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Central Nursing College

SCHOOL CATALOG

NOTE: This institution's application for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education

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MISSION

Central Nursing College operates under a simple principal: to train individuals to become top tier healthcare professionals that employers want to hire, and keep as staff for a long time. CNC offers innovative, quality programs that are sound in concept, implemented by competent, dedicated faculty and geared toward people seeking to build a strong foundation of knowledge and skills demanded by today's job market and tomorrow's changing trends. The programs have undergone subtle but constant changes to the modalities and curriculum in order to reflect this mission.

The administration and faculty are committed to maintaining quality and integrity in all aspects of school operations. The educational philosophy reflects a variety of teaching strategies including the use of digital media and new technologies in the theory (classroom) setting. CNC places particular emphasis on clinical training because the mastery of clinical skills is the key to success on the job.

Central Nursing College maintains the following objectives:

- To provide quality, comprehensive, affordable education to meet the particular needs of professionals and employers of the greater Los Angeles area.
- To evaluate and update educational programs and materials regularly.
- To provide facilities, environment, training equipment and instructional materials that are conducive to learning and which are in concert with current industry standards.
- To employ educators who possess advanced experience and knowledge within the field they are set to teach.
- To establish an environment that motivates and encourages students while emphasizing independent thought and self-discipline.

SCHOOL HISTORY

Central Medical Center Vocational School was founded in 1995. Over the years the school has developed a reputation for producing the area's finest and most qualified allied healthcare professionals with countless awards and commendations attesting to this fact.

In 2004, the school was approved by the Board of Vocational Nurses and Psychiatric Technicians (BVNPT) to operate a Vocational Nursing program under the new name Central Nursing College. This decision to narrow the scope of offered programs from the original roster which covered every facet of the allied health care field to just the nursing programs was a direct response to the growing demand for nurses.

CNC does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

APPROVALS AND MEMBERSHIPS

Central Nursing College voluntarily undergoes periodic evaluations by teams of qualified examiners including subject experts, specialists in occupational education and private school administration, as well as the Department of Health Services (DHS), the Bureau for Private Postsecondary Education and the Bureau for Vocational Nurses and Psychiatric Technicians (BVNPT).

Central Nursing College is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate requires compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent.

The school is approved as a training provider in the I-train program under the Regional Training Vendor Division (RTVD) of the South Bay Workforce Investment Board (SBWIB). This approval allows the school to train individuals who qualify for retraining services funded under the Workforce Investment Act (WIA). With this approval CNC has graduated and placed several hundred Certified Nursing Assistants.

CNC is a training provider under the Trade Readjustment Act (TRA) and North American Free Trade Agreement (NAFTA). The school is a training provider under the Welfare to Work (GAIN) program designed to assist individuals receiving welfare benefits to become self-sufficient.

As Of July 2009, Central Nursing College participates in the United States Department of Education Title IV programs, making it possible for the school to offer federal financial aid to its students as a means of funding their education. The school is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES can be reached at their address 7777 Leesburg Pike, Suite 314 N., Falls Church, VA 20043. The telephone number is 703-917-4109.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet which must be provided to you prior to signing an enrollment agreement. Any questions you may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, or their mailing address PO Box 980818, West Sacramento, CA 95798-0818. Their website address is www.bppe.ca.gov. The Toll Free Number is 1(888)370-7589, Main Line is (916)431-6959, and Fax Number is (916)263-1897.

The school does not offer distance education.

OWNERSHIP

Central Nursing College is an LLC (a California Limited Liability Company). Katherine Ahn is the founder and current President/CEO.

FACILITIES AND EQUIPMENT

The main campus and administrative offices are located at 3550 Wilshire Blvd., Suite 830, Los Angeles, CA 90010. The building is the eastern building of two identical structures that occupy the south side of Wilshire Blvd. Major cross streets are Western to the west and Normandie to the east. The school is located close to junctions for I-101, I-5, I-110 and I-10 freeways. This address is where instruction occurs.

The campus is 5,000 square feet. The administrative offices are separate from the classrooms. Classrooms accommodate between 20-40 students and are fully equipped for clinical skills practice. The skills lab equipment consists of the following at minimum with constant additions and changes made to keep up with industry standards: hospital beds, bed linen sets, towels, clothing, bed pans, mannequins, IV stands and equipment, bed side lamps, food trays, pitchers, utensils, syringes, bandages, gauze, tape, catheters, sphygmomanometers and stethoscopes, tongue depressors and examination equipment, latex and non-latex gloves, mops, brooms, cleaning chemicals, wound care equipment and sharps disposal containers.

There is a library, study and lounge area, areas for conferences and other gatherings. The lunchroom is equipped with refrigerator, microwave, water cooler and furniture. The facility and all equipment comply with federal, state and local ordinances and regulations including fire safety, building safety and general well-being and health. The building is handicap accessible and meets the requirements of the Americans with Disability Act and Occupational Safety and Health Act. Metered parking is ample near the building. Classes are scheduled with a view toward classroom availability and size as well as plenty of individual attention from the faculty and staff.

Several of CNC's affiliates are located nearby - doctor's offices, long-term care facilities, hospitals, clinics and pharmacies. Several of these are used by CNC students for clinical hours. Central Nursing College is constantly adding and making changes to the current list of affiliates in order to best suit the needs of students, employers and community.

APPROVED PROGRAMS

Name of Program	Awarded	No. of Hours
Vocational Nursing	Certificate	1,616
Associate of Arts in Vocational Nursing	AA Degree	1,731

To date, the school's Certified Nurse Assistant and Home Health Aide programs are still under review by the DHS and therefore are not included in the list of offered programs. Upon approval for these programs, information pertaining to hours, any prerequisites, costs and admissions requirements will be updated in the catalog.

BUSINESS OFFICE HOURS

Monday thru Friday 8:00 a.m. to 5:00 p.m.

TRAINING HOURS

Please see Program Descriptions for specific training hours.

HOLIDAYS

New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Holiday.

Additional days off and holidays may be declared at the discretion of the Administration.

PROGRAM START DATES

The Vocational Nursing program has start dates every 3 months starting January of each calendar year. The Associate of Arts in Vocational Nursing program has start dates about when enough student numbers justify starting a program.

NON-DISCRIMINATION POLICY

Central Nursing College welcomes students of any color, race, sex, gender, national, and ethnic origin. The College does not discriminate on the basis of race, color, sex, national, and ethnic origin in administration of its educational and admissions policies or any other programs that it administers. The school director is the coordinator of Title IX: The Educational Amendment Act of 1972 which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance.

All inquiries or complaints under the discrimination provisions of Title IX should be directed immediately to the director. The director will then act equitably and promptly to resolve all complaints and issue a response within seven (7) working days.

ADMISSION

The programs offered by Central Nursing College are open to men and women who fulfill the following requirements:

Admission Requirements for Vocational Nursing and Associate of Arts in VN:

1. Applicants are at least 18 years of age or will have turned 18 prior to completion of the program.

There is no upper age limit on any of the programs offered by CNC.

2. Applicants possess a high school diploma or GED, or has submitted a signed attestation of high school graduation.
3. If the high school diploma is from outside the United States, it must be evaluated by an agency approved by the National Association of Credential Evaluation Services (NACES).
4. Applicants must take the TABE Entrance Exam and pass with a minimum score of 75%. There is a non-refundable fee of \$20 for this exam.
5. Applicants must submit to a physical examination that demonstrates the student is physically capable of being a nursing student. In addition to the physical examination, applicants must:
 - Show a negative Tuberculosis Skin Test or PPD (Paraphenylenediamine) or furnish chest X-ray results.
 - Furnish proof of vaccinations. If such proof does not exist, all vaccinations must be administered again.
 - Furnish proof of Hepatitis B immunity. If such proof does not exist, the shots must be administered again.
 - Furnish proof of drug clearance in the form of urine test results. If such proof does not exist, a student will be required to take another urine test.
6. Applicants will submit an essay or personal statement that describes interest in the field, any history in the field, and/or what they hope to take away from, or contribute to the field of nursing.
7. Applicants will interview with the Director of Nursing.
8. Applicants will demonstrate proof of ability to finance the cost of training by meeting with the financial department. Students will receive financial aid, pay the cost of training out of pocket, or a combination of the two. More information is available in the section describing financial aid.
9. At the appropriate time prior to beginning clinical training, applicants will submit an application for malpractice insurance (NSO) along with any associated costs.

Admissions Procedures

Applicants must submit a completed Admissions Application to the School to apply for enrollment. Proof of identification in the form of a driver's license, social security card, birth certificate or other form of identification must be required prior to admission. Applicants must apply for admissions at any time prior to enrollment. Prior to signing the enrollment agreement, applicants receive a hard copy of the catalog.

English Proficiency

CNC students are required to speak and write in English in the classrooms and at clinical sites. All courses are taught in English. English language proficiency will be gauged prior to acceptance into any program by their performance on the Language and Comprehension sections of the Entrance Exam. A minimum total score of 75% must be obtained on the entrance exam. Scores are maintained in students' charts. Verbal ability and comprehension are evaluated by the Director during the face-to-face interview. Each applicant receives a comment or recommendation for admission or further English study prior to admission. Any students desiring to supplement their English with remedial ESL, these services are provided at no cost.

Visa Services

CNC accepts students from foreign countries and Visa Services are provided. Please contact the Student Services Officer for the most up-to-date information on Visa Services through SEVIS. In order to continue your legal status in the United States and to make Central Nursing College the school you are authorized to attend you must follow the steps:

Step 1

Notify the schools in which you are currently enrolled of the intent to transfer to Central Nursing College. This is done by completing a "Notice of Intent to Transfer" form. Bring the completed form along with:

1. Preliminary Application
2. Confidential Financial Statement and Bank Statement
3. International Student Agreement
4. High School Diploma and Transcripts (High school completed in foreign countries must be translated, evaluated and filed).
5. Copies of Visa stamp and I-94

6. A copy of the I-20 issued by your current school
7. \$500.00 non-refundable processing fee made out to Central Nursing College

Step 2

The applicant will receive an acceptance letter and a copy of the I-20 which is official notification of acceptance into the school's program.

Step 3

You must report to the college no later than the date specified on item 5 on the I-20. When your admission has been finalized you will be given an appointment for an Entrance Exam, academic advising, and registration introduction regarding your choice of classes.

Physical Requirements

Central Nursing College does not discriminate based on any disabilities. However, students must be mentally and physically capable of safely participating in classroom and on-site clinical instruction. Central Nursing College encourages all students who may have concerns to visit the school and speak to an official about individual circumstances.

TRANSFERABILITY OF CREDITS

The school does not offer credit courses. Licenses earned at Central Nursing College are not transferable to any other college or university. CNC has not entered into an articulation or transfer agreement with any other college or university. If you entered the school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned certification at Central Nursing College. The programs offered are strictly programs that lead to board certification.

