



# **PROVIDENCE VOCATIONAL SCHOOL**

## **CATALOGUE**

**NURSE ASSISTANT  
(NA)**

**HOME HEALTH AIDE  
(HHA)**

**ACUTE CARE FOR CNAs**

**TRAINING PROGRAMS**

**CONTINUING EDUCATION UNITS (CEUs)**

**189 SCHOOL STREET DALY CITY, CA 94014**

**TEL. # (650) 991-2309 / (650) 991-2392**

**Email: [pvs189@yahoo.com](mailto:pvs189@yahoo.com)**

**Website: [myprovidence.net](http://myprovidence.net)**

Effective Date: January 2012 to December 2012

Revised 08/27/12

## WELCOME TO

### **PROVIDENCE VOCATIONAL SCHOOL**

A nurse-owned business since 1995, **PROVIDENCE VOCATIONAL SCHOOL** is committed to provide high quality of education at an affordable cost to those who aspire to become Certified Nurse Assistants and Certified Home Health Aides.

#### **MISSION OF THE INSTITUTION**

The school is a private California Corporation. The mission of the institution is to provide quality program to train nurse assistants and prepare them for certification in accordance with the established standards to meet the specific needs of health care recipients. The programs of the institution are intended for students who desire to become Certified Nurse Assistants and Certified Home Health Aides and are motivated to render competent and efficient health care services. The goal is to guide nurse assistants learn how to provide appropriate and compassionate care that will assist clients in reaching an optimum level of comfort, restoration and wellness by providing tools that instructors can utilize.

#### **WHY PROVIDENCE VOCATIONAL SCHOOL?**

- Providence Vocational School has competitive rates.
- The instructors of Providence Vocational School are well-trained, competent and educated in the nursing field.
- It is conveniently located in Daly City and accessible to public transportation. “Word of Mouth” from our happy and satisfied graduates is our best form of advertising.

The courses offered in our school are:

1. Nurse Assistant Training Program
2. Home Health Aide Training Program
3. Acute Care for CNAs
4. Continuing Education Units (CEU's)

Providence Vocational School is open to all applicants without discrimination on the basis of race, religion, national origin, gender or handicap.

## **Nurse Assistant Training Program**

Prerequisite: High School Graduate or GED equivalent

The Nurse Assistant Training Program is a 160-hour course designed to provide students skills and knowledge needed in rendering health care services to long-term care patients. The program requires 60 hours of theory or classroom instruction and 100 hours of supervised clinical training in a long-term care facility.

At the completion of this course, the student will be able to understand the role, function and responsibility of a Certified Nurse Assistant as a member of the health care team; demonstrate competence and practice safely in performing patient care procedures.

Students who have successfully completed the requirements are eligible to take the Nurse Assistant Competency Evaluation Program or State Examination. The successful examinees will receive Nurse Assistant Certificate issued by the State of California Department of Public Health qualifying them to be employed as Certified Nurse Assistants (C.N.A.) in different health care facilities. The official Nurse Assistant Certificate will be mailed to successful examinees from the California Department of Health Services upon completion of criminal background check. If CNA certificates are not received within 16 weeks from the date of Competency Examination, students are advised **to call the Department of Public Health at (916) 327-2445.**

## **Home Health Aide Training Program**

Prerequisite: Certified Nurse Assistant (C.N.A.)

This is a 40-hour course designed to upgrade the skills of C.N.A.s in providing health and personal care services to patients in their respective homes. The program requires 20 hours of theory and 20 hours of supervised clinical training in private homes or Long Term Care facilities.

After completion of the course, the student will be able to understand the role of a Certified Home Health Aide and function of Home Health Agencies in providing services to patients in the home; know the medical and social needs of people being served; enhance the skills on personal care, nutrition, cleaning and care tasks in the home setting. A Certified Home Health Aide certificate is issued by the Department of Public Health to those who have successfully completed the course qualifying them to work in different Medicare-certified Home Health Agencies.

## **Acute Care Training for Certified Nursing Assistants (CNAs)**

Prerequisite: Certified Nurse Assistant (C.N.A.)

This is a 74-hour course designed to provide students knowledge and skills necessary in rendering health care services to patients who are acutely ill. The program requires 24 hours of classroom instruction and 50 hours of clinical training in an acute care facility under the supervision of a licensed nurse. A Certificate of Completion is issued by the school after successful completion of the course qualifying them to work in an acute hospital. CNA's taking the course earns 36 continuing education units.

