Catalog

Effective January 1, 2013 - December 31, 2013

PREMIERE CAREER COLLEGE

12901 Ramona Boulevard Irwindale, CA 91706
www.premierecollege.edu
Phone: (626) 814-2080 | Fax: (626) 814-3242

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Message from the President

Welcome to Premiere Career College! You are now a vital part of our family.

Premiere Career College was established to provide an opportunity to those who share the dream of becoming a productive member of the community through quality vocational education and training.

Choosing the right school to fulfill your career goals is a daunting task. It is our life-long desire and commitment to help you overcome this challenge. Here at Premiere we provide you with excellent educational programs, qualified instructors, caring support staff, and a facility designed for optimum learning.

Our people – students, faculty, and support staff – are our greatest assets. We are one of our nation's most diverse schools. Our students come from different economic, academic, and ethnic backgrounds.

The majority of our faculty members are former practicing physicians here and abroad, licensed nurses (RN's, LVN's), certified surgical technologists, information technologists and experts in the field of business and accounting. They are accessible to students and are supportive of student activities.

We also have experienced support staff devoted to assist the faculty, support the educational programs and help the students. Furthermore, our curricula include scheduling options that offer an opportunity for students with varying needs to find a way to attend school.

Here at Premiere, quality education matters and students always come first! Congratulations on your career decision and welcome once again. God Bless You!

Sincerely,

Premiere Career College

Fe Ludovico-Aragon

Executive Director / President

General Information

Consumer Information

This catalog is published to disseminate information about Premiere Career College's academic programs, policies, calendar, tuition, fees, administration and faculty. The information provided is current as of the publication date. The College reserves the right to make changes to policies and terms which may affect the information published and to make such changes without prior notice. Any changes will be published in an addendum which shall be regarded as a part of this Catalog. Students are expected to read and understand the information published in this Catalog. Failure to read and understand the Catalog does not excuse any individual from the application of any policy, term, or condition published herein. It is the responsibility of each student to understand the current graduation requirements of his or her program of study.

Premiere Career College does not discriminate on the basis of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, age, disability, or any other characteristic which lawfully cannot be the basis for an employment decision by federal, state, or local law. The College complies with all applicable laws barring discrimination and thus offers equal opportunity for employment, admission, and the administration of educational services.

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 for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website, www.bppe.ca.gov.

Bankruptcy

Premiere Career College has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under Federal law.

Inquiries concerning the application of these laws and their implementing regulations may be referred to the College's Executive Director.

Accreditation of Institution and Programs

Premiere Career College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates and diplomas. The ACICS is listed as a nationally recognized agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. See www.acics.org.

The Vocational Nursing program is accredited by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Accreditation by BVNPT is based on the program's compliance with Article 5 of the Vocational Nursing Rules and Regulations. See www.bvnpt.ca.gov.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). CAAHEP accredits programs upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology. CAAHEP, the American College of Surgeons, and the Association of Surgical Technologists cooperate to establish, maintain and promote appropriate standards of quality for educational programs in surgical technology. See www.caahep.org.

The Hospital Central Service Technician program is recognized by the International Association of Healthcare Central Service Materiel Management (IAHCSMM). All qualified graduates of the program may take the IAHCSMM Certification Examination. See www.iahcsmm.org.

Students may request a copy of accreditations or approvals from the Executive Director.

Memberships

- California Association of Private Postsecondary Schools (CAPPS)
- Baldwin Park Chamber of Commerce
- Irwindale Chamber of Commerce
- Association of Surgical Technologists (AST)
- California Central Service Association (CCSA)
- International Association of Healthcare Central Service Materiel Management (IAHCSMM)

Approval to Operate an Accredited Institution - #1921251

The Bureau for Private Postsecondary Education (Bureau) completed the review of Premiere Career College's application for approval to operate an accredited institution, received on November 3, 2011. The information included with the application was determined to be in compliance with the requirements of Title 5, California Code of Regulations (CCR) section 71390. Therefore, Premiere Career College is granted approval to operate under the terms of California Education Code (CEC) section 94890(a)(1) until December 31, 2014 per CEC section 94890(b).

Premiere Career College is required to maintain compliance with the California Private Postsecondary Education Act of 2009 and Title 5, California Code of Regulations 7.5 Private Postsecondary Education and is subject to inspection by Bureau staff at any time for the purpose of monitoring compliance.

The College is approved to offer to the general public the following programs of study:

1. **General Office Assistant/Data-Word Processor**
   600 contact hours (26.84 semester credit units)
   24 weeks/day session

2. **Financial Records Processor (Bookkeeping, Accounting, Auditing Clerk)**
   600 contact hours (26.83 semester credit units)
   24 weeks/day session

3. **Medical Assistant—Front Office**
   760 contact hours (32.39 semester credit units)
   28 weeks/day session

4. **Medical Assistant—Front and Back Office**
   900 contact hours (39.06 semester credit units)
   34 weeks/day session; 41 weeks/night session

5. **Medical Assistant—Back Office**
   660 contact hours (27.67 semester credit units)
   24 weeks/day session

6. **Surgical Technology**
   1400 contact hours (64.56 semester credit units)
   54 weeks/day session; 54 weeks/night session

7. **Hospital Central Service Technician**
   800 contact hours (33.36 semester credit units)
   30 weeks/day session; 30 weeks/night session

8. **Vocational Nursing**
   1802 contact hours (77.29 semester credit units)
   60 weeks/day session

9. **Intensive English as a Second Language**
   1200 contact hours (80 semester credit units)
   Weeks: Min – 48; Max – 64

Instruction is in residence at 12901 Ramona Boulevard, Suites A-K, Irwindale, CA, 91706, with a facility occupancy level of 350 students at any one time. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

Or

2535 Capitol Oaks Drive Suite 400
Sacramento, CA 95833
www.bppe.ca.gov
Phone: (916) 431-6959
Fax: (916) 263-1897

Or

Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, DC 20002-4241
(202) 336-6780

All information contained in this College catalog are current and correct and are so certified as true by DR. FE LUDOVICO-ARAGON, Executive Director/President.

Fe Ludovico-Aragon

Executive Director / President
PREMIERE CAREER COLLEGE
12901 Ramona Boulevard
Irwindale, California 91706
(626) 814-2080
doctorfe@premierecollege.edu
www.premierecollege.edu

ABOUT THE COLLEGE

HISTORY

Premiere Career College is the fulfillment of a dream of dedicated educators who for almost three decades have devoted their lives to promoting a sincere, honest, and student-oriented vocational training. Since 1979, Fe Ludovico-Aragon and Enrique Aragon have been involved in allied health education. Their passion for quality vocational training grew when they saw how it drastically improved the quality of students' lives.

Witnessing displaced homemakers, dislocated and injured workers, migrants from underprivileged countries, and young people in general become successful and productive members of society inspired them to pioneer quality vocational training programs. Soon, their vision became a reality. In November 1991, loaded with hope and enthusiasm, Premiere Career College was born. The College officially opened and the first classes started in March, 1992. For more than two decades, it has trained and placed students from all walks of life into productive occupations.

Premiere Career College received its initial grant of accreditation from the Accrediting Council for Independent Colleges and Schools (ACICS) on September 29, 1995 through December 31, 1998.

In April, 1998 before the initial grant expired, the college was reevaluated and was granted a new grant of accreditation through December 31, 2004.

In May 2004, after an evaluation of the college for its application for the renewal of its NEW grant of accreditation before its expiration in December 2004, it was awarded eight years (through December 31, 2012) which at that time was the longest award any institution could receive. In addition, Premiere Career College was recognized as an HONOR ROLE INSTITUTION with DISTINCTION. It was awarded a PLAQUE of recognition at the ACICS Annual Meeting in Orlando, Florida on June 16, 2004.

In August 2012 before the expiration of its current accreditation and after it was evaluated again, the college was awarded a NEW grant of accreditation through December 31, 2018. For the second time, Premiere Career College was again recognized by ACICS as an Honor Role

Institution. In its letter to the college, ACICS, congratulated the school for demonstrating exemplary standards and a clear understanding of the accreditation criteria.

The college was honored at the ACICS Annual Meeting in Las Vegas, Nevada on November 11, 2012.

The College's strength rests in its flexibility and responsiveness to student's intellectual and professional needs. It uses hands-on, real world training with program schedules that accommodate adult learners. When students begin their training, they immediately become part of a community that includes faculty and administrators committed to education in an atmosphere of support and friendship.

The College serves the community with career-oriented programs that are innovative in its curriculum, job intensive in its focus, and responsive to the industry needs.

At Premiere Career College quality education matters and students always come first!

Mission

Premiere Career College's mission is to train students from a cross section of academic and economic backgrounds so that they can acquire skills and attitudes that will qualify them to work as entry-level employees of medical/business industries and government.

Premiere Career College aims to achieve its mission by providing quality vocational training to all its students. This is achieved by:

1. Providing a safe, comfortable and conducive-to-learning environment;
2. Utilizing instructional methods which emphasize practical or hands-on training;
3. Using state-of-the-art equipment and materials; and
4. Hiring only dedicated and qualified instructional and administrative personnel.

It is also the objective of Premiere Career College to regularly assess its success in realizing its mission by constantly monitoring and analyzing the following:

1. Knowledge and skills acquired by the student;
2. Retention and placement rates; and
3. Employers'/graduates' satisfaction.

Instructional Facilities and Equipment

The College is located in the business center of the City of Irwindale, in the East San Gabriel Valley. It is adjacent to the business and population centers of Baldwin Park, Arcadia, Monrovia, Duarte, Rosemead, El Monte, Whittier, West Covina, Azusa, Covina, Glendora, San Dimas, Walnut, City of Industry, Rowland Heights, and La Puente. There are at least eighty (80) publicly-accessible libraries within a fifteen (15) mile radius from the College; a list of these facilities is available in the student center.

The College is readily accessible from the San Gabriel (605), San Bernardino (10), and the Foothill (210) freeways. It has plenty of parking spaces for its students, staff, and guests located in front, at the sides, and rear of the building.

The College is housed in a modern 22,410 square foot building divided into eleven (11) large, adjacent and connected suites (A-K). Within the suites are ten (10) lecture rooms; one (1) computer laboratory; one (1) operating suite; one (1) simulated doctor's office/examination room; one (1) nursing skills laboratory (simulated hospital suite); one (1) simulated EKG room; one(1) instrument processing lab; four (4) supply rooms; one (1) career development/student center; learning/resource center; reception areas; student/faculty/staff lounges with vending machines, microwave ovens and drinking fountains; restroom facilities in all the suites; office for administration, admissions, financial aid, student services; reading rooms for students and staff; a file room; and two (2) conference rooms. All the lecture rooms have motorized screens, LCD projectors and wireless desktop computers. All suites are wired for remote internet access.

The facility is centrally air conditioned, equipped with smoke detectors and a sprinkler system. It also has CCTV cameras around and inside the building and a security/alarm system monitored 24/7. It also has provisions for the physically challenged. It meets the appropriate city, fire, health, and building codes.

Business Education classrooms are equipped with microcomputers, printers, calculators, ten-key calculators, LCD and overhead projectors. The Medical Assistant lecture and laboratory rooms have anatomical models and charts, TV/VCR, LCD and overhead projector, microscopes, autoclaves, sterilizers, wheelchairs, refrigerator, EKG machines, diathermy unit, centrifuge, examination tables, examination light, mayo stand, and weighing scales. The Surgical/Hospital Central Service Technology facility has a simulated operating and instrument room equipped with operating tables, mayo stand, back table, electro-surgical unit, suction machine, foot stool, scrub sink with foot pedals, soap and brush dispensers, medicine cabinets, stainless steel hamper, kick bucket, intravenous fluid poles, and foot operated trash cans. The facility for the Vocational Nursing program includes three (3) lecture rooms that can easily accommodate forty-five (45) students each at any time. A simulated hospital room for in-patients with two (2) hospital beds, bedside and overbed tables.

The College provides resource materials, including a collection of up-to-date books, computer application software, reference materials, journals, and professional magazines. There are also audiovisual equipment such as LCD projectors, overhead projectors, VCR, and televisions, in all classrooms. Two (2) Optical Mark Reader (OMR) machines are used to scan and facilitate grading of tests.

Students with Disabilities

Premiere Career College does not exclude otherwise qualified disabled individuals from participating in College programs and services solely based on the disability. The College can provide reasonable accommodations for approved disabled individuals unless the provision is unduly burdensome or would affect the benefit or services provided by the College. Qualified disabled individuals must make requests for reasonable accommodations with supporting documentation of the disability directly to the Executive Director far enough in advance of the desired program start date to allow the request to be fully considered.

Housing

The College does not provide housing facilities. Housing options are available within a reasonable distance from the College. The California Student Aid Commission estimates California student housing costs to average $822 per month for 2012 - 2013. The College assumes no responsibility for student housing.

Library and Resource Center

The College maintains a library of curriculum-related resources accessible to students during normal College hours. Technical and general education materials, academic and professional periodicals, and audio-visual resources are available to both students and faculty. The Learning Resource Center is a catalog of available educational resources and is accessible at: lrc.premierecollege.edu. In addition, students have borrowing privileges at several local libraries. Internet access is available for research.
The Vocational Nursing department maintains a student portal which contains course materials such as syllabuses, slides, handouts, and schedules. Vocational Nursing students are oriented about how to access and use the student portal upon admission into the Vocational Nursing proper. The vocational nursing student portal can be accessed at: studentportal.premierecollege.edu.

A general portal is also maintained for the Surgical Technology, Hospital Central Service Technology, Medical Assistant, General Office Assistant, and Financial Records Processor programs containing syllabuses, slides, handouts, and schedules. Students are oriented on how to access and use the student portal during their new student orientation. The general student portal can be accessed at: portal.premierecollege.edu.

Students are oriented to the Resource Center early in their curricula. Faculty makes regular assignments that require use of the center, and students are encouraged to become familiar with the available resources as early as possible. The Resource Center also provides students with a quiet and pleasant environment for study and recreational reading.

Hours of Operation

The College is open Monday through Friday. The administrative offices are in service from 7 a.m. to 8 p.m. Most classes are in session from 7 a.m. to 10 p.m. Externship rotations, clinical rotations, and CPR classes may be held on nights and weekends. The externship coordinators or clinical instructors assigned are responsible for taking care of the students' needs and safety.

Holidays

- Martin Luther King, Jr. Day
- Washington's Birthday/Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day

- Veterans Day
- Thanksgiving
- Winter Holiday

Students on clinical or externship rotations on holidays are not excused from those rotations unless given prior written authorization from the College. Any hours missed must be made up.

Student Services

Orientation

The College provides an orientation for new students which includes an introduction to College personnel, facilities and amenities, and policies and procedures. All new students are required to participate in the orientation program upon completion of their trial period.

Career and Placement Assistance

The Career Development department provides current students and graduates career placement assistance. These services are provided for the entire hiring process and include the provision of job leads, resume building, interview training, and networking advice. The staff also works with applicants to improve their general marketability.

A successful job search often depends on more than academic qualifications. Other factors such as an applicant's background, personality, extracurricular skills and abilities, and willingness to relocate can influence a hiring decision. A criminal background, lack of legal right to accept employment in the U.S. or lack of high school equivalency—even if the credential was not a requirement for admission into the program—can limit an applicant's employment opportunities. Consequently, the College cannot and does not guarantee placement in a particular position or level of compensation.

Applicants are encouraged to maintain close contact with the Career Development department and to take advantage of the regularly scheduled career development workshops in the Student Center.

Cooperative Learning and Tutoring Assistance

The College's programs use a cooperative learning approach, placing students in teams to reinforce learning activities. Students are also encouraged to form study groups in order to support their learning experience throughout their educational programs. Special tutoring or classes are available to students experiencing academic difficulty. Arrangements should be made with the Program Directors.

Health Services

The College offers no on-campus health services. Students requiring health services may see the Student Services department for referral to nearby hospitals and clinics. In

case of an accident or illness on campus, students should notify a member of the College faculty or staff. In case of emergencies, an emergency medical service may be called.

College Personnel

Ownership and Control

Premiere Career College is owned and operated by Premiere Educational Corporation, a for-profit California corporation.

Board of Directors

President/Secretary	Fe Ludovico-Aragon
Vice President/Treasurer	Enrique V. Aragon

Administrative Staff

Executive Director	Fe Ludovico-Aragon
Director of Logistics	Enrique V. Aragon
Program Director—Surgical Technology/Hospital Central Service Technician	Francine Mitch
Program Director—General Office Assistant and Financial Records Processor	Abdol Halalizadeh
Program Director—Medical Assistant	Rodolfo Sanchez
Program Director—Vocational Nursing	Jennifer Ty-De Guzman
Assistant Program Director of Education—Vocational Nursing	Zenaida Plata
Executive Assistant to Vocational Nursing Department	Joemari Manahan
Accounting Administrator	Conrad Pulgo
Assistant Accounting Administrator	Anton Julian Castro
Director of Finance	Liza David
Accounting Officer	Danilo Poblete
Director of Financial Aid	Rowena Ramos
Assistant Director of Financial Aid	James Aquino

Financial Aid Officer	Mary Jayne Nygard
Financial Aid Officer	Junnette Tibor
Registrar	Graciela Sanchez
Registrar File Clerk	Mabel Durante
Director of Admissions	Teresa De Jesus Jimenez Castillo
Assistant Director of Admissions	Mary Grace Quick
Admissions Officer	Maria Medina
Front Office Manager	Stephanie Chavez
Front Office/Vocational Nursing Coordinator	Celia Romero
Student Liaison, Marketing Officer	Edwin Gabriel
Director of Career Development/Student and Employee Services	Rowena Gabriel
Career Development/Student Services Coordinator	Katheryn Bugarin
Career Development/Student Services Coordinator	Carl Cuadro
Career Development/Student Services Coordinator	Belinda Lara
Career Development/Student Services Coordinator	Luisito Cardenas
Director of Information Technology	Yotsakol Yerabutar
Information Technology Officer	Benn Marc de Mayo
Information Technology Officer	Janice Ian Marquez
Custodian/Building Maintenance	Antonio David, Jr.
Custodian/Building Maintenance	Isagani Manalo
Custodian/Building Maintenance	Franco Villaflor
Custodian/Building Maintenance	Lilian Villaflor
Custodian/Building Maintenance	Wilfredo Cabico

Faculty

Business Department

Abdol Halalizadeh — Program Director

Masters in Business Administration, Azusa Pacific University, California
Financial Records Processor Diploma, Premiere Career College, CA

Yotsakol Yerabutar — Instructor

Bachelor of Arts in Information Science,
Sukhothai Thammathirat Open University, Thailand

Medical Assistant Department

Rudy Sanchez — Program Director

Medical Insurance Clerk / Billing & Coding, Baldwin Park Unified School District Adult & Community Education, CA
Registered Phlebotomy Technician (RPT)-American Medical Technologist (AMT)
Certified Medical Assistant, Premiere Career College, CA

Enrique V. Aragon — Instructor

Doctor of Medicine, Far Eastern University, Manila, Philippines
Bachelor of Science in Medical Technology, Far Eastern University, Manila Philippines
BVNPT-approved adjunct instructor

Maha Tawadrous — Instructor

Doctor of Medicine, Ain Shams University, Egypt

Kim Carol Velasco — Instructor

Doctor of Medicine, Far Eastern University, Quezon City, Philippines
Bachelor of Science in Medical Technology, Centro Escolar University, Philippines
American Heart Association Accredited instructor for Basic Life Support
BVNPT-approved adjunct instructor

Teresa De Jesus Jimenez Castillo — Instructor

Medical Assistant – Front and Back Office, Premiere Career College
Certified CPR Instructor, American Heart Association

Surgical Technology Department

Francine Mitch — Program Director

Certified Surgical Technologist, NBSTSA*
Diploma in Surgical Technology, Premiere Career College, CA

Enrique V. Aragon — Instructor

Doctor of Medicine, Far Eastern University, Manila, Philippines
Bachelor of Science in Medical Technology, Far Eastern University, Manila Philippines
BVNPT-approved adjunct instructor

Oscar Bingcang — Instructor

Doctor of Medicine, Angeles University Foundation, Philippines
Certified Surgical Technologist, NBSTSA*
Diploma in Surgical Technology, Premiere Career College, CA

Ryan Marin — Instructor

Certified Surgical Technologist, NBSTSA*
Diploma in Surgical Technology, Premiere Career College, CA

Antonio Martinez — Instructor

Doctor of Medicine, Manila Central University, Caloocan City, Philippines
Certified Surgical Technologist, NBSTSA*
Diploma in Surgical Technology, Premiere Career College, CA

Magdy Tawadrous — Instructor

Doctor of Medicine, Ain Shams University, Egypt
Bachelors Degree in Medicine, Ain Shams University, Egypt

Leandro Bernardo Ilagan — Instructor

Doctor of Medicine, Ateneo de Davao University, Philippines
Bachelor of Science in Biology, Philippines

*NBSTSA: National Board of Surgical Technology and Surgical Assisting

Hospital Central Service Technician Department

Laredo Velasco — Director

Doctor of Medicine, Far Eastern University, Philippines
Bachelor of Science in Biology, Philippines
BVNPT-Approved Adjunct Instructor
Certified CPR Instructor, American Heart Association

Loida Villanueva — Instructor

Doctor of Medicine, University of the Philippines
Master of Public Health, University of the Philippines
American Heart Association Instructor for CPR (Cardio-Pulmonary Resuscitation), PALS (Pediatric Advance Life Support) and PEARS (Pediatric Emergency Assessment, Resuscitation and Stabilization)
Health Instructor for Medical Terminology, Interpretation of Laboratory Values, Head to Toe Assessment in 5 minutes, Newborn Assessment and Pediatric Assessment

*NBSTSA: National Board of Surgical Technology and Surgical Assisting
*IAHCSMM: International Association of Healthcare Central Service and Materiel Management

Vocational Nursing Department

Jennifer Ty-De Guzman — Director

Master of Science in Nursing, Family Nurse Practitioner, University of Phoenix, California
Bachelor of Science in Nursing, University of the East, Philippines
Certified Legal Nurse Practitioner
Wound Care Consultant, Nat'l. Alliance for Wound Care
Item Writer: NCLEX: National Council of State Board of Nursing
ACLS and PALS Certified
*BVNPT-Approved Director and Instructor

Zenaida Plata — Assistant Director

Bachelor of Science in Nursing, St. Louis University, Philippines
Registered Nurse, California
*BVNPT-Approved Assistant Director and Instructor

Sharol Alcala — Instructor

Bachelor of Science in Nursing, St. Louis University, Baguio City, Philippines
CA Registered Nurse
*BVNPT – Approved Instructor

Helen Estolano Instructor

Masters in Education, Cambridge College, Ontario, CA
CA Registered Nurse
*BVNPT – Approved Instructor

Nannette Leonardo Instructor

Doctor of Medicine, Dr. Yanga's College Inc.
Bachelor of Science, Nursing, Philippines
Registered Nurse, California
*BVNPT-Approved Instructor

Cirlyn Nadal Instructor

Master in Education, Cambridge College, LA, CA
Bachelor of Science in Nursing, Loma Linda University, CA
Registered Nurse, California
*BVNPT-Approved Instructor

Lei Ann Ngo Instructor

Licensed Vocational Nurse, Concorde Career College, CA
California Registered Nurse
*BVNPT – Approved Instructor

Emmanuel Sabater Instructor

Bachelor of Science in Zoology, Aquinas University,
Legazpi City, Philippines
CA Registered Nurse
*BVNPT – Approved Instructor

Rose Fe Soriano Instructor

Bachelor of Science in Agricultural Economics, Cavite State University, Philippines
Associate degree in Nursing, Chaffey College, Rancho Cucamonga, CA
CA Registered Nurse
*BVNPT – Approved Instructor

Mary Myra Dionisio-Aguilera Instructor

Associate of Science in Registered Nursing, Citrus College, Glendora, CA
Vocational Nursing, Citrus College, Glendora, CA
CA Registered Nurse
*BVNPT-Approved Instructor

Bella Calderon — Clinical Instructor

Master in Education, Cambridge College, CA
Bachelor of Science, Nursing, Philippines
Registered Nurse, California
*BVNPT-Approved Instructor

Rebecca Manansala — Clinical Instructor

Associate of Science in Nursing, Rio Hondo College, CA
Registered Nurse, California
*BVNPT-Approved Instructor

Adoracion Robeniol — Clinical Instructor

Associate of Science in Nursing, St. Anne's School of Nursing, Philippines
Registered Nurse, California
*BVNPT-Approved Instructor

Rowena Gabriel — Adjunct Instructor

Bachelor of Science in Psychology, Centro Escolar Univ., Philippines
*BVNPT-Approved Additional Faculty

Laredo Velasco — Adjunct Instructor

Doctor of Medicine, Far Eastern University, Manila, Philippines
Bachelor of Science in Biology
*BVNPT-Approved Additional Faculty

Enrique V. Aragon — Adjunct Instructor

Doctor of Medicine, Far Eastern University, Manila, Philippines
Bachelor of Science in Medical Technology, Far Eastern University, Manila Philippines
*BVNPT-approved adjunct instructor

Nicole Boiser — Teacher Assistant

Licensed Vocational Nurse, California
Diploma in Vocational Nursing, Premiere Career College, CA
*BVNPT-Approved Teaching Assistant

*BVNPT: Board of Vocational Nursing and Psychiatric Technicians

Intensive English As A Second Language Department

Joemari M. Manahan Instructor

Bachelor of Arts in Speech Communications, Univ. of the Philippines
Certificate in Student Appraisal Training
Comprehensive Adult Student Assessment Systems, San Diego, California

Admissions Policies

Requirements

Requirements for admission to Premiere Career College are based upon the applicant's career goals, their motivation to succeed, and their ability to benefit from the program.

