

MILLENNIA EDUCATION INSTITUTE



SCHOOL CATALOG

June 30, 2012- June 30, 2013

9440 Telstar Ave #6
El Monte, CA 91733
Phone: 626-380-0218
Fax: 626-380-0216

www.millenniaedu.org

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Catalog Information

School Catalog Policies

- ▼ This Catalog is published once a year, in June. MEI revises its Catalog once each year to ensure that all state requirements are met and that the School is in compliance. Additionally, the School updates program information, Student Services and internal policies and procedures.
- ▼ Prospective students can either go onto the School's website and download the School Catalog www.millenniaedu.org, or contact the Admissions Office and have a Catalog mailed to their home by calling **626-380-0218**
- ▼ All information in this school catalog is current and correct and is so certified as true by the school Executive Director and CEO.

To Prospective Students

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

Classroom Instruction

All instructional classrooms are held at the main campus: **9440 Telstar Ave #6, El Monte, CA 91733.**

Facilities

MEI has a full-sized hemodialysis program, with a professional clinic that is a simulation site and where students are trained in clinical hours. Students have full access to all medical equipment under the supervision of licensed professionals. The equipment includes: state of the art Dialysis Machines, water filtration systems, bicarbonate and acid mixers,

Statements to Prospective Students:

- ▶ MEI and its contents are reviewed each and every year, and edited as necessary for updated information and compliance notices as necessary.

- ▶ Individuals who are interested in becoming students at this institution may download a School Catalog from our website, **www.millenniaedu.org** or call the School to request a paper version of the Catalog delivered to their home. The School telephone number is 626-380-0218.

- ▶ MEI is a private institution and it is approved to operate by the Bureau. This institution is not implying that the Bureau endorses our programs, and the Bureau does not mean that this school exceeds minimum state standards. Bureau approval simply means that this institution is licensed to operate in the state of California.

- ▶ MEI is not approved to issue **I-20 International Student Visas** to students from other countries. There are no fees or charges associated with International Student services as this institution does not enroll students I-20 Visas.

- ▶ Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, toll-free telephone number (888)370-7589 or by fax (916)263-1897.

**Department of Consumer Affairs
Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818**

Toll Free Phone Number: **888-370-7589**
Telephone Number: **916-431-6959**
Fax Number: **916-263-1897**
Web site Address: **www.bppe.ca.gov**
E-Mail: **bppe@dca.ca.gov**

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

► **STATEMENT ON BANKRUPTCY**

MEI does not have any pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the U.S. Bankruptcy Code.

► **STATEMENT on Financial Aid**

MEI does not offer any financial aid to students. This institution is not approved for state or federal student financial aid.

► **STATEMENT Regarding Student loans**

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. 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.

If the student defaults on a federal or state loan, both the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; and (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance at another institution until the loan is repaid. The School does not offer any state or federal loan guarantees; no loans of any kind are offered at this school.

► **Program Information**

The following are state programs, bureaus, departments or agencies which set minimum standards for our program of studies in accordance with the act to amend Sections 27, 101, 146, 149, and 473.1 of the Business and Professions Code, to add Chapter 8.5 (commencing with Section 95000) to, and to add and repeal Chapter 8 (commencing with Section 94800) of, Part 59 of Division 10 of Title 3 of the Education Code, relating to private postsecondary education. Specifically this includes the §94800. This chapter shall be known, and may be cited, as the California Private Postsecondary Education Act of 2009. Hereinafter called the Bureau (BPPE); the **Bureau for Private Postsecondary Education** website is www.bppe.ca.gov. Additionally, MEI maintains strict compliance with California Code of Regulations Title 22, Division 5 chapter 2.5 Article 2, specifically, Section 71828 and Code of Federal Regulations 42 part 483 subpart B.

MISSION AND OBJECTIVES

The mission of MEI is to provide a comprehensive, fundamental to advanced health-related vocational training.

MEI will provide an educational environment that respects the values of individual students and their intellectual, cultural and social development. It is Millennia's objective to:

- Foster among student, faculty and staff the obligation to serve their community.
- Provide opportunities for students to become a positive influence and productive in society.
- Prepare students for entry-level employment in the health-care fields, both public and private sectors.

In order to fulfill its mission, the Institute is committed to the following objectives for its educational and training programs:

- To provide the basic and prerequisite knowledge to specialize in professional health-related fields.
- To educate students to become well qualified professionals in their chosen field.
- To provide practical training to enhance students' capabilities in their chosen field.

Dear Prospective Students:

I have been a Registered Nurse (RN) in the healthcare field for over 25 years. Throughout my career, I've had the privilege of being associated with some of the best hemodialysis centers in California, and some of the best medical providers in the field. These experiences have been instrumental in forming the concepts that my partners and I envisioned when we opened Millennia Education Institute, LLC.

In developing Millennia Education institute we envisioned a vocational college that would provide the highest quality of training and faculty. This college would raise the training of hemodialysis technicians, Home Health Aides, and Nurse Assistants to a new level by providing a learning environment that challenges its students to achieve new levels of technical knowledge, and patient service.

At Millennia Education Institute, we offer our students academic and practical training sufficient to satisfy the training needs of each graduate as a qualified entry-level technician. These programs have been carefully developed and are based on the employment trends and projections of our present and future local labor market. In addition, the faculty at Millennia Education Institute brings years of practical experience and formal education into our classrooms. This combination is the foundation of Millennia Education Institute and will serve as our commitment to our present and future student population.

I am looking forward to providing the highest quality of vocational training. I am confident that the graduates of Millennia Education Institute will find success in their chosen professional field.

Sincerely,

Mei Ming Shih

Mei Ming (Mary) Shih, RN,
President and CEO

MEI welcomes all potential students interested in a career in health care. We are happy to have you visit the school at any time. Come in and see our ~~student~~ facilities and the teaching staff and consider the many advantages for the serious student. We will be pleased to answer all of your questions. In addition, information may be found in our school catalog which is available by requesting a hard-copy from the school, or electronically by request from our website [www. millenniaedu.org](http://www.millenniaedu.org)

APPROVAL DISCLOSURE STATEMENT

► MEI is a private institution and it is approved to operate by the Bureau. This institution is not implying that the Bureau endorses our programs, and the Bureau does not mean that this school exceeds minimum state standards. Bureau approval simply means that this institution is licensed to operate in the state of California.

