grievances - May be addressed to the complaint/grievance committee. You may send via US mail during normal school hours Monday through Thursday 0800-1600 except for school vacation and holidays. ABC Educators Nursing School is located at 101 E. Redlands Blvd Ste. 277 Redlands, CA 92373
2. The complaint/grievance committee shall provide the person presenting a grievance written response as to the plan to handle the grievance within 7 business days of the receipt of the complaint or grievance.
3. The complaint/grievance committee shall appoint a lead investigator shall to lead the investigation team to gather information concerning the grievance or complaint.
4. The lead investigator shall present their findings to the school director within 5 working days.

5. The school director shall present all grievances and outcomes of the investigation along with decision related to grievance to the ABC Educators quarterly QA&I Meeting.

Board of Vocational Nursing and Psychiatric Technicians

1. Complaints may be addressed directly to the Board of Vocational Nursing and Psychiatric Technicians at 2535 Capital Oak Drive, Suite 400 Sacramento, CA 95833-2945
Telephone: 888-370-7589
Fax: 916-263-1897
2. Complaints may be addressed directly to the Bureau for Private Postsecondary Vocational Education at 2535 Capital Oak Drive, Suite 400 Sacramento, CA 95833-2954
Telephone: 888-370-7589

Course Structure:

All ABC Educators Nursing School courses include instruction and appointment seeking skills, including how to fill out job applications, interview techniques and resume preparation. In addition to theory instruction, students enrolled receive hands-on practical experience through the classroom labs, or clinical site, which combine classroom instruction with training opportunities in local health-care facilities.

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Course Length:

The number of hours for each course varies and is subject to change due to curriculum revisions, scheduling, and enrollment needs. Students enrolled in courses that train them for special certifications or licensing must complete specific course requirement hours as outlined by the governing body of each program.

At the time of publication, the Vocational Nursing program is 1642 hours. Each student is required to attend all 1642 hours in order to be considered for graduation and receive a certificate of completion.

Tobacco Free Facilities:

ABC Educators Nursing School and clinical sites are tobacco free. Tobacco as used in this regulation refers to any product containing tobacco or nicotine smoking, chewing, or snuffing. The use of tobacco anywhere, anytime on school property or clinical sites is prohibited.



Licensed Vocational Nurse (also known as Licensed Practical Nurse):

Licensed Vocational Nurses are in demand with job opportunities in hospitals, clinics, physician offices, schools, sub-acute, rehabilitation, and long term care facilities. At the time of this publication, 12,000 positions are

open for nurses in the state of California. This course satisfies both state and federal regulations for vocational nurses and prepares students to take the National NCLEX-PN Exam required for licensure. Students will learn patient care and assessment, documentation, safe medication administration, monitoring parenteral fluids, dressings and procedures as ordered by physician and within the scope of practice for LVN, communication, and observation skills in all patient/client care areas.



This course requires 1648 hours of your time with 694 of that time in classroom theory with an additional 954 in the lab or clinical setting. The programs will last 18 months. Days off will be November 26-28 2013, December 20-January 7 2014, and June 17-19 2014. Each day of study, the student will be in class-eight (8) hours with a 30-minute lunch break. In order to meet program requirements, during the last three

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weeks of the program students will be required to be in class Monday, Tuesday, Wednesday, and Thursday for 8 hours each day, which will equal 30 hours per week, X 3 weeks. Please plan accordingly with work and other schedules. In order to successfully complete this program you must devote a minimum of an additional 24 hours a week to homework. The textbooks and workbooks are designed to assist you and the faculty to focus on the information required to successfully pass this program. During the program, students are required to complete typed papers using APA format on assigned subjects. Students will be provided a calendar of class days and assignment due each week. All assignments are due on the first class day of each week.

There are 68 total weeks in the program. The program requires all students to complete computer exams weekly. A score of 75 percent or greater is required on all exams. If a student is unable to reach the 75 percent goal remediation will be required. You must also pass clinical and skills with 100% accuracy as observed by faculty.