Transfer or Experience Credit

The awarding of credits for coursework completed at any other institution is at the sole discretion of Central Nursing College. Students who have previously attended another school or college accredited by an agency recognized by USDE (United States Department of Education) or CHEA (Council for Higher Education Accreditation) may receive credits (maximum of 84 hours) for such attendance when proof of said attendance is presented at the time of enrollment and upon review of the transcript by the CNC administration. AP (Advanced Placement), USAFI7 (United States Armed Forces Institute) and other nontraditional, but widely accepted, means of earning college credit will be recognized when relevant. A limited number of credits for military service may also be awarded. Students receiving veteran's benefits must have all prior education and training evaluated upon enrollment. In order to qualify for transfer or experience credits for the Vocational Nursing Program, applicants must submit to the following procedure:

1. Submit your high school transcript or the transcript from the armed forces to Central Nursing College for review and evaluation.
2. If requested, prospective students may be required to supply course descriptions, syllabi or other supporting materials as proof for the equivalency for any course in question.
 - a. CNA credit for LVN Term I: Prospective students may receive credit for LVN Term I by providing proof of:
 - i. CNA/ HHA Completion Certificate within the last 5 years, with minimum 150 hours of instruction.
 - ii. CNA license and passing score on the LVN Term I Comprehensive Exam.
 - iii. Official transcript noting the course title and completed hours of instruction.
3. The Director of Nursing performs transfer evaluations. An evaluation sheet is completed during the review and his sheet is kept in the student's permanent file.
4. If a student wishes to appeal the determination of credits granted, they may do so in writing and by supplying any other supporting documentation for their claim. The Director of Nursing will review the additional information and has final authority to grant or deny any transfer credits.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at CNC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of any degree, diploma or certificate you earn in Vocational Nursing is also at the complete discretion of the institution to which you may seek to transfer. If the degree, diploma or certificate you earn at CNC is not accepted at the institution you wish to seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason you should make certain that your attendance at Central Nursing College will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Central Nursing College to determine if your degree, diploma or certificate will transfer. The school has not entered into an articulation or transfer agreement with any other college or university.

INSTITUTIONAL, ACADEMIC, POLICY REVISIONS

Central Nursing College reserves the right to change or modify, without notification, the program content, equipment, staff, instructional materials, requirement for graduation, the catalog, and organization as necessary. Such changes are never done frivolously and may be subject to approvals from governing agencies. These changes are necessary in order to stay current with rapidly changing technological advances, legislation and the continued effort to improve teaching methods and testing results.

No changes will be made to diminish the competency of any program, or result in tuition changes for students currently enrolled in a program. Some changes however may be implemented retroactively for students who have enrolled prior to the effective date of the change. These are limited to changes in policy or curriculum not to exceed a 25% overall change in the existing policy of curriculum.

PAYMENT METHOD

Students are responsible for 25% of total tuition by the 7th day of class. Non-refundable fees are to be paid upfront and prior to the first day of class. The remaining amount will be paid prior to the start of each term in equal disbursements unless otherwise arranged. Students who are eligible for and receive federal financial aid receive an award and disbursements scheduled according to number of hours attended and fulfillment of the Satisfactory Academic Progress Policy.

Payment regulations may differ according to method of payment. Third parties, federal grants or loans, or other funding sources may have their own set of governances that can supersede school policy. Students are encouraged to stay informed about their tuition balance and financial aid situation if applicable.

FINANCING YOUR EDUCATION & FEDERAL FINANCIAL AID

The school offers a variety of services to help you finance your education. Private and public agencies offer tuition assistance for those individuals who meet that particular agency's requirements. Eligibility requirements differ depending on the source.

In addition to bank loans, students may be eligible to receive Title IV program funds. These may come in the form of Pell Grants, or PLUS or DIRECT loans and together they are regarded as federal "financial aid". The loans themselves are divided into two categories: subsidized and unsubsidized. Financial aid can be a crucial part of a student's ability to enjoy the full benefit of being a student in any training program and as such are encouraged to stay informed and active about their financial status. Students who obtain a loan to pay for an educational program are responsible for repayment of the full amount of the loan plus interest, less any amount of refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from the federal student financial aid program funds. Additional information can be obtained during regular business hours by contacting the financial aid office. In order to receive financial aid (Title IV) funds, students are entitled to entrance counseling and to get all questions about their award package answered prior to signing. Additionally, important consumer disclosures and a School Performance Fact Sheet are provided to the student prior to signing an enrollment

agreement. For more information on federal financial aid please contact the financial aid office to schedule an appointment.

TUITION AND FEES

Course Name	Tuition	Registration Fee (NR*)	Uniform & ID Badge (NR*)	Books	Vaccinations, Phys. Exam CPR & Fire Card (NR*)	STRF (NR*)	Total Cost
Vocational Nursing (VN)	\$27,799	\$75	\$ 140	\$750	\$570	\$72.50	\$29,406.50
AA in Vocational Nursing	\$30,000	\$75	\$140	\$925	\$570	\$72.50	\$31,782.50

Please Note:

1. (NR)*: The fees for registration, books, uniform, vaccinations, and any other ancillary costs that are not tuition that may arise during the course of instruction are “NR”, or NON-REFUNDABLE. Student Tuition Recovery Fund (STRF) is also NON-REFUNDABLE.
2. For applicants of the VN program who possess a current CNA license, the amount of \$1,500 will be credited.
3. Any balance not paid on the date due may be subject to the balance plus any interest. Please contact the financial aid officer for the most up-to-date rate information.

Outstanding Student Financial Account

Each student is responsible for updating their student account records. Detailed information is available at any time through the financial aid office. Late payments or outstanding balances in the student’s financial account may negatively affect the student’s education. Any student with an outstanding balance will not be permitted to sit the school’s final exam until such time that the balance is resolved. BVNPT and NCLEX paperwork and applications will not be sent if there is any outstanding balance. Other services may also be delayed. Please contact the financial aid office for additional information.

STRF: Student Tuition Recovery Fund Disclosure

The STRF was created by the State of California in order to protect the interests of students who attend a school regulated by the Bureau for Private and Postsecondary Education (BPPE). STRF is a state requirement. Students are eligible for STRF if they are a California resident and suffer a loss as a result of any of the following:

1. The school closes before instruction is completed.
2. The school fails 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 is collected within 180 days before the closure of the school.
3. The school fails 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 is a decline in the quality of instruction within 30 days of the school closing or, if the decline began earlier than 30 days prior to the school closing, 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.

Students must pay the STRF if all the following applies:

1. The student is a California resident who prepays all or part of the tuition by cash, guaranteed student loans, or personal loans.

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

Students are not eligible for protection from the STRF and are not required to pay the STRF assessment if:

1. The student is not a California resident, OR
2. The total course charges are paid by a third party such as an employer, government program or other payer and the student has no separate agreement to repay the third party.

CANCELLATION & REFUND POLICY

Canceling Courses

1. The student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. Read the Notice of Cancellation form for an explanation of cancellation rights and responsibilities. Contact administrative staff at any time for a copy of the Notice of Cancellation.
2. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a refund for the part of the course not taken.
3. Official cancellation occurs when the student submits a written notice of cancellation to the school.
4. If the written notice of cancellation is sent by post, the effective date is the date stamped.
5. The written notice of cancellation at minimum needs to state in clear, explicit terms that the student no longer wishes to be bound by the Enrollment Agreement.
6. If the Enrollment Agreement is cancelled prior to or on the seventh business day after the first scheduled day of classes, the school will refund any amount of the tuition paid. Policy governing non-refundable fees remains in effect for cancellations. The student will receive the refund within 30 days after the official date of cancellation.

A student who is a veteran or other eligible person who fails to successfully enter the course, withdraws, or discontinues attendance at any time prior to completion will be charged the amount of tuition, fees, and other charges. These charges will not exceed the approximate pro-rata portion of total charges for that program. For veteran students, any registration fee in excess of ten (\$10.00) dollars is subject to a prorated refund.

Withdrawing from School after the Seventh (7th) Day of Class

A Student has the right to withdraw from any program after instruction has started and receive a pro rata refund for the unused portion of tuition and any other refundable charges. Refunds are made for students who withdraw or are withdrawn from Central Nursing College prior to the completion of their program. Any equipment (not paid for) should be returned within 30 days or school reserves the right to charge the student or to withhold from the refund. When a student withdraws from the school, he/she must complete a student withdrawal form with the Administrative Staff.

The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

Hypothetical Refund Example

Assume a student enrolled in a 300-hour program and has fully paid a tuition cost of \$4,800.00. There are non-refundable fees (for example \$75.00 Registration Fee, \$140 Uniform and ID Badge, etc). Assume the student withdraws after completing 150 hours.

Total Paid by Student	=	\$4,800.00
Minus non-refundable fees \$215	=	\$4,585.00 Program Cost
Program Cost of \$4,585 ÷ 300 Hours	=	\$15.30 per hour fee
\$15.30 per hour fee x 150 hours attended	=	\$2,295.00 Withdrawal Tuition Charges
Program Cost paid minus Withdrawal Tuition Charges	=	\$2,295.00 Refund

If the amount that the student paid is more than the amount that the student owes for the time attended, then a refund will be made within 30 days of the date of determination of withdrawal. If the amount that the student owes is more than the amount that the student has already paid, then the student will have to arrange to pay it.

Refund Table

The following chart provides refund amounts, based on full tuition paid, if a student attends 10%, 25%, 50%, 60% or 75% of their program.

Refund Table									
Course Name	Total Cost	Registration Fee	Books, Uniform, Equipment + STRF (\$72.50)	Tuition	10%	25%	50%	60%	75%
Vocational Nursing	\$29,406.50	\$75	\$1,532.50	\$27,799.00	\$25,019.10	\$20,849.25	\$13,899.50	\$11,119.60	\$6,949.75

Refund to Title IV (R2T4)

A statutory schedule is used to determine the amount of federal funds a student has earned when he or she ceases attendance based on the period the student was in attendance. When a student has been determined to be a recipient of a Title IV grant or loan program withdraws from an institution during a payment period or period of enrollment in which the student began attendance, the institution must begin the Title IV Refund (R2T4) process to determine the students eligibility of Title IV funds based in accordance with the calculations prescribed by regulations.

There are several factors used to determine Title IV Refund (R2T4) calculations: Official or unofficial withdrawal date, payment period or period of enrollment, amount of aid that was disbursed, amount of aid that could have been disbursed, percent of Title IV earned, post-withdrawal or late disbursement, institutional cost, amount of Title IV aid to be returned (*if applicable*) and time limits and reporting requirements. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine how much *federal funds* the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the federal funds. Upon the completion of Title IV Refund (R2T4) a school is required to determine if a post-withdrawal disbursement is necessary for funds earned and not disbursed to students and/or parents. Recent regulations state that all withdrawals must undergo Title IV Refund (R2T4) if federal monies apply.

In summary, if a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds. *For further guidance on Title IV Refund's(R2T4) policies and procedures please see the reference material found in Volume 5 of the Federal Student Aid Handbook under Withdrawals. You may access a copy in the Financial Aid Office.*

STUDENT ACCESS TO FILE INFORMATION

Students are allowed access to copies of items in their student file at any time during regular business hours. Graduates may also request copies of any information in their student files at any time by sending written notice to the school describing their request. Transcripts are available to students and prospective employers upon request and without charge on the first request.

STUDENT INFORMATION RELEASE POLICY

Central Nursing College may release certain information regarding a student's attendance, grades, completion status, and personal data if the student requests so in writing. The School will not release any information without a written request.

ACADEMIC ACHIEVEMENT

Central Nursing College measures academic achievement using clock hours. The School utilizes a performance based learning model; whereas, performance objectives reflect minimum competencies for individual courses, and those skills that must be performed by the student before moving on to the next level of instruction. For additional information see the Satisfactory Academic Progress (SAP) section.

CLOCK HOUR DEFINITION

Central Nursing College defines credits in terms of clock hours. A clock hour is defined as a fifty minute period of lecture and/or field instruction.

TRAINING DESCRIPTION

Instruction takes place at the School's facility for theory and designated skills training facilities for clinical. The number of students per class ranges from 15 students to 30 lecture students and up to 15 laboratory students. Every cohort receives orientation and then students are divided according to class size. Training takes place in a variety of academic environments. Faculty is experienced, qualified and certified. Instructors are provided teaching aids to help them meet course objectives and stay abreast of changing trends industry trends. Variations in training schedules may occur due to major holidays, weather conditions or other unforeseen circumstances.