This institution's non-degree programs have not been accredited by any accrediting agency recognized by the United States Department of Education.

§94802

- (a) An institution that had a valid approval to operate on June 30, 2007, issued by the former Bureau for Private Postsecondary Education pursuant to former Chapter 7 (commencing with Section 94700) of Part 59 of Division 10 of Title 3 of the Education Code, as it read on June 30, 2007, shall maintain that approval under this chapter. For the purposes of this chapter, the approval to operate shall be valid for three calendar years after the expiration date of the approval, as it read on June 30, 2007.*
- (b) Applications to renew an approval to operate that had been pending action before the former Bureau for Private Postsecondary Education on June 30, 2007, shall be deemed processed as follows:*
 - (1) Applications received prior to January 1, 2006, shall be granted an approval to operate until 2013 to coincide with the anniversary date of the current approval to operate date.*
 - (2) Applications received after January 1, 2006, shall be granted an approval to operate until 2013 to coincide with the anniversary date of the current approval to operate.*
- (c) Students seeking to enroll in institutions approved under subdivision (b) shall be notified in writing by the institution, prior to executing an enrollment agreement, that, although the institution was approved to operate by the former Bureau for Private Postsecondary Education, the institution's application for re-approval to operate has not been reviewed by the bureau pursuant to this chapter.*

This institution is not , nor are any of the three certificate programs offered at MEI accredited by any accrediting agency recognized by the United States Department of Education. A) The California State licensing boards do not require that the programs students attend for Dialysis Technician, Nurse Assistant and/or Home Health Aide be accredited. B) The certificate programs offered at MEI do not require accreditation as grounds for positions of employment. C) Students enrolled in the unaccredited programs at MEI are not eligible for federal financial aid as the programs and the MEI institution are not accredited.

Educational Philosophy

Millennia Education Institute shall strive to develop in its students an intellectual maturity based upon the learned information and full cognizance of the necessity of fulfilling civil, moral and professional codes of ethics. The Institute shall also seek, in every way possible, to aide in the development of compassionate and competent licensed nursing assistant, home health aide and hemodialysis technicians.

Professionalism

The Institute endeavors to help its students achieve professional excellence by offering specialized courses. The Institute offers an opportunity for professional growth, and the foundation for establishing a satisfying professional life of commitment and contribution to the society.

School History and Description

Millennia Education Institute was founded in 2001 as a for-profit limited liability corporation located at 9440 Telstar Avenue, #6, El Monte, CA 91773. The Institute is located within a large office complex with ample parking and handicap facilities available. The Institute occupies of approximately 6500 sq. feet containing one large classroom that can be divided into two lecture rooms furnished with laboratory and office equipment. The institute is located near I-60 freeway and close to many convenient eating establishment and shopping malls.

Approvals

This institution has a temporary approval to operate from the Bureau of Postsecondary Education (Bureau). A temporary approval is merely an interim designation the Bureau can authorize pending a qualitative review and assessment of the institution. At the time it is issued, the Bureau has not yet conducted a site visit. It is issued if the Bureau determines the institution's operational plan satisfies the minimum standards listed in Education Code Section 94310(a) or 9431(a), whichever is applicable. The temporary approval will remain in effect for at least 90 days, but not more than 360 days in order to enable the Bureau to conduct the site visit and inspection of the institution. After the visit, the Bureau will then determine whether the institution should be approved on a permanent basis.

Disclosures

Board of Trustees

Millennia Education Institute, LLC, was founded under the laws of the State of California as a Limited Liability Company, governed by its owners who serve as a “Board of Trustees”:

Mei Ming *Mary* Shih, Member
Maggie Zahn, Member
Birdie M. Hwang, Member
Catherine Lan, Member

Administration Staff

Mei Ming <i>Mary</i> Shih	President/CEO/ Executive Director
Catherine Lan	Chief Operations Officer/ Director of Admin
Eric Chen	Chief Financial Officer
Mei Ming <i>Mary</i> Shih	Chief Academic Officer/ Director of Education

Faculty

		<u>Years of Experience</u>
Mei Ming <i>Mary</i> Shih, RN	Director of Education, Hemodialysis, Nurse Assistant , and Home Health Aide	30
Susan B BurkHart, RN	Hemodialysis	30
Hsiang-Lin Hong, RN	Hemodialysis	4

Grievance Complaint Policy and Procedures

Grievance Procedure

It is the policy of this institution to handle grievances in the following manner:

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the your immediate instructor.
3. If you are unable to deliver the form to the instructor, you may deliver it to the Director or Owner:
4. All grievances regardless of the nature will be turned over to the President/CEO and reviewed.
5. The President/CEO and CAO will evaluate the grievance and set up an appointment with the person within 5 days from the receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.
6. Any grievance you cannot work out with the institution you may contact:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

or

P.O. Box 980818, West Sacramento, CA 95798-0818

Toll Free Phone Number: **888-370-7589**

Telephone Number: **916-431-6959**

Fax Number: **916-263-1897**

Web site Address: **www.bppe.ca.gov**

E-Mail: **bppe@dca.ca.gov**

Notice Of Student Rights

1. You may cancel your 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.
2. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
3. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
4. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number listed below for more information.
5. If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

Department of Consumer Affairs

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

or

P.O. Box 980818, West Sacramento, CA 95798-0818

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E-Mail: **bppe@dca.ca.gov**

Buckley Amendment

In compliance with Public Law 93-380, Section 438, student grades, records, or personal information may not be given to a third person without the written consent of the student. Permission must be given by the student in order for information in their file to be used for reference checks, for credit, or employment evaluation by other parties, and the student must file a declaration to this effect, which will be kept in the student's file(s).

School Closure

In the event of severe weather conditions or any unforeseen calamity, the Management will decide if the Institute will close in the interest of health and safety. Any class time lost due to closure will be made up by extending class hours, holding additional sessions or by any method considered appropriate by the Institute's Management.

