



**Coast Health Educational Centers Inc.
(D.B.A. Coast Health Career College)**

SCHOOL CATALOG

2013 - 2014

**1741 W. Katella Avenue, Anaheim CA. 92804
Tel: (714)776-840**



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www.coasthealthcareercollege.com

SCHOOL CATALOG

2012-2013

Education Approval

Coast Health Educational Center Inc. approval to operate as a private postsecondary school in the State of California is based on AB 48 is known as the Private Postsecondary Education Act of 2009 (“Act”). The Act establishes the Bureau for Private Postsecondary Education (“Bureau”) within the Department of Consumers Affairs. The Act became operative on January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of consumer Affairs text of the Act is available online at www.bppe.ca.gov.

This approval is valid through November 29, 2013. That approval to operate meant that the Bureau determined and certified that the institution met the standards for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of students' achievement prior to, during, and at the end of its programs.

The California Department of Public Health (cdph) approved every course in this catalog through April 30, 2015.

Approved are the following courses:

COURSES	HOURS
Certified Nursing Assistant	150
Certified Home Health Aide	40

During clinical training and demonstration of skills, there shall be no more than (15) fifteen students assigned to each instructor at any time.

California statute requires that a student who successfully completes a course of study be awarded an appropriate certificate verifying the fact.

Prospective students are encouraged to visit the physical facilities of the school and discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to Oscar de Jesus, School Administrator/Director.

Unresolved complaints may be directed to the

Bureau for Private Postsecondary Education: 2535 Capitol Oaks Drive, Suite 400

Sacramento, Ca. 95833 Tel: (916) 431-6959 (www.bppe.ca.gov)

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

All information in the content of this school catalog is current and correct and is so certified as true by Oscar de Jesus, School Administrator/President

Oscar de Jesus, Administrator/President

Date

PHILOSOPHY

Our philosophy is education through practical training. While theory is taught in the classroom, hands-on experience and modern practical training is stressed to assist the individual student to meet current job market entry-level requirements. The school's academic goals are to stimulate and assist the student to acquire a positive attitude toward work, participate actively and responsibly at work, acquire the knowledge and skills necessary to obtain employment in a chosen field and to acquire the ability to apply, at work, this knowledge and these skills in effective and efficient ways.

COURSE SYLLABI:

The Department criterion for approving certification training programs shall be that each program shall include one hundred (100) hours of supervised clinical training and fifty (50) hours of theory for Nursing Assistant, and for Home Health Aide twenty (20) hours of theory and twenty (20) hours of clinical training, as specified in the modules and hours stated below. It is not necessary that the modules be presented in the same sequence, as long as the content and hours are the same. Specific clinical hours for each module are mandatory. Prior to direct contact with a patient, at least a total of 16 hours of training shall be provided in the following areas:

- (1) Communications and interpersonal skills
- (2) Infection control
- (3) Safety and emergency procedures including the Heimlich maneuver
- (4) Promoting the independence of patients
- (5) Respecting the rights of patients

NURSING ASSISTANT PROGRAM:

(1) Module 1.	Theory hours 2	Clinical hours 0
Introduction		
(A) Role and responsibility of the Certified Nursing Assistant		
(B) Title 22, division 5, California Code of Regulation, overview.		
(C) Requirements for nurse assistant certification		
(D) Professionalism		
(E) Ethics and confidentiality		
(2) Module 2.	Theory hours 2	Clinical hours 1
Patients Rights		
(3) Module 3.	Theory hours 2	Clinical hours 0
Interpersonal skills		
(A) Communication		
(B) Defense mechanisms		
(C) Socio cultural factors		
(D) Attitudes toward illness and health care		
(E) Family interaction		

(4) Module 4. Theory hours 1 Clinical hours 1
Prevention and Management of Catastrophe and Unusual Occurrences.

- (A) Emergency
- (B) General safety rule
- (C) Fire and disaster plans
- (D) Roles and procedures for Certified Nurse Assistants.
- (E) Patient safety

(5) Module 5. Theory hours 2 Clinical hours 4
Body Mechanics

- (A) Basic rules of body mechanics
- (B) Transfer techniques
- (C) Ambulation
- (D) Proper use of body mechanics and positioning techniques

(6) Module 6. Theory hours 2 Clinical hours 8
Medical and Surgical Asepsis.