Applicants to the Surgical Technology program must:

1) Be 18 years of age or not subject to compulsory school attendance in California;

2) Has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or has the recognized equivalent of a high school diploma, such as a general educational development (GED certificate) or has completed homeschooling at the secondary level;

3) Pass the College's Entrance Examination (Wonderlic Form IV or V);

4) Satisfy a career planning interview with an admissions advisor;

5) Attend the required orientation.

Applicants to Vocational Nursing program must:

1) Pass the pre-requisite Pre-Nursing Module (Introduction to Vocational Nursing);

   To be considered for the Introduction to Vocational Nursing Module applicants must:

   a) Be 17 years of age or not subject to compulsory school attendance in California;

   b) Has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or has the recognized equivalent of a high school diploma, such as a general educational development (GED certificate) or has completed homeschooling at the secondary level;

   c) Pass the Pre-Nursing Assessment Test (C-NET);

   d) Satisfy a one-on-one career planning interview;

2) Be among the top thirty (30) students at the completion of the pre-requisite course, Introduction to Vocational Nursing with a final grade of C (80%) or better;

3) Complete and submit a health examination filled out and signed by a physician no later than the last day of the first month of Module I—Vocational Nursing class, which must include the following:

a) Evidence of required immunization and blood titers (see Student Services for a current list of requirements)

b) Negative PPD or chest X-ray report (taken within six months before the start date of the Vocational Nursing proper program)

4) Submit a photocopy of a current American Heart Association Basic Life Support for Healthcare Providers (AHABLS) Card, or pass an AHABLS course offered by the College. It is the student's responsibility to recertify prior to the expiration of the card and remain certified for the duration of the Vocational Nursing program;

5) Turn in a complete and clear criminal background check from CertifiedBackground.com no later than the last day of the first month of Module I;

6) Attend the required orientation for the Vocational Nursing program given after a successful completion of Introduction to Vocational Nursing Module.

Vocational Nursing Alternate Status

Alternate students are those who were not part of the top ranked thirty (30) students who were admitted into the Vocational Nursing program but otherwise meet all other requirements for admission. Up to three students may be selected, at the College's sole discretion, to replace a top-30 student who does not continue with the program before the commencement of scheduled clinical rotations.

Prior to admission, alternate students will be informed in writing of their status and the possibility of being dropped from the program if no spot becomes available.

Alternate Student status in the Vocational Nursing Program may lead to any of the following:

1) Transfer to another course of study;

2) Repeat of the Introduction to Vocational Nursing Module and reapplication for the Vocational Nursing program;

3) Withdrawal from the College.

Requirements for the Hospital Central Service Technician, Medical Assistant, General Office/Data-Word Processor, and Financial Records Processor programs are:

1) Be 18 years of age or not subject to compulsory school attendance in California;

2) Has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or has the recognized equivalent of a high school diploma, such as a general educational development (GED certificate) or has completed homeschooling at the secondary level; or has passed a Department of Education-approved ability to benefit test;

3) Pass the College's entrance exam (Wonderlic IV or V);

4) Satisfy a one-on-one career planning interview;

5) Attend the required orientation.

Self-certification (signed statement) that student has received a high school diploma or GED or that secondary school was completed through homeschooling as defined by state law is acceptable documentation.

Effective July 1, 2012, students accepted under Ability to Benefit (ATB) no longer qualify to participate in the Title IV Federal Student Financial Aid Program.

Applicants for the Surgical Technology, Hospital Central Service Technician and Vocational Nursing programs are advised that effective January 1, 2005, hospitals may require students to undergo criminal background checks to be allowed to do their clinical rotation. On April 1, 2008, some hospitals started requiring a 5-panel drug screening for externship or clinical rotation. Details of how to go about satisfying these screening requirements are disclosed at admissions and are available at the Student Service Department. Facility administrators reserve the right to reject students from rotating in their facilities. In short, personal background and drug screenings may prevent some students from completing their training program.

Criminal Convictions

The College reserves the right to refuse admission of an applicant with a criminal conviction if such conviction makes it unlikely that the applicant can benefit from the program. Criminal convictions can make securing employment in the field of study unlikely and can also prevent completion of a training program due to an inability to place the individual at an externship or clinical site. Applicants are generally advised to disclose information that could negatively affect their ability to acquire employment in the field or to finish the training program.

During the enrollment process the student may be required to sign an affidavit stating that they have no criminal convictions that would prevent them from working in the field. Students that falsify their criminal background history may be withdrawn from school and will be responsible for all charges incurred.

High School Diploma Validation

If the College or the Department of Education has reason to believe that a high school diploma credential submitted to the College is invalid, then the College Registrar shall take steps to validate the diploma. If the validity of the diploma is in question then the Registrar may validate by contacting the issuing institution and confirming that the individual in question was issued the high school diploma. Alternatively, the Registrar may inspect the original high school diploma or transcript seal to confirm validity. If the validity of the issuing institution is in question, the Registrar—with the assistance of the Admissions and Education departments—may examine an original high school transcript to determine if the institution's curriculum meets standards. A student attestation is not an acceptable means of validation.

Enrollment

Surgical Technology, Hospital Central Service Technician, Medical Assistant, General Office Assistant, and Financial Records Processor Programs

All inquiring applicants are scheduled to visit the College.

The enrollment procedure begins with filling out an application form designed to ascertain the applicant's educational, occupational and financial background.

All applicants are interviewed, given a tour of the facility, a thorough presentation of the training program they are interested in, and receive information on tuition and fees. Qualified applicants are given the timed admission test (Wonderlic Scholastic Level Exam). Upon making formal application to the College, the applicant may meet with a Financial Aid officer who will help determine applicant's eligibility for participation in the Federal Student Aid program.

The Director of Admissions, with the guidance of the respective Program Director, has the responsibility of reviewing and approving all applications for admission to ensure proper qualification in accordance with the College's admission standards. Students who do not qualify for admission are notified promptly.

Vocational Nursing Program

All inquiring applicants are scheduled to visit the College.

The enrollment procedure begins with the filling out of an application form designed to ascertain the applicant's educational, occupational, and financial background.

All applicants are interviewed, given a guided tour of the facility, a thorough presentation of the vocational nursing training program and receive information on tuition and fees. Applicants deemed to be qualified are given the opportunity to take a timed admission test (Pre-Nursing Assessment Test) upon payment of a $50.00 examination fee. Practice examinations may be purchased for $25.00 from the Accounting Department. At this point, applicants are also advised that, effective January 2005, hospitals require all students to undergo a criminal background check to be allowed to do their clinical rotation. The hospitals reserve the right to reject anyone they deem not appropriate or qualified to rotate in their facilities. The purpose of the disclosure is to advise prospective students that their personal background may prevent them from admission and/or completion of the program. Upon making formal application to the school and the applicant wishes to apply for financial aid, the Financial Aid Officer will meet with the applicant and help determine eligibility for funding.

The Director of Admissions, with the guidance of the Director of Vocational Nursing, has the responsibility of reviewing and approving all applications for admission to ensure proper qualification in accordance with the College's admission standards. Students who do not qualify for admission are notified promptly.

Admissions Tests

Surgical Technology, Hospital Central Service Technician, Medical Assistant, General Office Assistant, and Financial Records Processor Programs

The entrance test is used to measure the prospective student's cognitive ability to be successfully trained in the theoretical aspects of the program and perform the critical tasks associated with the health professions, occupations or job titles to which the programs of instruction are represented to lead.

All applicants are given the Wonderlic Scholastic Level Exam, Form IV or V. This test is aimed at predicting student's success in thousands of training programs worldwide. A widely accepted measure of general cognitive ability, the Scholastic Level Exam, consists of analogies, analysis of geometric figures, mathematics, sentence parallelism with proverbs, similarities, logic definitions, judgment, and spatial relations. Studies have shown that cognitive ability is the best predictor of success in both training and job performance - for all jobs, in all settings.

Any trained clerk can administer the fifty question, twelve-minute timed test. It is of the self-administering type and can be given singly or in groups. Scoring keys accompany the test package. There is only one correct answer for each question. The final score is the total number of correct answers.

For the timed test, test score adjustment for age is allowed. This provides for diminished speed in solving problems associated with aging. Test scores not adjusted for age tend to underestimate the learning potential of older applicants. Below is the suggested adjustment:

Age	Score Adjustment
15 - 29	0 + 12 min. raw score
30 - 39	1 + 12 min. raw score
40 - 49	2 + 12 min. raw score
50 - 54	3 + 12 min. raw score
55 - 59	4 + 12 min. raw score
60 +	5 + 12 min. raw score

The minimum passing score considered as acceptable for enrollment in any particular program is based on the test developer's recommendation. It is as follows:

Training Program	Minimum Passing Test Score
Financial Records Processor	15
General Office Assistant	15
Front & Back Office Medical Assistant	15
Front Office Medical Assistant	15
Back Office Medical Assistant	13
Surgical Technology	16
Hospital Central Service Technician	15

Applicants with special circumstances, such as injured workers referred for vocational rehabilitation and for Workforce Investment Act (WIA) program participants, admission is based not only on the overall assessment (including the admission test), but also on the work/training ability evaluation included in the workers compensation benefits received by the client, or the aptitude/basic skills training ability test given to all WIA participants by the program administrators.

Applicants who do not pass the test on the first try are given another chance to retake a different but equivalent examination after one week. If still unsuccessful, applicants are advised to take remedial courses prior to seeking re-admission.

Before July 1, 2012, applicants to programs other than Vocational Nursing and Surgical Technology, where high school equivalency is an admission requirement, who would like to avail of Federal Student Aid funding must pass an Ability to Benefit (ATB) test administered by the College's independent ATB test administrator. Applicants wishing to qualify for Federal Student Aid funding via ATB must also attend mandatory career counseling.

Effective July 1, 2012, students accepted under Ability to Benefit (ATB) no longer qualify to participate in the Title IV Federal Student Financial Aid Program.

Vocational Nursing Program

The entrance test given to prospective vocational nursing students is the Pre-Nursing Assessment Test–PN. This test was developed by the Center for Nursing Education and Testing, Inc. located at 601 Pavonia Ave, Suite 201, Jersey City, NJ 07306.

The test consists of 150 questions that are designed to measure skills needed for success in an educational program for practical or vocational nurses.

The test is divided into three timed sections. The first is the Reading Ability section which determines the reading comprehension and reasoning ability of the examinee. It contains reading passages followed by questions that must be completed within sixty (60) minutes.

The second is the Numerical Ability section which consists of basic operations, whole numbers, fractions, percents, decimals, and using skills in applied situations. The use of any calculator or similar device is not allowed. This section must be completed within sixty (60) minutes.

The third is the English Language Ability section which consists of vocabulary, spelling, and grammar usage. Sixty (60) minutes is given to complete the section.

A trained examination manager or proctor designated by the Director of Vocational Nursing administers the three-hour timed test. All answer sheets are sent back to the Center for Nursing Education and Testing, Inc. (C-NET) for scoring. C-NET does not determine the passing score for the tests. The College, based on the recommendation of the test makers, considers for admission all prospective students who score fifty (50) percent or more in all the sections of the examination.

Transfer of Credit Policies

Credit Transfer Policies and Articulation Agreements

Students desiring credit for previous postsecondary education or experience will be interviewed and tested at the College to determine the level at which they may be able to join a class already in progress. Students who wish to transfer credit from another institution must provide an official transcript from that institution. Final determination related to the award of transferred credit or credit for experience will be at the sole discretion of College; no appeals will be entertained. Students granted credit would have their tuition reduced by an amount determined by the College by prorating the tuition.

Students already enrolled and are changing programs will be evaluated for satisfactory progress in their previously enrolled program to determine which credits can be considered for transfer to the new program. If transferable units are found, then the length of the new program will then be adjusted and appropriate tuition credits will be applied.

For Vocational Nursing, transfer credit will be granted to applicants from an accredited institution, who have satisfactorily completed within the past five years; academic course work in a class and/or clinical setting, in a Psychiatric Technician Program, Vocational Nursing Program, Certified Nursing Assistant course; Armed Forces, Practical Nursing course and Registered Nursing course. Also included are related courses such as Nutrition, Anatomy and Physiology. Course work from accredited nursing programs will be granted credit on the basis of similarity to Premiere Career College's program.

Former students who were in good standing when they left the program and who wish to come back will be granted credit for courses taken. No credit will be given to students who have been away from the program for five years or more.

Students desiring credit for previous nursing education (CNA, LVN, RN, BSN) or experience will be interviewed and tested at the school to determine the level at which they may be able to join a class already in progress. Students who wish to transfer credit from another institution must provide an official transcript from that institution. Final determination related to the award of transferred credit or credit for experience will be based on the provision of the Nursing Act.

The College currently has no articulation or transfer agreements with any other college or university.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Premiere Career College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma or certificate you earned in any of the educational programs we offer is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or certificate that you earned 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. For this reason you should make certain that your attendance at Premiere Career College will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Premiere Career College to determine if your credits, diploma or certificate will transfer.

Foreign Applicants

Enrollment

The College is authorized under federal law to enroll non-immigrant alien students. Upon receipt of the student's Enrollment Agreement, test scores from the Test of English as a Foreign Language (TOEFL) , high school or equivalent transcript (with a certified translation into English and an explanation of the grading scale), and appropriate fees, the College will consider acceptance of the student into the program.

The Enrollment Agreement should be forwarded to the College at least ninety (90) days in advance of the selected starting date of the program.

It is unlikely that the immigration authorities will grant foreign students permission to be employed during attendance at the College. Therefore, foreign students should have sufficient funds available to cover tuition, fees, supplies, living costs, and health expenses.

Financial Assistance

Some foreign students may be eligible for federal student financial aid. To be eligible, a foreign student must be one of the following:

- A U.S. national

- A U.S. permanent resident and have an I-151 or I-551 (Alien Registration Receipt Card)

Students who are not in one of the above categories must have one of the following documents from the U.S. Immigration and Naturalization Service (INS):

- I-94 (Arrival-Departure Record) with an appropriate endorsement
- Passport confirming permanent residency in the Trust Territory of the Pacific Islands
- Official documentation that the student has been granted asylum in the U.S.
- Other proof from the INS that the student is in the U.S. for other than a temporary purpose.

Students in these four categories should check with the Financial Aid Department for more information.

English Proficiency

All classes are conducted in English. Students are expected to be able to understand and communicate in English. Passing the College entrance examination demonstrates sufficient English proficiency.

Administrative Policies

Student Records

Family Education Rights and Privacy Act (FERPA)

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Premiere Career College affords students the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. The student should submit to the Executive Director or Registrar a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. Normally, review will be allowed during regular office hours under appropriate supervision. A copy of records may be obtained for $1.00 per page unless grade information is contained on the record in which case transcript charges apply.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading. The student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changes, and specify why it should be changed. If the College decides not to amend the records as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Within 45 days of the hearing, the College will notify the student of the final decision.

3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility for the College.

4. The right to withhold directory information by written request by the student. The College considers the following information directory information and releases this information upon request without the written consent of the student

- Name
- Address(es)
- Telephone number(s)
- Email address(es)
- Program of study
- Dates of attendance
- Photographs
- Degree or Diploma awarded
- Post-graduate employers
- Job titles
- Participation in activities
- Recognition(s) received
- Educational institution attended immediately before Premiere
- Date of birth
- Place of birth

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with FERPA. The name and the address of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Ave., SW
Washington, DC 20202-5901

Student Records Retention and Requests

A student's academic transcript is retained on file indefinitely. Other records are retained for varying lengths of time but for a minimum of five years from the date of the student's graduation or withdrawal from the College.

Copies of student records, including transcripts and diplomas, must be personally requested in writing by the student from the Registrar. Requests will be processed within 15 business days of receipt of request. The College charges $25.00 per copy of official transcripts or diplomas and $0.10 per page for other records.

The College reserves the right to withhold the release of an official transcript or diploma if the student has any unpaid financial obligation to the College.

Drug Screening

Students enrolled at Premiere Career College maybe required to submit to random drug screening. This may be triggered by reasonable suspicion that the student is in violation of College policy or because a negative drug screen is required by an affiliated facility where the student is to be assigned for externship or clinical training.

Search of Student Property

Premiere Career College reserves the right to search the contents of a student's personal property or belongings when there is reasonable suspicion that a serious risk to the health, safety and welfare of students, and/or the school community exists. This includes, but is not limited to, vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property at affiliated facilities.

Copyright Infringement

Any copyright infringement, including peer-to-peer file sharing using the College network, is strictly prohibited. Any student caught violating copyright laws may be subject to sanction including, but not limited to, loss of College network and computer privileges, suspension, and termination.

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

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq.

The College encourages students to seek legal alternatives to copyright infringement. Students should check with services and websites to ensure that content acquired through that site does not violate copyright law.

Network and Computer Resource Policy

Users of the Premiere Career College network and computer resources have a responsibility to properly use and protect those resources and to respect the rights of others. Users must respect copyright, licenses, and other legal rights and protections governing digital information. Users must respect the integrity of the network and computer resources and must not remove or modify equipment, encroach on another's use of resources, or use unauthorized programs. Users must not use the network or computer resources in any manner prohibited by law or that is inconsistent with the educational purpose of the resources and mission of the College. Network and computer resource usage is a privilege that can be revoked at any time for any reason, with or without notice.

Guests and Visitors

Children are not allowed to accompany a student to class or to be left unattended on campus. The College assumes no liability for injuries incurred by children or minors while on campus.

Guests must obtain a visitor's ID from the front desk and stay at assigned waiting areas unless otherwise authorized. Guests must obtain permission from the instructor before entering classrooms.

Change of Program, Withdrawal and Reentry

The decision of the Executive Director on any requested program change, schedule change, or re-entry will be final and will be made at the Director's sole discretion.

Change of Program

Students who desire to change their program of study or class schedule must obtain prior approval from the Executive Director. Change of program approval is based upon an evaluation of the student's career objectives, attendance, and previous academic achievement. Students are advised that a change of program may involve a re-evaluation of courses already completed, including courses transferred from another institution, in order to determine the applicability of these courses to the new program.

Withdrawal

Students who wish to withdraw must notify the Director of the program in writing. The College may also consider students who miss 10 consecutive scheduled class days of nonattendance to have withdrawn by means of conduct. Students who withdraw are considered to have been terminated from the College and may be considered for re-entry only after being interviewed by, and obtaining the approval of, the Executive Director.

All students requesting to be withdrawn are required to undergo exit counseling by the Financial Aid Department and obtain clearances from the Registrar, Admissions, Financial Aid, Accounting, and Education Departments.

Reentry

Students who have withdrawn while maintaining good academic standing and wish to be readmitted should contact the Admissions Department. The standard requirements for a change in program will be applied for requests for re-admission to a different program.

Students who have withdrawn while on academic probation or on suspension, or dismissed for lack of progress, non-attendance, or misconduct must re-apply through the Office of the Executive Director.

The decision on the request will be communicated to the student within two weeks of the deliberation. Students granted re-admission may have specific grade and attendance restrictions, and may require regular advisement in order to remain enrolled.

Students dismissed from the College for conduct violation are not eligible for readmission.

Academic Standards

Grading (Quantitative Assessment)

Grade	Number Grade		Definition	Quality Points
	Vocational Nursing	All Other Programs		
A	93% - 100%	90% - 100%	Excellent	4.0
B	86% - 92%	80% - 89%	Good	3.0
C	80% - 85%	70% - 79%	Satisfactory	2.0
F	0% - 79%	0% - 69%	Poor/Fail	0.0
P	Pass		A passing grade in a course designated as a pass-fail course	Not calculated
F	Fail		A failing grade in a course designated as a pass-fail course	Not calculated
IP			In Progress	Not calculated
W			Withdrawal	Not calculated
TR			Credit Granted through Transfer	Not calculated
CR			Credit Granted through Test	Not calculated

A grade of PASS (P)/FAIL (F) may also be given for projects, reports, homework/assignments, and for the clinical/externship course work.