HOMEWORK

Students are expected to be prepared for course material and review on a regular basis. Homework may be assigned by individual instructors on an as-needed basis. Students should be prepared all assignments and allow time each day for homework. All students should consider the assigned homework but a minimum requirement for achieving success. The school encourages any student who wants to supplement their education with outside work, research and assignments.

SATISFACTORY ACADEMIC PROGRESS (SAP)

A student must maintain satisfactory academic progress (SAP). SAP is cumulative and it includes all periods of attendance; which are counted toward the maximum timeframe allotted. SAP is applied to all students equally and measured throughout each course. In order to comply with the school's SAP, the student must:

1. Be enrolled in a program of study with a valid enrollment agreement.
2. Maintain a cumulative grade average of 75% or more.
3. Complete his/her program within the maximum time allowed (150%). This maximum time allowed is divided such that each increment is not to be more than one academic year in length or one half of the program, whichever is shorter.
4. Students must pass the final exam.
5. Maintain satisfactory attendance (Refer to Attendance Policy)

6. Maintain a GPA of at least 2.00 (75%) and must achieve a grade of 2.00 (75%) or better in each course to demonstrate satisfactory academic progress.
7. Clinical Practice I - Clinical Practice IV are Pass/Fail courses. The student must receive a Pass to progress.
8. A student who fails (F or less than 65%) a course or receives an F in a Pass/Fail course is immediately withdrawn from the program.
9. A student who receives a D (66-74%) in a course has two options:
 1. Satisfactorily complete remediation prior to proceeding to the next course. The student must complete the remediation prior to the start of the next course or seven (7) calendar days, whichever comes first. If the remediation due date falls on a Saturday, the remediation must be completed by the previous Friday. If the remediation due date falls on a Sunday, the remediation must be completed by the following Monday. If the Monday is a holiday, the remediation must be completed the next day. If the student fails to remediate the identified course during the required timeframe, the course grade will be a D and the student will be withdrawn from the program. The student also will be withdrawn from any other courses in which he/she are currently enrolled. A student who successfully remediates the course will achieve a maximum grade of C (75%) for the course.
 2. Based on class availability and space, the student may elect to apply for re-entry and re-take the course. The student is permitted to remediate the same course only once during the program.

In addition, any student who:

- fails any course with a grade of D (66-74%) and does not successfully remediate or
- fails a course after two successful remediations, only two (2) remediations are permitted in the program, or
- fails the same course twice, or
- violates the attendance policy or
- whose cumulative grade point average is below 2.00 (C)

will be withdrawn for unsatisfactory academic progress. Withdrawal from the program will occur on the day of any of the above situations. Non-compliance with any of these rules will serve as ground for dismissal. The SAP evaluations are conducted twice per term.

Faculty will inform the Director of Nursing of any student who is failing. The Director of Nursing shall schedule a meeting with the student for a counseling session. The student will be reminded of available options such as tutoring, counseling, or in certain circumstances of extreme hardship, withdrawals or leaves of absence.

Veteran Student Progress Policy

Students who are veterans will be monitored at 25%, 50%, 75%, and 100% progress and the data reported to the required offices. If the cumulative grade falls below "2.0", or attendance falls below 70% at the end of any given evaluation period, the Veteran student will be placed on probation for the next evaluation period. If the Veteran student's cumulative grade does not improve or reach at least a "2.0" or overall attendance does not reach the school minimum, the Veterans Administration will be notified and benefits may be subject to interruption. Veteran students are encouraged to keep informed about their benefits and the requirements of their program. According to the Department of Veterans Affairs, no more than two terms on probation will be permitted.

Grading System

Central Nursing College adopts a strict, rigorous evaluation system in the pursuit of excellence. Clinical grades will be based on successful completion of the clinical rotation. Clinical Practice I-IV are Pass/Fail courses. Theory grades will be based on:

1. Module tests (50%)
2. Assessments with remediation (10%)
3. Final Exam (25%)

The following scale is the grading system:

Letter Grade	Numerical Percent	Description	GPA
A	90-100	Mastery of material demonstrated	4.0
B	80-89	Exceptional competence demonstrated	3.0
C	75-79	Competence demonstrated	2.0
D	65-74	Unsatisfactory performance demonstrated	1.0
F	0-64	Failure to demonstrate minimum requirement	0.0
P	N/A	Successful Completion of Clinical	N/E

CNC applies standard rounding practices to its grading system: 0.5 and above is rounded up to the next whole number, below 0.5 is rounded down to the nearest whole number. The instructor is required to assign for each student a definite grade based upon the work actually accomplished, irrespective of the circumstances which may have contributed to the results achieved. . An “Incomplete” will be converted to a grade of “F” if not resolved or completed by the end of the term. For repeating students, the second grade replaces the first grade.

All exams and hours must be made-up before the student is permitted to progress to the next term. A minimum of 75% or a C on a letter scale is necessary for VN students to advance to the next term.

The Vocational Nursing’s final exam is comprehensive and covers Terms I through IV. It is scheduled at the end of every program. Including fundamentals taught in class, questions also mirror the content, style and methodology of the official board exam, the National Council Licensure Examination for Practical Nurses, or the NCLEX-PN. This is a paper-based exam and designed by the school. The purpose of the final is twofold: First, to prepare the student for the rigors of the official board exam and second, to exit the student from the program. A student may have completed the requisite 1,616 hours in the LVN program; however without full resolution of academic and financial standing, the student will not be considered “graduated”.

Detailed information is provided during the orientation prior to starting the program. Additional information is made available as the student moves closer to sitting the final. At this time the student is reminded of the minimum requirements for graduation, as well as any other possible issues preventing graduation.

Attendance Policy

Theory Attendance Policy

Attendance is mandatory and records are maintained daily. Students who fail to maintain satisfactory attendance are subject to immediate termination without warning at the discretion of the director or administration depending on the gravity of the violation. Students are expected to be on time for theory and clinical at the scheduled time.

1. From the first day to the last day of each course all absences exceeding 15 cumulative minutes in the form of arriving late, leaving early, and nonattendance for the scheduled theory class must satisfactorily complete make-up work covering the objectives of the class. Students must attend classroom or clinical instruction for the scheduled number of hours.
2. All absences must be made up before the student can advance to the next term. If the absence occurs during the last term, the student will not be considered graduated and therefore their board application not submitted until the absence is made up. Arriving late, leaving early, and non-attendance are defined as an absence.

3. Case notes will outline the circumstances and actions taken in each individual case and a copy of the case note recorded in the student's file.

Skills Lab / Clinical Attendance Policy

All absences in skills lab and clinical learning activities must be rescheduled and satisfactorily completed prior to the end date of the course. Absence on the last day of the course must be made up within two calendar days or two business days of the last day of the course. Arriving late, leaving early, and non-attendance are defined as an absence. Tardy is defined as arriving late or leaving greater than 15 minutes in scheduled skills laboratory or clinical experience. There are no excused absences from any scheduled nursing course learning activities. Absence in the skills lab or clinical setting refers to tardy, non-attendance and/or no-call/no show.

1. One episode of tardiness or leaving early (15 minutes or greater) per term in a skills or clinical course is permitted.
2. A second incident will result in the student being charged with a clinical absence and the entire clinical time must be made up. The student will remain in the setting unless patient safety is an issue.
3. A third incidence of a tardy or leaving early (15 minutes or greater) in a term will result in withdrawal from the program.
4. The first incidence of "no call/no show" related absence the student will be required to make up the time missed.
5. A second incidence of "no call/no show" at any time in the program the student must be withdrawn from the program.
6. Any time patient safety is potentially compromised the student may be required to leave the clinical setting at the discretion of the instructor. This time will be considered as a clinical absence.

Please note the following with regarding to make-up of skills and clinical hours:

1. Satisfactory make-up of all skills laboratory and clinical learning experiences (tardy, absence no call/no show) prior to the end of the course.
2. A limited number of opportunities for make-up determined by the Program Director. If the student does not make up the rescheduled learning activity by the end of the course the student will be given a grade of "F".

Withdrawal

A student may withdraw from a Central Nursing College program at any time. Withdrawals must be in writing. A withdrawal is treated as a termination unless the student elects to return to school in which case the enrollment process begins anew with a new program start date.

Absence Associated Withdrawal Policy

The following situations will result in course failure and withdrawal from the program:

1. Accumulation of theory, clinical and/or skill hours in excess of 16 cumulative hours in any term, or;
2. Failure to make up scheduled make-up activities in theory, skills laboratory, or clinical by the end date of the course, or;
3. Second incidence of no show/ no call in the clinical setting.

Leave of Absence

Any student wishing to take a Leave of Absence from any program must present a request in writing at least two (2) weeks prior to the beginning of Leaves of Absence. Such request should set forth the reasons for requesting the Leave of Absence and the student's projected return date. All such requests shall be considered by the Director of Nursing Program. The Director of Nursing Program will approve or deny the request and inform the student in writing. Leave of Absence shall generally be granted for no more than 1.5 times the program length 6 months for special circumstances. A student who fails to return by the scheduled return date will be dismissed from the program. For all students receiving Veterans benefits, all

programs must be completed within their originally contracted length of time, not 1.5 times the program length as defined in this catalog.

Dismissal

Students are subject to dismissal for disciplinary reasons at the discretion of the Director of Nursing Program. Examples of misconduct that may result in dismissal include: failure to follow school policies and procedures as set forth in the school catalog; putting the safety of others or school property in jeopardy; seriously disruptive behavior; use of nonprescription drugs while on campus; consumption of alcoholic beverages on campus except at approved functions; entering the school under the effects or influence of narcotics and/or alcohol; unwelcome or threatening sexual advances toward other students, staff, or faculty; failure to make payments; and recurring attendance or tardiness problems or failing grades. A student dismissed for unsatisfactory conduct may be readmitted into the program only at the discretion of the School Director. Missing five (5) consecutive scheduled class days and does not return on the 6th day

Termination

A student is considered dropped from the program after five consecutive absences. If the student continues to demonstrate a “no-call/no-show” status, the school will continue to reach the student. Official termination is not considered valid without signature on the appropriate form. A student may terminate, withdraw, declare a leave of absence or request a transfer at any time in writing, at which time it will be considered by the administration and Director of Nursing for final approval. A period of one calendar week from the date of drop (or the next calendar day after the fifth consecutive unexcused absence) is reached before the student is considered officially terminated without need of signature or acknowledgement on official school documents. Refund calculations are made accordingly and in compliance with both state and federal regulations governing them.

Penalty for Late Exams

Any test taken after the scheduled date or time will incur a deduction. A score of 100% to 75% will be automatically given a 75% which is the minimum passing score for any.

There is a \$185 fee to reschedule the final exam. Additional information is available at the administrative office or the financial aid office.

Academic Probation

Students who fail to meet Satisfactory Academic Progress (see “Satisfactory Academic Progress Policy”) standards or if the student is in violation of the attendance policy (see “Attendance Policy”) may be placed on probation. A student may be placed on probation for violation of policies regarding conduct, dress or for other appropriate reasons in the judgment of the School. During probation, any additional infractions may result in immediate expulsion from the school without further written or verbal warnings.

Appeals Process

Any student in violation of the SAP has the right to appeal. The appeals process is conducted in a 4 part process as follows:

1. The student is provided written notification that they are in violation of the school’s Satisfactory Academic Progress (SAP). This notification outlines each violation and a description of that violation compared to the standard of the SAP policy.
2. The student compiles documentation, written accounts, testimonies or other paperwork that supports the appeal.
3. The student is scheduled for a counseling session with the Director of Nursing and/or the Director of Education. At this time the student submits all the supporting evidence for the appeal.
4. After thorough investigation and review of the supportive documents as well as the facts of the appeal and violation, the student is given an outcome in writing. This outcome could either be in favor of the appeal and the SAP violation removed from the student’s academic record, or the outcome could be in favor of the school in which case the SAP violation remains in the student’s academic record.