### **Administration**

Priscilla Chua, RN, MSN-----	School Director
Jimmy Chua, RN -----	Office Manager
Joan Ventura, CNA-----	Administrative Assistant

### **Faculty**

#### **Priscilla Chua, RN,MSN**

1995 – Present: School Director and Instructor, Providence Vocational School, Daly City, CA; 1999 – Present: Staff RN Behavioral Health Unit, Mills-Peninsula Hospital, San Mateo, CA; 1997 – Present: Vice-President of Relief Nursing Services Inc., Daly City, CA; 1998-2001: Staff RN San Francisco General Hospital; 1992- 1998: Director of Support Services, Nurse Providers, Inc., Daly City, CA; 1991-1996: Registry RN, Nurse Providers Inc. & Nurse Providers Home Health Agency, Daly City, CA; 1988-1994: Staff RN Transitional Intensive Care Unit, St. Mary's Hospital, San Francisco, CA; 1986- Triage Nurse, Kaiser Hospital, South San Francisco, CA; 2009 – 2011: Master of Science in Nursing, San Francisco State University, San Francisco, CA.; Current Member of Sigma Theta Tau International (Honor Society of Nursing- Nu Psi Chapter), San Francisco State University; 1981–1983 - Masters in Business Administration Candidate, Philippine Christian University, Manila, Philippines; 1980 – Bachelor of Science in Nursing, Philippine Women's University, Manila, Philippines; 1978 – Graduate Nurse, Chinese General Hospital School of Nursing, Manila, Philippines.

#### **Ramoncito Ubaldo, LVN**

1995 – Present: Instructor, Providence Vocational School, Daly City, CA; 2008-Present: Relief Nursing Services - Staff LVN, 1998-2008: Seton Medical Center – Staff LVN Critical Care Unit; 1993-1998 LVN and Private Duty Supervisor, Nurse Providers, Inc., Daly City, CA; 1992-1993: Rehab. Nursing Coordinator, Hillside Manor Nursing, Jamaica, NY; 1990-1992: Charge Nurse, Hillside Manor Nursing, Jamaica, NY; 1989 – LVN Graduate, School of Practical Nursing, County of Nassau, NY.

#### **Zarah G. Concepcion, LVN**

2004 – Present : Instructor, Providence Vocational School, Daly City, CA; 2004-2006: LVN- Charge Nurse, Linda Mar Care Center, Pacifica, CA; 1995-2005 Staff LVN, MDRN Nursing Agency, South San Francisco, CA; 1996 – 2003: LVN Charge Nurse / Director of Staff Development, Burlingame Long Term Care, Burlingame, CA; Staff LVN, Seton Medical Center, Daly City, CA; 8/1996 – Director of Staff Development, Sacramento, CA; 1973 – 1976 Bachelor of Science in Nursing – Las Pinas General Hospital, Manila Philippines

#### **Jimmy Chua, RN**

2004 – Present: Instructor, Providence Vocational School, Daly City, CA; 2010 – Present: Staff Registered Nurse & Charge Nurse Reliever- San Francisco General Hospital Unit 7A, San Francisco, CA 1997-2010: Staff Licensed Vocational Nurse – San Francisco General Hospital, San Francisco, CA; 2009-2010 Associate Degree in Nursing – Unitek College, Fremont, CA; 2003 - Director of Staff Development Certification, Burlingame, CA.; 1989 - Licensed Vocational Nursing Program – John Adams Campus, City College of San Francisco, San Francisco, CA; 1981–1983 - Masters in Business Administration Candidate, Philippine Christian

University, Manila, Philippines; 1980 – Bachelor of Science in Business Administration, Philippine School of Business Administration, Manila, Philippines

### **Admission Standards and Graduation Requirements**

The applicant for the C.N.A. training program must have completed high school or at least 8<sup>th</sup> grade education. He/She must be at least 18 years old or over; must demonstrate his/her ability to read and write English; must demonstrate emotional maturity and interest in providing nursing care to patients; and must pass the Entrance Test. The institution administers an examination that tests the students' capacity to benefit from instruction known as The Ability to Benefit Test. The name of the test is Career Programs Assessment Test (CPAT). This includes: Language Usage, Reading and Numerical. The passing scores on these tests are as follows: Language Usage (43), Reading (44), and Numerical (42).

### **For N.A. Training Program:**

The applicant must submit upon enrollment and prior to direct patient contact the following requirements:

1. Valid California ID/Driver's License/Passport
2. Social Security Card
3. Physical (*with Doctor's stamp*)/ 2 step PPD or Chest X-ray
  - \* a report of Physical Examination indicating that the applicant is sufficiently free of disease to perform his/her assigned duties and that he/she does not have any health condition that would create a hazard to himself/herself and others.
  - \* a negative PPD or Skin Test for Tuberculosis or a negative chest x-ray if PPD is positive.

#### **Immunizations:**

a) MMR / Varicella / Hepatitis B

b) Tetanus/Diphtheria (TD) (required every 10 yrs.).