Calculation of Grade Point Average

A student's Grade Point Average (GPA) is calculated by:

1. Multiplying credits for each course by grade points associated with the grade earned;
2. Totaling the grade points earned for all courses, and;
3. Dividing total grade points earned by the total number of quality credits.

The College uses a 4.0 scale in assigning grade points.

Final grade in each course is calculated based on the following criteria:

Grading System	VN
Standardized Practice Test	5%
Standardized Proctored Test	5%
Average of Exams	50%
Final Examination	40%

Grading System	Other Programs
Attendance	15%
Classroom Participation/Homework/ Workbook	5%
Average of Quizzes	30%
Unit Tests/Final Exam	50%

Externships for Medical Assistants, Hospital Central Service Technicians and Surgical Technologists

Externship and other clinical fieldwork are courses in which the student practices the skills of the profession under the supervision of a qualified professional. In most cases, the externship occurs in a professional office, clinic or hospital apart from the campus where the student is enrolled. Premiere Career College makes externship assignments based on the College's determination of when and where the student may best pursue his or her training. Student preferences for location, days and time of assigned attendance, and type of facility may be considered when determining an appropriate assignment, but the College cannot and does not guarantee that student preferences will be met. Students are required to attend their assigned externship site.

By enrolling in these programs at Premiere Career College, the student agrees to attend any externship required in the programs at the times and locations assigned by the College. The student is responsible for arranging transportation to the assigned site. Many externship assignments are for forty hours per week, and assigned hours may be during the daytime, evenings, weekends or holidays.

Some Clinical Partners may require students to provide extra information, for example: evidence of CPR, health certification, TB, Hepatitis B vaccination and other immunizations. When required, it is the student's responsibility to provide the required documentation for assignment to the site.

As with all courses, students must successfully meet the attendance and performance requirements. Failure to attend an assigned externship or meet the requirements of the externship is grounds for dismissal. Students on externship are held responsible for the accurate, verified, and timely submission of their timesheets to the College. Students are accountable to professional standards on externship and may be dismissed from school for failure to meet either the College's or the externship site's professional standards. Students are evaluated by designated preceptors based on their attendance and their progress in acquiring the skills for an entry-level practitioner as described in the "Externship Performance Evaluation."

On preceptor recommendation, a student may be required to attend remediation at the College to improve poor performance. The student's failure to improve or refusal to abide by the preceptor's recommendations may result in dismissal.

Because externship is a learning experience, students may not receive compensation from the externship site.

Evaluation of Clinical Performance for Vocational Nursing

The primary clinical instructor completes the Clinical Performance Evaluation form for each student. This is done at each clinical rotation per module midway through and at the end of the clinical rotation. Each student will be evaluated based on clinical objectives met, as well as on the standards of performance. A student with NI (Needs Improvement) on his/her evaluation form will be counseled and assigned remediation work.

If no improvement is observed, the student gets an "F" for that clinical rotation and will have to repeat both the theory and clinical course. In addition, any student who is "unsafe," e.g., fails to raise the side rails on the bed of a confused elderly client, will be given a warning and required to do remediation. Repeated offenses of this nature will be grounds for dismissal from the program.

Satisfactory Academic Progress (SAP)

Each student is evaluated for compliance with the Satisfactory Academic Progress (SAP) standard at the end of every payment period. SAP standards are the same for every student at the College, regardless of participation in FSA programs. Students not participating in FSA programs are evaluated for SAP at what would have been the end of each payment period had they participated in FSA programs.

SAP consists of a qualitative and a quantitative standard. Students must meet both standards to meet SAP.

Qualitative Measure (GPA)

A student must maintain a weighted cumulative GPA of at least 2.0 for all required courses in their program of study. Additionally, a student may not earn an overall grade lower than a C in any required course.

Quantitative Measure (Pace)

A student must complete his program of study within attempting 150% of the published credit hours for the program of study. In order to ensure completion within this maximum timeframe, the student must meet a minimum pace, calculated by taking the number of cumulative credit hours earned and dividing by the cumulative credit hours attempted, at each SAP evaluation. A student must complete at least 67% of credits attempted.

Effect of Transfer Credits, Repeats, and Withdrawals on SAP

The SAP determination for a student seeking to earn an additional credential or transfer programs within the College shall include the credits attempted and grades earned that count toward the student's new program of study.

A student who has been approved to apply transfer credits from another institution to a program of study at the College will be credited the number of credit hours accepted for transfer as both credit hours attempted and credit hours earned. Students who have Incomplete or Withdrawn marks for a course are considered to have attempted a prorated number of total course credits based on the percentage of the course attempted. Repeated course credits are counted as attempted and earned after the successful completion of the course.

The transfer of credits from another institution will have no effect on a student's GPA for SAP purposes. The student will be evaluated solely on the basis of courses/credit hours completed at the College. Incompletes and Withdrawals have no effect on GPA because no grades are earned. Grades for repeated courses replace the original grades for GPA purposes.

Financial Aid Warning Status

A student who fails to meet SAP at the end of a payment period is placed on Warning status. A student on Warning status retains eligibility to receive Federal Student Aid (FSA) funds until the next SAP evaluation. If the student meets SAP at the next evaluation, the student is returned to regular status and retains eligibility for FSA funds. If the student fails to meet SAP at the next evaluation, the student loses FSA eligibility. Such a student is sent a written notice of loss of eligibility within five school days of the SAP evaluation.

Financial Aid Appeal

A student who loses financial aid eligibility for failure to meet SAP may appeal the loss of eligibility by submitting a written appeal to the Executive Director within five school days of receipt of the notice of loss of eligibility. The appeal must include the circumstances that prevented the student from meeting SAP and what has changed that will now allow the student to meet SAP. Appeals received after the five school day timeframe may be automatically denied.

The Executive Director will evaluate timely appeals by determining whether the student can meet SAP by the next payment period or alternatively whether the student can be placed on an academic plan that will allow him to meet SAP at a specific time in the future. In either case, the Executive Director may approve the student's appeal. The College will convey the result of appeal to the student within five school days of receipt of the appeal.

Financial Aid Probation Status

A student whose appeal is approved is placed on Probation status. A student on Probation status regains eligibility to receive FSA funds until the next SAP evaluation. If the student meets SAP at the next evaluation, the student is returned to regular status and regains eligibility to receive FSA funds. If the student fails to meet SAP again then the student loses FSA eligibility.

Financial Aid Academic Plan

A student who cannot meet SAP by the next payment period may be placed on Academic Plan status. This plan is developed by the Program Director with guidance from the student's instructors and is designed so the student can meet SAP at some point in the future. A student complying with the terms of the Academic Plan is considered to be meeting SAP for financial aid eligibility purposes. A student who fails to meet the terms of his academic plan loses FSA eligibility.

Make Ups

Students must make up any missed examinations, projects, and assignments within five school days of receipt of score. A failed examination or test maybe repeated no more than three times for other programs, the type/content of retest is in the sole discretion of the instructor. No retake on failed examination or test for Vocational Nursing. A student can receive no higher than 80% for missed examination or test for Vocational Nursing program and 70% on failed or missed examinations for all other programs.

Failure to make up missed tests at the instructor-scheduled time will result in the loss of one opportunity to make up the test and the student being placed on academic review. Failure to complete the deficiency during this period may result in academic probation and subsequent dismissal from the program. Students must make up all deficiencies to move to the next phase/module of study.

Academic Review and Probation (Program Specific)

In addition to the minimum academic standards addressed in the Satisfactory Academic Progress section, students are required to meet other academic standards.

General Office Assistant and Financial Records Processor, Hospital Central Service Technician, and Medical Assistant Programs

Students must:

- Have no grade lower than a 70%
- Demonstrate satisfactory skills and attitude during training
- Make up all missed or failed examinations as required by the Instructor

Students who do not meet the above requirements may be placed on academic review. Academic review lasts for 30 scheduled class days from the beginning of the academic review. Continued non-compliance while on academic review may result in placement on academic probation. Academic probation lasts for 30 scheduled class days from the beginning of the academic probation. Continued non-compliance while on academic probation may result in dismissal from the College.

Tutoring/remediation will be available for students having academic difficulty. Failure to pass a course/unit requires the student to repeat the course/unit at the next available schedule. Failure of the same course twice may result in dismissal.

Surgical Technology Program

Students must:

- Have no grade lower than a 70%
- Demonstrate satisfactory skills and attitude during training
- Make up all missed or failed examinations as required by the Instructor. No retake on a failed quiz

Any student that scores below 70% on a Unit test is eligible for a retake only once. After the original test, the student will be remediated on the material, and he or she will retake the test within 5 school days after receipt of the score. The highest grade the student can achieve is 70% or C.

Failure to show up on the scheduled remediation will forfeit the opportunity for retake and the instructor will record the result of the first failed exam as the final grade and student will need to repeat the course/unit.

If student fails the unit the second time after remediation he/she will need to repeat the course/unit. Premiere Career College will not charge the student for the first retake of the course, but if the student fails the second time he/she will be required to pay for whatever charges incurred in repeating the course/unit. Failure again will result in termination from the program.

Vocational Nursing Program

Students must:

- Have no grade lower than 80%
- Demonstrate satisfactory skills and attitude during training
- Make up all missed examinations as required by the Instructor

Students who do not meet the above requirements may be placed on academic review. Academic review lasts for 30 scheduled class days from the beginning of the academic review. Continued non-compliance while on academic review may result in placement on academic probation. Academic probation lasts for 30 scheduled class days from the beginning of the academic probation. Continued non-compliance while on academic probation may result in dismissal from the College.

Students must maintain a minimum grade of 80% in all nursing courses. A student who fails in a course with clinical component will be terminated from the program. These courses are: Fundamentals of Nursing, Medical Surgical Nursing I and II, Leadership Pharmacology, Maternity Nursing and Pediatric Nursing. Any Student who fails the same course twice will be terminated.

All courses covered from Module I to Module IV meet the requirements of the Board of Vocational Nursing and Psychiatric Technicians: **580 theory hours and 982 clinical hours**.

Furthermore, the following evaluation methods, grading also applies to the Vocational Nursing Program:

Formative Assessment of Student Learning:

• Will not count for more than 50% of the final grade
• Examples - Evidenced-based research, presentations, case studies, specific class projects, weekly quizzes, homework assignments, clinical or lab assignments/assessment, practice exams.

Summative Assessment of Student Learning:

• Will not count for more than 40% of the final grade
• Examples – Final Exam, Term Paper or Term Project

ATI Proctored Exams and ATI Practice Assessments with Templates:

• Will not count for more than 10% of the final grade.

Student must attain a score of at least 80% out of the 90% examination-oriented part of the total course grade. In other words, if the total number of points available in a given class is 100, then a minimum of 90 of those points are earned by taking examinations, and a student must earn at least 72 points of the 90 points (80%) out of those exam questions in order to pass the course. Assuming the student attains the minimum 80% (72 points), then the 10% non-examination activities (10 points) are added to calculate the final course grade. Note – A student can attain 80% of the combined examinations and still fail the course if not attaining enough points from non-examination assignments.

Attendance Policy

Regular attendance by students at scheduled classes, clinical rotation (if applicable), externship (if applicable), and other activities assigned, as part of a course or program, is required. Occasionally, personal circumstances may arise which may render it impossible for students to attend scheduled classes and activities. Whenever such circumstances can be anticipated, a student should confer with his/her instructor so the faculty has an opportunity to offer the student the option of making up the missed material. In cases of unforeseen circumstances, a student should consult with his/her instructor to arrange for make-up work. Absences will be considered by the instructor in awarding grades as is appropriate to each course or program. Class time missed due to late arrivals, early departures, or other absences from class or clinical practice is counted along with whole day absences to calculate a student's total class hours attended.

Allowing make-up work will be at the discretion of the College. Make-up time/work must be documented by completing a make-up slip form, validated by the faculty in-charge.

Absences

A student incurs an absence when the student misses an entire class period.

For absences over three (3) consecutive days due to illness, the student must provide the College with a medical clearance to resume training. The contraction of any condition or infection, especially skin or respiratory, or any disability such as a back injury that may interfere with training will require medical clearance from a doctor for readmission.

Absences incurred should be made up before the student can be allowed to move to the next module or phase of study. If absences are incurred in the last module or phase, the student may not graduate, unless all missed theory and clinical/externship hours are made up.

A no call/no show means a student does not show up for class or clinical practice and does not call the facility or the College to inform the Instructor of the absence. The student will be counseled and may be placed on probation. A repeat offense will mean being dropped from the program. Excessive absences may lead to probation, suspension or termination.

Tardiness

A student who is not in the classroom within fifteen minutes of the scheduled class starting time is considered tardy, unless written authorization by a designated College official is presented to the instructor. In didactic classes, three tardies are equivalent to one absence.

For Vocational Nursing, tardiness is defined as being late by fifteen or more minutes to a didactic, laboratory, or clinical session. Didactic and laboratory tardiness means reporting to the classroom or laboratory area fifteen or more minutes after the scheduled start time. Clinical tardiness means reporting fifteen or more minutes late to

pre-conference. The consequences for tardiness are at the sole discretion of the supervising instructor.

Excessive tardiness may lead to probation, suspension or termination.

Leaving Early

Students are expected to remain in class, clinical area (if applicable), or externship site (if applicable) for the entire session. A student who is not in class for the entire session due to early departure will be documented as leaving early, unless written authorization by a designated College official is presented to the instructor. Three early departures from didactic is equivalent to one absence. Unauthorized departure from the clinical area or externship site may be considered an absence. Excessive early departures may lead to probation, suspension or termination.

Attendance Review and Probation

For all programs other than vocational nursing, a student will be placed on attendance review if:

a. the student is absent more than three days in any calendar month
b. The College, at any time in its discretion, determines that the circumstances giving rise to any such student's absences, tardiness, or early departures are not reasonable.

Attendance review begins the next calendar month after the relevant violation and lasts for the duration of that month.

If the student incurs the equivalent of three more absences during the review period or if the College otherwise determines unsatisfactory compliance with the attendance policy, the student may be placed on attendance probation for the following calendar month. If the student incurs the equivalent of three more absences during the probation period or the College otherwise determines unsatisfactory compliance with the attendance policy, the student may be dismissed from the program

For vocational nursing, a student may be:

A. Placed on **attendance probation** if he/she accrues three or more combined tardiness and early departures during a module or misses (due to tardiness, early departures, absences, or leaves of absence) the following number of hours or more without making them up:

- Module I: 12 hours
- Module II: 14 hours
- Module III: 16 hours
- Module IV: 7 hours

B. dropped if he/she misses (due to tardiness, early departures, absences, or leaves of absence) the following number of hours or more per module without making them up:

- Module I: 18 hours
- Module II: 21 hours
- Module III: 24 hours
- Module IV: 14 hours

Make-Up Hours

Make-up time shall be based on the student not meeting one or more course or clinical objectives. The make-up assignment will be directed to the objective(s) missed.

Theory:
1) Case studies
2) Written examination(s)
3) Attending seminars or workshops
4) Auto-tutorial labs
5) Reports, internet articles
6) Attending a professional society meeting

Clinical Practice:
1) Performance evaluation in skills lab with instructor supervision
2) Additional time in the clinical area
3) Participating in community health activities (e.g., health fairs)

In any case, allowing make-up work will be at the discretion of the instructor in-charge. Make-up time/work must be documented by completing the "make-up slip" form, validated by the faculty in charge. This form is then kept in the student's files for credit.

Code of Conduct

Academic Integrity Policy

In order to be effective, the College's training programs require students to conduct themselves with academic integrity. Such integrity will serve students well during training in the afterwards in the workplace. The College's Academic Integrity Policy prohibits students from giving or receiving aid not expressly permitted by the instructor on examinations, class work, reports, or any other work used as a basis for credit.

Examples of conduct inconsistent with the Academic Integrity Policy include:
- Copying or allowing another to copy from an examination paper
- Unpermitted collaboration on an assignment
- Giving or receiving unpermitted aid on an assignment
- Plagiarism
- Representing the work of another as one's own
- Giving or receiving aid on an assignment under circumstances in which a reasonable person should have known that such aid was not permitted.

General Conduct Policy

One of the main goals of the training at Premiere Career College is the development of professionalism. Prospective employers seek employees who will be positive additions to their organization. Whenever on school premises or participating in a school activity (e.g., externship or clinical rotation, career fair), students are expected to behave in an orderly and considerate manner. Students must comport themselves in a manner that does not disrupt the College's mission of providing educational services or another student's right to receive their training.

Instructors and administrators may set additional requirements as they see fit. Students are responsible for complying with any such rules.

Examples of conduct inconsistent with the General Conduct Policy include:

- Use of cell phones or other devices where use is disruptive (e.g., classroom, library, laboratory)
- Eating, drinking, or chewing gum during class
- Abusing, harassing, or threatening any individual
- Any unlawful activity
- Any unsafe activity
- Any obscenity
- Unauthorized use of College equipment or presence in a College facility
- Possession of a weapon
- Smoking within a building or outside within 20-feet of a facility entrance, exit, or window

Any student who violates the General Conduct Policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal. Any student who is terminated for violating this conduct policy is not eligible for readmission.

Dress Code/Grooming

Students are required to follow the following dress and grooming code while on campus:

- Wear College-approved uniform for the following programs:
  - **Medical Assistant**: white scrub top and pants
  - **Hospital Central Service Technician** and **Surgical Technology**: blue scrub top and pants
  - **Pre-Vocational Nursing**: College polo shirt and dark pants
  - **Vocational Nursing**: white scrub top and pants
  - **General Office Assistant** and **Financial Records Processor**: College polo shirt and dark pants
- For Vocational Nursing, wear white socks and proper footwear (plain white leather or nursing shoes)
- Wear College-issued ID badge
- Be clean-shaven or have a neatly-trimmed beard/mustache
- Have a conservative hairstyle with hair clipped or tied away from face; no headwear
- Have no more than one stud earring per ear and no other visible piercing

- Have no visible tattoos or body art

All clothing must be clean and odor-free and must fit in a professional manner, neither too tight nor too loose.

Students who do not follow the dress and grooming standards may be sent out of the classroom. The student will be responsible for making up work as deemed necessary by the instructor, potentially repeating the entire session.

Specific programs, instructors, and affiliates may impose additional dress and grooming standards. Students are required to follow any such standards; if a student is not dressed or groomed properly during an externship/clinical rotation, the student may be sent home and required to make up the entire rotation.

Title IX Notice of Nondiscrimination

Premiere Career College prohibits discrimination on the basis of sex in educational programs and all operations of the school, in compliance with Title IX of the Education Amendments of 1972 and implementing federal regulations. Sex discrimination includes sexual harassment and sexual violence. Inquiries concerning the application of Title IX may be referred to Premiere Career College's Title IX coordinator or to the Office of Civil Rights. Contact information is provided at the end of this section.

What Is Sexual Harassment?

Sexual harassment involves a school employee explicitly or implicitly conditioning a student's participation in an education program or activity, or basing an education or employment decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Similarly, no employee, agent, or third party shall promise, imply, or grant any preferential treatment to any student for engaging in sexual conduct or submission to sexual harassment.

Hostile environment harassment can include unwelcome sexual advances, request for sexual favor, and other verbal, nonverbal, or physical conduct of a sexual nature. This type of sexually harassing behavior is sufficiently severe, persistent, or pervasive as to limit a student's ability to benefit from an education program or activity, or has created a hostile or abusive educational or work environment. Acts of physical aggression, intimidation, hostility, or unequal treatment based on sex are example of a hostile environment. This type of sexual harassment also includes a display in the workplace of sexually suggestive objects or pictures or graphic verbal commentaries about an individual's body, dress, or habits.

Sexual Harassment Complaint Procedure

Any Premiere Career College student who feels that he or she is a victim of or a witness to sexual harassment or sexual violence, including but not limited to any of the conduct listed above, by any Premiere Career College employee, student, or third party, should report the matter to the Premiere Career College Title IX coordinator: Fe Ludovico-Aragon, President/Executive Director.

The Title IX coordinator will promptly investigate all allegations of sexual harassment in as confidential a manner as possible. The investigation will be initiated within seven calendar days of the student's complaint, and the Title IX coordinator will inform the complainant of his or her right to file a criminal complaint, if applicable.

The complainant may be asked to appear before the Title IX coordinator and/or the ad hoc Grievance Committee to answer questions about the allegation(s). The Committee may call such witnesses as are appropriate, and the complainant or alleged harasser or perpetrator may also request that the Committee hear witnesses. Both parties have an equal right to present relevant witnesses and other evidence, and both parties will have similar and timely access to any information used at the hearing. The committee uses the preponderance of evidence standard to evaluate complaints.

If the complainant requests that his or her name be kept confidential, that request will be honored. However, such a course of confidentiality may hinder the investigation and/or limit the school's ability to respond to the situation.

The school will take immediate action and any interim steps necessary to eliminate a hostile environment or to protect the complainant, prior to the final outcome of the investigation.
The Title IX coordinator will maintain documentation of the allegation(s) and any related hearing(s), and provide written notice to both parties of the outcome of the investigation and any related hearing(s) within seven days of the conclusion of the investigation and hearing(s). The complainant will be notified of any sanction imposed upon the harasser when the sanction directly related to the harassed student. The Title IX coordinator will follow written procedures for conducting the investigation, reporting subsequent problems, and making follow-up inquiries to the complainant(s). Generally, the investigation should be concluded within 30 to 60 calendar days.

Any employee, student, agent or third party who is determined, after such investigation, to have engaged in sexual harassment or sexual violence in violation of this policy is subject to appropriate disciplinary action, up to and including dismissal, expulsion, contract termination, and/or appropriate legal action. The institution will take any and all reasonable steps to prevent the recurrence of sexual harassment and sexual violence.

Appeal Procedures

Either party in the grievance procedure has the right to appeal the outcome of the investigation and hearing(s). Such appeal must be made in writing to the Title IX coordinator, within ten calendar days of the date of the written notice of the outcome. The ad hoc Grievance Committee will hear the appeal and a written decision will be sent to the appellant within three calendar days of the appeal hearing. The decision of the Grievance Committee is final.

Retaliation Is Prohibited

Retaliation against a sexual harassment or sexual violence complainant by any employee, student, agent or third party is prohibited. Likewise, retaliation against any witness or other participant in a Title IX hearing or investigation by any employee, student, agent or third party is also prohibited. Any such retaliation will be grounds for

disciplinary action, up to and including dismissal, expulsion, contract termination and/or appropriate legal action.