- (A) Micro-organism
- (B) Universal precautions for infection control including methods to handle patients, and all materials that are soiled with blood and/or body fluids from patients. The methods prescribe shall be designed to reduced the risk of transmission of potentially infectious etiologic agents from patient to patient and between patient and healthcare workers.
- (C) Basic principle of asepsis

(7) Module 7. Theory hour 1 Clinical hours 1
Weights and Measures

- (A) The metric system
- (B) Weight, length and liquid volume
- (C) Military time i.e. a twenty four (24) hour clock

(8) Module 8. Theory hour 14 Clinical hour 44
Patient Care Skills

- (A) Bathing and medicinal baths which includes substance such as bran, Oatmeal, starch, sodium bicarbonate, Epson salts, pine products, tar, sulfur, potassium permanganate or alt.
- (B) Dressing
- (C) Oral hygiene
- (D) Hair care, hair shampoo, medicinal shampoo, nail care and shaving
- (E) Prosthetic devices.
- (F) Skin care including prevention of decubitus ulcers
- (G) Elimination needs
- (H) Bowel and bladder retraining
- (I) Weighing and measuring the patient

(9) Module 9. Theory hours 7 Clinical hours 20

Patient Care Procedures

- (A) Collection of specimens, including stool, urine and sputum.
- (B) Care of patients with tubing to include but not be limited to urinary, gastric, oxygen and intravenous. This are does not include inserting, suctioning or changing the tubes. (C) Intake and Output (D) Bed making (E) Cleansing enema and laxatives suppositories (F) Admission, transfer and discharge Bandages and nonsterile dry dressing including the application of non legend topical ointments to intact surface.

(10) Module 10. Theory hour 3 Clinical hours 6

Vital signs

- (A) Purpose of vital signs
- (B) Factors affecting vital signs
- (C) Normal ranges
- (D) Methods of measurements
- (E) Temperatures, pulse, respiration
- (F) Blood pressure
- (G) Abnormalities
- (H) Recording

(11) Module 11. Theory hours 2 Clinical hours 6

Nutrition

- (A) Proper nutrition
- (B) Feeding techniques
- (C) Diet therapy

(12) Module 12. Theory hours 2 Clinical hours 1

Emergency Procedures

- (A) Signs and symptoms of distress
- (B) Immediate and temporary intervention
- (C) Emergency codes

(13) Module 13. Theory hours 2 Clinical hours 0

Long- Term Care Patient

- (A) Needs of persons with developmental and mental disorder including mental retardation. Alzheimer's disease, cerebral palsy, epilepsy, dementia and mental illness.
- (B) Introduction to anatomy and physiology
- (C) Community resources available
- (D) Physical and behavioral needs and changes
- (E) Psychological, social and recreational needs
- (F) Common diseases and disorders including signs and symptoms

(14) Modules 14. Theory hours 2 Clinical hours 4

Rehabilitative Nursing

- (A) Promoting patients potential
- (B) Devices and equipment
- (C) Activities of daily living
- (D) Family interactions
- (E) Complications of inactivity
- (F) Ambulation
- (G) Range of motion

(15) Module 15. Theory hours 4 Clinical hours 4

Observation and Charting

- (A) Observation of patients and reporting responsibility
- (B) Patient care plan
- (C) Patient care documentation
- (D) Legal issues of charting
- (E) Medical terminology and abbreviations

(16) Module 16. Theory hours 2 Clinical hours 0

Death and Dying

- (A) Stages of grief
- (B) Emotional and spiritual needs of the patient and family
- (C) Rights of dying patient
- (D) Signs of approaching death
- (E) Monitoring of the patient
- (F) Post mortem care

HOME HEALTH AIDE PROGRAM:

<input type="checkbox"/> Introduction to Aide and Agency Role	Theory hours	2	Clinical hours	0
<input type="checkbox"/> Interpretation of Medical and Social Needs of People Being Served	Theory hours	5	Clinical hours	0
<input type="checkbox"/> Personal Care Service	Theory hours	5	Clinical hours	15
<input type="checkbox"/> Nutrition	Theory hours	5	Clinical hours	3
<input type="checkbox"/> Cleaning and Care Task in the Home	Theory hours	5	Clinical hours	5