Faculty:

Assistant faculty for the coordinator is a Licensed Vocational Nurse and/or Registered Nurse. Faculty is assigned based on clinical rotation and or theory and expertise of subject matter.

The Associate Director of the school is also the director of the Licensed Vocational Nursing Program. The associate director has a bachelor's degree in nursing and has been teaching for over 20 years.

Attendance:

Students are expected to attend classes regularly and to be on time in order to receive the full benefit from our instructional program and to develop habits of punctuality, self-discipline, and responsibility. Continuity in the learning process is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. For these reasons, we feel that a student must satisfy academic and attendance requirements.

Absenteeism:

1. Students are allowed three absent days per program, either theory or clinical.
2. A physician must verify absences of more than two consecutive days related to any medical condition.
3. More than 2 days, the student will be placed on attendance probation

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The student shall provide a written explanation of each absence to the Associate Director.

An excuse for absence from school may be approved on the basis of any one (1) or more of the following conditions:

1. Death of a relative; the absence arising from this condition is limited to a period of three (3) days unless a reasonable cause may be shown by the student for a longer absence.
 - a) A relative is defined as immediate family only. This includes grandparents, parents, siblings, children, or significant other.
2. Personal illness: if s/he deems it advisable, the Associate Director may require the certificate of a physician.
3. Observance of religious holidays; any student of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed of belief.
4. Court Appearance/Subpoena/Jury Duty: if s/he deems it advisable, the Associate Director may require the court documents.
5. Emergency or set of circumstances which in the judgment of the Associate Director constitutes a good and

sufficient cause for absence from school

Any absence not justified by one (1) of the above categories will be judged unexcused. Final course grades or marks will not automatically be reduced because of an unexcused absence, however, there will be a zero (0) given for any work not done due to absence.

Tardy:

1. Late to class more than one (1) minutes shall be recorded as tardy.
2. Three (3) tardy is equivalent to one unexcused absence.
3. Greater than ten (10) minutes unexcused absence the student will be sent home and a record shall be made in the attendance record.

Theory:

Student will be responsible for making up work or tests within seven (7) days of observed excused or unexcused absence.

1. Faculty member shall meet with student within twenty-four (24) hours of student returning to school.
2. Faculty member shall evaluate time and course objectives the student has missed, as well as the student's past history of absences.

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3. All make-up will be done at ABC Educators.
 4. The faculty member shall assign student case studies, independent study, written examination, and computer tutorial or research reports.
 5. The make-up work with due date will be signed by both student and faculty member and turned in to the Associate Director or designee.
 6. Associate Director or designee shall review make-up work against course curriculum and approve the assigned make-up work or request additional work from the student within twenty-four (24) hours of receiving make-up work.
 7. A student may not progress to the next week until all theory and clinical make-up hours are completed
- missed, as well as the student's past history of absences.
 3. The faculty member shall assign clinical time in the lab or clinical time with patient/client care in the clinical setting.
 4. The make-up clinical date or dates will be signed by both student and faculty member and turned into the Associate Director or designee.
 5. Associate Director or designee shall review clinical time against course curriculum and approve the assigned clinical make-up hours or request additional hours from the student within twenty-four (24) hours of receiving clinical make-up hours.
 6. A student may not progress to the next week until all theory and clinical make-up hours are completed.

Clinical:

Student will be responsible for making up clinical time within seven (7) days of observed excused absence in clinical lab or clinical area with clients/patients.

1. A faculty member shall meet with the student within twenty-four (24) hours of student returning to school.
2. Faculty member shall evaluate time and course clinical objectives the student has

Pregnancy:

A physician must verify absences of more than two consecutive days related to any medical condition. The physician must also document a full medical release without restrictions.

1. The school may require medical clearance for any health condition and will require medical clearance for pregnancy. A Leave of Absence may be granted for the birth of a child or significant illness.

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2. The student must provide the school with a full medical clearance when returning to school after a Medical Leave of Absence. The student will be re-admitted on a space-available basis.