State of California Student Tuition Recovery Fund

76215. Student Tuition Recovery Fund Disclosures

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

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

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

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

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

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

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

4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."
6. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

Amount of STRF Assessment

7. (a) Each qualifying institution shall collect an assessment of fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is fifty cents (\$.50).
8. (b) Unless a student has a separate agreement to repay the third party, a student whose costs are paid to the institution by third-party payer shall not pay the STRF assessment to the qualifying institution.
9. (c) Except when an institution provides a 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, in which case, the assessment is non-refundable.

**Note: Authority cited: Sections 94803, 94877 and 94923, Education Code.
Reference: Section 94923, Education Code.**

It is important that enrollees keep a copy of any enrollment agreement, contract or application to document enrollment. Students also should keep tuition receipts or cancelled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF. For further information or instructions contact:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

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Sacramento, CA 95833
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Web site Address: **www.bppe.ca.gov**
E-Mail: **bppe@dca.ca.gov**

Approvals and Memberships

Millennia Education Institute is seeking re-approval to operate from the California Department of Consumer Affairs / Bureau for Private Post-Secondary Education (DCA/BPPE). The Institute is seeking approval for the following Programs:

➤ **Hemodialysis Technician**

MEI has approval from the appropriate State licensing board:

The California Department of Public Health (CDPH)

Non-Discrimination Policy

Millennia Education Institute does not discriminate in admissions, counseling, training, job placement, employment or in any activity on the basis of sex, age, race, disability, nationally or ethnic origin.

Campus Security Act

In compliance with the Student Right To Know and Campus Security Act of 1990 and to ensure a safe, secure environment, Millennia Education Institute has adopted the following procedures:

- Faculty, staff and students should report serious crimes and emergencies, i.e., fire/medical occurring on the Institute properties to the Executive Director or Administrator, or call 911. In most cases, an administrator will respond to the scene and will complete an incident report. If necessary, the Hacienda Heights Police Department will be contacted.
- Only the designated employees of the Institute will be authorized to have keys to the facilities, and no student or outside individuals are to have access to the Institute's facilities without supervision. Facilities safety and security problems should be report to the Executive Director.
- The Director of Administration has the authority to enforce the Institute's Code of Conduct, under the Education and Penal Codes of the State of California; and according to the Education Code is the liaison with local police and sheriff's department in all cases of criminal actions.
- The Institute inform students and employees about being responsible for their own safety and the emergency procedures, publications and notice as posted widely on the Institute property.
- The Student Code of Conduct and the State Penal Code prohibit the possession, use, or sale of alcoholic beverages and illegal drugs on the property of the institution.

Rape and Sexual Assault

Pursuant to adoption of Resolution #46 adopted September 8, 1987, by the California State Assembly, the Institute does hereby adopt a Rape and Sexual Assault Policy, which shall be incorporated into the disciplinary policies and practices of the Institute

Appropriate disciplinary action shall be taken against students or members of the Institute who participate directly or indirectly in rape or sexual assault on Institute property or at an Institute-related function or activity. The procedures set forth in Millennia Education Institute Policies and Procedures shall be utilized in determining whether allegations pertaining to rape and sexual assault justify disciplinary action. Nothing in the Institutes' policies and procedures precludes a "victim" from filing charges with a law enforcement agency.

Due process shall be guaranteed by the Institute to any individual accused of the crime of rape or sexual assault. Appropriate consideration shall also be given to the rights of the victim(s) pursuant to the specific requirements of Assembly Concurrent Resolution No. 46.

A student with a recommendation for appropriate discipline related to being accused of rape or sexual assault will be advised of the action to be taken by the Institute, which may include but not be limited to suspension or dismissal.

Student Harassment

Millennia Education Institute is committed to provide an environment that is free of discrimination. In keeping with this commitment, the Institute maintains a strict policy prohibiting unlawful harassment. Harassment may be defined as to worry, impede, and/or to annoy persistently the peace of another party. This regulation applies to all members of the Institute, including students. Furthermore, it prohibits harassment in any form, including verbal, physical and visual harassment.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either 1) submission to such conduct is made an explicit term or condition of service or grading; 2) submission or rejection of such conduct by an individual is used as the basis of academic decisions; 3) such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive academic or social environment. Students who violate this policy will be subject to discipline in accordance with the Student honor Code / Code of Ethics and other Institute policies and regulations.

Any student who believes that he or she has been harassed by another student, Institute staff member, should promptly report the facts of the incident(s), and the name(s) of the individual(s) involved in the case to the Director of Education.

Harassment of any kind will not be condoned or tolerated by the Institute. Persons found guilty of such action will be subject to discipline, which may include suspension or dismissal. In addition, the Institute will not allow this regulation to be abused by use for personal gain or vindictive reasons. Any person who makes a false accusation will subject himself / herself to the same severe disciplinary action, including possible suspension or dismissal as the person found guilty of harassment.

Smoking Policy

To promote health and to protect the welfare of all individuals associated with the Institute, smoking is prohibited inside all institution owned and operated facilities. This includes offices, classrooms, restrooms, break room(s), *and those areas immediately adjacent to the doors and emergency exits of the building (within 50' of a doorway).*

Parking

There is sufficient parking space available for student vehicles in the general parking areas immediately adjacent to the Institute. Designated handicapped parking spaces are available.

Academic Freedom

Millennia Education Institute supports its commitment to the academic freedom of its students and faculty. The Institute is dedicated to the search for truth and its dissemination. Administrators, instructors and staff of the Institute acknowledge that facts and truth are of primary concern and that Institute integrity requires the protection of freedom for instructors and students to examine all pertinent data, to question assumptions, and to be guided by the evidence.

Academic freedom is defined as the right of an instructor to seek out, to inquire and to express freely intellectual pursuits within a framework of critical appraisal. This right shall be exercised by all instructors in the performance of certain roles and responsibilities in accordance with current Institute policies and regulations. The following areas of academic freedom shall be observed:

- Institute instructors are entitled to full freedom in the educational setting, including all clinical applications, as long as the content and the manner and style of presentation of the subject matter being taught is consistent with Institute curriculum or programs. The DCA/BPPE must be notified of, and acknowledge, any deviation(s) from, or change(s) to, approved curricula,
- Institute instructors are free to write or to speak as citizens, free from Institute censorship or discipline, provided they clearly indicate that they do not speak for or on behalf of the Institute.
- Institute instructors shall be free to associate by membership in professional, political, religious, fraternal and social organizations.