Module I - Introduction to Aide and Agency Role:

Performance Standards (Objectives)

- 1. Define the terminology**
- 2. Identify State and Federal regulations and requirements for HHA certification.**
- 3. Describe the purpose and goals of home health care**
- 4. Identify members of the home health care team, their functions, and how they interact.**
- 5. Describe the role and responsibilities of the certified home health aide.**
- 6. Discuss common observations and documentation to be completed by the HHA.**
- 7. Describe key steps involved in the communication process and methods used in communication**
- 8. Describe steps to accommodate communication with clients who have hearing and speech disorders.**
- 9. Describe effective techniques for communicating with HH team members.**
- 10. Describe how to access community agencies to meet client's needs.**
- 11. Identify organizational and time management techniques for a daily work schedule.**

Module II – Interpretation of Medical & Social Needs of Clients:

Performance Standards (Objectives)

- 1. Define the terminology**
- 2. Identify the basic physical and emotional needs of clients in each age group in the life span.**
- 3. Recognize the role of the HHA in maintaining clients and rights and privacy.**
- 4. Relate client's family's rights and privacy to Maslow's Hierarchy of needs.**
- 5. Discuss how culture life style and life experiences of client and family can influence care provided.**
- 6. Describe common reaction to illness/disability and its effects on the individual and family, including techniques to support adjustments.**
- 7. Describe basic body functions and changes that should be reported.**
- 8. Identify diseases and disorders in the home care client and their signs and symptoms.**
- 9. Describe common emotional and spiritual needs of terminally ill clients and their families, and identify appropriate interventions.**

Module III – Personal Care Service:

Performance Standards (Objectives)

- 1. Define the terminology**
- 2. Describe the steps and guidelines for common personal care skills**
- 3. Explain the importance of improvising equipment and adapting care activities in the home.**
- 4. Discuss personal care delivery in home care.**
- 5. List examples of home equipment that can be utilized to provide personal care.**
- 6. Discuss the benefits of self care in promoting wellness.**
- 7. Describe key principles of body mechanics.**
- 8. Explain how to adapt body mechanics in the home.**
- 9. Describe adaptations that can be made in the home for safe ambulation and positioning.**
- 10. Describe the purpose of passive range and active range of motion exercise.**
- 11. Describe high risk factors for skin breakdown and methods of prevention.**

12. Describe stages of pressure ulcer/decubitus and report observations.
13. List types of ostomies and describe how to empty and change the pouch
14. Recognize emergencies in the home and define critical steps to follow.
15. Relates the chain of infection to the home care setting.
16. Describe infection control measures to use in the home care setting.
17. Describe the role and responsibilities of the HHA in assisting the client to self administer medications.

Module IV – Nutrition:

Performance Standards (Objectives):

1. Define the terminology
2. Recognize the key principles of nutrition.
3. Plan a meal for a client, utilizing the five food groups found in the food Pyramid.
4. Plan a weekly menu for a client on a therapeutic diet.
5. Demonstrate ability to select and purchase foods with consideration of nutritional principles, budget, preference and storage.
6. Describe key principles of safe food handling and storage.
7. Discuss adaption's necessary for feeding the home care client.
8. Describe the importance of fluid balance and monitoring intake and output.
9. Identify community resources for meeting nutritional needs.

Module V – Cleaning and Care Tasks in the Home:

Performance Standards (Objectives):

1. Define the terminology
2. Describe the HHA role & responsibility for maintaining a clean, safe, and healthy environment.
3. Describe key principles for maintaining a safe home environment.
4. Identify appropriate procedures, equipments, and supplies for household tasks, including alternatives to use when resources are limited.
5. Discuss the procedure for washing and drying dishes.
6. Describe methods of laundering household and personal items.
7. Identify guidelines for organizing household tasks.

Each student is required to have the following for the training program.

In addition the student will have to purchase or borrow their own textbook, uniform, small medical instruments i.e. stethoscope, blood pressure apparatus and thermometer. The school does not provide small medical instrument, housing, uniform, laundry service, free meals, and transportation to clinical facility.