Reinstatement

If an appeal is denied or if the student chooses not to appeal the decision, an application for reinstatement may be submitted to the school no earlier than 30 days from the date of termination. The school director will make a final decision whether to reinstate the student or not.

POLICY FOR TEMPORARILY IMPAIRED STUDENTS

Students who become temporarily impaired due to illness, injury, surgical procedure, or pregnancy while in the program will provide the school with a letter from his/her doctor stating what restrictions pertain to the student's ability to perform in the classroom and clinical settings. Every effort will be made on the part of the school to enable the student to continue safely in the program and still receive the required learning experience if the students must take a medical leave of absence, the student may not return to school until a written release is received from the physician.

GRADUATION REQUIREMENTS

A student is eligible to graduate from the program when all classroom, practical, laboratory, and clinical hours are completed with at least a 75% or higher. Students in the Vocational Nursing Program must pass the final exam. Refer to the Satisfactory Academic Progress section of the catalog for additional information. Rescheduling the final for any reason is subject to a \$185 administrative fee. The student must have no outstanding "Incompletes" in the school records (exams or make-up hours) and must have satisfied all financial obligations to the school in order to graduate. Additional requirements for graduation may apply. Upon program completion the student will receive school certification attesting to successful completion of the certificate or degree program.

RULES AND STUDENT CONDUCT

To maintain order and efficiency during training, the School requires all students to abide by the rules. Students must adhere to high standards of scholarship and to conduct that will not interfere with the learning process of any other student, the classroom presentation by the teacher or the progress of the class in general. Those students whose conduct reflects discredit upon themselves or the school will be subject to suspension and/ or termination. The administration reserves the right, in the exercise of its judgment, to suspend and/ or dismiss a student for any of the following reasons:

1. Bringing drugs or alcohol onto the campus or clinical facility or being under the influence of intoxicating drugs or alcohol;
2. Violating any industry safety code;
3. Insubordination (failure to comply with the instructions of instructor or school employee);
4. Illegal acts on or off school property, while in training;
5. Disruption of the instruction/training process;
6. Failure to abide by the rules and regulations of the school;
7. Conduct that reflects unfavorably upon the school or its students;
8. Unsatisfactory academic progress;
9. Failure to pay charges when due;
10. Cheating;
11. Falsifying school records;
12. Breach of school Enrollment Agreement;
13. Jeopardizing patient safety due to poor judgment or an inability to function properly;
14. Failure to abide by the rules and regulations of any clinical site;
15. Carrying a concealed or potentially dangerous weapon;
16. Conduct which interferes with the learning process of any other student, the classroom presentation by the teacher or the progress of the class in general;
17. Instigation of or participation in, rebellious activities against the school or its students;
18. Solicitation which reflects unfavorably upon the school or its students;
19. Profanity spoken on campus grounds;
20. Vandalism of campus property;

21. Disruptive classroom behavior;
22. Copyright infringement;
23. Physical threats; or
24. Theft

ACADEMIC AND CLASSROOM CONDUCT

Classroom and clinical behavior, adherence to rules of Satisfactory Academic Progress and other student issues are resolved through a chain of command that begins with the instructor. The instructor has the authority to remove anyone who is being disruptive or insubordinate. Case notes are maintained in student files detailing the objective facts of the incident and any recommendations or actions taken. Additional incidents are handled by the Director of Nursing or the Administrator.

After a counseling session with the student under issue, a course of action is provided to the student in writing.

The administration reserves the right, in the exercise of its judgment, to suspend and/ or dismiss a student for any of the following reasons:

1. Cheating: Unauthorized assistance from material, people, or handheld devices during a test or quiz. This includes providing answers and/or any information that may assist another student in the same or a different class in any exam, quizzes, projects or homework assignments unless as explicitly authorized by the instructor with full disclosure to the Director of Nursing and the Administration.
2. Plagiarism: Paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper citation of the original source. This includes any written work submitted as a project, paper, research or homework assignment.
3. Purchase of prewritten papers: Obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers of other academic materials to be presented as one's own work.
4. Disrespect of other students: Interrupting fellow students, bullying or teasing, verbal or physical threat making, any unsolicited advances or pursuit of a student for any reason. These may occur in the classroom or any facility or hospital that acts as a clinical site.
5. General insubordination: Any student who does not conduct themselves like a mature adult, any student who does not perform duties set by the instructor, or any student who either directly or indirectly refuses to listen to their instructor may be subject to immediate removal from the learning arena, be it the classroom or the clinical site.
6. Eating in classroom or laboratory: No food or beverage is allowed in classrooms, computer room or laboratory.
7. Breakage: Although no laboratory breakage is charged, payment may be charged for any deliberate and intentional breakage of equipment
8. Cell phones: Any electronic devices that may disrupt the classes are not permitted.

Depending on the severity of the misconduct, the Director may put the student on suspension, or issue a termination effective immediately.

Central Nursing College students are expected to assume full responsibility for the quality and authenticity of submitted course work and any exams they take. When confronted with evidence of academic misconduct, students may admit their participation and accept the penalty imposed by the instructor. If the students deny the claim, the administration will obtain any and all evidence to support the claim. If the evidence supports the claim, sanctions will be put in place. If the evidence fails to support the claim, the student has the right to appeal the case through the following procedures:

1. The student meets with the instructor who made the initial allegation. They have a discussion about the allegation and whenever possible, a resolution is reached at this first meeting.
2. If a satisfactory resolution is not reached, the instructor or student can petition for a meeting with the school director for review and resolution. The Petition Request must be made in writing by either the student or the instructor and submitted to the school director.
3. If after review by the school director, a satisfactory resolution has still not been reached, the matter

may be appealed to the Arbitration Review Committee. This Committee consists of the School's Director and DON. The Committee reviews all materials and prior decisions and comes to a resolution on the matter. The decision of the Arbitration Review Committee is final.

STUDENT COMPUTER NETWORK AND INTERNET CONDUCT

Central Nursing College provides students access to its computer network and Internet access for purposes directly related to education. Central Nursing College reserves the right to monitor all usage of its computers and computer systems. This includes the monitoring of e-mail and website access. The following practices are prohibited:

- Installing or executing unauthorized software or using computers to copy copyrighted or licensed software or materials.
- Using the network for commercial purposes. Users may not buy or sell products or services through the system without prior consent of the corporate network administrator.
- Using the network for advertising or political lobbying.
- Accessing websites, newsgroups or chat areas that contain material that is sexually related, obscene or that promotes illegal acts. If a user accidentally accesses this type of information, they should immediately notify an instructor, and/or network administrator.
- Using the network for any activity or to transmit any material that violates federal, state or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or, peer to peer file sharing of copyrighted materials.
- Using vulgar, derogatory or obscene language. Users may not engage in personal attacks, harass another person or post private information about another person.
- Logging on to another person's account or attempt to access another user's files.
- "Hacking", or otherwise trying to gain access to another computer system without authorization.
- Engaging in "spamming" (sending an email to more than 10 people at the same time) or participation in chain letters.
- Intentionally damaging any computer hardware or software. Computer and network resources are of significant value and their abuse can have a negative impact on other users. Non-compliance with this policy may result in loss of computer and network privileges, suspension and/or termination from school.

DRESS CODE

The following standards regarding clothing and outward appearance have been set to maintain excellence and cultivate good grooming habits for students to take from the classroom into the workforce. Students are preparing for professional careers and should develop the habit of wearing proper attire. In addition, prospective employers visit the school, and it is important that students be properly dressed in order to make the best possible impression. Students are required to wear the designated school uniform.

Note: Faculty and staff members are responsible for enforcing the dress code. A student who reports to the classroom or clinical facility in inappropriate attire will be sent home. The time missed will constitute an absence. These codes are enforced both in the classroom setting and the clinical setting (be it a hospital, long term care facility, doctor's office, other clinic or any other Central Nursing Center training related location).

Uniforms

Students of CNC are permitted to wear only the school's designated uniform. These uniforms must be clean and wrinkle-free. Students must attach their student identification badges in an easy to see place. Shoes must be standard white sneakers or nurse's shoes. No open-toed shoes will be permitted in the classroom or clinical site. Pants and tunic must be the proper length: top of the back of the shoe for the pants. The uniform must fit properly and must not be too tight or too loose. Male and female students may wear a school issued warm-up jacket or a plain white button-front sweater as an outer covering while

in uniform. It must be the same length as the tunic top. Other jackets or coats may not be worn while in class or in the clinical facility. A plain white, long-sleeved undershirt may be worn.

Jewelry

Acceptable jewelry is limited to professional pins, one ring (wedding sets constitute one ring) and a watch. A wristwatch with a sweep second hand is an essential part of the uniform for all students. Students may wear one small stud earring in each ear. Medical identification worn as a bracelet or necklace is acceptable. Earring colors are limited to pearl, gold, silver, white or blue. Dangling earrings, necklaces and bracelets are not permitted in class due to safety reasons. All students are prohibited from wearing any other facial piercing including tongue rings, nose rings, etc., at any time while on campus. Hats and sunglasses are not permitted during any school related activity, both theory and clinical.

Hygiene and Grooming

Daily hygiene is essential since students associate closely with others. Fragrances such as perfumes, oils and shaving creams should be kept to a minimum, if used at all. Fingernails must be kept clean and neatly manicured. When viewed from palm side, fingernails will not exceed the ends of the fingers. Clear polish or no polish is acceptable. ACRYLIC NAILS ARE NOT ALLOWED. Any injury to an exposed part of the body needs to be properly disinfected and covered with a bandage. Hair must be clean and neatly arranged in a simple, off-the-collar style. Hair cannot be unnatural in color. Braids and ponytails are permitted if the ends are attached to the head and the hair clears the collar. Barrettes and hair clips or pins must be functional, not decorative and may be white or match hair color. Beads or jewels interwoven into the hair are not permitted.

Note: Faculty and staff members are responsible for enforcing the dress code. A student who reports to the classroom or clinical facility in inappropriate attire will be sent home. The time missed will constitute an absence.

DISCIPLINARY POLICY

Central Nursing College students who are citizens or international students are all subject to state, local, and federal laws. They are also part of a larger professional community of nurses and are therefore held to a very high standard of behavior.

Admission to Central Nursing College carries with it privileges and responsibilities. Due to the sensitive nature of the work, the environment it takes place in, and the community that is being served, students must comport themselves with the utmost care and vigilance, professionalism and discretion.

Central Nursing College has developed regulations intended to govern student conduct on the campus as well as to establish courses of action in the event of a violation. Students are subject to all national, state, and local laws and ordinances. If a student's violation also adversely affects Central Nursing College's pursuit of its educational objectives, the school may enforce its own regulations regardless of any proceedings instituted by other authorities. Violation of any of these regulations may result in disciplinary measures.