Office for Civil Rights

For additional assistance related to civil rights under Title IX, contact:

Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
1-800-USA-LEARN
FAX (202) 401-0689
TDD 1-800-437-0833
E-mail: CustomerService@inet.ed.gov

Student Complaint/Grievance Procedure

The purpose of this is to afford consideration to complaints that are submitted by students concerning any aspect of the programs, facilities, or other services offered by or associated with the College.

This complaint procedure is intended to provide a formal framework within which such complaints may be resolved. This procedure is not, however, a substitute for other available informal means of resolving complaints or other problems.

In order to provide an effective and equitable means of resolving student complaints, a process is available to any student who believes that the College's decision, action, or policy has unfairly and adversely affected his or her status, rights, or privileges as a student. In most cases, a complaint can be resolved at the College level. Faculty and staff are available to guide students in completing their programs, and students must be aware of those resources to whom issues and concerns should be addressed. These are as follows:

Instructor	Resolution of academic concerns pertaining to individual courses (as grades, assignments, attendance, etc.)
Program Director	Unresolved academic issues pertaining to the student's program (as program objectives, curriculum, graduation requirements, licensure examinations, faculty, etc.). Also, unresolved issues pertaining to faculty, curriculum, grades, attendance, change of program, transfer of credit, graduation requirements, withdrawal, and personal issues which may impact the student's education.
Registrar	Resolution of issues involving course scheduling and obtaining transcripts
Student Financial Aid Office	Resolution of issues involving loans, grants, deferments, verification, federal funding, and consequences of withdrawal.
Accounting Office	Resolution of issues involving the status of the student's account and issues of billing (as monthly payments, book

	returns, financial arrangements, fees, etc.)
Career Development/Student Services	Full-time and part-time employment assistance, employment correspondence, and related employment services
College President	Resolution of an issue in any area above which remains unresolved by the employee to whom the issue has been properly addressed.

To summarize, any student experiencing difficulty or who has any concern related to the training or the College should first try to resolve the matter by informing the instructor. Should the instructor be unable to resolve the situation, request for further action may be made to the Program Director, and then to the Executive Director. If further resolution is required, then the matter can be brought up to the attention of the Executive Director/President. These may be oral or written. The Executive Director/President will promptly acknowledge receipt of the complaint, and will respond to the student orally or in writing within three (3) school days following receipt of the complaint. The written response shall address the specific complaint and shall indicate any corrective action that has been proposed or accomplished.

Schools accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) must have a procedure and operational plan for handling student complaints. If the student feels that the College has not adequately addressed a complaint or concern, the student may consider contacting the Council. All complaints considered by the Council must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council.

Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980, Washington, DC 20002-4242
(202) 336-6780 www.acics.org

For Vocational Nursing, concerns may also be directed to:
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205
Sacramento, California 95833
(916) 263-7800; Fax (916) 263-7859 www.bvnpt.ca.gov

Disciplinary Procedures

Complaint

- Any member of Premiere Career College (i.e., staff, faculty, students, etc.), may file a complaint against any student for violating College policies. The complaint shall be prepared in writing and directed to the Director of Student Services. Complaints should be submitted as soon as possible after the alleged violation occurred.

- The Director of Student Services reviews and investigates the complaint to determine if the allegations have merit, to identify any violations of College policy, and imposes sanctions for such violations.

- Unless otherwise provided by law, the College does not disclose the name of the person making the complaint to the accused unless it determines in its sole discretion that the circumstances warrant it.

Notification and Adjudication

- Within a reasonable amount of time, the Director of Student Services notifies the accused of the complaint and the alleged violation of College policy. The accused meets with the Director of Student Services to discuss the complaint, alleged violation, and any sanctions.

- The Director of Student Services' determination of appropriate sanction shall be made on the basis of whether it is more likely than not that the accused violated College policy.

Sanctions

Premiere Career College may impose sanctions for violations of the general conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation and include warning, review, probation, suspension, and dismissal/termination.

Interim Suspension

The College may immediately remove or suspend a student from training without applying or exhausting these procedures when, in the College's sole judgment, the circumstances warrant. During interim suspension, the student is denied access to the school participation in all other school activities which the student might otherwise be eligible, as the Executive Director may determine to be appropriate.

Termination and Suspension

A student is subject to Termination or Suspension for any of the following:

- Failure to meet satisfactory academic progress or other any other academic standard
- Failure to meet attendance standards
- Failure to comply with the College code of conduct

- Failure to meet any financial obligation to the College
- Failure to meet any program requirement
- Violation of any term or condition in the Enrollment Agreement or Catalog

Procedures Regarding Student Dismissals

Violation of the General Conduct Policy results in dismissal or expulsion of the student. In such case, the following procedure shall apply:

- If deemed necessary by the Executive Director in his/her sole discretion, a hearing may be conducted regarding the violation. If the student's presence is requested, the College will inform him in writing no less than five school days in advance of the date and time his presence will be required. Admissions to the hearing is at the sole discretion of the Executive Director.

- The final decision including the violations and sanctions is communicated to the student in writing within three school days of the decision.

Appeal Procedures

Students may appeal disciplinary decisions in the following manner:

- The student must initially obey the terms of the decision, (e.g., a student who has been suspended from school may not be on school property according to the directions indicated in the decision)

- The student may appeal the College's decision in writing to the Executive Director and address the basis of appeal. The appeal must be received within five school days of notification of the disciplinary decision.

- The Executive Director will respond to timely appeals within ten school days of receipt of appeal.

Advisement

Student advisors and/or faculty are available to assist students with academic, personal, and employment issues which may be distracting them from successful pursuit of their courses.

The student advisor and/or faculty member works closely with staff and administration to assist students in finding solutions to such issues, and can also direct students to appropriate community resources. The student advisor and/or faculty also assist in organizing college-approved events for both students and employees.

Graduation

Awards

To emphasize the importance of student performance and to give recognition to those students who achieve a significantly better-than-average scholastic or attendance record, the College gives the following achievement recognition awards to eligible graduates:

Perfect Attendance Award

These are given to all students who have no recorded tardiness, "early leaves" or absences during their didactic, clinical, and/or externship training.

Graduates receiving these honors are recognized at graduation with a Certificate of Achievement for Perfect Attendance.

Academic Excellence Award

This award is given to students who earned an overall grade average of 95% (A) and above, with no grades lower than 90% (A) and an evaluation of "GOOD" or better in all practical/clinical work, including externship performance.

Graduates receiving these honors are recognized at graduation with a Certificate of Academic Excellence.

Academic Achievement Award

This award is given to students with an overall grade average of 90% (A) and above with no grades lower than 85% (B) and an evaluation of "GOOD" or better in all practical/clinical work, including externship performance.

Graduates receiving these honors are recognized at graduation with a Certificate of Academic Achievement.

Graduation Requirements

To be eligible for graduation a student must attain an overall cumulative grade of "C" (2.0), equivalent to 70% (75% for vocational nursing) or better and have passed all courses required in the program of study.

A diploma is awarded to students who fulfill all educational, financial, and administrative requirements of the program. These requirements include the timely submission of financial aid documentation, clearance from the accounting office that all financial obligations have been met, and all academic projects have been completed (e.g., externship). A diploma certifies that the student has maintained the required academic average and has demonstrated proficiency in all the courses (didactic, clinical/practical) taken.

Generally, students who exceed the maximum timeframe of completion in any program will not receive a diploma, but instead, a certificate attesting to their finishing the program. However, in exceptional circumstances and at the sole discretion of the Executive Director, a student over the maximum timeframe may still be allowed to receive a diploma.

Graduation Requirements For Vocational Nursing

1. Complete the Introductory Course (240 hours, 16 credit units, 12 weeks) with an average of 80% and no grade lower than 80% in any of the courses.

2. Complete all the courses covered from Module 1 to Module 4 meeting the required hours as mandated by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT): 580 theory hours and 982 clinical hours (including Fundamental Skills Lab) for a total of 1562 hours.

3. Passing the simulated NCLEX-VN exam is a requirement for graduation. Failure to pass on the first attempt will result in not graduating from the program.

4. A student who does not pass on the first attempt can still take the NCLEX-VN exam as an equivalency applicant under METHOD 3 (see attached yellow form and information used by the BVNPT) and is not considered a graduate of Premiere Career College.

Auditing / Graduate Refresher Course

A graduate of a program may audit one previously completed course free of charge provided all financial obligations are current and the course is presently offered. There may be a nominal charge for the use of equipment or supplies. Auditing graduates are expected to comply with all rules and regulations. Auditing is based upon available seats.

New courses, not originally in a graduated student's program, are not eligible as refresher courses. Graduates who desire to take a new course may do so and will pay in full, current course tuition charges.

Financial Information

Tuition Policy

All tuition and other fees are due and payable on or before the first day of attendance, unless other payment arrangements are made. All students are required to complete and sign an enrollment agreement in order for them to be admitted.

Program of Study			Total Cost of Program	Cost Breakdown						
Didactic	Externship	Duration (Weeks)		Registration	Training Fee	Uniform	Supplies	Books	STRF	Other Fee
Medical Assistant – Front Office			$13,276.50	$75.00	$9,717.00	$80.00	$2,378.00	$1,020.00	$6.50	$0.00
600 Hrs.	160 Hrs.	28								
Medical Assistant – Front and Back Office (EKG Tech/Phlebotomist)			$15,318.50	$75.00	$11,718.00	$80.00	$2,528.00	$910.00	$7.50	$0.00
740 Hrs.	160 Hrs.	34 Day / 41 Eve								
Medical Assistant – Back Office (EKG Tech/Phlebotomist)			$10,939.50	$75.00	$8,301.00	$80.00	$2,128.00	$350.00	$5.50	$0.00
435 Hrs.	225 Hrs.	24								
Hospital Central Service Technician			$12,416.00	$75.00	$9,265.00	$80.00	$2,730.00	$260.00	$6.00	$0.00
400 Hrs.	400 Hrs.	30								
Surgical Technology			$24,040.00	$75.00	$19,470.00	$80.00	$3,715.00	$688.00	$12.00	$0.00
760 Hrs.	640 Hrs.	54								
Vocational Nurse			$31,875.00	$75.00	$25,000.00	$225.00	$4,865.00	$1,694.00	$16.00	$0.00
820 Hrs.	982 Hrs.	60								
General Office Assistant/Data-Word Processor			$9,354.50	$75.00	$7,175.00	$50.00	$1,760.00	$290.00	$4.50	$0.00
600 Hrs.	N/A	24								
Financial Records Processor (Bookkeeping, Accounting)			$9,870.00	$75.00	$7,435.00	$50.00	$1,810.00	$495.00	$5.00	$0.00
600 Hrs.	N/A	24								
Intensive English as a Second Language			$8,359.00	$100.00	$6,300.00	$50.00	$980.00	$450.00	$4.00	$475.00
1200 Hrs.	N/A	48								

All books and supplies for the program selected will be provided by the School at the stated charge. The cost of books and supplies specified above (included in the total cost of program) is an estimated cost, subject to change based on supplier prices and curricula. Any books, tools, and supplies purchased from the College are not returnable and the cost is nonrefundable, except as expressly specified in the refund policy section of this catalog and the enrollment agreement.

Student Tuition Recovery Fund (STRF) Disclosures

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, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident.

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 California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education (BPPE). You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of the following:

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

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

4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.

5. An inability to collect on a judgment against the institution for a violation of the Act.

Amount of STRF Assessment

1. For institutional charges of one thousand dollars ($1,000) or less, the assessment is fifty cents ($0.50).

2. Unless a student has a separate agreement to repay the third party, a student whose costs are paid to the institution by third-party payer shall not pay the STRF assessment to the qualifying institution.

3. Except when an institution provides a 100% refund pursuant to Section 94919(d) or Section 94920(B) of the Code, the assessment is non-refundable.

The Student Tuition Recovery Fund (STRF) assessment rate has changed from two dollars and fifty cents ($2.50) per thousand ($1000.00) of institutional charges to fifty cents ($0.50) per thousand ($1000.00) of institutional charges. Effective January 1, 2013, all institutions will be required to immediately begin collecting the STRF assessment at the new rate of fifty cents ($0.50) per thousand ($1000.00) of institutional charges. The authority for STRF assessment may be found in Title 5, California Code of Regulations, Division 7.5, section 76120, which reads:

Amount of STRF Assessment. (a) Each qualifying institution shall collect an assessment of fifty cents ($0.50) per one thousand dollars ($1000.00) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is California resident or is enrolled in a residency program. For institutional charges of one thousand dollars ($1000.00) or less, the assessment is fifty cents ($0.50).

Institutions shall collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges in increments.

For example:

- If the total institutional charge is any amount less than $1,000, round up to $1,000.
- If the total institutional charge is $1,499.99 or less, round down to $1,000.
- If the total institutional charge is $1,500.00 or greater, round up to $2,000.

Below is a sample schedule of STRF remittance for our regular programs effective January 1, 2013:

Programs	Total Tuition and Fees	STRF Fee
General Office Assistant – Data/Word Processor	$9,354.50	$4.50
Financial Records Processor	$9,870.00	$5.00
Medical Assistant – Front/Back Office	$15,318.50	$7.50
Medical Assistant – Front Office	$13,276.50	$6.50
Medical Assistant – Back Office	$10,939.50	$5.50
Hospital Central Service Technician	$12,391.00	$6.00
Surgical Technology	$24,040.00	$12.00
Vocational Nursing	$31,875.00	$16.00

The STRF fee collected by institution is payable to the BPPE and is non-refundable to the student.

Minimum Terms for Tuition and Fee Payments

The student is obligated for the total cost of the program in which student is enrolled. The student must pay the program cost (which includes tuition, laboratory fee, and cost of any books, tools, and supplies the student purchases from the College) on or before the first day of training, unless the College agrees in writing to a different payment arrangement.

Any student more than thirty (30) days past due in the payment of any sum owed to the College will be suspended until full payment is received or the student makes payment acceptable to the College. Failure to fulfill any terms of a payment arrangement may result in suspension until full payment is received. Continued failure to comply with payment arrangements may result in dismissal.

Repeat and Re-Entry

A student must repeat and pass all courses failed or dropped. The repeat grade is the grade counted in the cumulative grade point calculation. Courses failed must be repeated at Premiere Career College.

If the student repeats any portion of the program, an addendum to the original Enrollment Agreement will be executed specifying the courses to be repeated, the costs, and the payment terms.

Acceptance of students applying for re-entry after withdrawing or being terminated from a program is at the sole discretion of the College. All re-entering students are required to fill out a new Enrollment Questionnaire and execute a new Enrollment Agreement.

Methods Used to Collect Delinquent Payments

The student must pay all amounts owed to the College prior to leaving the College. If the student is unable to pay all such amounts before leaving the College, the student

must make arrangements to pay such amounts that are acceptable to the College in its sole discretion.

If the student fails to make arrangements that are acceptable to the College within thirty (30) days of leaving the College, or the student fails to fulfill the terms of any arrangements accepted by the College, the College will be forced to exercise all of its rights and remedies against the student to collect all such awards, including, without limitation, referring the student's account to a collection agency.

Cancellation

A student has the right to cancel the Agreement for the program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh business day after enrollment, whichever is later.

Cancellation may occur when the student provides a written notice of cancellation at the following address: PREMIERE CAREER COLLEGE, 12901 Ramona Boulevard, Irwindale, CA 91706. This can be done by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled, the School will refund the student any money paid, less $75.00 non-refundable registration within 45 days after the notice of cancellation is received.

Withdrawal

A student may withdraw from the School at any time after the cancellation. Withdrawal occurs when a student provides written notice of withdrawal to the Executive Director and/or the Registrar. The College may also consider 10 consecutive days missed without prior arrangement to be communication of intent to withdraw. In either case, the last day of attendance will be the effective date of withdrawal.

If the student received Title IV funding and completed less than 60% of the period or if the student was privately funded, the refund will be calculated using the total scheduled days of attendance before the effective date of withdrawal over the total published program days plus any unearned book and supply fees and less a registration fee of $75.00. The refund will be available at the accounting office within 45 days of notice of withdrawal.

Refund Policy

Federal Refund Policy

Federal regulations state that the amount of Title IV funds to be returned is based upon the percentage of funds earned by the student at the time of withdrawal calculated as follows:

A. Determine percentage of payment period completed. The percentage of the payment period completed is calculated as follows: (number of calendar days complete in the period)/(total number of calendar days in the period). Scheduled breaks of at least five consecutive days and days in which the student was on an approved LOA are excluded from this calculation.

B. Determine the amount of aid earned in the period. The percentage of Title IV aid earned by a student is equal to the percentage of the period completed by the student (except if that percentage is more than 60%, the student is considered to have earned 100% of the Title IV aid). For students completing 60% or less of the period, the amount of Title IV aid earned by the student is determined by multiplying the percentage of Title IV aid earned (Box H on the worksheet) by the total of Title IV program aid disbursed plus the Title IV aid that could have been disbursed to the student or on the student's behalf.

C. The College returns the lesser of
   1. The amount of Title IV funds that the student does not earn (the percentage not earned is determined by subtracting the percentage of Title IV aid earned from 100%); or
   2. The amount of institutional charges that the student incurred for the payment period multiplied by the percentage of funds that was not earned.

D. The College returns Title IV loan funds to the program from which the student received aid during the payment period in the following order, up to the net amount disbursed from each source:
   1. Unsubsidized Direct Stafford loans
   2. Subsidized Direct Stafford Loans
   3. Direct PLUS loans

E. If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited in the following order:
   1. Federal Pell Grants
   2. Federal Supplemental Educational Opportunity Grants
   3. Other assistance awarded under this title for which a return of funds is required

F. After allocating any unearned aid, any amount owed by the student to a grant program is reduced by 50%. The timeframe for returning all

unearned Title IV funds is no later than thirty (30) days after the date the College determined the student's withdrawal.

California Refund Policy

The College must provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60% or less of the period of attendance whether or not the student participates in Title IV programs. The percentage for the pro rata refund under California law is based on the number of days student attended or was scheduled to attend prior to withdrawal divided by the number of days in the program. Funds applied to charges for non-refundable fees and distributed books and supplies are not refunded.

Note that in some circumstances, the application of the Return of Title IV and California refund calculations results in a student owing a balance to the College after withdrawal.

Financial Assistance

The College is designated as an eligible institution by the United States Department of Education for participation in the following programs:

- Federal Pell Grant (FPG)
- Federal Direct Student Loan
- Federal Work-Study
- Federal Supplemental Educational Opportunity Grant (FSEOG)

However, at this time, the College has chosen to participate only in the Federal Pell Grant Program, Federal Direct Student Loan, and the Federal Supplemental Educational Opportunity Grant.

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until satisfactory repayment arrangements are made.

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

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a Bachelors or Professional degree (a professional degree would include a degree in a field such as pharmacy or dentistry). For many students, Pell Grants provide a foundation of financial aid to which other aids

may be added. Students qualified to receive full Pell Grants may also receive an additional Federal Supplemental Educational Opportunity Grant based on their needs.

The Financial Aid Officer (FAO) of the College will provide interested students with information on how to apply for the Pell Grant, the Federal Supplemental Educational Opportunity Grant, and the Federal Direct Student Loan. The FAO may also give students estimates of the amount they may qualify for, based on the information the students will provide. However, the Federal authorities, and not the College, will determine the students' eligibility to receive the grant. They, not the College, also determine the amount of aid the student may receive.

Student financial aid applicants must satisfy certain eligibility requirements in order to be able to receive and continue to avail of financial aid. These requirements include, but are not limited to:

1) Fulfillment of all admission requirements
2) Submission of all documentation requested by the College
3) Regular, verifiable attendance
4) Satisfactory academic and attendance progress
5) Completion of specific obligations such as entrance and exit loan counseling.

In addition, a graduating student who has received a student loan must attend an Exit Loan Counseling session and meet all other graduation requirements before they will be considered a graduate and awarded a diploma. Withdrawing students who availed of any loans must attend exit counseling as well.

Students who may not qualify to receive any aid can make arrangements with the Accounting Office to pay their tuition in installments. Tuition and fees can be paid on a monthly basis up to a maximum of 12 (twelve) months from the date of graduation with no interest. However, the College reserves the right to levy up to 10% interest on late payments.

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Students needing assistance obtaining institutional or financial aid information required for disclosure under any laws may contact Edwin Gabriel, Student Liaison Officer at (626) 814-2080.

Vocational Rehabilitation/WIA Program/Welfare-to-Work Program

Applicants who are referred for vocational rehabilitation through a private or government agency (e.g., Workforce Investment Act and Welfare to Work program participants) are accepted as regular students. The Admissions Office will provide full assistance in the application process.

Training of Veterans

Premiere Career College is approved to train veterans and eligible persons through the Title 38 program of the Bureau for Private Postsecondary Education in accordance with section 21.4254 of the Code of Federal Regulations.

Health, Security, and Safety

The College strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state, and local building codes, and the Board of Health and Fire Marshal regulations.

Students are solely responsible for their own security and safety both on-campus and off-campus, and must be considerate of the security and safety of others. The College has no responsibility whatsoever for any student's personal belongings that are lost, stolen, or damaged whether on campus or during any College activities. Students should immediately report any medical, criminal, or other emergency occurring on campus to the Executive Director or Director of Student Services (Or any other College employee if such officials are not available).

Upon receipt of any report of a medical or criminal emergency, the College will, on behalf of the student, obtain the services of medical or security professionals, as required. Following a criminal emergency, the College may require the reporting student to confirm in writing the details of the criminal emergency reported. Students are encouraged to promptly and accurately report all crimes to College officials and the appropriate police agencies.

Premiere Career College is a "drug-free" campus. No drug sales, drug abuse, illicit drug use or alcohol consumption is permitted. Any student found to be under the influence of any illegal drugs/substances including alcohol will be immediately terminated from the program.

Information on drug counseling and available rehabilitation programs can be obtained from the Student Services Office.

Drug and Alcohol Abuse Prevention Program

Premiere Career College prohibits the unlawful possession, use, and/or distribution of illicit drugs and alcohol by students and employees on College property or as part of any College activity.

Any student or employee found to violate the above prohibition may be immediately removed from the College. Drug and alcohol screening may be required. Sanctions for students and employees may include suspension and termination.

The unlawful possession, use, and/or distribution of illicit drugs and alcohol are regulated by federal, state, and local laws. The penalties for violating these laws include misdemeanor and felony convictions and penalties such as fines, probation, denial or revocation of federal benefits, imprisonment, and forfeiture.

The use and abuse of illicit drugs and alcohol include physical and mental consequences such as addiction, disability, and death.

Students requiring counseling assistance for drug or alcohol should contact the Director of Students Services for referrals. Information on illicit drug and alcohol use/abuse is available in the Student Center.