EDUCATIONAL COST:

Registration: To pay the cost of establishing student file and other paperwork associated with enrolling the student in a program.

Tuition: The fee to cover the education training of a student in a program.

Requirements:

The following requirements are excluded in the tuition fee.

1. Medical (physical examination) T.B. Test.
(If tested positive, needs chest x-ray, if tested negative, no need for chest x-ray.)
2. CPR verification (must have an expiration date) needs a front and back copy)
3. 2 (2x2) pictures
4. Live Scanning (Fingerprint for criminal record verification) for CNA & Home Health Aide
5. \$ 90.00 dollars **money order payable to American Red Cross**
(For the State Competency Examination **for Nursing Assistant only**)
6. Liability Insurance (check with different insurance company)

TUITION FEES:

NURSING ASSISTANT PROGRAM:

TUITION FEE: \$1700.00

REGISTRATION: \$ 100.00

PAYMENT PLAN:

FIRST PAYMENT		
Registration Fee	\$100.00	Non-refundable
Tuition fee	\$400.00	To be paid upon registration, goes toward your tuition fee
SECOND PAYMENT	\$650.00	To be paid upon submission of the requirements one week prior to the start of the class
Tuition fee		
LAST PAYMENT	\$650.00	To be paid two (2) weeks before the last of the training payable in cash or credit card.
Tuition fee		

HOME HEALTH AIDE PROGRAM:

TUITION FEE: \$400.00

REGISTRATION: \$100.00

PAYMENT PLAN:

FIRST PAYMENT		
Registration Fee	\$100.00	Non-refundable
Tuition fee	\$100.00	To be paid upon registration, goes toward your tuition fee
SECOND PAYMENT	\$100.00	To be paid upon submission of the requirements one week prior to the start of the class
Tuition fee		
LAST PAYMENT	\$200.00	To be paid two (2) weeks before the last of the training payable in cash or credit card.
Tuition fee		

STRF (Student Tuition Fee Recovery Fund). The students will not be charge the amount as per describe by the BPPE, school will assume the responsibility for paying the dues to the Bureau for Private Postsecondary Education (bppe).

Optional Student Charges: None.

Refund and Cancellation: Please refer to that Section of this Catalog.

SCHEDULE OF SESSIONS

Year 2012 to 2013 Academic Calendar

FOR NURSING ASSISTANT/ HOME HEALTH AIDE

Classes are scheduled based on student need. Classes are offered Friday, Saturday & Sunday or Saturday, Sunday and Monday, for (8) eight weeks, (8) eight hours a day, for Nursing Assistant and for Home Health Aide once a week every Thursday (8) eight hours a day, from 8AM to 4:30PM

CLASS SCHEDULES:

Theory (Classroom): 8:00 AM to 12:00 NOON / 12:30 PM to 4:30 PM

Clinical (Hospital): 7:00 AM to 11:30 AM / 12:00 N to 3:30 PM

HOLIDAYS OBSERVED

New Years day, Memorial day, Independence day, Labor day, Thanksgiving day, the day after Thanksgiving, Christmas Evening and Christmas Day. The school does not close for student holiday schedules or recess.

ENTRANCE REQUIREMENTS/ADMISSIONS PROCEDURE

Minimum age is 18 years old. . Each applicant will have an in-person interview where the applicant's goals will be discussed. A tour of the facilities will be provided and the course will be explained. Interviews and enrollments can be arranged by appointment any day the school is open. You must have the ability to read and write English at a fifth grade level. The ability to work and communicate with others and physically able. This course entails significant amount of walking, standing and lifting or moving residents and/or equipment. A physical examination by the physician of the student's choice is required before entrance into the program. Physical examinations must have been performed within six months of the date of entrance into the Nursing Assistant/Home Health Aide program. If you have been convicted of a felony you will be required to state this on your application. You must contact the **California Department of Public Health (cdph)** as this could affect your eligibility for certification.

CONDUCT

Any student not conducting themselves in an orderly and professional manner, which includes use of drugs and alcohol during school hours, dishonesty, disrupting classes, use of profanity, excessive tardiness, insubordination, violation of safety rules, or not abiding by the school rules will lead to either probation or dismissal from classes.