Disciplinary Offenses

Disciplinary measures are put in place when a student engages in any activity that the administration and faculty deem contradictory to the school's educational objectives. These can be behaviors that violate or show disregard for the rights of staff, faculty, other students, or professionals off the campus at clinical sites. They can directly or indirectly endanger people or property. The severity of the disciplinary measure varies according to the severity of the offence. Offences may include:

1. Conduct dangerous to others: Any conduct that poses a serious danger to any person's health, safety, or personal well-being, including any physical abuse or verbal or physical threat of abuse.
2. Disorderly conduct: Any individual or group behavior that is abusive, obscene, lewd, indecent, violent, excessively noisy, or disorderly, or that unreasonably disturbs other groups or individuals.
3. Interference of school activities: Any intentional interference with or obstruction of School activities, classes, programs, events, including the following:

- a. Any unauthorized occupancy of School or School-controlled facilities or blockage of access to or from such facilities.
 - b. Interference with the right of any School staff member or other authorized person to gain access to any School or School-controlled activity, program, event, or facilities.
 - c. Any obstruction or delay of a staff member, authoritative agency firefighter, authorized personnel or any School official in the performance of his/her duty.
4. **Misuse of or damage to property:** Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to Central Nursing College including but not limited to office equipment, computers, fire alarms, fire equipment, telephones, School keys, resource center materials, and/or safety devices; and any such act against a member of Central Nursing College or a guest of Central Nursing College.
 5. **Theft, misappropriation or unauthorized sale of property:** Any act of theft, misappropriation or sale of Central Nursing College property, or any such act against a member Central Nursing College or a guest of Central Nursing College.
 6. **Misuse of documents or identification cards:** Any forgery, alteration or, or unauthorized use of Central Nursing College documents, forms, records, or identification cards, including the giving of any false information or withholding of necessary information in connection with a student's admission, enrollment or status at the School.
 7. **Firearms and other dangerous weapons:** Any possession of or use of firearms or dangerous weapons of any kind.
 8. **Alcoholic beverages:** The use and/or possession of alcoholic beverages is not allowed on Central Nursing College owned or controlled property.
 9. **Drugs:** The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance.
 10. **Financial irresponsibility:** Failure to meet financial responsibilities to the school, including but not limited to bad checks, overdue payments, or failure to submit information necessary to supplement a federal financial aid application in a timely manner.
 11. **Violation of general rules and regulations:** Any violation of the general rules and regulations of Central Nursing College as published in any official Central Nursing College. Publications, including the intentional failure to perform any required action or the intentional performance of any prohibited action.

Disciplinary Action

Disciplinary action may be taken with any student for violations that occur on owned, leased, or otherwise controlled property, or that occur off campus when the conduct impairs, interferes with, or obstructs any school activity or the missions, processes, and functions of the school. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to people or property within Central Nursing College.

For the purposes of these regulations, a "student" refers to any person who is registered for study at Central Nursing College for any academic period, including the time that follows the end of an academic period that the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from Central Nursing College.

Disciplinary Sanctions

If it has been acknowledged that a student is in violation for any reason, the following disciplinary sanctions may be imposed, either singly or in combination:

1. **Restitution** A student who has committed an offense against property may be required to reimburse Central Nursing College or other owner for damage or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
2. **Warning** The appropriate Central Nursing College official may notify the student that continuation of repetition of specified conduct may be cause for other disciplinary action.
3. **Reprimand** A written reprimand, or censure, may be given to any student whose conduct violates these regulations. Such a reprimand does not restrict the student in any way but does have important consequences. It signifies to the student that he/she is being given another chance to conduct himself/herself as a proper member of Central Nursing College, but that any further

violation will result in more serious penalties. In addition, a reprimand does remain on file in the student's academic record.

4. **Restriction** A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent Central Nursing College in any way, operate equipment, loss of student ID.
5. **Probation** Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
6. **Suspension** If a student is suspended, he/she is separated from Central Nursing College for a stated period of time, with conditions for readmission stated in the notice of suspension.
7. **Expulsion/Termination** Expulsion entails a permanent separation from Central Nursing College. The imposition of this sanction does become a part of the student's permanent record and is a permanent bar to the student's readmission to Central Nursing College.
8. **Interim or Summary Suspension** As a general rule, the status of a student accused of violations of School regulations should not be altered until a final determination has been made in regard to the charges against the student, although summary suspension may be imposed upon a finding by the School Director or his/her designated representative that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the School or its guests; destruction of property; or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension (in writing), and if there are disputed issues of fact of cause and effect, the student shall be provided a hearing on the suspension as soon as possible.
9. In cases involving second and/or third instances of academic misconduct, the student will be subject to further disciplinary action. In extreme cases the student may even be terminated.
10. Students found guilty of repeated academic misconduct may receive one of the following sanctions:
 - a. The student may not receive credit for the work completed.
 - b. The student may not receive credit for the class.
 - c. The student may be administratively terminated from the program.

The Director reserves the right to convert any sanction to a lesser or higher degree, or to rescind any previous sanctions.

Cases of Alleged Sexual Assault

In cases involving alleged sexual assault, both the accuser and the accused shall be informed of the following:

- Both the accuser and the accused are entitled to the same opportunity to have others present during an investigative hearing and if found guilty, a disciplinary proceeding.
- Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.

Disciplinary Procedures

Admission to Central Nursing College implies that the student agrees to respect the rights of others and observe civil laws. Conduct regarded as dangerous or threatening, which warrants response by local law enforcement officials, will carry an immediate temporary suspension of the student from the School. If the court convicts the student, Central Nursing College may expel the student solely on the findings of the criminal court. If Central Nursing College does not exercise this option, the student must begin the disciplinary process after the court proceeding concludes.

Due Process Procedures

In cases that involve actions of misconduct that would cause the student or students to be subjected to disciplinary action, a hearing shall be conducted according to the outline below:

1. All complaints of alleged misconduct of a student shall be made in writing to the Administration. The complaint shall contain a statement of facts outlining each alleged act of misconduct and shall state the regulation the student is alleged to have violated.
2. The Administration shall investigate the complaint. If it is determined that the complaint is without merit, the investigation shall promptly cease. If it is determined that there is probable cause to believe a violation did occur, the process shall proceed as outlined.
3. The student shall be notified in writing by the Administration that he/she is accused of a violation and will be asked to come in for a conference to discuss the complaint. At the conference, the student shall be advised of the following:
 - a. He/she may admit the alleged violation, waive a hearing in writing and request that Central Nursing College officials take appropriate action.
 - b. He/she may admit the alleged violation in writing and request adjudication.
 - c. He/she may deny the alleged violation in writing and request adjudication before the School Administration.
 - d. The date, time, and place of hearing.
 - e. A statement of the specific charges and grounds that, if proven, would justify disciplinary action being taken.
 - f. The names of witnesses scheduled to appear.

A written decision will be given to the student specifying the action to be taken. The student will also be given information on a right to appeal the school's decision.

STUDENT COMPLAINT PROCEDURE

Grievances go through chain of command: 1) Administrative Personnel, i.e. staff or faculty, 2) Director of Nursing Program, 3) School Director. The chain of command makes every reasonable effort to resolve a grievance to the satisfaction of all interested parties. Answers to grievances will be given within ten days after submission of grievance.

The written complaint should contain 1) the nature of the problem(s), 2) approximate date(s) that the problem(s) occurred, 3) name(s) of the individual(s) involved in the problem(s) - staff and/or other students, 4) copies of important information regarding the problem(s), 5) evidence demonstrating that the institution's complaint procedure was followed prior to this point in time, and 6) student signature. The student can bring their case to the attention of the CA Department of Consumer Affairs or the BVNPT. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education. Additional information may be obtained at the following addresses and phone numbers:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Ph: 916-431-6959
Toll Free: 888-370-7589
Fax: 916-263-1897
www.bppe.ca.gov

**Board of Vocational Nurses and
Psychiatric Technicians (BVNPT)**
2535 Capitol Oaks Drive
Suite 205
Sacramento, CA 95833
Ph: 916-263-7800
www.bvnpt.ca.gov

AGREEMENT TO BINDING ARBITRATION AND WAIVER OF JURY TRIAL

The student agrees that any dispute arising from my enrollment at Central Nursing College, no matter how described, pleaded or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association ("AAA") under its Commercial Rules. The award rendered by the arbitrator may be entered in any court having jurisdiction.

Terms of Arbitration:

1. Both Student and Central Nursing College irrevocably agree that any dispute between them shall be submitted to arbitration.
2. Neither the Student nor Central Nursing College shall file or maintain any lawsuit in any court against the other, and agree that any suit filed in violation of this Agreement shall be dismissed by the court in favor of an arbitration conducted pursuant to this Agreement.
3. The costs of the arbitration filing fee will be paid by Central Nursing College, to the extent these fees are greater than a Superior Court filing fee.
4. The Arbitrator's decision shall be set forth in writing and shall set forth the essential findings and conclusions upon which the decision is based.
5. Any remedy available from a court under the law shall be available in the arbitration.
6. Nothing in this Agreement prohibits the Student from filing a complaint with the state regulatory agency.

Procedure for filing arbitration:

1. Students are strongly encouraged, but not required, to use the Complaint Procedure described in this catalog prior to filing arbitration.
2. A student desiring to file arbitration should first contact the Central Nursing College School Associate Director, who will provide the student with a copy of the AAA Commercial Rules. A student desiring to file arbitration should then contact the American Arbitration Association which will provide the appropriate forms and detailed instructions. The student should bring this form to the AAA.
3. A student may, but need not be represented by an attorney at the Arbitration.

STUDENT RECORDS

Enrollees are advised that State Law requires this institution to maintain student file records for a minimum of five years. Student transcripts are retained indefinitely and accessible upon request. Student records are protected from unauthorized access. Transcripts are made available for viewing to any student, current or graduated within the five-year period. Requests for official or unofficial transcripts are only honored for students who have successfully completed the requirements for graduation. Requests for release of information by the student or from outside agencies must be made in writing.

STUDENT SERVICES

Academic Advising

Students experiencing academic issues are encouraged to seek advice from Admissions Coordinator, faculty, as well as the Director of Nursing. Staff and faculty can provide referrals to other programs or organizations that may provide additional information if the student feels the counseling received at Central Nursing College is insufficient.

Tutorial Programs

Tutoring is available in a variety of ways and times. It can also be made available to any student on an as-needed basis. Specific tutorial services for class material are provided by the student's regular instructor. In the event of any conflict, arrangements are made for another instructor to assume tutorial duties.

Whenever possible, tutoring will be provided at the student's scheduled class time, usually during one of the break times. Otherwise, the student and the instructor are responsible for scheduling a time when there is no conflict. Additionally, computer-based tutoring is available most weekends on a sign-up basis. The amount of tutoring will depend on the need of the student as determined by the instructor.

Library

Central Nursing College maintains a wide variety of reference materials and publications to aid in furthering comprehension of coursework. The library houses books, journals, magazines, as well as audio

and video instructional aides. Students are encouraged to take advantage of these resources while on school premises.

The nearest public library can be found at 694 S. Oxford, Los Angeles, CA 90005 approximately 0.5 miles from the School.

Housing

Central Nursing College does not provide housing or housing assistance.

Transportation

Various forms of public transportation are readily available immediately outside the building occupied by the school. At any given time about half of the students either use personal transport (their own car) or carpool with other students.

Students with Disabilities

Central Nursing College is handicap accessible and meets the requirements of the Americans with Disability Act and Occupational Safety and Health Act. Central Nursing College does not discriminate based on physical handicaps. However, students must be physically capable of safely participating in classroom and clinical instructions on a daily basis in order to successfully complete the program.

Central Nursing College encourages all students who may have a concern regarding a physical issue to visit the School and allow the School to evaluate individual circumstances. The School may allow a student to attend a portion of the training on a trial basis (up to five days) without being obligated for tuition charges.

Career Planning

Job placement is not a guarantee the school can make. However, there is career planning assistance available is contingent upon successful completion of the program and receipt of an LVN license. Students must graduate from the program, submit payment, background checks, and any other requirements mandated by the BVNPT in order to sit the NCLEX-PN. Successful passing of the NCLEX-PN results in an LVN license. Central Nursing College employs a program of career advisement including resume services and job skills workshops conducted a month before graduation upon request. Graduates are provided with referrals to employers and in some cases assigned interview dates and times. Although this is a service available to all qualified students and graduates, anyone wishing to be employed at a facility of their own choosing is welcome to do so, provided they submit information including name of employer, phone number and contact person.

To reiterate, no guarantee for employment or income level can be made.