Campus Security Policy Statements and Report

Timely Warnings

In the event that a Clery crime occurs that constitutes a continuing threat to the Premiere Career College community, the Executive Director will issue a campus-wide warning. The warning will be issued through bulletin boards on campus and through the Premiere College newsletter. Anyone with information about a crime which may warrant such a warning should report it to the Executive Director at (626) 814-2080.

Policy for Reporting the Annual Disclosure of Crime Statistics

Premiere Career College prepares an Annual Disclosure of Crime Statistics to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The College compiles crime statistics from College records and from local law enforcement agencies. The statistics are then compiled into a crime report which can be accessed at our website at: http://www.premierecollege.edu/_literature_148028/Annual_Security_Report

The College will also provide a written copy of the report upon request.

Reporting Crimes

If you have information regarding a crime, you should immediately inform the appropriate authorities. For crimes in progress or which have just occurred, you should contact 9-1-1. For non-emergency reports, you should contact the Irwindale City Police Department at (626) 962-3601. In addition, you may report crimes to the Executive Director of Premiere College at (626) 814-2080.

Confidential Reporting Procedures

All reports of criminal activity to Premiere Career College will be investigated. The College does not have a procedure for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to the appropriate law enforcement agency.

Security and Access Policies

Premiere Career College consists of only its main instructional campus and does not own or operate any non-campus or residential facilities. Classroom facilities are open to Premiere students during normal class hours and the administrative building is open to the public during normal business hours. Visitors must have prior authorization before visiting Premiere classroom facilities. During off-hours, all College facilities are locked and protected by an electronic surveillance and security system.

Campus Security and Law Enforcement

Premiere Career College officials have the authority to ask persons for identification and determine whether individuals have lawful business at the College. Premiere officials do not possess arrest power. Crimes and other incidents are referred to the local police who have jurisdiction over the Premiere College campus. Anyone with information regarding a crime are strongly encouraged to immediately report the incident to Premiere College officials and the appropriate police agencies. Prompt reporting will assure timely warning notices and disclosures of crime statistics.

Crime Prevention Program

Premiere Career College encourages all members of the College community to avail themselves of the various crime prevention programs offered in the area. The College will post notices of available self-defense training and other crime prevention programs on bulletin boards and in the Premiere College Newsletter.

Off-Campus Student Organization Activities

Premiere Career College does not sanction any off-campus student organization activities. If you are engaged in an off-campus activity with a student group, please alert the appropriate local law enforcement agencies of any incidents.

Sexual Offender Registration

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jean Clery Act and the Family Education Rights and Privacy Act of 1974, Premiere Career College is providing a link to the California Department of Justice's Megan's Law Website.

The California Department of Justice if responsible for maintaining this registry and website. Follow the link below to access the state's Megan's Law website:
http://www.meganslaw.ca.gov/

Emergency Response and Evacuation Procedures

Anyone with information about a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees should immediately inform the Premiere Career College front desk (626) 814-2080. After confirming the threat using all available tools, the front desk official will use best judgment to determine who should be notified and how to disseminate the information.

Depending on the decision of the front desk official, the College may notify the campus community via intercom, in person, via bulletin board, or newsletter unless it is deemed that notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. If the front desk official determines that it is necessary to inform the larger community (public) then the front desk official shall contact the appropriate law enforcement agencies and pass on the relevant information.

Evacuation procedures are posted in each campus building. Evacuation and notification drills are scheduled at least once per calendar year.

Vaccinations

The College has no general vaccination requirement for students entering the College. However, specific programs may have vaccination requirements for the externship and clinical components. See the Student Center for program-specific vaccination requirements.

Educational Programs

General Office Assistant/Data-Word Processor

Educational Objectives:

To provide the students with the basic knowledge and skills that will qualify them to work as entry-level general office clerk/data-word processor in virtually any type of business or industry.

Program Description:

The program is designed to give the students sufficient training in: business English and correspondence, typing/keyboarding, microcomputer applications, use of office machines, and standard office practices and procedures.

Courses	Clock Hours	Credit Units	Weeks
GO 101 Business English	75	5.00	3
GO 102 Business Correspondence	50	2.50	2
GO 103 Office Procedures	50	2.50	2
GO 104 Use of Office Machines	50	2.50	2
GO 105 Keyboarding-Typing	50	1.67	2
GO 106 Introduction to Microcomputers	25	1.00	1
GO 107 Software Applications (Word-processing, Spreadsheets and Databases)	300	11.67	12
Total	**600**	**26.84**	**24**

Satisfactory completion of all courses within the allowed maximum time frame for the program and a minimum grade average of 70% (C) are required for graduation. Diplomas are awarded to all graduates.

COURSE DESCRIPTION:

GO 101 ~ Business English (75 hrs. ~ 5.00 Credit Units)

This course covers the basic principles of Business English through a step by step approach to the correct use of the language as it is applied to business. Good communication skills are developed through practical lessons and exercises reinforcing the learned principles.

Prerequisite: none

GO 102 ~ Business Correspondence (50 hrs. ~ 2.50 Credit Units)

The course trains the student to prepare various types/styles of letters, memoranda and other forms of business communications.

Prerequisite: none

GO 103 ~ Office Procedures (50 hrs. ~ 2.50 Credit Units)

This course covers the various tasks and responsibilities of an office assistant, such as scheduling appointments, receptionist skills, typing, filing, record keeping and other clerical responsibilities.

Prerequisite: none

GO 104 ~ Use of Office Machines (50 hrs. ~ 2.50 Credit Units)

This course covers the use and basic operation of office machines such as the electronic calculator, copier, facsimile, postage meter, etc.

It emphasizes the use of the electronic calculator in solving everyday business problems. Mastery of the touch method of electronic calculation is achieved through repetitive practical exercises.

Prerequisite: none

GO 105 ~ Typing/Keyboarding (50 hrs. ~ 1.67 Credit Units)

This course is aimed at helping the student master the keyboard. A minimum typing speed of 30~35 wpm is required for completion.

Prerequisite: none

GO 106 ~ Introduction to Microcomputers (25 hrs. – 1.00 Credit Unit)

This course teaches the parts and functions of the computer. It also includes an introduction to Windows and the mastery of the use of the mouse.

Prerequisite: none

GO 107 - Software Application (300 hrs. - 11.67 Credit Units)

This course teaches the use of the latest word processing, database and electronic spreadsheet programs. Proficiency in the application of these programs is achieved through lectures, guided practice and lots of hands-on exercises.

Prerequisite: GO 106 - Introduction to Microcomputers

Program Name & Length	General Office Assistant/Data-Word Processor, 6 months		
Related Occupation	**Occupation**	**Standard Occupational Classification**	**O*Net Occupational Profile Link**
	Office Clerks	43-9061.00	http://www.onetonline.org/link/summary/43-9061.00
	Secretaries, Except Legal, Medical, and Executive	43-6014.00	http://www.onetonline.org/link/summary/43-6014.00
On-Time Completion Rate	100%		
Tuition and Fees	$7,254.50		
Books and Supplies	$2,100.00		
Placement Rates	86% (ACICS*), 100% (BPPE**)		
* ACICS calculated for July 1, 2010 – June 30, 2011 cohort using (# placed in field and related field)/(# graduates available for work) ** BPPE rate calculated for January 1, 2010 – December 31, 2010 cohort using (# placed in field)/(# graduates available for work)			
Median Title IV Loan Debt	$3,910.00		
Median Private Loan Debt	$0.00		
Median Institutional Loan Debt	$0.00		

Financial Records Processing

Educational Objectives:

To provide the students with the basic knowledge and skills that will qualify them to work as entry-level accounting assistants, accounting clerks, bookkeeping clerks, auditing clerks, billing clerks, and other similar occupations in any type of business or industry.

Program Description:

This program is designed to enable the students to receive sufficient training in: business mathematics, mastery of electronic calculation (ten-key by touch), principles and techniques of accounting, typing/keyboarding, accounting related microcomputer applications.

Courses	Clock Hours	Credit Units	Weeks
FR 101 Business Mathematics	75	3.33	3
GO 104 Use of Office Machines	50	2.50	2
FR 102 Accounting I	100	6.67	4
FR 103 Accounting II	100	3.33	4
GO 105 Keyboarding-Typing	50	1.67	2
GO 106 Introduction to Microcomputers	25	1.00	1
FR 106 Financial Software Applications (Spreadsheets, Databases and Accounting Software)	200	8.33	8
Total	**600**	**26.83**	**24**

Satisfactory completion of all courses within the allowed maximum time frame for the program and a minimum grade average of 70% (C) are required for graduation. Diplomas are awarded to all graduates.

COURSE DESCRIPTION:

FR 101 ~ Business Mathematics (75 hrs. ~ 3.33 Credit Units)

This course begins with an extensive review of the fundamental mathematical operations. This is followed by the introduction of the various methods of using these operations to special business applications. Learned principles are reinforced through practical exercises.

Prerequisite: none

GO 104 ~ Use of Office Machines (50 hrs. ~ 2.50 Credit Units)

This course covers the use and basic operation of office machines such as the electronic calculator, copier, facsimile, postage meter, etc.

It emphasizes the use of the electronic calculator in solving everyday business problems. Mastery of the touch method of electronic calculation is achieved through repetitive practical exercises.

Prerequisite: none

FR 102 ~ Accounting 1 (100 hrs. ~ 6.67 Credit Units)

This is an introduction to fundamental accounting concepts and principles. Basic accounting procedures such as journalizing and posting transactions are emphasized. Practical exercises are designed to develop good bookkeeping skills.

Prerequisite: FR 101 ~ Business Mathematics

FR 103 ~ Accounting 2 (100 hrs. ~ 3.33 Credit Units)

This covers the fundamental principles of accounting for cash, purchases and payments, sales and collections, payroll, and personal service enterprise. The basic procedures for preparing a trial balance and financial statement are also introduced.

Prerequisites: FR 101 ~ Business Mathematics, FR 102 ~ Accounting 1

GO 105 ~ Typing/Keyboarding (50 hrs. ~ 1.67 Credit Units)

This course is aimed at helping the student master the keyboard. A minimum typing speed of 30~35 wpm is required for completion.

Prerequisite: none

GO 106 ~ Introduction to Microcomputers (25 hrs. ~ 1.00 Credit Unit)

This course teaches the parts and functions of the computer. It also includes an introduction to Windows and the mastery of the use of the mouse.

Prerequisite: none

FR 106 - Financial Software Applications (200 hrs. - 8.33 Credit Units)

This course teaches the use of the latest data base electronic spreadsheet, financial software programs. Proficiency in the application of these programs is achieved through lectures, guided practice and lots of hands-on exercises.

Prerequisites:

- For Peachtree for Accounting:
- FR 101 - Business Mathematics
- FR 102 - Accounting 1
- FR 103 - Accounting 2
- For MS Excel:
- GO 106 - Introduction to Microcomputers

Program Name & Length	Financial Records Processor, 6 months		
Related Occupation	**Occupation**	**Standard Occupational Classification**	**O*Net Occupational Profile Link**
	Office Clerks	43-9061.00	http://www.onetonline.org/link/summary/43-9061.00
	Bookkeeping, Accounting, Auditing Clerks	43-3031.00	http://www.onetonline.org/link/summary/43-3031.00
	Secretaries, Except Legal, Medical, and Executive	43-6014.00	http://www.onetonline.org/link/summary/43-6014.00
On-Time Completion Rate	67%		
Tuition and Fees	$7,515.00		
Books and Supplies	$2,355.00		
Placement Rates	100% (ACICS*), 75% (BPPE**)		
* ACICS calculated for July 1, 2010 - June 30, 2011 cohort using (# placed in field and related field)/(# graduates available for work) ** BPPE rate calculated for January 1, 2010 - December 31, 2010 cohort using (# placed in field)/(# graduates available for work)			
Median Title IV Loan Debt	$2,857.00		
Median Private Loan Debt	$0.00		
Median Institutional Loan Debt	$0.00		

Medical Assistant, Front Office

Educational Objectives:

To provide the students with the basic knowledge and skills that will qualify them as entry-level medical assistants performing a variety of front office/ administrative duties. Front office medical assistants can work in a doctor's clinics/ medical offices, medical centers, hospitals, medical laboratories, research laboratories, medical schools, pharmaceutical companies or medical insurance companies.

Program Description:

This program is designed to enable the students to receive sufficient training in: medical terminology, medical correspondence, fundamentals of physical examination and vital signs, bookkeeping, typing/ keyboarding, computers and office practices.

Courses	Clock Hours	Credit Units	Weeks
I. Basic Sciences			
MA 101 - Anatomy and Physiology	160	10.67	6.4
MA 102 - Clinical procedures (incl. First Aid & CPR)	50	2.50	2
II. Front Office Procedures			
MA 105 - Office Procedures	140	7.00	5.6
III. Typing Computers Procedures			
GO 105 - Typing/Keyboarding	50	1.67	2
GO 106 - Introduction to Microcomputers	25	1.00	1
GO 107 - Computer Software Applications (Data Processing)	175	6.00	7
III. Externship			
MA 106 - Front Office Medical Assistant	160	3.55	4
Total	**760**	**32.39**	**28**

Satisfactory completion of all courses within the allowed maximum time frame for the program and a minimum grade average of 70% (C) are required for graduation. Diplomas are awarded to all graduates.

COURSE DESCRIPTION:

I. BASIC SCIENCES:

MA 101 ~ Anatomy and Physiology (160 hrs. ~ 10.67 Credit Units)

Medical Terminology based on word building technique shall be introduced to build up the student's medical vocabulary consisting of lectures, exercises, and assessments. Medical terms pertinent to the different systems and structural organization of the body shall be covered.

Anatomical description, fundamental body structure, and the structure and function of all the body systems are covered in this course. Abnormalities/diseases associated with the various body systems so that the correlation of these to the normal functions can be understood are also emphasized.

Prerequisite: none

MA 102 ~ Clinical Procedures including First Aid and CPR (50 hrs. ~ 2.50 Credit Units)

This course is aimed at developing good knowledge and skills in: patient history taking, preparing patients for examination, assisting the physician during examination and treatment, and taking vital signs. Also covered in this course are the potential office hazards and the measures to be taken to prevent them. The universal emergency medical identification system and all aseptic and safety precautions are emphasized. An 4.5-hour community CPR course through the American Heart Association is required for completion.

Prerequisite: none

II. FRONT OFFICE PRACTICES:

MA 105 ~ Front Office Procedures (140 hrs. – 7.00 Credit Units)

This course includes an introduction to the health care system and medical insurance including basic knowledge in scheduling patients, and preparing patients for examination by the doctor. Reception duties include data entry, and verification of insurance. Bookkeeping, billing and coding using ICD~9~CM, CPT, and the coming ICD~10CM and ICD~10 PCS coding systems are also included.

Prerequisite: none

III. TYPING/COMPUTERS:

GO 105 - Typing/Keyboarding (50 hrs. - 1.67 Credit Units)

This course is aimed at helping the student master the keyboard. A minimum typing speed of 30-35 wpm is required for completion.

Prerequisite: none

GO 106 - Introduction to Microcomputers (25 hrs – 1.00 Credit Unit)

This course teaches the parts and functions of the computer. It also includes an introduction to Windows and the mastery of the use of the mouse.

Prerequisite: none

GO 107 - Computer Software Application (175 hrs – 6.00 Credit Units)

The data processing section of GO 107 is taught through lectures and lots of hands-on exercises.

Prerequisite: none

IV. EXTERNSHIP

MA 106 - Front Office Medical Assistant Externship (160 hrs. - 3.55 Credit Units)

Upon successful completion of the didactic (classroom) training, the student is placed on a month externship rotation in a doctors' office, clinic, hospital or medical laboratory, connected with Premiere Career College. This gives the student a practical clinical experience prior to graduation.

Prerequisite: Completion of MA 101, MA 102, MA 105, GO 105, GO 106, and GO 107.

Program Name & Length	Medical Assistant--Front Office, 7 months		
Related Occupation	**Occupation**	**Standard Occupational Classification**	**O*Net Occupational Profile Link**
	Medical Assistants	31-9092.00	http://www.onetonline.org/link/summary/31-9092.00
	Medical Records Clerks	43-4071.00	http://www.onetonline.org/link/summary/43-4071.00
	Medical Records Technicians	29-2070.00	http://www.onetonline.org/link/summary/29-2070.00
	Medical Secretaries	43-6013.00	http://www.onetonline.org/link/summary/43-6013.00
	Medical Coder and Billers	51-3091.00	http://www.onetonline.org/link/summary/51-3091.00
On-Time Completion Rate	100%		
Tuition and Fees	$9,798.50		
Books and Supplies	$3,478.00		
Placement Rates	75% (ACICS*), 100% (BPPE**)		
* ACICS calculated for July 1, 2010 - June 30, 2011 cohort using (# placed in field and related field)/(# graduates available for work) ** BPPE rate calculated for January 1, 2010 - December 31, 2010 cohort using (# placed in field)/(# graduates available for work)			
Median Title IV Loan Debt	$3,197.00		
Median Private Loan Debt	$0.00		
Median Institutional Loan Debt	$0.00		

Medical Assistant, Back Office

Educational Objectives:

To provide the students with the basic knowledge and skills that will qualify them as entry-level back office medical assistants who can work as ward clerks, EKG technicians, or phlebotomists in a clinic, office or hospital.

Program Description:

This program is designed to train students in: anatomy and physiology and clinical procedures including EKG and phlebotomy.

COURSES	CLOCK HOURS	CREDIT UNITS	WEEKS
I. Basic Sciences			
MA 101 - Anatomy and Physiology	160	10.67	6.4
II. Back Office Procedures			
MA 102 - Clinical Procedures (including First Aid & CPR)	125	5.83	5
MA 103 - EKG	50	2.00	2
MA 104 - Laboratory Procedures and Phlebotomy	100	4.17	4
III. Externship			
BMA 105 - Back Office Medical Assistant	225	5.00	6
Total	**660**	**27.67**	**24**

Satisfactory completion of all courses within the allowed maximum time frame for the program and a minimum grade average of 70% (C) are required for graduation. Diplomas are awarded to all graduates.

COURSE DESCRIPTION:

I. BASIC SCIENCES:

MA 101 - Anatomy and Physiology (160 hrs. - 10.67 Credit Units)

Medical Terminology based on word building technique shall be introduced to build up the student's medical vocabulary consisting of lectures, exercises and assessments. Medical terms pertinent to each system and structural organization of the body shall be covered.

Anatomical description, fundamental body structure, and the structure and function of all the body systems are covered in this course. Abnormalities/diseases associated with the various body systems so that the correlation of these to the normal functions can be understood are also emphasized.

Prerequisite: none

II. BACK OFFICE PROCEDURES:

MA 102 ~ Clinical Procedures including First Aid and CPR (125 hrs. ~ 5.83 Credit Units)

This course is aimed at developing good knowledge and skills in: patient history taking, preparing patients for examination, assisting the physician during examination and treatment, taking vital signs, performing routine diagnostic tests, preparing and educating patients for X-ray and other diagnostic examinations, preparing patients and assisting the physician with minor surgery and assisting with medications.

Also covered in this course are the potential office hazards and the measures to be taken to prevent them. The universal emergency medical identification system, aseptic and safety precautions are emphasized. A 4.5-hour community CPR course through the American Heart Association is required for completion.

Prerequisite: none

MA 103 ~ Electrocardiography ~ (50 hrs. – 2.00 Credit Units)

Development of a good knowledge of cardiac anatomy and physiology, the basic principles of EKG, the various types of EKG procedures and their uses, and basic EKG interpretation are the objectives of the course. The practical skills acquired through this section include: proper preparation of the room and patient for EKG, obtaining a quality 12-lead resting EKG, mounting and labeling tracings, identifying and eliminating sources of artifacts, and cleaning up after the procedure.

Prerequisite: none

MA 104 ~ Laboratory Procedures and Phlebotomy (100 hrs. ~ 4.17 Credit Units)

This is an introductory course to the medical laboratory. Topics covered are: laboratory safety/quality control, use of microscope, specimen collection, and routine laboratory procedures done in a doctor's medical clinic. Hands-on exercises are aimed at developing the student's skills in: educating and assisting patients for various laboratory tests, performing a capillary puncture/venipuncture, performing routine hematology tests; collecting urine, sputum, and stool specimens, performing routine urinalysis, preparing blood smears, the use and care of the microscope.

Prerequisite: none

III. EXTERNSHIP:

BMA 105 ~ Back Office Medical Assistant Externship (225hrs. ~ 5.00 Credit Units)

Upon successful completion of the didactic (classroom) training, the student is placed on a 6 week back office training in a doctor's / medical office.

Prerequisite: Completion of MA 101, MA 102, MA 103, and MA 104

Program Name & Length	Medical Assistant--Back Office, 6 months		
Related Occupation	**Occupation**	**Standard Occupational Classification**	**O*Net Occupational Profile Link**
	Medical Assistants	31-9092.00	http://www.onetonline.org/link/summary/31-9092.00
On-Time Completion Rate	100%		
Tuition and Fees	$8,381.50		
Books and Supplies	$2,558.00		
Placement Rates	83% (ACICS*), 100% (BPPE**)		
* ACICS calculated for July 1, 2010 - June 30, 2011 cohort using (# placed in field and related field)/(# graduates available for work) ** BPPE rate calculated for January 1, 2010 - December 31, 2010 cohort using (# placed in field)/(# graduates available for work)			
Median Title IV Loan Debt	$3,910.00		
Median Private Loan Debt	$0.00		
Median Institutional Loan Debt	$0.00		

Medical Assistant, Front and Back Office

Educational Objectives:

To provide the students with the basic knowledge and skills that will qualify them as entry-level medical assistants performing both front and back office duties including taking EKG'S and drawing blood. They can work in doctor's clinics/offices, medical centers, hospitals, medical laboratories, research laboratories, medical schools, pharmaceutical companies or medical insurance companies.

Program Description:

This program is designed to train students in: anatomy and physiology, front office practices, clinical procedures including EKG and phlebotomy, typing/keyboarding, and microcomputer operation.

Courses	Clock Hours	Credit Units	Weeks	
			Day	Eve
I. Basic Sciences				
MA 101 - Anatomy and Physiology	160	10.67	6.4	8
II. Back Office Procedures				
MA 102 - Clinical Procedures (including First Aid & CPR)	125	5.83	5	6.25
MA 103 - EKG	50	2.00	2	2.5
MA 104 - Laboratory Procedures and Phlebotomy	100	4.17	4	5
III. Front Office Procedures				
MA 105 - Office Procedures	140	7.00	5.6	7
GO 105 - Typing/Keyboarding	50	1.67	2	2.5
GO 106 - Introduction to Microcomputers	25	1.00	1	1.25
GO 107 - Computer Software Applications (Data Processing)	90	3.16	3.6	4.5
IV. Externship				
MA 106 - Front Office Medical Assistant	160	3.55	4	4
Total	**900**	**39.05**	**34**	**41**

Satisfactory completion of all courses within the allowed maximum time frame for the program and a minimum grade average of 70% (C) are required for graduation. Diplomas are awarded to all graduates.