4. CPR Card
5. Fingerprint / Live can fingerprint for criminal screening for submission to the Department of Justice and Department of Public Health

## **For Acute Care Training Program:**

The applicant for the Acute Care training program must possess a C.N.A. certificate; must demonstrate his/her ability to read and write English and must pass the Entrance Test

The applicant must submit upon enrollment and prior to direct patient contact the following requirements:

1. Valid California ID/Driver's License/Passport
2. Social Security Card
3. Physical (*with Doctor's stamp*)/ 2 step PPD or Chest X-ray (within one (1) year on enrollment)
  - \* a report of Physical Examination indicating that the applicant is sufficiently free of disease to perform his/her assigned duties and that he/she does not have any health condition that would create a hazard to himself/herself and others.
  - \* a negative PPD or Skin Test for Tuberculosis or a negative chest x-ray if PPD is positive.

### **Immunizations:**

- a) MMR (titer) / Varicella (titer) / Hepatitis B (titer)
- b) Tetanus/Diphtheria (TD) (required every 10 yrs.)

**Note:** As for Mills Peninsula Hospital students, titer is required for MMR, Varicella, Hep B.

4. CPR Card
5. C.N.A License or Congratulations Certificate from American Red Cross
6. 10-Panel Urine Drug Test
7. 7- Year criminal Background check
8. Management of Assaultive Behavior Class (*for students to be assigned in Behavioral Unit*)

## **For Home Health Aide Training Program:**

The applicant for the Home Health Aide training program must possess a C.N.A. certificate; must demonstrate his/her ability to read and write English and must pass the Entrance Test

### **REQUIREMENTS:**

1. Valid California ID/Driver's License/Passport
2. Social Security Card
3. Physical (*with Doctor's stamp*)/ 2 step PPD or Chest X-ray (within one (1) year on enrollment)
  - \* a report of Physical Examination indicating that the applicant is sufficiently free of disease to perform his/her assigned duties and that he/she does not have any health condition that would create a hazard to himself/herself and others.
  - \* a negative PPD or Skin Test for Tuberculosis or a negative chest x-ray if PPD is positive.
4. CPR Card
5. Fingerprint / Livescan fingerprint for criminal screening for submission to the Department of Justice and Department of Health
6. C.N.A License or Congratulations Certificate from American Red Cross

For a student to graduate, he/she must have met the following requirements:

1. Has an average grade of 70% or above.
2. Has completed the required theory and clinical hours.
3. Has made-up all absences and tardiness.
4. Has completed payment of all tuition and fees.
5. Has submitted school /DHS requirements.
6. Has completed the 25 Skills Review Checklist signed by the Instructors.( N.A. students only)

The medium of instruction is in English and the institution does not provide English-as-a-Second Language instruction.

### **Grading Standards**

To satisfactorily complete and pass the courses, an overall score of 70% is required. Scores for classroom quizzes are equivalent to 15% of the total grade; mid-term exam. = 15%; final exam. = 15%; workbook and/or other assignments = 5%. Satisfactory completion of clinical skills is equivalent to 50% of the total grade. Clinical skills represent 10% of the clinical grade; communication and interpersonal skills = 10%; attendance = 10%; attitude = 10%; personal grooming = 10%.

## **Attendance Policy**

Students are expected to attend all scheduled classes (theory & clinical) in order to achieve the goals of the program. Prospective employers are often as concerned with attendance records as with academic records. Attendance is recorded every hour of each class meeting. Students who have unexcused tardiness maybe recorded absent for the entire class at the discretion of the instructor. All classes are based on a 60-minute hour. Absences shall be made up hour per hour and content by content for every hour and content missed.

Students who are absent from classes due to illness, death in the family, jury duty, military annual training, or other uncontrollable circumstances should contact the School Director or Administrative Assistant to arrange for make-up work for the missed classes, theory and clinical. Due to the concentrated nature of the instruction in our programs, regular class attendance is essential.

Students are expected to attend a maximum number of scheduled classes per month. Absences in excess of 20% of scheduled classes may lead to termination from the program.

***It is the responsibility of each student to have his/her medical insurance coverage.***

### **Dismissal or Suspension:**

Dismissal or suspension from the program will be due to the following:

1. Failure to comply with the program's policy as to grade, attendance, conduct or behavior.
2. Theft
3. Vandalism
4. Physical assault or threat against anyone in the school
5. Use or possession of dangerous weapons
6. Habitual vulgarity
7. Disrespect or persistent defiance of authority
8. Other actions deemed inappropriate by staff or clinical instructors

### **Leave of Absence**

A leave of absence is considered an approved interruption in the student's program. Students may be granted a leave of absence from the institution if they follow the required steps. These steps are:

- Obtain written approval from the School Director
- Complete a leave of absence form
- Obtain approval from vocational counselor (when applicable)

The administration discourages students from taking a leave of absence as it may significantly increase the length of their program and increase the likelihood of non-completion.