CLASS SIZE

The maximum size fifteen (15) students assigned to each instructor during clinical training and return demonstration of skills.

ATTENDANCE, ABSENCE & TARDINESS POLICY

1. The student must take the training course entirely.
2. Complete attendance is required. **For the CNA program students are required to attend the minimum of 150 hours total (50 hours of Theory and 100 hours clinical). There are no excused absences. All absences must be made-up. For the HHA program there are 20 hours of theory and 20 hours of clinical required.** An absence of more than 10% of the total course hours will not qualify for a certification of completion.
3. A supervised make-up can be scheduled starting after five days of classes.

STANDARD OF PROGRESS, GRADING & GRADUATION REQUIREMENTS

There are written and practical tests required to graduate from the program. A student must get a minimum 75% on the final test. A practical final is given in all programs, students must satisfactorily complete all requirements before they are allowed to graduate and be issued the **CERTIFICATE OF COMPLETION**. Students who do not meet satisfactory grades will be allowed to repeat examinations at the discretion of the instructor. No leaves or interruptions will be granted or enforced for unsatisfactory grades. A student may request a written progress report or transcript from the school in writing at no charge. All records and grades are permanently maintained by the school for a period of five years and are protected from fire, theft and other perils. All tests are administrated and graded by the instructor.

RE-ADMISSION

A student terminated for lack of attendance or lack of progress may be considered for re-admission only once. However, the student must show positive proof that the problem(s) causing the reason for termination has been corrected. Students who wish to re-enroll must arrange to meet with the Director for re-evaluation. Any re-admitted student is to start the course from the beginning. No credit is granted for previous training.

PROBATION

A student may be placed on probation for unsatisfactory attendance or academic progress only once. The director will determine the length of probation and at the end of the probationary period the student will be re-evaluated. During the probation the student must maintain 80% attendance and have satisfactory progress based upon feedback from the instructor. The student can submit a written appeal of their probation to the Director. All requests will be evaluated and acted upon promptly.

COUNSELING & ADVISING

Students who feel that they have a need of counseling or advising may feel at ease doing so with their instructor or the director. Counseling and advising are conducted on an open door policy.

CANCELLATION & REFUNDS

BUYER'S RIGHT TO CANCEL

Cancellation, Withdrawal, Refund

You have the right to cancel the Enrollment Agreement or withdraw from a program and possibly obtain refund. Any notification of cancellation or withdrawal must be in writing, and receipt by the school must be confirmed by return receipt of certified mail or by return from school. The school will make refunds within 30 days after request, less any deductions described in the Enrollment Agreement.

Cancellation

“Cancellation” means that you wish to terminate the Enrollment Agreement before participating in any instruction, and before the Term begin. If you give written notice of cancellation before the Term begins, the school will refund your tuition, less \$100 of the Registration Fee.

If you enroll after the commencement of the Term, you may cancel at any time before your first scheduled class session after your enrollment. If you give written notice of cancellation within this time period, the school will refund your tuition, less the \$100 Registration Fee. However, if you have participated in any instruction, the provisions regarding “Withdrawal from Course” below will be used to determine your refund.

If you have received any educational materials, books or equipment from the school, you must return them within 10 days following the date of your notice of cancellation. If you fail to return these materials in the same condition you received them within this period, the school may deduct the stated charge for the materials from any refund that may due to you.

WITHDRAWAL FROM COURSE

Withdrawal” means that you wish to discontinue participation in any instruction before the end of the Term. Withdrawal also means that you have not cancelled the Enrollment Agreement within the period allowed for cancellation as described above. You have the right to withdraw from a course of instruction at any time. You are obligated to pay only for the educational services that have been made available to you, and for unreturned materials, and for the \$100 deduction described above.

Calculation of the refund is based on the number of class days of the program which have elapsed, whether or not you have participated in the instruction. The school incurs costs in making this instruction available to you, whether or not you use it.

The program consists of a predetermined number of class days of available instruction. After sixty percent (60%) of these class days have passed, no refunds of tuition will be made. If your notice of withdrawal is received by the school before 60% of the class days have passed, the school will calculate and refund your unused tuition based on the number of class day have passed, JVTA will calculate and refund your unused tuition based on the number of class days remaining in the Term, after your notice of withdrawal is received.