COURSE DESCRIPTION:

I. BASIC SCIENCES:

MA 101 - Anatomy and Physiology (160 hrs. - 10.67 Credit Units)

Medical Terminology based on word building technique shall be introduced to build up student's vocabulary consisting of lectures, exercises, and assessments. Medical terms pertinent to the different systems and structural organization of the body shall be covered.

Anatomical description, fundamental body structure, and the structure and function of all the body systems are covered in this course. Abnormalities/diseases associated with the various body systems so that the correlation of these to the normal functions can be understood are also emphasized.

Prerequisite: none

II. BACK OFFICE PROCEDURES:

MA 102 - Clinical Procedures including First Aid and CPR (125 hrs. - 5.83 Credit Units)

This course is aimed at developing good knowledge and skills in: patient history taking, preparing patients for examination, assisting the physician during examination and treatment, taking vital signs, performing routine diagnostic tests, preparing and educating patients for X-ray and other diagnostic examinations, preparing patients and assisting the physician with minor surgery and assisting with medications. Also covered in this course are the potential office hazards and the measures to be taken to prevent them. The universal emergency medical identification system and all aseptic and safety precautions are emphasized. An 4.5-hour community CPR course through the American Heart Association is required for completion.

Prerequisite: none

MA 103 - Electrocardiography (50 hrs. – 2.00 Credit Units)

Development of a good knowledge of cardiac anatomy and physiology, the basic principles of EKG, the various types of EKG procedures and their uses, and basic EKG interpretation are the objectives of the course. The practical skills acquired through this section include: proper preparation of the room and patient for EKG, obtaining a quality 12-lead resting EKG, mounting and labeling tracings, identifying and eliminating sources of artifacts, and cleaning up after the procedure.

Prerequisite: none

MA 104 - Laboratory Procedures and Phlebotomy (100 hrs. - 4.17 Credit Units)

This is an introductory course to the medical laboratory. Topics covered are: laboratory safety/quality control, use of microscope, specimen collection, routine laboratory procedures done in a doctor's medical clinic.

Hands-on exercises are aimed at developing the student's skills in: educating and assisting patients for various laboratory tests, performing a capillary puncture/venipuncture, performing routine hematology tests; collecting urine, sputum, and stool specimens, performing routine urinalysis, preparing blood smears, the use and care of the microscope.

Prerequisite: none

III. FRONT OFFICE PRACTICES:

MA 105 - Front Office Procedures (140 hrs. - 7.00 Credit Units)

This course includes an introduction to the healthcare system and medical insurance, including basic knowledge in scheduling of patients and preparing patients for examination by the doctor. Reception duties including data entry, answering phones, verification of insurance, and obtaining authorization for consultations and medical procedures shall be covered. Bookkeeping procedures are explained and balancing of the patient's ledger are performed. Coding diagnoses and procedures using the ICD-9-CM and CPT systems are presented including introduction to the coming ICD-10-CM and ICD-10-PCS coding systems.

Prerequisite: none

GO 105 - Typing/Keyboarding (50 hrs. - 1.67 Credit Units)

This course is aimed at helping the student master the keyboard. A minimum typing speed of 30-35 wpm is required for completion.

Prerequisite: none

GO 106 - Introduction to Microcomputers (25 hrs – 1.00 Credit Unit)

This course teaches the parts and functions of the computer. It also includes an introduction to Windows and the mastery of the use of the mouse.

Prerequisite: none

GO 107 - Computer Software Application (90 hrs - 3.16 Credit Units)
This course includes training and mastery of computer scheduling, data entry, bookkeeping, coding and billing, and processing of claim forms from insurance companies using the Medisoft Program.

Prerequisite: none

IV. EXTERNSHIP

MA 106 - Front & Back Office Medical Assistant Externship (160 hrs. - 3.55 Credit Units)

Upon successful completion of the didactic (classroom) training, the student is placed on a month externship rotation in a doctors' office, clinic, hospital or medical laboratory, connected with Premiere Career College. This gives the student a practical clinical experience prior to graduation.
Prerequisite: Completion of MA 101, MA 102, MA 103, MA 104, MA 105, GO 105, GO 106, and GO 107

Program Name & Length	Medical Assistant--Front and Back Office, 9 months Day/10 months Evening		
Related Occupation	**Occupation**	**Standard Occupational Classification**	**O*Net Occupational Profile Link**
	Medical Assistants	31-9092.00	http://www.onetonline.org/link/summary/31-9092.00
	Medical Records Clerks	43-4071.00	http://www.onetonline.org/link/summary/43-4071.00
	Medical Records Technicians	29-2070.00	http://www.onetonline.org/link/summary/29-2070.00
	Medical Secretaries	43-6013.00	http://www.onetonline.org/link/summary/43-6013.00
	Medical Coder and Billers	51-3091.00	http://www.onetonline.org/link/summary/51-3091.00
On-Time Completion Rate	71%		
Tuition and Fees	$11,800.50		
Books and Supplies	$3,518.00		
Placement Rates	75% (ACICS*), 100% (BPPE**)		
* ACICS calculated for July 1, 2010 - June 30, 2011 cohort using (# placed in field and related field)/(# graduates available for work) ** BPPE rate calculated for January 1, 2010 - December 31, 2010 cohort using (# placed in field)/(# graduates available for work)			
Median Title IV Loan Debt	$3,149.00		
Median Private Loan Debt	$0.00		
Median Institutional Loan Debt	$0.00		

Surgical Technology

Educational Objectives:

The goal of Premiere Career College's program is to prepare entry-level surgical technologists who possess proficiency in the theory and application of sterile and aseptic techniques; and combine the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to support and facilitate the surgical team's performance of invasive therapeutic and diagnostic procedures.

The program further aims to develop graduates with strong foundations in basic and support services, thus, enabling them to understand and cope with various patient-focused events that occur in the operating room.

Moreover, the program is also designed to develop the graduate's ability to perform under pressure, while in stressful and emergency situations. A stable temperament, considerable patience, a good sense of responsibility, and a concern for order are continuously instilled in the students throughout their course of study. In addition, sensitivity to patient needs, as well as, those of other members of the

surgical team is an ongoing exercise built into the program design. This practice molds a strong desire in the graduates to be of service to others making them valuable contributors to society. Furthermore, it is also designed to prepare the graduates for the National Certification Examination.

Program Description:

Classroom education, as well as, supervised clinical experience is included in the program. Instruction begins with study skills and strategies for college success. The curriculum contains three main areas or phases namely: Science, Core Concepts (Fundamentals), and Clinical Procedures (Practice).

The science component includes basic science, related science, and biomedical science. It covers more focused topics such as medical terminology, anatomy and physiology, pathophysiology, microbiology, immunology, pharmacology, anesthesia concepts, physics, electricity, robotics, and computers.

The Core Concepts (Fundamentals) include elements, integration, and application. Procedural content (basic, intermediate, and advanced procedures) are the focus of integration, while clinical practice guidelines and case level requirements are taught in the application. Some of the specific topics included are: aseptic techniques, sterilization and disinfection, environmental controls and personnel practices, fundamental instrumentation, suture and needle uses, dressing, and drainage systems. Assisting the surgeon, Standard Precautions and OSHA guidelines, preparing supplies, equipment care, inventory maintenance and documentation are also integral segments of this phase of the curriculum. Patient care concepts and responsibilities of sterile and non-sterile personnel are also covered. This phase also covers instruction in the surgical specialties to supplement the practical application of theory and techniques in general, gastro-intestinal, plastic/reconstructive, otorhinolaryngologic, obstetric and gynecologic procedures. Ophthalmic, neurosurgical, thoracic, genitourinary, vascular and pediatric procedures are presented as well. Endoscopic and Laser procedure considerations are also covered.

The role of the surgical team, ethical, legal and moral considerations, preoperative, intraoperative, and postoperative care of the patient, and safety practices are significant aspects of the instruction.

The third phase, Clinical Procedures (Practice) includes issues such as professional, workplace, and self-management. Students participate in direct patient care and the surgical procedures in the surgical setting. Experiences include central or sterile services, instrument reprocessing, operating room and post-anesthesia unit activities.

COURSES	CLOCK HOURS	CREDIT UNITS	WEEKS
Phase I: Basic Science			
ST 100 Introduction to Surgical Technology	20	1.33	1
ST 101 Human Biology - Part 1	40	2.67	2
ST 102 Human Biology - Part 2	100	6.67	5
ST 103 Pathology Fundamentals	40	2.67	2
ST 104 Pharmacology & Anesthesia Concepts	40	2.67	2
ST 105 Biomedical Science	40	2.33	2
Phase II: Core Concepts			
ST 200 Patient Care & Principles of Surgery	20	1.33	1
ST 201 Asepsis	40	2.67	2
ST 202 Fundamental OR Techniques	140	9.33	7
ST 203 Basic Surgical Procedures	280	18.67	14
Phase III: Clinical Procedures/Externship			
ST 300 Central Supply/Instrument Processing	120	2.67	3
ST 301 Operating Room Rotation	520	11.56	13
Total	**1400**	**64.57**	**54**

Satisfactory completion of all courses including an extensive 3 week review course (4 hours per day x 5 days per week) and taking the required certification exam within the allowed maximum time frame for the program and a minimum grade average of 70% (C) are required for graduation.

The Certified Surgical Technology (CST) Examination is given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). This examination is used by the Association of Surgical Technologists (AST) to determine how well the College's Surgical Technology program has prepared students for entry into the field and whether the program meets the AST accreditation standards.

The College's Surgical Technology curriculum incorporates the CST Examination topics and is designed to prepare students to pass the examination.

Diplomas are awarded to all graduates.

COURSE DESCRIPTION:

PHASE I ~ BASIC SCIENCES: Prerequisite: none

ST 100 ~ Intro. to Surgical Technology (20 hrs. ~ 1.33 Credit Units)

Job responsibilities and functions of surgical technologists are taught in this course. The role of the surgical technologist in relation to the role of the other members of the surgical team is emphasized. Basic medical terminology is included.

ST 101~102 ~ Human Biology ~ Parts I and II (Anatomy and Physiology) (140 hrs. ~ 9.34 Credit Units)

Human anatomical descriptions, fundamental body structures, and the structure and functions of all body organ/systems are covered in this course. Abnormalities/diseases associated with the various body systems so that its correlation to the normal functions can be understood are also emphasized.

ST 103 ~ Pathology Fundamentals (40 hrs ~ 2.67 Credit Units)

The microbiology and pathophysiology of diseases, and the different bodily responses are discussed in this section. Basic concepts of immunology are also covered.

ST 104 ~ Pharmacology and Anesthesia Concepts (40 hrs ~ 2.67 Credit Units)

The common drugs used in surgery and anesthesia, their mechanism of actions, indications, adverse reactions, and drug interactions are discussed. Also covered are the principles of anesthesia administration, possible complications and interventions.

ST 105 ~ Biomedical Science (40 hrs. ~ 2.33 Credit Units)

This section introduces the basic principles of electricity, physics, robotics, and computers in relation to the practice of surgical technology.

PHASE II ~ CORE CONCEPTS: Prerequisite: Completion of Phase I – Basic Sciences

ST 200 ~ Principles of Surgery and Patient Care (20 hrs. ~ 1.33 Credit Units)

This is an introduction to surgical procedures and techniques. Understanding why surgeries are performed and the role of the surgical technologist and the team members are emphasized. The organization and administration of OR's is studied along with ethical, legal and moral considerations. The surgical technologist is instructed as to the biopsychosocial needs of the patient to sustain life.

ST 201 ~ Asepsis (40 hrs. ~ 2.67 Credit Units)

This section covers sterilization, disinfection, antisepsis, and the principles, methods and techniques of asepsis preoperatively, intraoperatively and postoperatively. Hand hygiene, surgical scrub, gowning, gloving, surgical, counts, and draping are also covered.

ST 202 ~ Fundamental O.R. Techniques ~ Including Instrument Processing (140 hrs. ~ 9.33 Credit Units)

This course is aimed at developing knowledge and basic skills for establishing and maintaining a sterile field. The principles of basic instrumentation, handling special techniques and their application

and uses are included. The ability to recognize the different types of suture, needles, instruments and their proper uses when assisting the surgeon is practiced.

Skills required of a competent surgical technologist are learned and mastered in this course. Simulated operating room activities include preparing the back table, assembling/using equipment and supplies, positioning/prepping patient/furniture, scrubbing, gloving, and gowning (self, surgeon and other sterile team members). Draping, passing instruments, medications and solutions, sponge/instruments/needle counts are learned and practiced repeatedly.

ST 203 ~ Basic Surgical Procedures (280 hrs ~ 18.67 Credit Units)

Introduction to surgical procedures and the various surgeries performed in the different organ/systems of the body. Anatomy, physiology and pathophysiology are reviewed.
Fundamentals of common major and minor procedures in general, Gynecologic, ENT, and GI procedures are developed. Assisting the surgeon/s in routine activities common to many procedures is emphasized. CPR for emergencies is also covered.

PHASE III ~ EXTERNSHIP (CLINICAL PROCEDURES): Prerequisite: Completion of Phase I – Basic Sciences and Phase 2 – Core Concepts

ST 300 ~ Hospital Central Service/Instrument Processing (120 hrs. ~ 2.67 Credit Units)

This is the first three weeks of the third phase. It is spent in the central service department of a hospital. It is an intensive hands-on training in instrument processing, sterilization procedures and preparing of surgical trays. In this phase, the student is trained to perform any combination of the following duties: scrubbing/washing of surgical instruments, containers, and equipment; sterilizing instruments, equipment, and supplies using autoclave, sterilizers, or antiseptic solutions, preparing packs of supplies, instruments, treatment trays, etc.; storing prepared articles/supplies in designated areas; filling requisitions, and helping in inventory of supplies.

ST 301 ~ Operating Room Rotation (520 hrs. ~ 11.56 Credit Units)

This is the last thirteen (13) weeks of the third phase. It is spent in the operating room of a hospital where theories and practices learned and acquired are applied through assisting in actual surgeries. During this clinical training, progress is closely monitored and supervised.

Satisfactory completion of all phases (I, II, III), with no grades lower than 70% (C) in any course and with completion of all courses within the maximum time frame is required for graduation from the surgical technology program. Diplomas are awarded to all graduates.

All bona fide students of the surgical technology program are encouraged to be members of the Association of Surgical Technologists. Information on how to become members is provided by the instructor at the beginning of the program. Upon successful completion of the program, graduates are required to take the National Certifying Examination for Surgical Technologists administered at designated test centers by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The College assists the graduates in applying for this examination. Membership and test fees are not part of the tuition and fees paid to the school. The students are responsible for payment of these fees.

Important Notices:

1.

Effective January 2005 affiliate hospitals are requiring students to undergo a criminal background check prior to their externship rotation at the clinical site. This is in compliance with the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) new Management of Human Resources for all employees, volunteers, and students.

All Surgical Technology students 18 years and older must show evidence that they have completed a criminal background check which includes criminal history (Superior and Municipal Courts where applicable), Social Security verification, OIG name search, and Sexual Offender Identification.

The College will forward the results of check and all other relevant information to the affiliate site prior to assignment of the student. The affiliate reserves the right to accept or deny assignment of the student based on the evaluation of the information provided.

The College is committed to supporting its affiliate facilities in complying with JCAHO Standards and all other regulatory bodies that help assure the highest level of quality patient care and safety are adhered to.

2.

In February, 2011, the Academic Review Committee on Education in Surgical Technology/Surgical Assistant (ARC/STSA) finally announced that effective August 1, 2011, the NBSTSA's National Certified Surgical Technologist (CST) exam will be the only approved outcomes assessment examination for reporting program outcomes on the ARC/STSA Annual Report. Programs which continued the use of the AST Program Assessment Exam (PAE) for the academic year August 1, 2010 to July 31, 2011 must transition to the CST exam as their outcome assessment indicator for all graduates beginning August 1, 2011. It is therefore required that taking the National Certification Examination for Surgical Technologist be mandatory for all students graduating from a CAAHEP accredited program.

Premiere Career College is committed to prepare you for the Surgical Technology Exam. In addition to the Surgical Technology Program Curriculum that is designed to cover the Standards of ARC/STSA, we will give you access to Northstar Learning, you will be given hundreds of practice questions similar to those on the exam. The program covers peri-operative care, additional surgical technologist duties, and basic science knowledge. Northstar Learning will also give you an explanation for each correct answer, so you can learn why the answer is correct. The automatic grading shows you the areas of the exam where you need the most practice so you can focus on those topics. You can also take full-length practice surgical technologist tests at any time.

As part of your weekly evaluation on Phase III – Externship, you will be required to submit proof of completion of assigned work through Northstar Learning. Students will need to complete 1 assigned work every week for 16 weeks. Students who fail to return their assigned work promptly, will not be allowed to participate in the 3 week certification examination review after completion of clinical rotation, until all completed assignments are submitted, which is a College requirement to process application for the NBSTSA's National Certified Surgical Technologist Exam.

Participation in the NBSTSA's National Certified Surgical Technologist Exam is a mandatory requirement for Surgical Technology Program. Failure to participate will result in not graduating from the program.

Program Name & Length	Surgical Technology, 14 months		
Related Occupation	**Occupation**	**Standard Occupational Classification**	**O*Net Occupational Profile Link**
	Surgical Technologists	29-2055.00	http://www.onetonline.org/link/summary/29-2055.00
	Medical Equipment Preparers	31-9093.00	http://www.onetonline.org/link/summary/31-9093.00
On-Time Completion Rate	66%		
Tuition and Fees	$19,557.00		
Books and Supplies	$4,483.00		
Placement Rates	83% (ACICS*), 71% (BPPE**)		
* ACICS calculated for July 1, 2010 - June 30, 2011 cohort using (# placed in field and related field)/(# graduates available for work) ** BPPE rate calculated for January 1, 2010 - December 31, 2010 cohort using (# placed in field)/(# graduates available for work)			
Median Title IV Loan Debt	$11,637.00		
Median Private Loan Debt	$0.00		
Median Institutional Loan Debt	$0.00		

Hospital Central Service Technician

Educational Objectives:

To prepare the students in all aspects of hospital central service/instrument processing procedures that will qualify them as entry-level hospital central service/instrument processing technician.

Program Description:

Classroom education, as well as, supervised clinical experience is included in the program. Courses taught include: anatomy and physiology, microbiology, pharmacology, anesthesia, CPR, central service (materiel management) techniques, and instrument processing.

COURSES	CLOCK HOURS	CREDIT UNITS	WEEKS
Phase I: Basic Sciences			
CST 100 Anatomy & Physiology	125	8.33	6.25
CST 101 Pathology, Microbiology Pharmacology, Anesthesia	50	3.33	2.50
CST 102 CPR/Introduction to Information Technology	25	1.16	1.25
Phase II: Clinical Procedures			
CST 103 Central Service Techniques/Instrument Processing	200	11.66	10
Phase III: Externship			
CST 104 Hospital Central Service/Instrument Processing	400	8.88	10
Total	**800**	**33.36**	**30**

Satisfactory completion of all courses within the allowed maximum time frame for the program and a minimum grade average of 70% (C) are required for graduation. Diplomas are awarded to all graduates.

COURSE DESCRIPTION:

PHASE I ~ BASIC SCIENCES: Prerequisite: none

CST 100 ~ Anatomy and Physiology (125 hrs. ~ 8.33 Credit Units)

Structures and functions of the human body are covered in this course. Main organs of each of the body systems are reviewed. Important emphasis is given on Medical Terminology related to relevant abnormalities and diseases treated in the Operating Room in connection with the vital role of the Central Service/Instrumentation Technician providing the necessary instrumentation, equipment and supplies.

CST 101 – Pathology, Microbiology Pharmacology, Anesthesia (50 hrs. – 3.33 Credit Units)

Main classes of microorganisms, the production of diseases by pathogens, and the mechanism of human body defense are covered in this course. Special emphasis is given on basic concepts of infection control: chain of infection and infection control measures, asepsis, hygiene and hand washing, blood borne pathogens, and standard precautions. Specific practices for Central Supply applying the knowledge, awareness, and main concepts of microbiology and infection control are reviewed in the course. Main basic pharmacological agents are also discussed.

CST 102 ~ CPR/Introduction to Information Technology (25 hrs. ~ 1.16 Credit Units)

An 4.5-hour community CPR course through the American Heart Association is required. The students are introduced to the parts and functions of the computer. An introduction to the Windows operating system and the use of the mouse are also included.

PHASE II ~ CLINICAL PROCEDURES: Prerequisite: Completion of Phase I – Basic Sciences

CST 103 ~ Central Service Techniques/Instrument Processing (200 hrs. ~ 11.66 Credit Units)

This course includes an extensive study of Central Service Techniques. Very important topics covered in the course are: cleaning and decontamination, disinfection, endoscopes, equipment management, surgical instrumentation and supplies, sterile packaging, sterilization, storage, distribution, inventory control, legal issues, quality assurance, safety in Central Service, human relations skills, professional development, and healthcare trends.

This course also includes eighty (80) hours of practical training on packaging techniques, linen folding, instrument and supplies identification and preparation.

PHASE III – EXTERNSHIP: Prerequisite: Completion of Phase I – Basic Sciences and Phase II – Clinical Procedures

CST 104 ~ Hospital Central Service/Instrument Processing (400 hrs. – 8.88 Credit Units)

It is an intensive hands-on training in all areas of the Central Service Department, including decontamination, preparation and packaging, sterilization, storage, and distribution. The student, under the supervision of the hospital staff member, will apply the knowledge acquired in the didactic phases of the program, and will gain the necessary skills in order to be able to follow instructions, observe policies and procedures, accomplish every task in a satisfactory manner, and be part of a team as an entry-level Central Service Technician.

All students, after successful completion of this program, are encouraged to become members of the International Association of Healthcare Central Service Materiel Management (IAHCSMM), and to take the Certified Central Service Technician examination given by the IAHCSMM. The College assists the student in applying for both the membership and the test. Membership and test fees are not included in the tuition and fees paid to the school. The students are responsible for the payment of these fees.

Important Notice:

1.

Effective January 2005 affiliate hospitals are requiring students to undergo a criminal background check prior to their externship rotation at the clinical site. This is in compliance with the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) new Management of Human Resources for all employees, volunteers, and students.

All Hospital Central Service Technician students 18 years and older must show evidence that they have completed a criminal background check which includes criminal history (Superior and Municipal Courts where applicable), Social Security verification, OIG name search, and Sexual Offender Identification.

The College will forward the results of check and all other relevant information to the affiliate site prior to assignment of the student. The affiliate reserves the right to accept or deny assignment of the student based on the evaluation of the information provided.