### **Student's Right to Cancel**

The student has a right to cancel the enrollment agreement and obtain a refund by providing a written notice to: Priscilla Chua, School Director – Providence Vocational School 189 School Street, Daly City, CA 94014.

### **Monitoring Student Progress**

To evaluate the student's progress, the following types of tests are given:

1. Classroom quizzes
2. Mid-Term Examination
3. Final Examination
4. Return Demonstration of Clinical Skills

The written tests are used to measure the student's understanding of the theory aspect while the clinical/practical skills are evaluated by return demonstration and observation in the clinical areas where students are assigned. Minimum passing score for the test is 70%.

The student services include provisions for academic counseling and tutorial programs for those who are evaluated to have slow progress in catching up with the lessons. At designated time, specifically before and after class session, students having difficulty in his/her lessons are assisted. DVD's, Videotapes and other reference materials are made available for review. Review classes are scheduled before the Competency Examination to ensure that students are well prepared for the test. Students are always encouraged to come to the school during non-class hours at designated times to be tutored according to their weak areas.

### **Rules of Operation and Conduct**

1. Each CNA student is required to be in white, clean uniform and clean comfortable shoes during clinical training with a P.V.S. ID badge. Acute Care and HHA students are required to wear scrubs in white or pastel colors and comfortable shoes during clinical training with an ID badge. Street clothes are appropriate in the classroom.
2. No students are to receive or make telephone calls during class/clinical hours except in an emergency. Cellular phones, pagers, iPods, MP3, PSP & other electronics are to be turned off during class and clinical hours.
3. No smoking is allowed on school premises or clinical areas except in designated areas.
4. No student is allowed to carry firearms or deadly weapons, illegal drugs, liquor or any dangerous items in the school or clinical area.
5. Cheating, disrespect to authority and/or patients/residents and other misconduct are not tolerated in school and/or clinical area.
6. All conversation in patient care areas, including patient room, adjacent hallways where a conversation may be overheard in a patient room, and other places where patients are present, are to be in English language.

7. Students are discouraged to give presents to the instructors and staff either in cash or in kind.

### **Method of Payment**

Providence Vocational School accepts personal check, money order, cash, cashier's check, or credit card (MasterCard/Visa/American Express/Discover) as method of payment. Checks are to be made payable to Providence Vocational School. No personal checks will be accepted two weeks before the scheduled completion date. A \$15.00 processing fee will be charged for returned check.

### **Workforce Investment Act (WIA)**

Providence Vocational School is eligible to receive funds under Workforce Investment Act (WIA) for training services.

### **Job Placement**

Jobs are not guaranteed upon completion of the program. However, job placement assistance is made by the institution by posting want ads in the bulletin board or announcements in class. Job Fairs are also held for students to meet with potential health care employers. Recommendations are made upon request.

### **Record Retention**

The Administrative Assistant is designated the safekeeping of records adhering to the Bureau's/DHS' requirements and shall be made available during normal business hours upon Bureau's/DHS' request for inspection.

The institution shall maintain records for each student for a period ending five (5) years after the date of the student's graduation, withdrawal or termination. The institution shall maintain a second set of all records unless the original records are maintained in a manner secure from damage or loss.

### **Student Complaint Procedure**

A student may lodge a complaint either verbally or in writing to any teacher, or admissions personnel who in turn will notify the institution's director who is designated to resolve the complaint.

If a student complained orally and the complaint is not resolved within a reasonable period of time, the student shall put the complaint in writing. If a student complained in writing, the institution shall provide the complainant with a written response.

If there are complaints, questions, or problems that the student cannot work out with the school, the student may write or call:

Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
1(888) 370-7589

### **Refund Policy**

**BUYER'S RIGHT TO CANCEL.** You have the right to cancel the enrollment agreement and obtain refund. The institution, for all students, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed seventy five dollars (\$ 75.00), if the notice of cancellation is made prior to or on the first day of instruction.

Cancellation shall occur when you give written notice of cancellation at the address of the Institution shown on the front of this catalog. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The notice should be sent to the School Director. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement.

**REFUND INFORMATION.** You may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition and other refundable charges if you have completed 60% or less of the instruction. To determine your refund, you would deduct a registration fee not to exceed seventy five dollars (\$75.00) from the tuition charge. You would then divide this figure by the number of hours in the program. The quotient is the hourly charge for the program. The amount owed by the student for the purpose of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of registration fee and the documented cost of any books or equipment that were not returned. For example, if the student completes only 10 hours of a 40-hour course and paid \$400.00 tuition, and a registration fee of \$75.00, the student would receive a refund of \$300.00 This will give you the hourly quotient \$10.00 per hour. Multiply this quotient times the hours completed 10 hours x \$10.00 per hour, totaling \$100.00 for the tuition charge. This charge plus the registration fee would be deducted from the amount paid. Total paid \$475.00, less registration fee \$75.00, less tuition charge \$100.00, refund paid \$300.00.