EXAMPLE REFUND INFORMATION

Assume that a student, upon enrollment in a 150-hour course, pays \$1425.00 for tuition, plus \$75.00 for registration total amount would be \$ 1500.00, and withdraws after completing 50 hours. The pro rate refund to the student would be based on the calculation stated below.

REFUND CALCULATION

Total payment Tuition Fee and Registration Fee	= \$ 1500.00
\$ 1500.00 - \$ 75.00 Registration Fee	= \$ 1425.00
\$ 1425.00 divides by 150 hour	= \$ 9.50
\$ 9.50 X 50 hour completed	= \$ 475.00
\$ 1425.00 - \$ 475.00	= \$ 950.00

TOTAL REFUND DUE = \$ 950.00

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- a) You notify the school of your withdrawal or the actual date of withdrawal.
- b) The institution terminates your enrollment.
- c) You fail to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

The school will also refund money collected for sending to a third party on the student's behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWED FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

NOTICE OF STUDENT RIGHTS

1. You may cancel your contract for school, without any penalty or obligations on the fifth business day following your first class session as described in the Notice of cancellation form that will be given to you at the first class you go to. 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.
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. Your refund rights are described in the contract. If have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact The Bureau of Private Postsecondary Education at the address and telephone number printed below.
4. If you have any complaints, questions, or problems that you cannot work out with the school, write or call the

**Bureau for Private Postsecondary Education:
2535 Capitol Oaks Drive, Suite 400, Sacramento CA. 95833
Call (916) 431-6959 / 1(888)370-7589, www.bppe.ca.gov**

STUDENT TUITION RECOVERY FUND (STRF)

The State of California created the STRF to relieve or mitigate economic losses suffered by California residents who students were attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

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

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

- (1) You are not a California resident.
- (2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of 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 cost.
 - (4) There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
 - (5) An inability to collect on a judgment against the institution for a violation of the Act.

Questions regarding the STRF may be directed to the
Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400. Sacramento, Ca. 95833,
Call (916) 431-6959 / 1(888)370-7589
www.bppe.ca.gov

Student Complaints Procedures

1. All student complaints may be brought to the Administrator or any school staff and officials.
2. If the complaint made is found to be valid, involves a violation of law, and is not resolved within 30 days after it was first made by the student, the student may notify BPPE at 2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833, 1(888) 370-7589, as well as law enforcement authorities of the complaint, investigation, and lack of resolution.
3. Students may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to that person's duties.
4. If a student's complaint in writing, the institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection shall also be given.
5. The student's participation in the complaint procedure and the disposition of the student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.
6. The person authorized to resolve complaints under this section shall not be terminated from employment or suffer any diminution in compensation as a result of the appropriate and good faith discharge of addressing and resolving student complaints.

STUDENT SERVICES

Job Placement

The school has no official placement assistant program, does not promised nor provide job placement to any student prior to enrollment.

Library

The school has a library from which students may check out books. A special reference library section (for materials which can be used at the campus location only) contains many specialized medical dictionaries and books, videos, and other visual aids.

Financial Aid

The school does not offer any financial assistance to any students

ADMINISTRATION & FACULTY

ADMINISTRATOR / DIRECTOR

OSCAR CO DE JESUS: CERT. # 117478,
Registered Nurse; 383116
Bachelor of Science in Nursing
Master of Science in Nursing

INSTRUCTORS:

OSCAR CO DE JESUS, CERT. # 117477,
Registered Nurse; License, 383116
Bachelor Of Science in Nursing
Master of Science in Nursing

OTELIA DE JESUS, CERT.# EDOO-472PCA1999
Registered Nurse: License, 475252
Bachelor of Science in Nursing

ELISA MOLINA, CERT. # TCHR-4YLP482001
Registered Nurse: License, 335870
Bachelor of Science in Nursing

ERLINDA JUCABAN, R.N CERT. # TCHR-4YLNDU
Registered Nurse: License, 323908
Bachelor of Science in Nursing

MARY J. PITRAM, CERT. # COAFS-05-378936
Registered Nurse: License, 242219
Bachelor of Science in Nursing