The instructor grievance procedures shall be used to resolve any disagreement between the instructors and the Institute regarding the exercise of academic freedom.

Rights and Responsibilities

Millennia Education Institute supports the right of all faculty and students to pursue their academic purposes freely. The right of the instructor to teach and to engage students to learn and to express their views, free from interference and coercion, shall be held as an Institute responsibility.

Adjudication

The legal and personal right of all individuals shall be considered and protected. No student or faculty member shall be subject to an adverse finding that he or she has committed an offense related to academic integrity and no such sanction shall be imposed without proper grievance procedures having been followed by the appropriate institutional committees. If an adverse decision is found, the published standard of enforcement shall be followed. Appeal procedures shall be in keeping with the standard operating procedures of the Institute.

Admissions Requirements

The Institute accepts as regular students individuals who have graduated from high school, or a General Education Development (GED), or two years of postsecondary education leading to a degree. Applicants for admission to Millennia Education Institute must be at least 18 years of age prior to their expected graduation date. It is the responsibility of the prospective student to attest to meeting this requirement. Applicants who do not possess a high school diploma or its equivalent are encouraged to request assistance from the Institute to secure a GED certificate. Applicants will not be allowed to enroll until they are able to provide documentation of compliance with this requirement.

To be considered an enrolled regular student, the prospective student must pass the Institute's entrance test with a score of 20 or better. The Institute utilizes the Wonderlic Test, Scholastic Level Exam (SLE), Form A, as its entrance test.

Admissions Procedures

Student entering a program must present a Health Notice, which evidences the student good health to the school within thirty (30) days following the first day of classes. Health Notice Forms are provided by the school.

The applicant must also receive the recommendation of the Admissions Representative to confirm that the prospective student has displayed the proper attitude and sufficient manual dexterity to be a successful student and employable graduate.

Prospective students will be personally interviewed and conducted on a tour of the Institution by the Admissions Representative. The Representative will explain the Institute's philosophy, program content, and discuss career opportunities within the health industry.

English Proficiency Requirement

All Courses and Programs offered by the Institute are taught in English. English as a Second Language (ESL) instruction is not offered. MEI does not offer English as a

Second Language (ESL) courses. Students from other countries where the primary language is not English, will need a passing score of at least 80 on the TOEFL iBT examination prior to being accepted into the program. It is the responsibility of the student to cover the cost of the examination, which is not included in the tuition fees to attend Millennia Education Institute. For more information on TOEFL please go to: <http://www.ets.org/toefl>.

Enrollment Procedures

1. Completion of an Enrollment Questionnaire.
2. Complete a qualification interview with the Admissions Representative, tour of the facility and determination of the desired program.
3. Pass the Entrance examination.
4. Discussion with the Business Office to determine how tuition will be funded.
5. Completion and signature of Enrollment Agreement.
6. Payment of Registration Fee.

Students should make every effort to pre-enroll in the program of their choice far enough in advance to ensure themselves a place in the class. Class size is limited to ensure that every student receives the individual attention necessary to obtain his or her desired educational goal.

Upon completion of the aforementioned steps, successful candidates will be notified either in person, by telephone or by mail no later than ten (10) days after the completion of the admissions procedures.

Registration

Registration occurs one week before class begins. All students must pay the tuition and fees established by Millennia Education Institute and published in the Institution's Catalog.

This institution has not entered into an articulation or transfer agreement with any other college or university. CEC94909(a)(8)(A) and CCR 71770(b)

Registration Fee

Hemodialysis Technician: \$100

Late Registration

Late registration for students can be processed by the Admission Office subject to a late registration fee of \$25.00.

Malpractice Insurance Fee

All students are required to pay a malpractice insurance fee at time of registration.

Obtaining a State License

Successful completion of the programs offered at MEI is an important step in becoming a hemodialysis technician. The first requirement is that California State law requires individuals to possess a valid license before practicing any one of these professions. The additional requirements include:

Note: Persons with a felony arrest history may not be allowed by the State to hold a license in various fields, consequently, they might not be employable in the health care industry. Individuals are instructed to consult with the appropriate State licensing board for specific licensing requirements.

Orientation

MEI conduct's an orientation session for all new students. The purpose of the session is to brief new students on the rules, regulations and policies of the institute. Attendance at orientation is mandatory, and shall be conducted on the first day of the new course by the School Director.

Attendance

The use of attendance record keeping is designed to prepare students for attendance *on the job*. The emphasis on attendance and tardiness is one of the criteria used by employers to evaluate student readiness for employment.

Students who miss more than 20% of the scheduled time for a day will be considered absent for that day unless appropriate third party verification is presented upon return to class.

Satisfactory Attendance

Millenna Education Institution requires regular classroom attendance by all students. A minimum of 80% attendance based on the entire length of a program is obligatory. Students must notify the school before being absent so that arrangements can be made to minimize work missed.

If a student's attendance falls below the minimum 80% requirement the student will be placed on attendance probation.

Exception is made in attendance for extenuating circumstances at the discretion of the School Director. The school allows for excused absences only when documented by a third party, such as a physician, counselor, court, etc. Documented Excused Absence (DEA) is not counted against the student's attendance percentage for satisfactory progress or graduation requirements. It will however be used in calculating Attendance Awards for perfect and excellent attendance.

Attendance Probation Policy

Attendance Probation

Students who fail to meet Satisfactory Attendance Progress standards during a given evaluation period will be placed on attendance probation for one additional evaluation period. Students remain eligible to continue classes during the probation period and will be considered as making satisfactory attendance progress during the probationary period. Probationary students who fail to meet satisfactory academic progress by the conclusion of the probationary period will be deemed not to be making satisfactory attendance progress and may be terminated at the discretion of the institution. In the event such student is allowed to continue with instruction and will be reinstated only after the student has reestablished satisfactory attendance progress in accordance with the students attendance policy for the school. In the event a student is terminated due to not making satisfactory attendance progress, all policies regarding the institutions' refund policy will apply. Probationary students who meet satisfactory attendance progress by the conclusion of the probationary period will be removed from attendance probation.