Termination:

1. A student terminated for unsatisfactorily attendance **will not** be allowed to re-enter the program for the duration of the term.
2. A student who has been terminated from the program must petition the school to be permitted to re-enter. If allowed to re-enter, the student will return in a probationary status.
3. Students are allowed to appeal termination for unsatisfactory attendance if major extenuating circumstances existed. The appeal must be made in writing directly to the Associate Director. The Associate Director, in conjunction with the School Director, and faculty representative, will have the authority to make a decision related to the appeal.

Leave of Absence (LOA):

Occasionally circumstances arise that require students to interrupt their education. Depending on the situation and length of time, students may be granted a leave of absence. Students

who find it necessary to take a leave of absence must submit a written request to the Associate Director.

1. A student who has been granted a LOA from the program must petition the school to be permitted to re-enter. If re-entry is granted the student will return with a probationary status, provided space is available in the class.

Rules of Student Conduct:

ABC Educators Nursing School classes are designed to reflect the real world environment in every way possible. Similar to the rules, and regulations, of health-care industry, ABC Educators Nursing School requires all students to comply with the basic rules of student conduct and to abide by the authority of the ABC Educators Nursing School administrators and faculty.

Involvement in any of the following actions while on campus or while at community training sites may result in dismissal from ABC Educators Nursing School classes without refund.

1. Willfully using force or violence; causing, attempting to cause, or threatening to cause physical injury to other persons, except in self-defense.
2. Unlawful possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous objects.

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3. Unlawful possession, use, sale, or otherwise furnishing, or being under the influence of any controlled substance, an alcoholic beverage, or intoxication of any kind.
4. Commission or attempted commission of robbery or extortion.
5. Causing or attempting to cause damage to school property or private property.
6. Stealing, attempting to steal, or knowingly receiving stolen ABC Educators Nursing School property or private property.
7. ABC Educators Nursing School is a smoke-free facility. Using tobacco, or any product containing tobacco or nicotine products, including but not limited to cigarettes, cigars, minister cigars, cigarettes, smokeless tobacco, snuff, chew packets, and betel.
8. Commission of an obscene act or engaging in habitual profanity or vulgarity.
9. Disrupting ABC Educators Nursing School activities in the classroom or training site, or dishonest behavior or willfully defying the valid authority of supervisors, faculty, administrators, ABC Educators Nursing School officials, or other ABC Educators Nursing School personnel engaged in performance of their duties.
10. Wearing inappropriate attire - The school dress code shall be adhered to at all times.
11. Vulgarity, profanity, and drug-related attire are strictly prohibited. Uniforms will be worn at all community training sites. Acrylic, gel, or other false fingernails, bright or unusual hair colors or make-up are not allowed at clinical sites. Nails are to be kept short. Hair is to be kept short or pulled back at clinical. Dangling jewelry is not to be worn.
12. Committing acts of sexual harassment including unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature is unacceptable and shall require dismissal from ABC Educators Nursing School classes.

ABC Educators Nursing School Liability:

ABC Educators Nursing School does not assume liability for loss or damage to personal property, or for injury that occurs during training. Students are urged to maintain their own medical insurance coverage.

At the time of this publication ABC Educators Nursing School does not provide English as a second language for instruction. ABC Educators Nursing School does accept students from other countries, however the school does not provide visa services nor vouch for student status or any associated charges. ABC Educators Nursing School is a non-residential school. The

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school does not provide housing or housing assistance of any kind.

Student Tuition Recovery Fund Catalog Disclosure:

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

You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and your total charges In addition to the statement on its current schedule of student charges:

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

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

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a

charge was collected within 180 days before the closure of the school.

3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for the 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 you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento CA 95833 888-370-7589.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau

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for Private Postsecondary Education at
2535 Capitol Oaks Drive, Suite 400,
Sacramento, CA 95833,
www.bppe.ca.gov, toll-free telephone
number (888) 370-7589 or by fax (916)
263-1897.

Annual updates may be made by the
use of supplements or inserts
accompanying the catalog. If changes in
educational programs, educational
services, procedures, or policies
required to be included in the catalog by
statute or regulation are implemented
before the issuance of the annually
updated catalog, those changes shall be
reflected at the time they are made in
supplements or inserts accompanying
the catalog.