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 full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

## **C.N.A. (Nurse Assistant) Payment Schedule**

Registration Fee (non-refundable)	\$ 75.00
Book and Workbook for CNA	\$ 125.00
First Tuition Payment	\$ 430.00
Second Tuition Payment (due on the 4 <sup>th</sup> week of instruction)	\$ 430.00
Third Tuition Payment (due on the 6 <sup>th</sup> week of instruction)	<u>\$ 430.00</u>
<b>Total Amount of Payment</b>	<b>\$1,490.00</b>

### **Current Schedule of Charges with Charges Explained**

Registration Fee	\$ 75.00
Tuition Fee	<u>\$ 1290.00</u>
<b>Total</b>	<b>\$ 1,365.00</b>

#### Miscellaneous Expenses: (Mandatory)

- Competency Evaluation Program (State Test) Fee (Payable to American Red Cross) \$ 90.00
- Physical Examination/2 step PPD \$ 85.00
- CPR Class (Includes book \$ 15.00) \$ 75.00
- Graduation Fee (per student, not including guests) \$ 55.00(estimate)
- Uniform (with PVS patch) \$ 35.00

CPR is not part of Providence Vocational School Program. Please make payment to the CPR Instructor.

Items below are recommended for students to have but not mandatory. These items may be purchased anywhere.

- Blood Pressure Kit + Stethoscope \$ 35.00
- Gait Belt \$ 15.00
- CNA Pin \$ 15.00

It is the responsibility of the students to purchase their white uniforms.

## H.H.A. Payment Schedule

Registration Fee (Non-Refundable)	\$ 75.00
Tuition Fee	\$ 630.00
Books/Handouts	<u>\$ 45.00</u>
<b>Total</b>	<b>\$ 750.00</b>

## Acute Care Training Payment Schedule

First Tuition Payment (Orient	\$ 384.00
Second Tuition Fee Due: 3 <sup>rd</sup> week of instruction	\$ 384.00
Third Tuition Fee Due: 4 <sup>th</sup> week of instruction	<u>\$ 382.00</u>
<b>TOTAL</b>	<b>\$1150.00</b>
Registration Fee (Non-Refundable)	\$ 75.00
Book	\$ 85.00

Textbook Recommended:  
Nursing Assistant – A Nursing Process Approach  
8<sup>th</sup> Edition by:  
Barbara R. Hegner  
Esther Caldwell

### TUITION AND FEES

	<u>CNA</u>	<u>HHA</u>	<u>Acute Care</u>
<b>Registration Fee</b>	<b>\$ 75.00</b>	<b>\$ 75.00</b>	<b>\$ 75.00</b>
<b>Books or Handouts</b>	<b>\$ 125.00</b>	<b>\$ 45.00</b>	<b>\$ 85.00</b>
<b>Tuition Fee</b>	<b>\$ 1,290.00</b>	<b>\$ 630.00</b>	<b>\$ 1,150.00</b>
<b>Total Tuition</b>	<b>\$ 1,490.00</b>	<b>\$ 750.00</b>	<b>\$ 1,310.00</b>

### REFUND TABLE

Continuing Education Units (CEUs) - \$ 10.50 per unit



# **PROVIDENCE VOCATIONAL SCHOOL**

## **CATALOG**

**NURSE ASSISTANT  
(NA)**

**HOME HEALTH AIDE  
(HHA)**

**ACUTE CARE FOR CNAs**

**TRAINING PROGRAMS**

189 SCHOOL STREET DALY CITY, CA 94014

TEL. # (650) 991-2309 / (650) 991-2392

Email: [pvs189@yahoo.com](mailto:pvs189@yahoo.com)

Website: [myprovidence.net](http://myprovidence.net)

Effective Date: 10/17/2013 to 12/31/2013

Revised 1/23,4/17,5/15, 6/25, 10/17/13

**WELCOME  
TO  
PROVIDENCE VOCATIONAL SCHOOL**

A nurse-owned business since 1995, **PROVIDENCE VOCATIONAL SCHOOL** is committed to provide high quality of education at an affordable cost to those who aspire to become Certified Nurse Assistants and Certified Home Health Aides.

**MISSION AND PURPOSE OF THE INSTITUTION**

The mission of the institution is to offer quality programs designed to train those who aspire to become nurse assistants and home health aides. The institution prepares students for certification in accordance with the established standards to enable them to work in various health care fields. The programs are intended for students who are motivated and have the desire to render competent and efficient health care services. The purpose of the institution is to teach students to provide appropriate and compassionate care that will assist patients/residents/clients in reaching an optimum level of comfort, restoration and wellness.