Tardiness

Employers hire and promote employees who are reliable and prompt. Regular attendance at the Institute is an important part of the preparation necessary for employment.

Each instructor monitors attendance on a daily basis. Absences, tardiness and leaving early will be recorded and deducted from overall attendance hours. Students entering class five (5) minutes or more after class scheduled time are considered tardy.

Students must be present at schedule class time (1:00 p.m., and 6:00 p.m.) unless notified by the school of a schedule change. A student who is not ready at that time for lab or instruction is tardy. When a student has been tardy three times, the tardy reverts to an absence. Accumulated absences will affect the student's satisfactory attendance status.

Leave of Absence

A Leave of Absence (LOA) will be considered and may be granted at the discretion of the Director provided:

1. The LOA does not exceed one hundred eighty (180) days.
2. The LOA is requested by the student in writing prior to the first date* of the LOA.
3. The LOA is formally approved by the school prior to the first day* of the requested LOA,
4. The student is in good standing with the Institute prior to LOA request.

***Note:** The Executive Director may waive requirements #2 & #3 upon timely receipt of information

that the student was unable to request formal approval in advance of the LOA due to a medical or personal emergency that made it impossible for the student to comply. The student/representative is responsible for providing medical or other documentation as requested.

Transferability of Units Earned at MEI

NOTICE CONCERNING TRANSFERABILITY of CREDITS and CREDENTIALS EARNED at OUR INSTITUTION:

The transferability of **credits** you earn at MEI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in the *Hemodialysis Technician*, *Home Health Aide*, and/or *Nurse Assistant* at MEI, is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MEI to determine if your credits or certificate will transfer.

Prior Academic Credit

A student enrolling at Millennia Education Institute may be granted advanced academic standing upon receipt of an official academic transcript from an accredited institution. The Education Director will evaluate previous education and training to warrant a

shortened program and tuition. A minimum of 50% of the class work must be completed at Millennia Education Institute.

This institution has not entered into an articulation or transfer agreement with any other college or university. CEC94909(a)(8)(A) and CCR 71770(b)

DISTANCE EDUCATION

There are no Distance Education courses available at MEI; only classroom instructional delivery is available.

Dress Code

Students preparing for professional careers are expected to dress for future positions in the health care community and act in a manner that reflects a professional working environment. Student enrolled in program offered by Millennia Education Institute are required to wear designated uniform during their training.

Students are expected to dress and conduct themselves in a manner consistent with the health industry standards. The Institute reserves the right to dismiss or to prescribe sanctions for any student whose attire is inappropriate.

Use of Beepers and Cellular Phones

Students are required to turn off the audible functions of their beepers and cellular phones while they are in the classroom or clinical sites in order to avoid disturbing the students and the instructor during class lecture.

Personal Conduct

An important part of the student's training includes the development of professional attitudes and behaviors. To this end, a professional environment has been created in which the student can grow and develop according to these professional expectations.

Learning how to communicate and interact with a variety of people, coping with frustrations, problem solving, and personal appearance are just a few of the ingredients that go into the make-up of a professional.

The Institute expects students to conduct themselves at all times in an acceptable manner. The forms of misconduct listed below are considered to be in conflict with the educational goals of the Institute. Students not adhering to the Institute's educational objectives are subject to suspension or dismissal. Any of the following list of behaviors will result in student being dismissed from the program:

1. Theft, damage to, or destruction of, Institute property or that of a fellow student,
2. Physical abuse of any person on school premises,
3. Intentional disruption or obstruction of teaching, administration or other school staff or activities,
4. Possession, use, or sale of Controlled Substances or alcoholic beverages while on school property or during scheduled school activities (on- or off-campus).

5. Possession or use of firearms, chemical sprays, knives, or other dangerous weapons on school property,
6. All types of dishonesty and cheating, whether passive or cooperative.

DISMISSAL FOR MISCONDUCT IS CONSIDERED PERMANENT

Hours of Operation

Institute offices are open Monday through Friday from 9:00 a.m. to 5:00 p.m.

Millennia Education Institute offers evening classes to accommodate students' personal work schedules. Class schedules are as follows:

Class Sessions

Evening Sessions:	Hemodialysis Technician (T, Th)	5:30 p.m. – 09:00 p.m.
	Hemodialysis Technician (Sun)	9:00 a.m. – 04:00 p.m.

Make-up Examinations

The opportunity to sit for a make-up exam is a privilege offered to all students with valid excuses. The Institute and the instructor realize that certain circumstances may prevent a student from being present on the day of midterm or final exams. Students can petition for a make-up exam by filling out a Make-up Exam Form located in the Director's office. The student must secure the approval of the instructor and Executive Director. The make-up exam will be scheduled by the instructor. The make-up exam form shall be kept in the student's file for future reference. During any given course, a student is not allowed to have more than one (1) make-up exam.

Grading System

At Millennia Education Institute, instructors will provide composite letter grades based on written, oral, and practical examinations, class participation, and demonstrated proficiency in the operation of specialized medical equipment. For purposes of computing a final grade the following scale is followed:

100-90	=	A (Excellent)
89-80	=	B (Good)
79-70	=	C (Satisfactory)
69-60	=	D (Poor)
59 & below	=	F (Failing)
Incomplete & Withdrawal	=	I (Incomplete)
Transfer Credit	=	T

*A passing grade means receiving a "C" or higher.

Satisfactory Academic Progress

The Institute's standards of satisfactory progress apply to all students. Students must continually demonstrate satisfactory progress in order to continue his/her education at Millennia Education Institute. To maintain satisfactory progress, students must achieve a minimum academic standard, progress at a satisfactory rate toward program completion, and complete the program of study within 1.5 times the normal scheduled length of the program. The standards for academic progress consist of the following elements:

1. **Maximum Program Length:** A student in a program of study measured in clock hours must not exceed more than 1.5 times the clock hours in the program. Any student who fails to complete a program of study within the stated 1.5 attempted clock hours may be placed on probation or dismissed from the institution.
2. **Evaluation Points:** A student's academic progress will be evaluated at the end of 25%, 50% and 75% of the maximum time frame.
3. **Minimum Academic Achievement and Course Completion Standards:** **Students** must maintain a minimum GPA of a "C" (or 2.0) and course completion standards at each evaluation point as indicated. Students achieving these standards are considered in good academic standing. A successful course completion standard at each evaluation point ensures that the student can successfully complete the program of study within the maximum time frame.