The College is committed to supporting its affiliate facilities in complying with JCAHO Standards and all other regulatory bodies that help assure the highest level of quality patient care and safety are adhered to.

2.

It's been widely recognized that obtaining professional certification status is the most important step Hospital Central Service Technicians can take toward advancing their careers and driving quality within their respective departments. It is essential that CS staff have the knowledge, skills and training to provide consistent, reliable and quality-focused service.

Premiere Career College Hospital Central Service Technician program is recognized by the International Association of Healthcare Central Service Materiel Management (IAHCSMM). Upon successful completion of the didactic portion of the program, students may take the IAHCSMM Provisional Certification Examination. Premiere Career College will pay for the initial application of the certification exam.

Provisional Certification is granted when an individual passes a certification exam but has not yet accumulated the full 400 hours of required hands-on experience. Hours of hands-on experience must then be accumulated within six (6) months of passing the certification exam.

Completing Clinical rotation in your assigned site will provide the documentation of the completed 400 hours of hands-on experience and the College will submit the required hours to IAHCSMM prior to the end of the six (6) month period.

Students are required to commit to the hours required for externship. Failure to submit hands-on hours within the designated time frame will result in the certification being revoked. Successful completion of a retake exam would then be required to regain certification and full testing fees at student's expense would apply to this examination.

Program Name & Length	Hospital Central Service Technician, 7 months Day, 8 months Evening		
Related Occupation	**Occupation**	**Standard Occupational Classification**	**O*Net Occupational Profile Link**
	Medical Equipment Preparers	31-9093.00	http://www.onetonline.org/link/summary/31-9093.00
On-Time Completion Rate	75%		
Tuition and Fees	$9,346.00		
Books and Supplies	$3,045.00		
Placement Rates	83% (ACICS*), 92% (BPPE**)		
* ACICS calculated for July 1, 2010 - June 30, 2011 cohort using (# placed in field and related field)/(# graduates available for work) ** BPPE rate calculated for January 1, 2010 - December 31, 2010 cohort using (# placed in field)/(# graduates available for work)			
Median Title IV Loan Debt	$5,366.00		
Median Private Loan Debt	$0.00		
Median Institutional Loan Debt	$0.00		

Vocational Nursing

Educational Objectives:

1. To prepare the graduate to enter the field of professional nursing as an entry level vocational nurse using acquired knowledge and understanding of the principles of care of patients throughout their life span.

2. To prepare the vocational nursing graduate to work under the supervision of a registered nurse and/or licensed physician as she cares for patients in a Medical-Surgical, Maternity and Pediatric setting.

3. To prepare the vocational graduate to apply the steps of the nursing process while assisting the registered nurse and/or physician in the care of patients.

4. To prepare the vocational nurse graduate to perform, within the scope of his/her nursing practice, treatments on all types of patients in acute care hospitals, extended care facilities and health clinics.

5. To prepare graduates to use good and reliable judgment and decision-making skills as to the safety of patients and themselves within the boundaries of law and ethics.

6. To prepare the graduate to successfully pass the NCLEX-VN examination.

7. To prepare the graduate to assume beginning leadership positions in extended care facilities and doctors' clinics.

8. To prepare the graduate to apply critical thinking skills in the care of the total individual.

Program Description:

Classroom education, as well as, supervised clinical experience is included in the program. Instruction begins with study skills and strategies for college success. The curriculum contains a twelve-week introductory course plus four modules of instruction.

COURSES	CLOCK HOURS	CREDIT UNITS	WEEKS
Introductory Course			
VN 100 Introduction to Vocational Nursing	240	16.00	12
Module I:			
VN 101 Fundamentals of Nursing	260	10.13	10
VN 103 Pharmacology	60	4.00	
Module II:			
VN 201 Medical-Surgical Nursing I	300	10.67	10
VN 202 Mental Health Nursing	50	3.33	
Module III:			
VN 301 Medical-Surgical Nursing II	616	20.8	20
VN 303 Leadership in Nursing	64	3.20	
Module IV:			
VN 401 Maternity Nursing	118	4.76	8
VN 402 Pediatric Nursing	94	4.40	
Total	1802	77.29	60

Satisfactory completion of all courses, both theoretical and clinical, within the allowed maximum time frame for the program and a minimum grade average of 75% (C) are required for graduation. Diplomas are awarded to all graduates.

A minor revision to the vocational nursing program was approved by the Board of Vocational Nursing & Psychiatric Technicians and implemented on January 10, 2012.

COURSE DESCRIPTION:

INTRODUCTORY COURSE: Prerequisite: none

VN 100 ~ Introduction to Vocational Nursing (240 hrs. – 16.00 Credit Units)

This 12-week course teaches:

- Medical Terminology ~ the special vocabulary used by the nursing professional for effective and accurate communications. Students are taught useful methods of learning and remembering medical terms.
- Anatomy & Physiology ~ this covers the basic concepts of human anatomy and physiology using a simple to complex approach. It starts with important anatomical terms and body areas. It discusses cells, tissues, organs, and systems. The anatomy and physiology and anatomical terms used for each of the following systems are discussed: Integumentary, Musculoskeletal, Nervous and sensory, Endocrine, Blood and Cardiovascular, Lymphatic, Immune, Respiratory, Gastrointestinal, Urinary, and Reproductive.

MODULE I: (Prerequisite: Successful completion of VN-100)

VN 101 ~ Fundamentals of Nursing (260 hrs. – 10.13 Credit Units)

Introduces the beginning nursing student to theories needed to perform basic skills and procedures for the adult client in the clinical setting. The nursing process which includes assessment within the scope of practice of the vocational nurse, planning, implementation, evaluation, and documentation as well as client-teaching is emphasized. The course covers foundation skills, personal care, rest and mobility, comfort, elimination and nutrition. Assisting with special tests and examinations, infection control, and medication administration are also included.

VN 103 ~ Pharmacology (60 hrs. – 4.00 Credit Units)

This course introduces the beginning nursing to the subject of drugs, their sources and uses. It teaches students a clear, concise method of calculating drug dosages with emphasis on the metric system. Students will learn to select the right equipment based on the kind of drug, dosage, and method of administration. It prepares students in the interpretation of medical orders and reading drug labels using learned common abbreviations. It also includes calculation of pediatric dosages and intravenous fluid flow rates.

This course also covers drugs and drug therapy. The nursing student will learn the principles and methods of drug administration and the implications for nursing care will be emphasized as each drug classification is discussed. Drugs given for disorders of the different organ systems are covered including antimicrobials, preoperative medications, and drugs for geriatrics.

MODULE II: (Prerequisite: Successful completion of VN-100 and Module I)

VN 201 ~ Medical-Surgical Nursing I (300 hrs. – 10.67 Credit Units)

Introduces beginning vocational nursing students to the basic concepts of Medical- Surgical Nursing and to the care of clients with disorders of the following body systems: Integumentary, Musculoskeletal, Immune, and Gastrointestinal. Also includes basic care of clients with HIV and AIDS.

VN 202 - Mental Health Nursing (50 hrs. – 3.33 Credit Units)

This course includes a discussion of common mental health disorders and care of affected clients using medications and a variety of therapeutic measures to involve family members and significant others. The course also covers special populations such as those who are suicidal and elderly clients with psychosocial concerns. It emphasizes the use of the nursing process, which includes assessment, within the scope of the vocational nurse, planning, implementation, evaluation, and documentation. It prepares the health care professional to provide health teachings to enable the client to return to society and function at an optimal level.

In addition, this class provides students with the working knowledge to care for medical-surgical clients with co-existing neurotic or psychotic disorders. The course includes child and adolescent disorders.

MODULE III: (Prerequisite: Successful completion of Module I and Module II)

VN 301 - Medical-Surgical Nursing II (616 hrs. – 20.80 Credit Units)

This course teaches advanced vocational nursing students the theory to perform skills and procedures for the care of the adult with Medical-Surgical disorders. By consistently emphasizing the nursing process and rationale, the format for each body system includes basic assessment and data collection (within the scope and practice of the vocational nurse), planning, implementation, evaluation, and documentation. Basic nursing skills are reinforced. Advanced skills include those related to the following body systems: Respiratory, Cardiovascular, Hematologic, Lymphatic, Neurologic, Sensory, Endocrine, Urinary and Reproductive. The course also covers Sexually-transmitted Diseases, Gerontological Nursing and Response to Emergencies. A discussion on Rehabilitation, Home Health, Long-term Care, and Hospice is included.

VN 303 - Leadership in Nursing (64 hrs. – 3.20 Credit Units)

This course provides the nursing student with the foundation needed for future leadership positions as a health care professional. It prepares the nursing graduate for entry into practice and covers the theory needed to perform skills and procedures utilized by the nursing team leader in a clinical setting. The nursing process is consistently emphasized and basic nursing skills are reinforced. Advanced skills in organizational relationships, leadership and management styles, roles, and responsibilities, conducting conferences and giving shift reports are included. Legal and ethical aspects that affect the leadership role are also covered.

MODULE IV: (Prerequisite: Successful completion of Module I, II, and III)

VN 401 - Maternity Nursing (118 hrs. – 4.76 Credit Units)

This course provides advanced nursing students with the theoretical knowledge to enable them to perform skills and procedures in the care of the obstetrical / gynecological client in a clinical setting. The nursing process consisting of assessment within the scope of the vocational nurse, planning, implementation, evaluation, and documentation is consistently applied in the care of clients with obstetrical/gynecological disorders as well as in the care of the newborn. Basic skills are reinforced while advanced skills related to the care of clients in the prenatal, labor, delivery, and postnatal period as well as the care of the client with obstetrical/gynecological diseases and disorders are included. Administration of medications is included.

VN 402 - Pediatric Nursing (94 hrs. – 4.40 Credit Units)

This course provides the advanced vocational nursing student the necessary theoretical knowledge in the performance of skills and procedures while caring for the child in the clinical setting. It emphasizes the use of the nursing process that includes assessment within the scope of vocational nurse practice, planning, implementation, evaluation, and documentation. Learned basic skills are reinforced. The student is also taught advanced skills needed in the care of the child with diseases and disorders specific to certain stages of development.

Important Notice: Effective January 2005 affiliate hospitals are requiring students to undergo a criminal background check prior to their clinical rotation in Module II. This is in compliance with the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) new Management of Human Resources for all employees, volunteers, and students.

All Vocational Nursing students 18 years and older must show evidence that they have completed a criminal background check which includes criminal history (Superior and Municipal Courts where applicable), Social Security verification, OIG name search, and Sexual Offender Identification.

CPR Certification is required before the start of the Nursing Program (Module 1).

The College will forward the results of check and all other relevant information to the affiliate site prior to assignment of the student. The affiliate reserves the right to accept or deny assignment of the student based on the evaluation of the information provided.

The College is committed to supporting its affiliate facilities in complying with JCAHO Standards and all other regulatory bodies that help assure the highest level of quality patient care and safety are adhered to.

Program Name & Length	Vocational Nursing, 15 months		
Related Occupation	**Occupation**	**Standard Occupational Classification**	**O*Net Occupational Profile Link**
	Licensed Practical and Vocational Nurses	29-2061.00	http://www.onetonline.org/link/summary/29-2061.00
On-Time Completion Rate	93%		
Tuition and Fees	$25,090.50		
Books and Supplies	$6,739.00		
Placement Rates	100% (ACICS*), 91% (BPPE**)		
* ACICS calculated for July 1, 2010 - June 30, 2011 cohort using (# placed in field and related field)/(# graduates available for work) ** BPPE rate calculated for January 1, 2010 - December 31, 2010 cohort using (# placed in field)/(# graduates available for work)			
Median Title IV Loan Debt	$16,000.00		
Median Private Loan Debt	$0.00		
Median Institutional Loan Debt	$0.00		

Vocational Nursing Licensure

The Vocational Nursing program is designed to lead to a position as a Licensed Vocational Nurse which requires state licensure in California. Below is an excerpt of the requirements for licensure as a vocational nurse in California as described by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

Summary of Requirements

Section A

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

Section B

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

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

Equivalent Education and/or Experience

This method requires you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application.

Intensive English As A Second Language Program

Contact Hours: 1200~1600 Credit Units: 80 Weeks (Min. – Max.): 48~64

EDUCATIONAL OBJECTIVES

To provide students with the basic knowledge of English and allow adults in the ESL program to meet the following goals:

Goal 1: Adults in the ESL program will effectively utilize communication skills in their daily lives.

Goal 2: Adults in the ESL program will participate effectively in a network of communities and carry out the daily affairs of life with self~confidence.

Goal 3: Adults in the ESL program will function in a variety of multicultural styles.

PROGRAM DESCRIPTIONS

The program is designed to give the students sufficient language skills to function and be able to communicate in the society. Student will be given Basic English classes centering on different content areas that will help them function effectively in the society.

Classroom training, simulated activities, and real life experiences will be provided as part of the program offering.

PROGRAM	INTENSIVE ESL PROGRAM	LECTURE CONTACT HOURS	LAB CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT UNITS	TOTAL WEEKS
COURSE NUMBER	COURSE NAME					
ESL 101	ESL (Beginning-Low)	200		200	13.33	8
ESL 102	ESL (Beginning- Mid)	200		200	13.33	8
ESL 103	ESL (Beginning-High)	200		200	13.33	8
ESL 200	ESL (Intermediate)	200		200	13.33	8
ESL 300	ESL (Advanced)	200		200	13.33	8
ESL 400	ESL (Life Skills and Communication Skills	200		200	13.33	8
Total		**1200**		**1200**	**80**	**48**
*Elective ESL Courses	*Not required to complete the IESL program					
ESL 501	ESL(College Preparation)	200		200	13.33	8
ESL 502	ESL (Vocational English)	200		200	13.33	8

COURSE DESCRIPTION:

ESL BEGINNER COURSES:

ESL 101 - Beginning – Low (200 hrs. – 13.33 Credit Units)

This course is for beginning ESL students with little or no English skills and may be functionally illiterate in their native language. Prospective students usually cannot carry-on basic conversation with a native English speaker. The class will provide basic communication, writing, and reading skills to initiate and carry simple conversation.

ESL 102 - Beginning – Mid (200 hrs. – 13.33 Credit Units)

This course is for beginning ESL students with limited vocabulary who can understand and produce single word responses, can answer simple questions relating to personal information in oral form, can

follow simple oral and vary basic written instructions, and can read and write simple sentences. The class will concentrate on learning basic grammar skills and improve conversation skills.

ESL 103 ~ Beginning – High (200 hrs. – 13.33 Credit Units)

This course is for beginning ESL students who can engage in very basic conversation, can express simple needs and requests, can answer questions relating to personal information in oral and written form, and can read and write paragraphs. Students will be expected to read and understand simple stories.

ESL INTERMEDIATE COURSES:

ESL 200 ~ Intermediate (200 hrs. – 13.33 Credit Units)

This course is for intermediate ESL students with basic grammar skills and can engage in very basic conversation, can express simple needs and requests, can answer questions relating to personal information in oral and written form, can read and write paragraphs. Students will focus on sentence structure and vocabulary building.

ESL ADVANCED COURSES:

ESL 300 ~ Advanced (200 hrs. – 13.33 Credit Units)

This course is for advanced ESL students with limited language skills and can initiate conversation of various topics: can follow oral and written instructions without difficulty; and can read and write series of paragraphs. Students will be given instructions in advanced reading, writing, and communication components. Role playing and simulations will be used as classroom activities.

ESL 400 ~ Life Skills/Communication Skills (200 hrs. – 13.33 Credit Units)

This course will be offered to advanced ESL students to practice their language skills. Class activities will center around basic communication

*** ESL ~ ELECTIVE COURSES:**

ESL 501 ~ College Preparation (200 hrs. – 13.33 Credit Units)

This course will be offered to advanced ESL students to practice their language skills. Class activities will center around basic communication

ESL 502 ~ Vocational English (200 hrs. – 13.33 Credit Units)

This course will be offered to advanced ESL students to practice their language skills. Class activities will center around basic communication

Educational Program Instruction and Units

Methods of Instruction

These methods are utilized in all the programs.

Lecture: Instructor presentation of the topics covered in the different courses through formal discourse, demonstrations, and also, video presentations.

Laboratory: Application of theoretical knowledge learned through guided/supervised hands-on training. Skills acquired are reinforced through repeated practice.

Clinical: Actual on the job application of learned skills under the close supervision of a clinical instructor.

Semester Credit Description

All courses in all the programs are measured by semester credit units. Completion of the specified semester credit units for a program is required for graduation.

The unit of measurement used by the institution is semester credit. The following is the conversion formula used:

one lecture credit	=	15 clock or contact hours
one laboratory credit	=	30 clock or contact hours
one internship credit	=	45 clock or contact hours

Appendix A: Start/Projected Graduation Class Dates

Start Date	FRP/GO	MAF/CLASS	MAF/EXT	MAF	MAB/CLASS	MAB/EXT	MAB	MAFB/CLASS	MAFB/EXT	MAFB
01/07/13	**06/21/13**	06/21/13	07/19/13	**07/19/13**	05/10/13	06/21/13	**06/21/13**	08/02/13	08/30/13	**08/30/13**
01/14/13	**06/28/13**	06/28/13	07/26/13	**07/26/13**	05/17/13	06/28/13	**06/28/13**	08/09/13	09/06/13	**09/06/13**
01/21/13	**07/05/13**	07/05/13	08/02/13	**08/02/13**	05/24/13	07/05/13	**07/05/13**	08/16/13	09/13/13	**09/13/13**
01/28/13	**07/12/13**	07/12/13	08/09/13	**08/09/13**	05/31/13	07/12/13	**07/12/13**	08/23/13	09/20/13	**09/20/13**
02/04/13	**07/19/13**	07/19/13	08/16/13	**08/16/13**	06/07/13	07/19/13	**07/19/13**	08/30/13	09/27/13	**09/27/13**
02/11/13	**07/26/13**	07/26/13	08/23/13	**08/23/13**	06/14/13	07/26/13	**07/26/13**	09/06/13	10/04/13	**10/04/13**
02/18/13	**08/02/13**	08/02/13	08/30/13	**08/30/13**	06/21/13	08/02/13	**08/02/13**	09/13/13	10/11/13	**10/11/13**
02/25/13	**08/09/13**	08/09/13	09/06/13	**09/06/13**	06/28/13	08/09/13	**08/09/13**	09/20/13	10/18/13	**10/18/13**
03/04/13	**08/16/13**	08/16/13	09/13/13	**09/13/13**	07/05/13	08/16/13	**08/16/13**	09/27/13	10/25/13	**10/25/13**
03/11/13	**08/23/13**	08/23/13	09/20/13	**09/20/13**	07/12/13	08/23/13	**08/23/13**	10/04/13	11/01/13	**11/01/13**
03/18/13	**08/30/13**	08/30/13	09/27/13	**09/27/13**	07/19/13	08/30/13	**08/30/13**	10/11/13	11/08/13	**11/08/13**
03/25/13	**09/06/13**	09/06/13	10/04/13	**10/04/13**	07/26/13	09/06/13	**09/06/13**	10/18/13	11/15/13	**11/15/13**
04/01/13	**09/13/13**	09/13/13	10/11/13	**10/11/13**	08/02/13	09/13/13	**09/13/13**	10/25/13	11/22/13	**11/22/13**
04/08/13	**09/20/13**	09/20/13	10/18/13	**10/18/13**	08/09/13	09/20/13	**09/20/13**	11/01/13	11/29/13	**11/29/13**
04/15/13	**09/27/13**	09/27/13	10/25/13	**10/25/13**	08/16/13	09/27/13	**09/27/13**	11/08/13	12/06/13	**12/06/13**
04/22/13	**10/04/13**	10/04/13	11/01/13	**11/01/13**	08/23/13	10/04/13	**10/04/13**	11/15/13	12/13/13	**12/13/13**
04/29/13	**10/11/13**	10/11/13	11/08/13	**11/08/13**	08/30/13	10/11/13	**10/11/13**	11/22/13	12/20/13	**12/20/13**
05/06/13	**10/18/13**	10/18/13	11/15/13	**11/15/13**	09/06/13	10/18/13	**10/18/13**	11/29/13	12/27/13	**12/27/13**
05/13/13	**10/25/13**	10/25/13	11/22/13	**11/22/13**	09/13/13	10/25/13	**10/25/13**	12/06/13	01/03/14	**01/03/14**
05/20/13	**11/01/13**	11/01/13	11/29/13	**11/29/13**	09/20/13	11/01/13	**11/01/13**	12/13/13	01/10/14	**01/10/14**
05/27/13	**11/08/13**	11/08/13	12/06/13	**12/06/13**	09/27/13	11/08/13	**11/08/13**	12/20/13	01/17/14	**01/17/14**
06/03/13	**11/15/13**	11/15/13	12/13/13	**12/13/13**	10/04/13	11/15/13	**11/15/13**	01/10/14	02/07/14	**02/07/14**
06/10/13	**11/22/13**	11/22/13	12/20/13	**12/20/13**	10/11/13	11/22/13	**11/22/13**	01/17/14	02/14/14	**02/14/14**
06/17/13	**11/29/13**	11/29/13	12/27/13	**12/27/13**	10/18/13	11/29/13	**11/29/13**	01/24/14	02/21/14	**02/21/14**
06/24/13	**12/06/13**	12/06/13	01/03/14	**01/03/14**	10/25/13	12/06/13	**12/06/13**	01/31/14	02/28/14	**02/28/14**
07/01/13	**12/13/13**	12/13/13	01/10/14	**01/10/14**	11/01/13	12/13/13	**12/13/13**	02/07/14	03/07/14	**03/07/14**
07/08/13	**12/20/13**	12/20/13	01/17/14	**01/17/14**	11/08/13	12/20/13	**12/20/13**	02/14/14	03/14/14	**03/14/14**
07/15/13	**01/10/14**	01/10/14	02/07/14	**02/07/14**	11/15/13	12/27/13	**12/27/13**	02/21/14	03/21/14	**03/21/14**
07/22/13	**01/17/14**	01/17/14	02/14/14	**02/14/14**	11/22/13	01/03/14	**01/03/14**	02/28/14	03/28/14	**03/28/14**
07/29/13	**01/24/14**	01/24/14	02/21/14	**02/21/14**	11/29/13	01/10/14	**01/10/14**	03/07/14	04/04/14	**04/04/14**
08/05/13	**01/31/14**	01/31/14	02/28/14	**02/28/14**	12/06/13	01/17/14	**01/17/14**	03/14/14	04/11/14	**04/11/14**
08/12/13	**02/07/14**	02/07/14	03/07/14	**03/07/14**	12/13/13	01/24/14	**01/24/14**	03/21/14	04/18/14	**04/18/14**
08/19/13	**02/14/14**	02/14/14	03/14/14	**03/14/14**	12/20/13	01/31/14	**01/31/14**	03/28/14	04/25/14	**04/25/14**
08/26/13	**02/21/14**	02/21/14	03/21/14	**03/21/14**	01/10/14	02/21/14	**02/21/14**	04/04/14	05/02/14	**05/02/14**
09/02/13	**02/28/14**	02/28/14	03/28/14	**03/28/14**	01/17/14	02/28/14	**02/28/14**	04/11/14	05/09/14	**05/09/14**
09/09/13	**03/07/14**	03/07/14	04/04/14	**04/04/14**	01/24/14	03/07/14	**03/07/14**	04/18/14	05/16/14	**05/16/14**
09/16/13	**03/14/14**	03/14/14	04/11/14	**04/11/14**	01/31/14	03/14/14	**03/14/14**	04/25/14	05/23/14	**05/23/14**
09/23/13	**03/21/14**	03/21/14	04/18/14	**04/18/14**	02/07/14	03/21/14	**03/21/14**	05/02/14	05/30/14	**05/30/14**