This institution is a private institution and that it is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

**WHY PROVIDENCE VOCATIONAL SCHOOL?**

- Providence Vocational School has competitive rates.
- The instructors of Providence Vocational School are well-trained, competent and educated in the nursing field.
- It is conveniently located in Daly City and accessible to public transportation. “Word of Mouth” from our happy and satisfied graduates is our best form of advertising.

“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

Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

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

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax #: (888) 370-7589 or by fax (916) 263-1897

(916) 431-6959 or by fax (916) 263-1897.”

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

“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free telephone # (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet Web site address at [www.bppe.ca.gov](http://www.bppe.ca.gov).”

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

### **What You Should Know About Our State Re-Approval**

**Although this institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, our pending application for re-approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education. For more information, call the Bureau for Private Postsecondary Education at (916) 574-7720, or toll free at (888) 370-7589, or visit its Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

The institution offers the following courses:

1. Nurse Assistant Training Program
2. Home Health Aide Training Program
3. Acute Care for C.N.A.s

Providence Vocational School is open to all applicants without discrimination on the basis of race, color, religion, ethnicity, sex, sexual orientation, marital status or handicap.

### **Description of the programs offered and a description of the instruction provided in each of the courses offered by the institution**

The medium of instruction in all the courses offered by the institution is in English language and the institution does not provide English-as-a-Second Language instruction. Instruction is the central focus of the resources and services of the institution. The institution provides direct instruction that leads to the achievement of the learning objectives of each course. Direct instruction requires the physical presence of one or more students and one or more faculty members at the same location. Direct instruction includes instruction presented in a classroom, lecture, laboratory, or other physical learning settings consistent with the mission, purpose, and objectives of the institution.

### **Nurse Assistant Training Program**

Prerequisite: High School Graduate or GED equivalent

The Nurse Assistant Training Program is a 160-hour course designed to provide students skills and knowledge needed in rendering health care services to long-term care patients. The program requires 60 hours of theory or classroom instruction and 100 hours of supervised clinical training in a long-term care facility. Classroom instructions (Theory and Skills Lab.) are provided at Providence Vocational School, 189 School Street, Daly City, CA 94014. Supervised clinical training is held at Pacifica Nursing and Rehabilitation Center, 385 Esplanade, Pacifica, CA 94044.

### **Objectives:**

1. Understand the role, function and responsibility of a Certified Nurse Assistant as a member of the health care team.

2. Perform basic nursing assistant functions within its legal and ethical framework under the supervision of a L.V.N. or R.N.
3. Acquire knowledge on foundations of caring and patient care documentation.
4. Develop the basic core and special skills needed in performing functions of a nurse assistant.
5. Demonstrate competence in performing patient care procedures.
6. Practice safety in caring for patients as well as in working environment.
7. Take the State Competency Examination with confidence.

**COURSE SYLLABUS**  
**Nurse Assistant Training Program**

			<u>Theory Hrs.</u>	<u>Clinical Hrs.</u>
Module I	-	Introduction	2	0
Module II	-	Patient's Rights	2	1
Module III	-	Interpersonal Skills	2	0
Module IV	-	Prevention and Management of Catastrophe & Unusual Occurrence	2	0
Module V	-	Body Mechanics	2	4
Module VI	-	Medical and Surgical Asepsis	2	8
Module VII	-	Weights and Measures	1	1
Module VIII	-	Patient Care Skill	14	44
Module IX	-	Patient Care Procedures	7	20
Module X	-	Vital Signs	7	6
Module XI	-	Nutrition	2	6
Module XII	-	Emergency Procedures	2	6
Module XIII	-	Long-Term Care Patient	7	0
Module XIV	-	Rehabilitation Nursing	2	4
Module XV	-	Observation and Charting	4	4
Module XVI	-	Death Dying	<u>2</u>	<u>0</u>
<b>TOTAL HOURS</b>			<b>60</b>	<b>100</b>

The Nurse Assistant Training Program is designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state. Students who have successfully completed the requirements are eligible to take the Nurse Assistant Competency Evaluation Program or State Examination provided by American Red Cross. The successful examinees will receive Nurse Assistant Certificate issued by the State of California Department of Public Health qualifying them to be employed as Certified Nurse Assistants (C.N.A.) in different health care facilities. The official Nurse Assistant Certificate will be mailed to successful examinees from the California Department of Public Health upon completion of criminal background check. If CNA certificates are not received within 16 weeks from the date of Competency Examination, students are advised ***to call the Department of Public Health at (916) 327-2445***. For licensure or certification, a student may access the Department of Public Health's website at: [www.cdph.ca.gov](http://www.cdph.ca.gov).

## **Home Health Aide Training Program**

Prerequisite: Certified Nurse Assistant (C.N.A.)