Failure to meet the minimum standards at the evaluation point will result in the student being placed on academic probation until the end of the next module. A student who fails to meet the minimum standards at 50 percent of the maximum program length (MPL) evaluation point will be dismissed unless mitigating circumstance occur.

5. **Special or Mitigating Circumstances:** The Director may waive interim satisfactory academic standards for special or mitigating circumstances outside the control of the student. The circumstances must be documented and the student must demonstrate that these circumstances had an adverse impact on the student's satisfactory progress in the program.

Academic Probation

Students who fail to meet Satisfactory Academic Progress standards during a given evaluation period will be placed on academic probation for one additional evaluation period. Students remain eligible to continue classes during the probation period and will be considered as making satisfactory academic progress during the probationary period. Probationary students who fail to meet satisfactory academic progress by the conclusion of the probationary period will be deemed not to be making satisfactory academic progress and may be terminated at the discretion of the institute.

In the event such student is allowed to continue with instruction, eligibility to continue will be reinstated only after the student has reestablished satisfactory academic progress in accordance with the Satisfactory Academic Policy. In the event a student is terminated due to not making satisfactory academic progress, all policies regarding the institutions' refund policy will apply. Probationary students who meet satisfactory academic progress by the conclusion of the probationary period will be removed from academic probation.

School Cancellation Policy

STUDENT'S RIGHT TO CANCEL

The Student has the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance on the first day of class, or the seventh (7th) day after enrollment, whichever is later. Cancellation occurs when the student gives written notice of cancellation to the Director, at the address of the School, shown in this Catalog. The Student can also mail, hand deliver, fax or telegram the cancellation. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. Cancellation notices are to be addressed to: **Millennia Education Institute, 9440 Telstar Ave #6 El Monte, CA 91733.**

Rights of Appeal of Probation, Suspension or Termination

Students, who wish to appeal a determination that they are not maintaining satisfactory academic progress, or their suspension or termination, must submit a letter to the Executive Director. The letter should describe any mitigating circumstances that might deserve further consideration. The School Director has final right of review in all matters of "*rights of appeal*". Termination from the Institute for personal misconduct is not subject to appeal.

Student Request for Program Changes

The student should consult the Director of Education for any requested Course or Program change(s). The Executive Director makes final decisions on course or program changes.

School Changes to Program Curricula, Equipment, or Class Schedules

The Institute reserves the right to make changes in Program curricula, academic schedules and hours, and equipment to consolidate classes.

The Institute will also inform its students when the Bureau of Private Postsecondary Education (BPPE) enacts any changes to its policies and procedures that will impact the Institute's students or their program of study. The Institute will bring any changes to the attention of its students as follows:

- Posting to the bulletin board in the classroom, administrative offices, and the student lounges,
- Instructors will make announcement in classes

Re-Admission

Students who have been suspended or terminated may apply for re-admission upon providing proof to the Executive Director that the circumstances leading to the suspension or termination have been corrected. Students may re-enroll in the next available module or course starting date at the prevailing Program tuition rate.

Students may be re-admitted into the same program twice beyond their original start date. The Institute's Re-admission policy does not apply to students who have been terminated for misconduct.

Tuition and Fees

From time to time the Institute will review and adjust its tuition rates as necessary. The rate in effect at the time the student signs the *Enrollment Agreement* is the rate that applies to that student. Current tuition rates may be found in the Catalog as a "School Catalog Addendum." Books and supplies are included in the tuition costs.

The Executive Director will advise students with delinquent tuition payments. If a solution to the delinquency cannot be reached, the student will be dismissed from school. The Institute Business Office will notify students who are no longer enrolled but still monetarily indebted to the Institute of the amount due. If the former student has not made any attempt to bring the account current the Director may assign the account to a collection agency.

All tuition and fees are due on the starting date of the program or scheduled course. Other arrangements may be available upon prior approval of the Business Office.

In accordance with the Bureau for Private Postsecondary (BPPE) California Education Code, Millennium Education Institute may withhold institutional services including grades, transcripts, and diploma for students who are not current with their scheduled tuition payments.

Tuition Refund Policy

Any monies due the applicant or student will be refunded within 30 days after the date of withdrawal or termination. A withdrawal is considered to have occurred if the student fails to attend scheduled classes for three consecutive weeks without being approved for a leave of absence.

If a student withdraws after midnight of the seventh (7th) business day following their first scheduled class session, any registration fee paid (not to exceed \$250) will not be refunded. The school will earn tuition on a pro-rata basis. Refunds are based on the portion of the program not completed, less the registration fee (not to exceed \$75).

The **student has the 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. (CEC 94909(a)(8)(B)). Refunds are based on the total number of clock hours in the student's program study.

For example: A student enrolls in a 600-hour course. The student withdraws after completing 400 hours. 400 hours completed divided by 600 hours in the course equals 66.67 percent course completion. Excluding the registration fee the student paid full tuition of \$2,000 for the course. 66.67 percent of \$2,000 equals \$1,333.40 school-earned tuition and a refund to the student of \$666.60.

Other Percentage Refund Examples:

Course Hours	Hours Completed	Calculated Percentage	Tuition Charged	School Charges	Student Refund
600	150	25%	\$2,000	\$ 500	\$1,500
600	300	50%	\$2,000	\$1,000	\$1,000
600	360	60%	\$2,000	\$1,200	\$ 800
600	450	75%	\$2,000	\$1,500	\$ 500

The Institute's refund procedures are based on the policies stated in Article 7, Section 94820 of the Private Postsecondary and Vocational Education Reform Act.

Housing Assistance

Millennia Education Institute does not provide housing nor has dormitories for students. MEI does not have responsibility to find or assist a student in finding housing. Students are solely responsible for any agreements between themselves and their landlord. According to internet sources the average cost of a room to rent varies from \$550 - \$850 per month. Please note that MEI is a non-residential institution and does not have the responsibility to find or assist a student in finding housing.