TRAINING PROGRAMS

Central Nursing College is committed to preparing students for successful performance and long-term retention in jobs with quality employers. As such, the teaching methods and materials are the most up-to-date and reflect the frequent changes in the allied health care field.

This combination of methodology, intensive technique, and regular revision assures participants of the highest quality instruction available in the shortest possible time. Program lengths are measured in class hours of instruction.

Instructional Structures, Techniques and Materials

Competency-based methods, techniques and materials are used for all programs. Subjects are structured into specific modules or sections of instruction. (Note: this is not true for the Vocational Nursing track.) Each module is comprised of self-contained information and subjects that do not require any prerequisite knowledge or instruction. This involves an individual as well as “class” approach to instruction and learning. The details of subject matter for each Instructional Module are contained in an Instructional Plan booklet.

There are many instructional and learning benefits to competency-based instruction. Under this technique, students learn to work and study independently, cultivating self-discipline, motivation and a solid work and study ethic that they carry through to the workplace.

Orientation

Orientations are held regularly for individual programs. This is a time when prospective students can get questions answered and fill out a formal application for the desired program. Emphasized during these meetings are issues related to behavior, commitment to obtaining employment, educational objectives, student rights and responsibilities.

Teaching Methods

Instruction includes lecture, lab, practical demonstrations and mandatory student participation. The progress of all students is monitored and graded regularly. Grades are based on a combination of objective and subjective evaluations of written and verbal tests, quizzes and proficiency in practical application. This method is specifically geared toward achieving high state board passing rates and ensuring job retention

Occupational Objectives

All Central Nursing College Administrative Policies, Educational Requirements, Student Counseling and other services are structured specifically to prepare the graduates for entry-level position in the healthcare field as either as a Certified Nurse Assistant, Home Health Aide or Licensed Vocational Nurse. As such, the school is committed to providing intensive, comprehensive, dynamic classroom and skills instruction.

Central Nursing College is dedicated to training students to pass their licensure exams. Those who pass the exam will be eligible for entry-level employment in the field of nursing for which they were trained. When the actual license is issued by the appropriate governing body/bodies, graduates will be able to respond to job opportunities in a wide variety of facilities including long-term care facilities, hospitals, clinics and doctor's offices. These positions are highly specialized and the current shortage of skilled nursing staff in the United States will increase dramatically over the coming years.

Students of the Vocational Nursing program should keep in mind the importance of successful training in the program and the influence it has on their occupational objectives. Successful completion of the program makes the student a graduate. Only graduates are eligible to sit the NCLEX-PN and be endorsed by the school. This endorsement means CNC submits application materials on behalf of graduates of the Vocational Nursing program. Once these materials are reviewed by the BVNPT, the graduate receives instructions on scheduling the NCLEX-PN. The wait period for results on the NCLEX-PN is typically between 3-4 weeks. It is only after receipt of the actual license that the person is considered an LVN and therefore eligible to accept a position as a licensed Vocational Nurse.

Anyone interested in more detailed information should visit www.bls.gov/oco/ocos102.htm for the occupational outlooks from the US Department of Labor, or the Board of Vocational Nursing and Psychiatric Technicians at their website: www.bvnpt.ca.gov.

COPYRIGHT POLICY

Central Nursing School will respect all copyright rights including:

- The rights of owners of third party material used in teaching,
- The rights of students in all material they create in and for school,
- The rights instructors have in material they created prior to being employed at the school and in material created while employed at the school.

The school complies with United States copyright law (title 17, U.S. Code) including sections relating to educational and library use. While acknowledging that the school cannot control all actions of its students, the school will endeavor to educate students on copyright use, including referencing, approved copying, and proper use of electronic material and downloadable music.

The school will set up copyright procedures within the school to facilitate compliance with this policy, including training and education of staff, and the appointment of a board of trustee members and staff members responsible for copyright.

HEALTH POLICIES

Within the academic year preceding the first clinical course, the student must have met the school's requirements regarding immunizations, received any necessary update in immunizations (such as 2 step annual TB skin test and chest X-ray if necessary, 3-Step Hepatitis B vaccination, Mumps, Rubella and Varicella) and have on record a completed physical examination.

All students are required to follow CDC guideline for infection control regarding hand washing and standard precautions for prevention and control of disease.

CDC Standard Precautions for Hand-Washing

The hand washing guideline posted on the each classroom provides overview of hand washing and hand antisepsis in health-care settings and specific recommendations to promote improved hand-hygiene practices and reduce transmission of pathogenic microorganisms to patients and personnel in health-care settings.

PROGRAM INFORMATION

VOCATIONAL NURSING

D.O.T. 079.374-014

C.I.P. 51.1613

PROGRAM LENGTH: 1,616 Total Clock Hours
52 Weeks Daytime Schedule / 60 weeks Evening Schedule

Instructional Hours:		Clinical Hours:
<i>Term I</i>	72	100
<i>Term II</i>	168	288
<i>Term III</i>	168	288
<i>Term IV</i>	196	336

PROGRAM SCHEDULE: Full Time: Monday through Friday,
Theory Hours: 8 a.m. – 3:30 p.m. Clinic Hours: 6:30 a.m. -7 p.m.

PROGRAM DESCRIPTION: Students of the Vocational Nursing program will acquire the skills and knowledge to work in the healthcare field as a Licensed Vocational Nurse in a convalescent hospital, acute care hospital, home health care agency, or specialty clinic. Graduates of the Vocational Nursing program will be awarded a diploma.

Method of instruction includes lecture, demonstration, return demonstration, discussion, visual aids, skills lab, and clinical experience.

PROGRAM OBJECTIVE: Upon completion of the Vocational Nursing program, students will meet the requirements to take the licensing exam (NCLEX) and seek entry level positions in hospitals and clinics.

CLOCK HOURS: 604 Theory hours
1012 Clinical hours
Total Hours 1616 clock hours

PREREQUISITES: There are no prerequisite courses; however, students must fulfill all of the requirements for general admission as outlined in the catalog. .

KEY INSTRUCTIONAL RESOURCES: The resources include:

- 1) Foundations of Nursing, 5th edition, Christensen and Kockrow (Mosby);
- 2) Adult Health Nursing, 5th edition, Christensen and Kockrow (Mosby) and accompanying study guides;
- 3) Basic Pharmacology for Nurses, 13th edition, Clayton and Stock (Mosby);
- 4) The Language of Medicine, 7th edition, Chabner (Saunders); and
- 5) Mosby's Drug Guide for Nurses, 7th edition (Mosby).

METHOD OF EVALUATION/GRADING SCALE: Student's grades will be based on successful completion of the clinical rotation (25%), (16) Module tests (total 40%) and Final exam (25%), as well as compliance with the CNC Attendance and Dress Code policies (10%). The grading scale is as follows:

Percent	Letter grade
100-90	A
89-80	B
79-75	C
Below 75	F

INSTRUCTIONAL METHOD: Competency-based methods, techniques and materials are used throughout all periods of instruction.. Subjects are structured into specific modules or sections of instruction. Each module is comprised of self-contained information and subjects that do not require any prerequisite knowledge or instruction. This involves an individual as well as “class” approach to instruction and learning. The details of subject matter for each Instructional Module are contained in an Instructional Plan booklet that is provided to each student depending on program. The students have the opportunity to apply the knowledge gained through these modules in a skills lab and clinical setting, where they are evaluated through a clinical skills checklist, which correlates with the theory subject. There are many instructional and learning benefits to competency-based instruction. Under this technique, students learn to work and study independently, cultivating self-discipline, motivation and a solid work and study ethic that they carry through to the workplace.

PROGRAM REQUIREMENTS:
Required Clock hours: 1,616 hours

LVN PROGRAM	Theory Hrs	Clinical Hrs
A. Anatomy & Physiology	(48)	N/A
B. Nutrition	20	N/A
C. Psychology	28	N/A
D. Normal Growth & Development	6	N/A
E. Nursing Fundamentals	105	280
F. Nursing Process	12	12
G. Communication	(5)	N/A
H. Patient Education	(24)	N/A
I. Pharmacology	90	N/A
J. Medical-Surgical Nursing	190	528
K. Communicable Diseases	18	20
L. Gerontological Nursing	14	24
M. Rehabilitation Nursing	24	28
N. Maternity Nursing	28	48
O. Pediatric Nursing	28	48
P. Leadership	7	N/A
Q. Supervision	7	N/A
R. Ethics & Unethical Conduct	9	N/A
S. Critical Thinking	(6)	N/A
T. Culturally Congruent Care	7	12
U. End-of Life Care	11	12
TOTAL HOURS/UNITS:	604	1012
TOTAL PROGRAM HOURS: 1,616		

TERM 1	TOPIC	LECTURE HRS	CLINICAL HRS	TOTAL INSTRUCTIONAL CLOCK HRS
Module I	Introduction	2	0	2
Module II	Patient's Rights	2	1	3
Module III	Interpersonal Skills	2	0	2
Module IV	Prevention Mgmt or Catastrophe and Unusual Occurrence	2	1	3
Module V	Body Mechanics	2	4	6
Module VI	Medical & Surgical Asepsis	2	8	10
Module VII	Weights & Measures	1	1	2
Module VIII	Patient Care Skills	14	44	58
Module IX	Patient Care Procedures	10	20	30
Module X	Vital Signs	4	6	10
Module XI	Nutrition	6	6	12
Module XII	Emergency Procedure	6	1	7
Module XIII	Long-Term Care Patient	8	0	8
Module XIV	Rehabilitative Nursing	2	4	6
Module XV	Observation & Charting	5	4	9
Module XVI	Death & Dying	4	0	4
TOTAL HOURS		72	100	172

TERM 2	TOPIC	LAB HRS	LECTURE HRS	CLINICAL HRS
WEEK 1	1) Fundamentals of Nursing 2) Fundamentals of Legal and Ethical Concerns		1) 7 2) 7	24
WEEK 2	1) Fundamentals of Documentation and Communication 2) Fundamentals of Physical Assessment 3) Nursing Process and Critical Thinking 4) Basic Word Structure		1) 3 2) 4 3) 6 4) 1	24
WEEK 3	1) Cultural concerns 2) Fundamentals of Life Span 3) Suffixes		1) 7 2) 6 3) 1	24
WEEK 4	1) Loss, Grief and Dying 2) Admissions, Transfers and Discharge of Patients 3) Prefixes		1) 7 2) 6 3) 1	24
WEEK 5	1) Asepsis and Infection Control 2) Safety	2	1) 6 2) 6	24
WEEK 6	1) Body mechanics and Mobility 2) Fundamentals of Pain Management	2	1) 6 2) 6	24
WEEK 7	1) Fundamentals of Alternative Therapies 2) Fundamentals of Hygiene and Environment	2	1) 6 2) 6	24
WEEK 8	1) Specimen Collection and Diagnostics 2) Nurse Skills	2	1) 6 2) 6	24
WEEK 9	1) Nutrition Therapy		1) 14	24
WEEK 10	1) Pharmacology	8	1) 3 2) 3	24
WEEK 11	1) The Older Adult and Home Health Care		1) 14	24
WEEK 12	1) Long term, Rehabilitative and Hospice care		1) 14	24
TOTAL HOURS		16	152	288