Start Date	FRP/GO	MAF/CLASS	MAF/EXT	MAF	MAB/CLASS	MAB/EXT	MAB	MAFB/CLASS	MAFB/EXT	MAFB
09/30/13	**03/28/14**	03/28/14	04/25/14	**04/25/14**	02/14/14	03/28/14	**03/28/14**	05/09/14	06/06/14	**06/06/14**
10/07/13	**04/04/14**	04/04/14	05/02/14	**05/02/14**	02/21/14	04/04/14	**04/04/14**	05/16/14	06/13/14	**06/13/14**
10/14/13	**04/11/14**	04/11/14	05/09/14	**05/09/14**	02/28/14	04/11/14	**04/11/14**	05/23/14	06/20/14	**06/20/14**
10/21/13	**04/18/14**	04/18/14	05/16/14	**05/16/14**	03/07/14	04/18/14	**04/18/14**	05/30/14	06/27/14	**06/27/14**
10/28/13	**04/25/14**	04/25/14	05/23/14	**05/23/14**	03/14/14	04/25/14	**04/25/14**	06/06/14	07/04/14	**07/04/14**
11/04/13	**05/02/14**	05/02/14	05/30/14	**05/30/14**	03/21/14	05/02/14	**05/02/14**	06/13/14	07/11/14	**07/11/14**
11/11/13	**05/09/14**	05/09/14	06/06/14	**06/06/14**	03/28/14	05/09/14	**05/09/14**	06/20/14	07/18/14	**07/18/14**
11/18/13	**05/16/14**	05/16/14	06/13/14	**06/13/14**	04/04/14	05/16/14	**05/16/14**	06/27/14	07/25/14	**07/25/14**
11/25/13	**05/23/14**	05/23/14	06/20/14	**06/20/14**	04/11/14	05/23/14	**05/23/14**	07/04/14	08/01/14	**08/01/14**
12/02/13	**05/30/14**	05/30/14	06/27/14	**06/27/14**	04/18/14	05/30/14	**05/30/14**	07/11/14	08/08/14	**08/08/14**
12/09/13	**06/06/14**	06/06/14	07/04/14	**07/04/14**	04/25/14	06/06/14	**06/06/14**	07/18/14	08/15/14	**08/15/14**
12/16/13	**06/13/14**	06/13/14	07/11/14	**07/11/14**	05/02/14	06/13/14	**06/13/14**	07/25/14	08/22/14	**08/22/14**
01/06/14	**06/20/14**	06/20/14	07/18/14	**07/18/14**	05/09/14	06/20/14	**06/20/14**	08/01/14	08/29/14	**08/29/14**
01/13/14	**06/27/14**	06/27/14	07/25/14	**07/25/14**	05/16/14	06/27/14	**06/27/14**	08/08/14	09/05/14	**09/05/14**
01/20/14	**07/04/14**	07/04/14	08/01/14	**08/01/14**	05/23/14	07/04/14	**07/04/14**	08/15/14	09/12/14	**09/12/14**
01/27/14	**07/11/14**	07/11/14	08/08/14	**08/08/14**	05/30/14	07/11/14	**07/11/14**	08/22/14	09/19/14	**09/19/14**
02/03/14	**07/18/14**	07/18/14	08/15/14	**08/15/14**	06/06/14	07/18/14	**07/18/14**	08/29/14	09/26/14	**09/26/14**
02/10/14	**07/25/14**	07/25/14	08/22/14	**08/22/14**	06/13/14	07/25/14	**07/25/14**	09/05/14	10/03/14	**10/03/14**
02/17/14	**08/01/14**	08/01/14	08/29/14	**08/29/14**	06/20/14	08/01/14	**08/01/14**	09/12/14	10/10/14	**10/10/14**
02/24/14	**08/08/14**	08/08/14	09/05/14	**09/05/14**	06/27/14	08/08/14	**08/08/14**	09/19/14	10/17/14	**10/17/14**
03/03/14	**08/15/14**	08/15/14	09/12/14	**09/12/14**	07/04/14	08/15/14	**08/15/14**	09/26/14	10/24/14	**10/24/14**
03/10/14	**08/22/14**	08/22/14	09/19/14	**09/19/14**	07/11/14	08/22/14	**08/22/14**	10/03/14	10/31/14	**10/31/14**
03/17/14	**08/29/14**	08/29/14	09/26/14	**09/26/14**	07/18/14	08/29/14	**08/29/14**	10/10/14	11/07/14	**11/07/14**
03/24/14	**09/05/14**	09/05/14	10/03/14	**10/03/14**	07/25/14	09/05/14	**09/05/14**	10/17/14	11/14/14	**11/14/14**
03/31/14	**09/12/14**	09/12/14	10/10/14	**10/10/14**	08/01/14	09/12/14	**09/12/14**	10/24/14	11/21/14	**11/21/14**
04/07/14	**09/19/14**	09/19/14	10/17/14	**10/17/14**	08/08/14	09/19/14	**09/19/14**	10/31/14	11/28/14	**11/28/14**
04/14/14	**09/26/14**	09/26/14	10/24/14	**10/24/14**	08/15/14	09/26/14	**09/26/14**	11/07/14	12/05/14	**12/05/14**
04/21/14	**10/03/14**	10/03/14	10/31/14	**10/31/14**	08/22/14	10/03/14	**10/03/14**	11/14/14	12/12/14	**12/12/14**
04/28/14	**10/10/14**	10/10/14	11/07/14	**11/07/14**	08/29/14	10/10/14	**10/10/14**	11/21/14	12/19/14	**12/19/14**
05/05/14	**10/17/14**	10/17/14	11/14/14	**11/14/14**	09/05/14	10/17/14	**10/17/14**	11/28/14	12/26/14	**12/26/14**
05/12/14	**10/24/14**	10/24/14	11/21/14	**11/21/14**	09/12/14	10/24/14	**10/24/14**	12/05/14	01/02/15	**01/02/15**
05/19/14	**10/31/14**	10/31/14	11/28/14	**11/28/14**	09/19/14	10/31/14	**10/31/14**	12/12/14	01/09/15	**01/09/15**
05/26/14	**11/07/14**	11/07/14	12/05/14	**12/05/14**	09/26/14	11/07/14	**11/07/14**	12/19/14	01/16/15	**01/16/15**
06/02/14	**11/14/14**	11/14/14	12/12/14	**12/12/14**	10/03/14	11/14/14	**11/14/14**	01/09/15	02/06/15	**02/06/15**
06/09/14	**11/21/14**	11/21/14	12/19/14	**12/19/14**	10/10/14	11/21/14	**11/21/14**	01/16/15	02/13/15	**02/13/15**
06/16/14	**11/28/14**	11/28/14	12/26/14	**12/26/14**	10/17/14	11/28/14	**11/28/14**	01/23/15	02/20/15	**02/20/15**
06/23/14	**12/05/14**	12/05/14	01/02/15	**01/02/15**	10/24/14	12/05/14	**12/05/14**	01/30/15	02/27/15	**02/27/15**
06/30/14	**12/12/14**	12/12/14	01/09/15	**01/09/15**	10/31/14	12/12/14	**12/12/14**	02/06/15	03/06/15	**03/06/15**
07/07/14	**12/19/14**	12/19/14	01/16/15	**01/16/15**	11/07/14	12/19/14	**12/19/14**	02/13/15	03/13/15	**03/13/15**

Start Date	ST/CLASS	ST/EXT	**ST**	HCST/CLASS	HCST/EXT	**HCST**	VN
01/07/13	09/27/13	01/17/14	**01/17/14**	05/24/13	08/02/13	**08/02/13**	**03/14/14**
01/14/13	10/04/13	01/24/14	**01/24/14**	05/31/13	08/09/13	**08/09/13**	
01/21/13	10/11/13	01/31/14	**01/31/14**	06/07/13	08/16/13	**08/16/13**	
01/28/13	10/18/13	02/07/14	**02/07/14**	06/14/13	08/23/13	**08/23/13**	
02/04/13	10/25/13	02/14/14	**02/14/14**	06/21/13	08/30/13	**08/30/13**	
02/11/13	11/01/13	02/21/14	**02/21/14**	06/28/13	09/06/13	**09/06/13**	
02/18/13	11/08/13	02/28/14	**02/28/14**	07/05/13	09/13/13	**09/13/13**	
02/25/13	11/15/13	03/07/14	**03/07/14**	07/12/13	09/20/13	**09/20/13**	
03/04/13	11/22/13	03/14/14	**03/14/14**	07/19/13	09/27/13	**09/27/13**	
03/11/13	11/29/13	03/21/14	**03/21/14**	07/26/13	10/04/13	**10/04/13**	
03/18/13	12/06/13	03/28/14	**03/28/14**	08/02/13	10/11/13	**10/11/13**	
03/25/13	12/13/13	04/04/14	**04/04/14**	08/09/13	10/18/13	**10/18/13**	
04/01/13	12/20/13	04/11/14	**04/11/14**	08/16/13	10/25/13	**10/25/13**	**06/06/14**
04/08/13	01/10/14	05/02/14	**05/02/14**	08/23/13	11/01/13	**11/01/13**	
04/15/13	01/17/14	05/09/14	**05/09/14**	08/30/13	11/08/13	**11/08/13**	
04/22/13	01/24/14	05/16/14	**05/16/14**	09/06/13	11/15/13	**11/15/13**	
04/29/13	01/31/14	05/23/14	**05/23/14**	09/13/13	11/22/13	**11/22/13**	
05/06/13	02/07/14	05/30/14	**05/30/14**	09/20/13	11/29/13	**11/29/13**	
05/13/13	02/14/14	06/06/14	**06/06/14**	09/27/13	12/06/13	**12/06/13**	
05/20/13	02/21/14	06/13/14	**06/13/14**	10/04/13	12/13/13	**12/13/13**	
05/27/13	02/28/14	06/20/14	**06/20/14**	10/11/13	12/20/13	**12/20/13**	
06/03/13	03/07/14	06/27/14	**06/27/14**	10/18/13	12/27/13	**12/27/13**	
06/10/13	03/14/14	07/04/14	**07/04/14**	10/25/13	01/03/14	**01/03/14**	
06/17/13	03/21/14	07/11/14	**07/11/14**	11/01/13	01/10/14	**01/10/14**	
06/24/13	03/28/14	07/18/14	**07/18/14**	11/08/13	01/17/14	**01/17/14**	**08/29/14**
07/01/13	04/04/14	07/25/14	**07/25/14**	11/15/13	01/24/14	**01/24/14**	
07/08/13	04/11/14	08/01/14	**08/01/14**	11/22/13	01/31/14	**01/31/14**	
07/15/13	04/18/14	08/08/14	**08/08/14**	11/29/13	02/07/14	**02/07/14**	
07/22/13	04/25/14	08/15/14	**08/15/14**	12/06/13	02/14/14	**02/14/14**	
07/29/13	05/02/14	08/22/14	**08/22/14**	12/13/13	02/21/14	**02/21/14**	
08/05/13	05/09/14	08/29/14	**08/29/14**	12/20/13	02/28/14	**02/28/14**	
08/12/13	05/16/14	09/05/14	**09/05/14**	01/10/14	03/21/14	**03/21/14**	
08/19/13	05/23/14	09/12/14	**09/12/14**	01/17/14	03/28/14	**03/28/14**	
08/26/13	05/30/14	09/19/14	**09/19/14**	01/24/14	04/04/14	**04/04/14**	
09/02/13	06/06/14	09/26/14	**09/26/14**	01/31/14	04/11/14	**04/11/14**	
09/09/13	06/13/14	10/03/14	**10/03/14**	02/07/14	04/18/14	**04/18/14**	
09/16/13	06/20/14	10/10/14	**10/10/14**	02/14/14	04/25/14	**04/25/14**	**11/21/14**
09/23/13	06/27/14	10/17/14	**10/17/14**	02/21/14	05/02/14	**05/02/14**	

Start Date	ST/CLASS	ST/EXT	**ST**	HCST/CLASS	HCST/EXT	**HCST**	VN
09/30/13	07/04/14	10/24/14	**10/24/14**	02/28/14	05/09/14	**05/09/14**	
10/07/13	07/11/14	10/31/14	**10/31/14**	03/07/14	05/16/14	**05/16/14**	
10/14/13	07/18/14	11/07/14	**11/07/14**	03/14/14	05/23/14	**05/23/14**	
10/21/13	07/25/14	11/14/14	**11/14/14**	03/21/14	05/30/14	**05/30/14**	
10/28/13	08/01/14	11/21/14	**11/21/14**	03/28/14	06/06/14	**06/06/14**	
11/04/13	08/08/14	11/28/14	**11/28/14**	04/04/14	06/13/14	**06/13/14**	
11/11/13	08/15/14	12/05/14	**12/05/14**	04/11/14	06/20/14	**06/20/14**	
11/18/13	08/22/14	12/12/14	**12/12/14**	04/18/14	06/27/14	**06/27/14**	
11/25/13	08/29/14	12/19/14	**12/19/14**	04/25/14	07/04/14	**07/04/14**	
12/02/13	09/05/14	12/26/14	**12/26/14**	05/02/14	07/11/14	**07/11/14**	
12/09/13	09/12/14	01/02/15	**01/02/15**	05/09/14	07/18/14	**07/18/14**	**02/27/15**
12/16/13	09/19/14	01/09/15	**01/09/15**	05/16/14	07/25/14	**07/25/14**	
01/06/14	09/26/14	01/16/15	**01/16/15**	05/23/14	08/01/14	**08/01/14**	
01/13/14	10/03/14	01/23/15	**01/23/15**	05/30/14	08/08/14	**08/08/14**	
01/20/14	10/10/14	01/30/15	**01/30/15**	06/06/14	08/15/14	**08/15/14**	
01/27/14	10/17/14	02/06/15	**02/06/15**	06/13/14	08/22/14	**08/22/14**	
02/03/14	10/24/14	02/13/15	**02/13/15**	06/20/14	08/29/14	**08/29/14**	
02/10/14	10/31/14	02/20/15	**02/20/15**	06/27/14	09/05/14	**09/05/14**	
02/17/14	11/07/14	02/27/15	**02/27/15**	07/04/14	09/12/14	**09/12/14**	
02/24/14	11/14/14	03/06/15	**03/06/15**	07/11/14	09/19/14	**09/19/14**	
03/03/14	11/21/14	03/13/15	**03/13/15**	07/18/14	09/26/14	**09/26/14**	
03/10/14	11/28/14	03/20/15	**03/20/15**	07/25/14	10/03/14	**10/03/14**	
03/17/14	12/05/14	03/27/15	**03/27/15**	08/01/14	10/10/14	**10/10/14**	**05/22/15**
03/24/14	12/12/14	04/03/15	**04/03/15**	08/08/14	10/17/14	**10/17/14**	
03/31/14	12/19/14	04/10/15	**04/10/15**	08/15/14	10/24/14	**10/24/14**	
04/07/14	01/09/15	05/01/15	**05/01/15**	08/22/14	10/31/14	**10/31/14**	
04/14/14	01/16/15	05/08/15	**05/08/15**	08/29/14	11/07/14	**11/07/14**	
04/21/14	01/23/15	05/15/15	**05/15/15**	09/05/14	11/14/14	**11/14/14**	
04/28/14	01/30/15	05/22/15	**05/22/15**	09/12/14	11/21/14	**11/21/14**	
05/05/14	02/06/15	05/29/15	**05/29/15**	09/19/14	11/28/14	**11/28/14**	
05/12/14	02/13/15	06/05/15	**06/05/15**	09/26/14	12/05/14	**12/05/14**	
05/19/14	02/20/15	06/12/15	**06/12/15**	10/03/14	12/12/14	**12/12/14**	
05/26/14	02/27/15	06/19/15	**06/19/15**	10/10/14	12/19/14	**12/19/14**	
06/02/14	03/06/15	06/26/15	**06/26/15**	10/17/14	12/26/14	**12/26/14**	
06/09/14	03/13/15	07/03/15	**07/03/15**	10/24/14	01/02/15	**01/02/15**	**08/14/15**
06/16/14	03/20/15	07/10/15	**07/10/15**	10/31/14	01/09/15	**01/09/15**	
06/23/14	03/27/15	07/17/15	**07/17/15**	11/07/14	01/16/15	**01/16/15**	
06/30/14	04/03/15	07/24/15	**07/24/15**	11/14/14	01/23/15	**01/23/15**	
07/07/14	04/10/15	07/31/15	**07/31/15**	11/21/14	01/30/15	**01/30/15**	

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

STATE AND CONSUMER SERVICES AGENCY • GOVERNOR EDMUND G. BROWN JR.

BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945
Phone (916) 263-7800 Fax (916) 263-7855 Web www.bvnpt.ca.gov

RECORD OF NURSING PROGRAM

The applicant should complete the first section of this form and provide it to the Director of the nursing program. The Director of the nursing program should complete the information in the second section and return it to the above address.

THIS SECTION TO BE COMPLETED BY APPLICANT (ITEMS 1-6). PRINT OR TYPE (DO NOT USE PENCIL).

1. NAME (LAST)	(FIRST)	(MIDDLE)
2. ADDRESS	(STREET OR BOX NUMBER)	(APT. NO)
3. CITY	STATE	ZIP
4. BIRTHDATE (Month/Day/Year)	5. SOCIAL SECURITY NUMBER*	6. TELEPHONE NUMBERS BUSINESS ( )_____ HOME ( )_____ AREA CODE

THIS SECTION TO BE COMPLETED BY SCHOOLS OF VOCATIONAL, PRACTICAL OR REGISTERED NURSING. PRINT OR TYPE (DO NOT USE PENCIL)

7. NAME OF SCHOOL OF VOCATIONAL OR PRACTICAL NURSING: _____ CITY _____ STATE _____

DATE PROGRAM STARTED:_____ DATE PROGRAM COMPLETED:_____ OR DATE VERIFIED HOURS WERE COMPLETED_____

WAS PROGRAM "ACCREDITED" WHEN HOURS WERE COMPLETED? ☐ YES ☐ NO

8. NAME OF SCHOOL OF REGISTERED NURSING: _____ CITY _____ STATE _____

DATE PROGRAM STARTED:_____ DATE PROGRAM COMPLETED:_____ OR DATE VERIFIED HOURS WERE COMPLETED_____

WAS PROGRAM "ACCREDITED" WHEN HOURS WERE COMPLETED? ☐YES ☐NO

9. COMPLETION OF THE TWELFTH (12TH) GRADE IN HIGH SCHOOL OR ITS EQUIVALENT HAS BEEN PROVEN BY THE APPLICANT AS FOLLOWS:

☐ PRESENTED OFFICIAL SCHOOL RECORDS SHOWING COMPLETION OF 12TH GRADE HIGH SCHOOL

☐ PASSED THE "GED" TEST AT THE 12TH GRADE LEVEL

10. A. TOTAL NUMBER OF THEORY/CLINICAL HOURS COMPLETED IN ***YOUR*** NURSING PROGRAM:

THEORY:_____HOURS CLINICAL:_____HOURS

B. TOTAL NUMBER OF THEORY/CLINICAL HOURS WHICH YOUR SCHOOL GRANTED CREDIT FOR "PREVIOUS EDUCATION":

THEORY:_____HOURS CLINICAL:_____HOURS

C. ***COMPLETE THE SECOND PAGE OF THIS FORM IN FULL. THIS IS A MANDATORY REQUIREMENT.***

11. *I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.*

(SCHOOL SEAL)

SIGNATURE OF PROGRAM DIRECTOR:_____

PRINT PROGRAM DIRECTOR'S NAME:_____

DATE:_____

* **SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT –**
Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [(42 USCA (c)(2)(C))] authorizes collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes and for purposes of compliance with any judgment or order for family support in accordance with Section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, your application for initial license will not be processed and you will be reported to the Franchise Tax Board.

55A-2 (2/08)

RECORD OF NURSING PROGRAM

THIS SECTION OF THE FORM MUST BE COMPLETED IN FULL.

1. NAME OF SCHOOL OF NURSING:	2. CITY	3. STATE AND COUNTRY
CHECK ONE: ☐ VOCATIONAL/PRACTICAL NURSING PROGRAM ☐ REGISTERED NURSING PROGRAM		
4. DATE PROGRAM STARTED: _____ (MONTH/DAY/YEAR)	5. DATE VERIFIED HOURS WERE COMPLETED: _____ (MONTH/DAY/YEAR)	

6. SUBJECT	ACTUAL HOURS/UNITS COMPLETED		CHECK HERE IF SUBJECT IS INTEGRATED	GRADE RECEIVED		HOURS/UNITS OF CREDIT GRANTED FOR PREVIOUS LEARNING	
	THEORY	CLINICAL		THEORY	CLINICAL	THEORY	CLINICAL
ANATOMY & PHYSIOLOGY		N/A			N/A		N/A
NUTRITION		N/A			N/A		N/A
PHARMACOLOGY		N/A			N/A		N/A
PSYCHOLOGY		N/A			N/A		N/A
NORMAL GROWTH & DEVELOPMENT		N/A			N/A		N/A
NURSING FUNDAMENTALS							
NURSING PROCESS							
MEDICAL SURGICAL NURSING							
COMMUNICABLE DISEASES							
MATERNITY NURSING							
PEDIATRIC NURSING							
GERONTOLOGICAL NURSING							
REHABILITATION NURSING							
LEADERSHIP		N/A			N/A		N/A
SUPERVISION		N/A			N/A		N/A
COMMUNICATION		N/A			N/A		N/A
PATIENT EDUCATION		N/A			N/A		N/A
ETHICS & UNETHICAL CONDUCT		N/A			N/A		N/A
CRITICAL THINKING		N/A			N/A		N/A
CULTURALLY CONGRUENT CARE							
END OF LIFE CARE							
TOTAL HOURS:							