Transportation

Public transportation information and schedules are available in the admission office.

Handicap Accessibility

Prospective handicap students should make arrangements with an Admissions Representative prior to the start of class to tour the facilities and become familiar with handicap accommodations provided for their use.

Definition of a Clock Hour

A clock hour of training at Millennia Education Institute is 50 minutes of instruction, or lab. In an effort to effectively utilize class time a schedule of training time and break time has been developed.

Student Teacher/ Equipment Ratios

Millennia Education Institute maintains a maximum student-teacher ratio of 1:25. The Institute's faculty and administration to maximize the learning potential for each student and to provide close instructor-student interaction throughout the program have

determined this ratio. The Institute maintains a maximum equipment ratio to student ratio of 1:1 for the Hemodialysis Technician program and 1:25 for other programs.

Graduation Policy

To earn a *Certificate of Completion*, a student must:

1. Satisfy the course (*academic & clinical*) requirements for their individual program of study,
2. Earn a minimum cumulative grade point average (CGPA) of 2.0 or “C”,
3. When credit for prior academic training is given, the student must have satisfactorily completed a minimum of at least 50% of the course at the Institute (residency requirement),
4. Not have any outstanding financial obligations to the Institute.

Withdrawal Policy

For the purpose of withdrawal, a student shall be deemed to have withdrawn from Millennia Education Institute when the student notifies the Institute in writing or verbally of the date he or she is withdrawing or has withdrawn from the program, or the date the Institute determines that the student will not be returning, whichever is later. Students are to contact the COO, the Chief Operations Officer, Ms. Catherine Lan, for withdrawal notifications.

Calendar

For a calendar of courses, including beginning and ending dates, please refer to the addendum enclosed in this catalog. Holidays on which there are no classes are observed on the following days:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day (2 days)
Independence Day	Christmas Vacation - (last week of the year)

Resource Center

MEI does not maintain standard reference books and periodicals related to the courses of study offered. However, our local library information and the schedule is posted. Three computers with on-line access and professional journals are available in the resource center. The resource center is open Monday through Friday from 6:00 p.m. to 10:00 p.m. Saturday from 10:00 – 4:00 p.m.

Our Local Library is close by and free of charge:

Rosemead Library **8800 Valley Blvd, Rosemead, CA 91770**
626-573-5220

Hours of Operation:

Monday, Friday, Sunday:	Closed
Tuesday, Wednesday, Thursday:	10 am to 8 pm
Saturday:	8 am to 6 pm

Website: <http://www.colapublib.org/libs/rosemead/index.php>

Student Services

Millennia Education Institute provides a range of student services for the benefit of its students as follows:

Advising

The Institute provides advice to help students for their needs.

Preparation for Licensing Examinations

- The Institute assists students in preparing their applications for the state licensing examination with the California Board of Health.

- A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

- Students enrolled in an unaccredited institution is not eligible for federal financial aid. (CEC 94909(a)(16) and CEC 94897(P))

Student Records

The Institute maintains separate student financial and academic records in both paper and digital formats while students are enrolled in school. Upon completion of training all financial records and academic records merged and are maintained for five years after graduation in a digital format.

The School may withhold institutional services including grades, transcripts, and diplomas for students who are not current with their scheduled tuition payments.

Job Placement Assistance

The primary function of the graduate Placement Service is to assist graduates in finding positions that match their capabilities, training, and desired geographic area of employment. Placement assistance is available to all graduates. Millennia Education Institute does not guarantee employment to its graduates.

The Institute's graduate placement assistance provides seminars in job search interview techniques as well as assistance in obtaining information about available jobs. The graduate should remember that the final decision as to who will be hired rests with the employer. The employer will be influenced by such factors as technical training, class attendance, individual character, personality traits, a favorable appearance, and ability to converse confidently.

A successful position search depends on the graduate's confidence, preparation, and a well planned strategy. With this in mind the graduate should be prepared to meet the following responsibilities in their position search:

1. Attendance at Graduate Placement Services seminars to ensure that the graduate is fully prepared for a full time job search effort.
2. Follow-up is a critical aspect of the position search process. The Graduate Placement Service Office must be kept informed by the graduate of:
 - a. Job interview results, both good and bad,
 - b. Changes in appointments,
 - c. Changes in status (address, phone number, name, etc.),
3. The Job interview is a very important step in the job search process. Graduates must be prepared to present themselves in the best possible manner by:
 - a. Exhibiting a confident, professional attitude and behavior,
 - b. Dressing in a professional manner,
 - c. Arriving for the interview, prepared, and on time.
4. Job interviews, and leads are an individual matter for each graduate. Therefore, Confidentiality between the graduate and the Graduate Placement Service Office must be maintained until the process is completed and employment is secured.
5. In order to enhance the employment potential of each graduate, the Graduate Placement Services Office must be notified immediately when a position offer has been accepted.

PROGRAMS of STUDY

Tuition and Fee Schedule 2013

Program Name	Clock Hours	Length	Tuition
Hemodialysis Technician	470	24 Weeks	\$5,500
<u>Total Charges for the Entire Educational Program:</u>			<u>\$5,500.</u>

- **All Handouts and Supplies are included in the tuition price**

All Course Instruction at MEI:

All classroom instruction is standard lecture delivery with students listening to the instructor and taking notes. The Clinical hours are a hand-on method so that students can mirror behavior they will have one licensed and on-the-job.

Hemodialysis Technician

(470 Clock Hours - 24 weeks)

Program Objective:

This program provides students with the academic knowledge and clinical learning experiences necessary to develop the skills required for a Hemodialysis Technician entry-level position.

Module Title	Classroom/Clinical
Module I Today's Dialysis Environment	4/0
Module II The Person With Renal Failure	4/0
Module III Principles of Dialysis.....	8/0
Module IV Hemodialysis Devices	36/0
Module V Hemodialysis Procedures and Hemodialysis Complications	36/0
Externship V	0/154
Module VI Dialyzer Reprocessing	16/0
Module VII Water Treatment	8/0
Module VIII Vascular Access	8/0
Externship IV	0/196
Total Clock Hours...(classroom & clinical).....	470
Tuition	\$ 5,500
Books, Materials & Supplies	\$All Included

Total Tuition (All Inclusive Charges)	\$5,500.
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Hemodialysis Technician

(470 Clock Hours - 24 weeks)

Module Descriptions

Faculty:

We require Hemodialysis Faculty to have at least 3 years' experience in the Hemodialysis field. Currently there are 3 RNs on the faculty with over 3 years' experience in the hemodialysis field, and there are 3 Certified Hemodialysis Technicians also with over 3 years' experience in the hemodialysis field.