TERM 3	TOPIC	LECTURE HRS	CLINICAL HRS	TOTAL INSTRUCTIONAL CLOCK HRS
WEEK 1	1) MEDSURG: Anatomy and Physiology 2) MEDSURG: The Surgical Patient 3) Surgical wound care 4) Terms Pertaining to the Body as a Whole	1) 5 2) 4 3) 4 4) 1	24	38
WEEK 2	1) The Integumentary System	1) 14	24	38
WEEK 3	1) PHARM: Integumentary Drugs 2) MEDSURG: MusculoSkeletal System 3) Skin	1) 7 2) 6 3) 1	24	38
WEEK 4	1) MEDSURG: MusculoSkeletal System 2) Musculoskeletal System	1) 13 2) 1	24	38
WEEK 5	1) PHARM: MusculoSkeletal Drugs 2) PHARM: Pain Drugs	1) 7 2) 7	24	38
WEEK 6	1) MEDSURG: The Blood and Lymph Systems 2) PHARM: Drugs for Blood Disorders/ Thromboembolitics 3) Blood System, Lymphatic and Immune System	1) 7 2) 5 3) 2	24	38
WEEK 7	1) MEDSURG: Cardiac and Peripheral Systems 2) PHARM: Drugs of the Cardiac System 3) Cardiovascular System	1) 7 2) 6 3) 1	24	38
WEEK 8	1) MEDSURG: Respiratory System 2) Respiratory System	1) 13 2) 1	24	38
WEEK 9	1) PHARM: Drugs of the Respiratory System	1) 7 2) 7	24	38
WEEK 10	1) MEDSURG: The Urinary System 2) PHARM: Drugs Affecting the Urinary System 3) Urinary System	1) 10 2) 3 3) 1	24	38
WEEK 11	1) Fluids and Electrolytes	1) 14	24	38
WEEK 12	1) MEDSURG: Cancer 2) PHARM: Antineoplastic Drugs 3) Cancer medicine (Oncology)	1) 10 2) 3 3) 1	24	38
TOTAL HOURS		168	288	456

TERM 4	TOPIC	LECTURE HRS	CLINICAL HRS	TOTAL INSTRUCTIONAL CLOCK HRS
WEEK 1	1) Basic Mental Health 2) Psychiatric Disorders	1) 7 2) 7	24	38
WEEK 2	1) Drug used for Anxiety Disorder, Mood Disorder, and Psychosis 2) Substance Abuse, Addictive Personality	1) 7 2) 7	24	38
WEEK 3	1) The Endocrine System 2) Endocrine System	1) 13 2) 1	24	38
WEEK 4	1) Drugs used to treat diabetes mellitus 2) Drugs used to treat thyroid disease	1) 7 2) 7	24	38

WEEK 5	1) Gastroenterology 2) Digestive System, Additional Suffixes and Digestive System Terminology	1) 12 2) 2	24	38
WEEK 6	1) Drugs that Affect the Gastric System 2) Accessory Organs	1) 3 2) 11	24	38
WEEK 7	1) Sensory Disorders 2) Otic and Ophthalmic Drugs 3) Sense Organs: The Eye and The Ear	1) 10 2) 3 3) 1	24	38
WEEK 8	1) Neurological Disorders 2) Neurologic Drugs	1) 11 2) 3	24	38
WEEK 9	1) Immune System Disorders and HIV 2) Lymphatic and Immune System	1) 13 2) 1	24	38
WEEK 10	1) Emergency Nursing 2) Supervision and Leadership, Graduate	1) 5 2) 9	24	38
WEEK 11	1) OB: The mother and the newborn 2) OB: Labor and Delivery 3) Drugs used in obstetrics	1) 6 2) 7 3) 1	24	38
WEEK 12	1) OB: Reproduction and Pregnancy 2) Male and Female Hormones 3) OB: The high risk mother and newborn 4) Female Reproductive System	1) 6 2) 1 3) 6 4) 1	24	38
WEEK 13	1) PEDS: Promoting Health 2) PEDS: Basic Pediatrics	1) 7 2) 7	24	38
WEEK 14	1) PEDS: Physical Disorders	1) 14	24	38
TOTAL HOURS		196	336	532
TOTAL LVN PROGRAM HOURS	LVN TERM 1- 4	604	1,012	1,616

THEORY AND CLINICAL SUMMARY BREAKDOWNS

TERM 1

Introduction

2 Total Lecture Hours

Students are introduced to CA Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the role and responsibilities of the CNA, including requirements for CNA certification, professionalism, ethics, and confidentiality.

Patient Rights

2 Total Lecture Hours & 1 Total Clinical Hours

Students are instructed on patient/ residents' rights.

Communication & Interpersonal Skills

2 Total Lecture Hours

Students are instructed on the concepts and skills required for effective communication and to interact appropriately with residents, residents' families and guests, and other members of the health care team.

Safe Environment (Prevention Mgmt or Catastrophe and Unusual Occurrences)

2 Total Lecture Hours & 1 Total Clinical Hours

This module introduces the students to the concepts and procedures related to the residents' safety and environmental emergency issues. The CNA's role in creating a safe environment is discussed.

Body Mechanics

2 Total Lecture Hours & 4 Total Clinical Hours

Students are instructed on efficient and proper use of the body in performing tasks related to the role of a CNA. Students will be introduced to principles of positioning and transporting of residents.

Medical and Surgical Asepsis

2 Total Lecture Hours & 8 Total Clinical Hours

Students are presented information about asepsis and the control of infection. Procedures and precautions to protect residents, health care workers, and others from infection are presented, including standard precautions, transmission based precautions, and bio-hazardous waste management.

Weights and Measures

1 Total Lecture Hours & 1 Total Clinical Hours

This module introduces the students to the common system of measurement used by the CNA.

Resident Care Skills

14 Total Lecture Hours & 44 Total Clinical Hours

This module teaches students skills needed to support and/or assist the residents in the areas of personal hygiene, activities of daily living, and elimination. Other activities in this module includes, use of prosthetic devices, bowel and bladder retraining, and weighing and measuring the resident.

Resident Care Procedures

10 Total Lecture Hours & 20 Total Clinical Hours

This module introduces the students to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.

Vital Signs

4 Total Lecture Hours & 6 Total Clinical Hours

This module prepares students to know how, when, and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

Nutrition

6 Total Lecture Hours & 6 Total Clinical Hours

The students examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets as well as assisting residents to meet nutrition and hydration needs.

Emergency Procedures

6 Total Lecture Hours & 1 Total Clinical Hours

The students are introduced to concepts and procedures, signs and symptoms of distress, and the role of a CNA in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

Long Term Care Residents

8 Total Lecture Hours

This module introduces the students to the basic structure of the body and review the effect of aging body structure and function. Common physical and psychological conditions found in elderly patients are presented with approaches to care. Community resources, commonly available to assist elderly patients with their psychological, recreational, and social needs, are presented.

Rehabilitative/ Restorative Care

2 Total Lecture Hours & 4 Total Clinical Hours

This module introduces the students to restorative care. Each individual is entitled to reach his/ her optimal level of functioning. The student learns to assist the resident in achieving maximum independent living skills through use of rehabilitative or restorative aids .

Observation and Charting

5 Total Lecture Hours & 4 Total Clinical Hours

Students will learn how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

Death and Dying

4 Total Lecture Hours

Students are introduced to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The student learns to recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.

TERM 2

Foundations of Nursing

7 Total Hours & 12 Total Clinical Hours

This class covers the evolution and nursing education from early civilization to the twentieth century and identifies the major leaders of nursing history.

Legal and Ethical Aspects of Nursing

7 Total Hours & 12 Total Clinical Hours

This class provides an overview of the legal aspects and nursing ethics, which proposes the duties and obligations of nurses to their patients, other health care professionals, the profession itself, and society. It also provides a brief overview of the standards of care as well as the LVN/PN scope of practice.

Documentation and Communication

3 Total Lecture Hours & 12 Total Clinical Hours

This class provides an introduction to the various types of forms and documentations included in a patient's chart as well as legal implications and the nurse's role in ensuring an accurate and timely record keeping. This class will also review verbal vs. nonverbal communication as well as various styles of communication and therapeutic communication techniques. It also addresses factors that affect or block effective communication and strategies to overcome those factors.

Physical Assessment

4 Total Lecture Hours & 12 Total Clinical Hours

This class introduces the students to the necessary skills for the physical assessment of a patient. The students will discuss nurse-patient interview, basic essentials of patient's history, sequence of steps when performing an assessment, normal and abnormal assessment findings during a head to toe assessment, and documentation of the assessment.

Nursing Process and Critical Thinking

4 Total Lecture Hours

This class provides an overview of the nursing process, which consists of six interconnected phases: assessment, diagnosis, outcome identification, planning, implementation, and evaluation. This class also addresses the importance of critical thinking skills and enables the students to further develop their skills through active discussion of case studies and clinical scenarios.

Cultural and Ethnic Concerns

7 Total Lecture Hours & 12 Total Clinical Hours

This class discusses the importance of trans-cultural nursing. The students will explore their own cultural beliefs and practices and discuss patient's cultural variables that may influence health behaviors. The students will also discuss how cultural data can help develop therapeutic relationships with patients. Students will also discuss the use of nursing process when caring for culturally diverse patients.

Human Life Span and Loss, Death And Dying

13 Total Lecture Hours & 24 Total Clinical Hours

This class entails theories of life span development, including Erickson and Piaget, and focuses on the aging process, dying and death. It identifies the nursing care needs of patients throughout the aging spectrum and includes the stages of grief and associated with the dying process.

Patient Hospitalization: Admissions, Transfers, and Discharge of Patients

6 Total Lecture Hours & 24 Total Clinical Hours

This class addresses the phases of hospitalization from admission to discharge.

Medical Asepsis and Infection Control

12 Total Lecture Hours, 4 Total Lab Hours & 12 Total Clinical Hours

This class discusses the concepts of medical and surgical asepsis and emphasizes the process of infection control in the healthcare setting.

Safety, Body Mechanics and Patient Mobility

12 Total Lecture Hours, 2 Total Lab Hours & 36 Total Hours

This class relates to safety considerations for staff and patients. It discusses safety guidelines regarding prevention of injury with the utilization of proper techniques of body mechanics, patient mobility and transfer techniques. Prevention techniques for falls, other injuries, and workplace violence will also be discussed and practiced.

Pain Management and Alternative Therapies

12 Total Lecture Hours & 24 Total Clinical Hours

This class provides students with definitions of pain as perceived by the patient and discusses the relationship of the gate control theory to selection of nursing interventions for pain relief. It includes discussion of pain as the 5th vital sign and the synergistic relationship of fatigue, sleep disturbance, and depression with the use of the nursing process in providing appropriate care in both traditional and alternative modalities.

Patient Environment, Specimen Collection and Diagnostic Examinations

12 Total Lecture Hours, 2 Total Lab Hours & 24 Total Clinical Hours

This class deals with the therapeutic hospital room environment and discusses patient care procedures such as bathing, grooming, and assisting patients with Activities of Daily Living. The appropriate techniques for specimen collection will be discussed and nursing process strategies regarding patient care during diagnostic examination will be explored.

Nutrition and Nutritional Concerns

14 Total Lecture Hours & 24 Total Clinical Hours

This class will provide basic nutritional assessment guidelines as well as information about the nutritional needs throughout the life cycle. Students will learn to relate nutrient needs not only to stages of life, but also to patient care in prevention and healing of disease processes.

Introduction to Pharmacology

6 Total Lecture Hours, 8 Total Lab Hours & 24 Total Clinical Hours

This class reviews the principles and practice of medication administration. The students will learn about the basic principles of pharmacology and practice safe medication administration via various routes of administration.

Older Adult and Home Health Care

14 Total Lecture Hours & 24 Total Clinical Hours

This class addresses common health concerns including responses to illness, medications, and hospitalizations, common psychosocial events, as well as intelligence, learning, and memory changes that occur commonly in older adults. The class will also discuss how home health services enable individuals to remain in the comfort and security of their own homes while receiving health care.

Long Term, Rehabilitative and Hospice Care

14 Total Lecture Hours & 24 Total Clinical Hours

This class reviews the concepts and philosophies of long term, rehabilitative, and hospice care and the nurse's role in each setting. The class will compare services available from each type of agency: long term,

rehabilitative and hospice, discuss common resident health conditions, and address nursing process related to caring for residents in these various settings.