This is a 40-hour course designed to upgrade the skills of C.N.A.s in providing health and personal care services to patients in their respective homes. The program requires 20 hours of theory and 20 hours of supervised clinical training in private homes or Long Term Care facilities.

### **Objectives:**

At completion of the educational program, the participant will be able to:

1. Understand the role of a Certified Home Health Aide and recognize the functions of Home Health Agencies in providing services to patients in the home.
2. Know the medical and social needs of people being served.
3. Enhance the skills on personal care, nutrition, cleaning and care tasks in the home setting.

### **COURSE SYLLABUS** **Home Health Aide Training Program**

	<u>Theory Hrs.</u>	<u>Clinical Hrs.</u>
1. Introduction to Aide and Agency	2	0
2. Interpretation of medical and Social Needs of People being served	5	0
3. Personal Care Services	5	15
4. Nutrition	5	3
5. Cleaning and Care Taking in the Home	<u>3</u>	<u>2</u>
<b>TOTAL HOURS</b>	<b>20</b>	<b>20</b>

A Certified Home Health Aide certificate is issued by the Department of Public Health to students who have successfully completed the course qualifying them to work in different Home Health Agencies.

Classroom instructions (Theory) for home health aide training program shall be provided at Providence Vocational School, 189 School Street, Daly City, CA 94014. Supervised clinical training shall be held at Pacifica Nursing and Rehabilitation Center, 385 Esplanade, Pacifica, CA 94044.

## **Acute Care Training for Certified Nurse Assistants (CNAs)**

Prerequisite: Certified Nurse Assistant (C.N.A.)

This is a 74-hour course designed to provide students knowledge and skills necessary in rendering health care services to patients who are acutely ill. The program requires 24 hours of classroom instruction and 50 hours of clinical training in an acute care facility under the supervision of a licensed nurse. A Certificate of Completion is issued by the school after successful completion of the course qualifying them to work in an acute hospital.

Objectives:

At the completion of the program, the participant will be able to:

1. Understand the role, function and responsibility of a C.N.A. as a member of the health care team in an acute care facility.
2. Demonstrate competence in performing patient care procedures and practice safety and caring for patient in an acute care facility.

### COURSE SYLLABUS

#### Acute Care Training for Certified Nurse Assistants (CNAs)

	<u>Theory Hrs.</u>	<u>Clinical Hrs.</u>
1. Introduction to Acute Care Nursing Assisting	2	2
2. Infection Control and Safety Measures	1	3
3. Principles of Observation, Reporting, Documentation And Communication	1	5
4. Review of Vital Signs, Height, Weight, SPO2, CT, PR, BP, Pain	1	5
5. Admission, Transfer and Discharge	1	5
6. Medical Terminology	4	5
7. Body Systems, Common Disorder and Related Care Procedures	10	15
8. Mental Health	1	2
9. Special Care Procedures	2	6
10. The Expanded Role of the Nursing Assistant	<u>1</u>	<u>2</u>
TOTAL HOURS	24	50

Classroom instructions (Theory) for acute care training shall be provided at Providence Vocational School, 189 School Street, Daly City, CA 94014. Supervised clinical training shall be held at Mills-Peninsula Medical Center, 1501 Trousdale, CA 94010.

#### **Description of the facilities and of the types of equipment and materials that will be used for instruction**

Classroom instructions (theory and skills lab.) for nurse assistant, home health aide and acute care training programs shall be provided at Providence Vocational School. The school has a total area of 1,750 sq. ft. and is divided into 2 offices, 2 classrooms, 2 restrooms, 1 library, skills lab. room, and a reception area. For supervised clinical training, the nurse assistant and home health aide students shall utilize Pacifica Nursing and Rehabilitation Center located at 385 Esplanade, Pacifica, CA 94044. It is a long-term care facility that provides 24-hour skilled care and rehabilitation services to help patients/residents recover from surgery, injury or illness. Acute Care Training students shall utilize Mills-Peninsula Medical Center for supervised clinical training. It is located at 1501 Trousdale Drive, Burlingame, CA 94010. Mills-Peninsula Medical Center, a 241-bed facility, is a general acute care hospital.

Our institution utilizes facilities and necessary equipment to support the achievement of the educational objectives of all the educational programs in which students are enrolled. The equipment and materials used for instruction to students are comparable in model type or features to equipment generally used in those occupations or job titles at the time the instruction is offered. The different types of equipment and materials used for instruction are not obsolete and are sufficient for instructional purposes to reasonably assure that a student requires the necessary level of education, training, skill and experience to obtain employment in the field of training and to perform that tasks associated with the occupation or job titles to which the educational program was represented to lead.

## **Types of equipment and supplies for Nurse Assistant Training, Acute Care and Home Health Aide Training Programs**

### **Vital Signs/Measurement**

Blood pressure cuff/sphygmomanometer, stethoscope, glass, paper, and electronic thermometers, upright scale for measuring height and weight, tape measure, watch/clock with a second hand, alcohol pads, lubricating jelly, pens and pieces of paper.