Objective:

The intent of this curriculum is to promote quality of patient care, provide entry level skills for employment as a Hemodialysis Technician, and to provide an awareness of the different options in health care occupations. This program provides students with the academic knowledge and clinical learning experiences necessary to develop the skills required for a Hemodialysis Technician entry-level position. At the end of this program, we want our students to be able to function as a Hemodialysis Technician and understand the intricacies of caring for a dialysis patient.

Module I: Today's Dialysis Environment

4 Clock Hours

This Module starts with a description of the history of dialysis, including the development of the technology and the Medicare End-Stage Renal Disease Program. This module also introduces issues in quality of dialysis care and ways to measure that quality, including continuous quality improvement and the development of clinical practice guidelines. Finally, this module describes three national professional organizations for dialysis technicians, and discusses professionalism in the dialysis setting.

Module II: The Patient with Renal Failure

4 Clock Hours

This module assists the student to learn about normal renal function and what happens when the kidneys no longer work. It discusses the causes of renal failure and the treatment options that are available to patients. Because there are important nutritional, psychological, and financial concerns for people with renal failure, a dietitian has contributed a section on diet, and a social worker has outlined services available to people on dialysis. In addition, there are sections on communications skills for dialysis technicians, what dialysis patients should expect from their care and laboratory tests that are commonly performed on dialysis patients.

Module III: Principles of Dialysis

8 Clock Hours

How does dialysis remove excess fluid and waste from the patient's body? This module explains the scientific principles behind dialysis at a basic level, and then applies them specifically to dialysis. These dialysis principles are then applied to the dialysis prescription to describe how the elements of the prescription work together to provide adequate dialysis. This module also compares the functions of dialysis to the functions of the kidneys to help the student understand why

dialysis Nurse Assistant not replace all the functions of healthy kidneys and why following the dialysis prescription is vitally important to the patient's well-being.

Module IV: Hemodialysis Devices

36 Clock Hours

Impressive technical advances over the past half-century have combined to make dialysis an increasingly safe, effective and efficient treatment for patients with renal failure. Dialyzer and Dialyzer effectiveness, dialysate, and hemodialysis delivery systems are described, and the importance of careful monitoring is emphasized, with the technician being described as the most important monitor of a patient's hemodialysis treatment. Measuring dialysis adequacy and factors that Nurse Assistant affect the hemodialysis treatment are also discussed.

Module V: Hemodialysis Procedures and Complications

36 Clock Hours

This module helps the technician to understand the rationale behind the procedures that he or she will need to learn. It breaks the numerous complex tasks that make up a dialysis treatment into manageable pieces, organized to cover the process from equipment preparation to clean up equipment.

Each procedure is named and defined, with a description and purpose providing the reason for the procedure and key points offering suggestions, tips, cautions, and guidelines. In addition to treatment procedures, this module covers patient and staff safety issues including moving the patient, dealing with emergency situations, and preventing infection and disease in the unit. General issues, such as medication administration, laboratory tests, documentation, are also covered in detail.

This module also contains detailed charts describing complications that Nurse Assistant occur during dialysis, how to recognize them, how to treat them, and how to prevent them.

Externship III

154 Clock Hours

Upon successful completion of classroom training, hemodialysis students participate in a 154 externship. Externship gives students an opportunity to work with patients/clients in selected facilities, applying principles and practices learned in the classroom. Externs work under direct supervision of the externship site. The externship supervisor will present the Institute with a completed Evaluation form that will become part of the student's permanent record. A successful externship evaluation allows the student to graduate from the program. Hours missed are required to be made up prior to graduation.

Module VI: Dialyzer Reprocessing

16 Clock Hours

Performed correctly, dialyzer reprocessing Nurse Assistant mean economic savings and increased patient well-being. This module describes the history of Dialyzer reprocessing and the benefits and risks for patients and staff. Safe handling of cleaning solutions and disinfectants is emphasized. The reprocessing procedure is described in detail from preparation of a new Dialyzer to documenting every step of the process. National regulations and guidelines on Dialyzer reprocessing are discussed, including AAMI, FDA, and OSHA.

Module VII: Water Treatment**8 Clock Hours**

The large volume of water used in dialysis means that dialysis water quality is vitally important to patient safety. This module explains the purpose of water treatment and the contaminants that must be removed to prevent harm to patients. The components of the water treatment system are described, and the student will learn how to monitor each piece of equipment to ensure that it is functioning correctly. AAMI and EPA regulations regarding water quality and water treatment are described.

Module VIII: Vascular Access**8 Clock Hours**

The patient's vascular access is his or her lifeline-without a properly functioning access, the patient Nurse Assistant not receive adequate dialysis. This module describes historic and modern types of vascular access and the risks and benefits of each. Management and care of the access is an important aspect of technician training, as is an understanding of complications that Nurse Assistant occur with a vascular access; both topics are discussed in detail. Guidelines for access care and improvement of vascular access outcomes are covered to stress the importance of good access care by both patients and staff.

Externship IV**196 Clock Hours**

Upon successful completion of classroom training, Hemodialysis students participate in a 196 externship. Externship gives students an opportunity to work with patients/clients in selected facilities, applying principles and practices learned in the classroom. Externs work under direct supervision of the externship site. The externship supervisor will present the Institute with a completed Evaluation form that will become part of the student's permanent record. A successful externship evaluation allows the student to graduate from the program. Hours missed are required to be made up prior to graduation.

AVAILABLE ON THE SCHOOL'S WEBSITE:

www.millenniaedu.org

1. The School Catalog
2. The School Performance Fact Sheets for all Programs
3. A link to the Bureau's Internet Web Site: **www.bppe.ca.gov**
4. MEI's most recent Annual Report