TERM 3

Overview of Human Anatomy and Physiology

6 Total Lecture Hours

This class defines the anatomy and physiology of cells, tissue, organs, and systems. The class will also review anatomical positions, directional terms and sections used in describing the body and the relationships of body parts to one another

Care of the Surgical Patient

8 Total Lecture Hours & 24 Total Clinical Hours

This class focuses on the care of a patient throughout the surgery process. Students will discuss the pre-operative, intra-operative, and post-operative phases of a patient's surgery experience and appropriate nursing interventions applicable to the various phases. Emphasis will be made on surgical wound care and correct dressing change techniques.

Integumentary System and Pharmacological Treatments

22 Total Lecture Hours & 36 Total Clinical Hours

This class focuses on the integumentary system. Diseases processes of the integumentary system are discussed with an emphasis on prevention, treatment, and the nursing process in planning appropriate nursing care.

Musculoskeletal Disorders and Pharmacological Treatments

27 Total Lecture Hours 48 Total Clinical Hours

This class describes the anatomy and physiology of the musculoskeletal system, musculoskeletal disorders, and the use of the nursing process to plan care for patients with those disorders. Pharmacological treatment of musculoskeletal disorders and pain will be discussed in conjunction with prevention and appropriate nursing care interventions.

Pain Management and Pharmacological Treatments

7 Total Lecture Hours & 12 Total Clinical Hours

This class presents an overview nociception, the process by which a person becomes aware of the presence of pain. Focus will be on pain management through pharmacological treatment options, in conjunction with appropriate nursing care interventions.

Blood and Lymphatic Systems, Disorders and Pharmacological Treatments

14 Total Lecture Hours & 24 Total Clinical Hours

This class discusses the anatomy and physiology of the blood and lymphatic systems, disorders of those systems, and the appropriate treatments and nursing care, including pharmacological approaches.

Cardiovascular System, Disorders and Pharmacological Treatments

14 Total Lecture Hours & 24 Total Clinical Hours

This class discusses the anatomy and physiology of the cardiovascular, blood and lymphatic systems, disorders of those systems, and the appropriate treatments and nursing care, including pharmacological approaches.

Respiratory System, Disorders and Pharmacological Treatments

28 Total Lecture Hours & 48 Total Clinical Hours

This class discusses the anatomy and physiology of the Respiratory system, its disorders, and the nursing care of patients with those disorders, including pharmacological treatments.

Urinary System, Disorders and Pharmacological Treatments

28 Total Lecture Hours & 48 Total Clinical Hours

This class covers the anatomy and physiology of the urinary system, its disorders, and the treatments and nursing care of patients with those disorders, including the pharmacological aspects of care.

Cancer Patients and Antineoplastic Drugs

14 Total Lecture Hours & 24 Total Clinical Hours

This class describes and discusses cancer risks, prevention, development, and detection and defines the terminology used to describe cellular changes, characteristics of malignant cells. It also discusses treatment options and the characteristics of antineoplastic drugs and their side effects.

TERM4

Continuation of Med/Surg Clinical Rotation: 48 Total Clinical Hours

Introduction to Mental Health, Care of Patients with Psychiatric Disorders and Psychopharmacology

21 Total Lecture Hours

This class explores the concepts of mental health and psychiatric treatment. Those concepts are introduced with discussion regarding psychopharmacology and psychiatric nursing practices.

Substance Abuse and Addictive Personality

7 Total Lecture Hours

This class discusses the elements of substance abuse and nursing care of patients with addictive disorders.

The Endocrine System Disorders, and Pharmacological Treatments

14 Total Lecture Hours & 24 Total Clinical Hours

This class discusses the anatomy and physiology of the endocrine system and its disorders. It also defines nursing care and treatment of patients with those disorders and includes discussion of the drugs used in that treatment.

Drugs used to treat Diabetes Mellitus and Thyroid Disease

14 Total Lecture Hours & 24 Total Clinical Hours

This class covers the etiology, pathophysiology, clinical manifestations, medical management and prognosis for patients with diabetes and thyroid diseases. The class will focus on the interrelationship of nutrition, education, nursing care, and medication in the control of the diabetic disease process.

Gastrointestinal System, Disorders, and the Pharmacological Treatment

17 Total Lecture Hours & 36 Total Clinical Hours

This class covers the anatomy and physiology of the gastrointestinal system and the disorders of that system. It also includes the nursing care, treatment and pharmacological agents used for the gastrointestinal system disorders.

Disorders of the Accessory Organs and Sensory Function, and Optic and Ophthalmic Preparations

25 Total Lecture Hours & 36 Total Clinical Hours

This class describes the anatomy and physiology of the sensory organs, disorders and diagnostic studies of those organs, and the nursing care of patients with sensory organ disorder clinical manifestations. The class will also discuss pharmacological treatments, particularly of eye and ear disorders.

The Neurological System, Neurological Disorders, and Pharmacological Treatments

14 Total Lecture Hours & 24 Total Clinical Hours

This class covers the anatomy and physiology of the central and peripheral nervous systems, physiological changes with aging, and disorders of those systems. The class also discusses nursing care of patients with neurological disorders and the pharmacological treatments of those disorders.

Immune System Disorders and HIV

14 Total Lecture Hours & 48 Total Clinical Hours

This class describes the anatomy and physiology of the immune system and the disorders that can occur with that system, particularly the effects of the Human Immunodeficiency Virus. This class also explores treatment and nursing care of immunosuppressed patients and the pharmacological agents that are used

Emergency Nursing and Supervision/Graduate Leadership

14 Total Lecture Hours & 24 Total Clinical Hours

This class describes the legal, ethical, and physical priorities of intervention in providing emergency care. The class also discusses employment –seeking strategies and styles of effective leadership.

Reproductive Health, Hormones, and Factors That Affect the Uterus

2 Total Lecture

This class covers male and female reproductive systems anatomy and physiology, hormonal balances, and the female physiology of the post partum period. It also includes reproductive system disorders and the care of the patient with those disorders, as well as the post partum patient.

Gynecology and Obstetrics

13 Total Lecture Hours & 48 Total Clinical Hours

This class covers the physiology of conception and the anatomical and physiological alterations that occur during pregnancy. The class also explores the concepts of health promotion during pregnancy, the maternal and fetal risks and nursing care during pregnancy.

Labor, Delivery and Caring

7 Total Hours

This class describes the five factors that affect the labor process and signs and symptoms of labor. The class also discusses the stages and “powers” of labor, and the pharmacological agents used during the labor and childbirth process, as well as care of the newborn infant.

High Risk Mothers and Newborns

6 Total Hours

This class discusses conditions that increase maternal and fetal risk, diagnostic factors that identify those at risk, and the nursing care of those patients.

Basic Pediatrics, Health Promotion, and Physical Disorders of Children

28 Total Lecture Hours & 48 Total Hours

This class describes the etiology and pathophysiology of physical disorders of pediatric patients as well as the clinical manifestations, diagnostics, treatment and nursing care of those patients. The class also discusses disease prevention as well as health promotion and maintenance in children.

ASSOCIATE OF ARTS IN VOCATIONAL NURSING

D.O.T. 079.374-014

C.I.P. 51.1613

PROGRAM LENGTH: 1,731 Total Clock Hours

PROGRAM SCHEDULE: Monday through Friday. Theory and Classroom Hours: 8 AM – 3:30PM;
Clinical Hours: 6:30 AM – 7 PM.

PROGRAM DESCRIPTION: Students of the Associate of Arts in Vocational Nursing program will acquire the skills and knowledge to work in the healthcare field as a Licensed Vocational Nurse in a convalescent hospital, acute care hospital, home health care agency, or specialty clinic.

In addition to the established Vocational Nursing curriculum material, students of the AA in VN program will also take classes for General Education credits. These are: 1) English; 2) Communications; 3) English composition; and any FOUR COURSES from the following electives: Introduction to chemistry; Physiology; Introduction to Psychology; Introduction to Sociology; Introduction to Microbiology; Introduction to Anatomy. Graduates of the Associate of Arts program in Vocational Nursing will receive an Associate degree in Vocational Nursing.

PROGRAM OBJECTIVE: Upon completion of the Vocational Nursing program, students will meet the requirements to take the licensing exam (NCLEX) and seek entry level positions in hospitals and clinics.

PREREQUISITES: There are no prerequisite courses; however, students must fulfill all of the requirements for general admission as outlined in the catalog. .

METHOD OF EVALUATION/GRADING SCALE: Method of instruction includes lecture, demonstration, return demonstration, discussion, visual aids, skills lab, and clinical experience. Student's grades will be based on successful completion of the clinical rotation (25%), (16) Module tests (total 40%) and Final exam (25%), as well as compliance with the CNC Attendance and Dress Code policies (10%). The grading scale is as follows:

Percent	Letter grade
100-90	A
89-80	B
79-75	C
Below 75	F

INSTRUCTIONAL METHOD: Competency-based methods, techniques and materials are used throughout all periods of instruction.. Subjects are structured into specific modules or sections of instruction. Each module is comprised of self-contained information and subjects that do not require any prerequisite knowledge or instruction. This involves an individual as well as "class" approach to instruction and learning. The details of subject matter for each Instructional Module are contained in an Instructional Plan booklet that is provided to each student depending on program. The students have the opportunity to apply the knowledge gained through these modules in a skills lab and clinical setting, where they are evaluated through a clinical skills checklist, which correlates with the theory subject. There are many instructional and learning benefits to competency-based instruction. Under this technique, students learn to work and study independently, cultivating self-discipline, motivation and a solid work and study ethic that they carry through to the workplace.

ADDENDUM I

SAMPLE CLASS SCHEDULES AND BREAK TIMES

VOCATIONAL NURSING

(FULL TIME)

Hours of instruction:
Class 8:00 – 8:50
Break 8:50 – 9:00
Class 9:00 – 9:50
Break 9:50 – 10:00
Class 10:00 – 10:50
Break 10:50 – 11:00
Break 11:00 – 11:10
Class 11:10 – 12:00
Lunch 12:00 – 12:30
Class 12:30 – 1:20
Break 1:20 – 1:30
Class 1:30 – 2:20
Break 2:20 – 2:30
Break 2:30 – 2:40
Class 2:40 – 3:30

(PART TIME)

Hours of instruction:
Class 4:00-5:20 pm
Break 5:20-5:30 pm
Class 5:30-6:30pm
Break 6:30-6:50 pm
Class 6:50-8:00 pm
Break 8:00-8:10 pm
Class 8:10-9:00 pm

ADDENDUM II

SCHOOL OFFICIALS, FACULTY AND STAFF

Revised October 18, 2011

Administration

Katherine Ahn, MFT	Director
George Evans, RN, BSN	DON, VN Program Director
Noriko Hoshi	Director of Student Affairs and Career Counseling
Susie Moon, MFA	Director of Operations
Vanessa Astorga	Financial Aid and Student Records
Anush Sahakyan	Admissions and Student Records
Peter Kim	Admissions and Outreach

Faculty

Cheryl Carter, RN	Harbor College, Associates Degree in Nursing
Chekameh Farhoumand, RN	Shahid Behashti Medical Science University, Associates Degree in Nutritional Science, Community College of Fresno, Associates Degree in Nursing
Nathaniel Francisco, LVN	Concorde Career Institute, LVN
Solea Franklin, RN	Pasadena City College, RN license
Judith Howze, LVN	LA Trade Tech, LVN
Noel De La Merced, LVN	Pacific Coast College, LVN
Jeanne Pike, RN, MSN	Regis University, Masters, PhD candidate
Merian Siquig, RN	West Coast University, Associates Degree in Nursing
Robert Van, RN	LACC, Associates Degree in Nursing