### **Personal Care**

Toothbrush, toothpaste, mouthwash, cup, pitcher, dental floss, emesis basin, dentures, denture cup, gloves, paper towel, soap, toothettes, glycerine swabs, lubricating jelly, basin, washcloth, towel, lotion, razor, shaving cream, after shave lotion, mirror, bath blanket, nail clipper, orange stick, nail file, hospital gown, hand roll, meal tray, eating utensils, linens, pillows, pillow cases, comb, hair brush, pillow, sharps container, clothing protector, hamper, hamper, wipes, no-rinse shampoo, tongue depressor.

### **Toileting supplies**

Bedpans, urinals, toilet tissues, wipes, hats, diapers/incontinent briefs, disposable bed protectors, washable bed pads, urinary catheters, drainage bags, leg bag, condom catheters, powder, periwash spray, enema, graduated container, specimen containers, tongue depressor, plastic bags for specimen.

### **Restorative, transfer, positioning supplies**

Gait belts, restraints, wheelchair, walker, cane, transfer board, overhead trapeze, pillows, non-skid socks, robe, lap cover, heel and elbow protectors, anti-embolism stockings.

### **Infection Control**

Disposable gloves, masks, disposable gowns, hand sanitizer, hand washing supplies, biohazard bag, face shield, sharps container, syringes with needles.

### **Patient Room**

Hospital beds with mattresses, side rails, over-bed table, bedside table, call light, hamper, waste container, curtain, toilet, sink with hot and cold water.

## **Description of library and other learning resources and the procedures for student access to those resources**

The institution's library has books, nursing journals, DVD's, magazines, and pamphlets related to the courses which are for students' use and reference. For further reading and reference, students are encouraged to use other libraries that are located within the Daly City area. These libraries are located at:

- a. 40 Wembly Drive, Daly City, CA
- b. 2930 Geneva Avenue, Daly City, CA
- c. 6351 Mission Street, Daly City, CA
- d. 275 Southgate Avenue, Daly City, CA

The institution's library is open Monday to Friday from 9:00am to 5:00pm and on some weekends to support the instructional needs of students. Nursing books can be borrowed by students and DVDs can be viewed upon request at the school for enhancement and to help students prepare for the State Competency Examination. Laptop computers with internet access are also available to support the educational, instructional, and research needs of the students. Internet access for students is on a first come, first-served basis and is limited to one-hour sessions when other students are waiting. The classrooms are equipped with DSL internet connection and the internal network operates at 100 Mbps and students are encouraged to bring their own laptops.

### **Administration**

Priscilla Chua, RN, MSN-----	School/Program Director, President, C.E.O., C.A.O./Instructor
Jimmy Chua, RN -----	Vice-President, C.F.O./Instructor
Joan Ventura, CNA-----	Office Manager
Ann Asilo -----	Administrative Assistant
Enrique Licup-----	Administrative Assistant
Zarah Concepcion, LVN-----	Instructor
Ramoncito Ubaldo, LVN-----	Instructor

### **Faculty**

#### **Priscilla Chua, RN, MSN**

1995 – Present: School/Program Director and Instructor, Providence Vocational School, Daly City, CA; 1999 – Present: Part-Time Staff RN Behavioral Health Unit, Mills-Peninsula Hospital, San Mateo, CA; 1997 – Present: Vice-President of Relief Nursing Services Inc., Daly City, CA; 1998-2001: Staff RN San Francisco General Hospital; 1992- 1998: Director of Support Services, Nurse Providers, Inc., Daly City, CA; 1991-1996: Registry RN, Nurse Providers Inc.& Nurse Providers Home Health Agency, Daly City, CA; 1988-1994: Staff RN Transitional Intensive Care Unit, St. Mary's Hospital, San Francisco, CA; 1986- Triage Nurse, Kaiser Hospital, South San Francisco, CA; 2009 – 2011: Master of Science in Nursing, San Francisco State University, San Francisco, CA.; Current Member of Sigma Theta Tau International (Honor Society of Nursing- Nu Psi Chapter), San Francisco State University; 1981–1983: Masters in Business Administration Candidate, Philippine Christian University, Manila, Philippines; 1980 – Bachelor of Science in Nursing, Philippine Women's University, Manila, Philippines; 1978 – Graduate Nurse, Chinese General Hospital School of Nursing, Manila, Philippines.

#### **Jimmy Chua, RN**

2004 – Present: Instructor, Providence Vocational School, Daly City, CA; 2010 – Present: Staff Registered Nurse & Relief Charge Nurse - San Francisco General Hospital Unit 7A, San Francisco, CA 1997-2010: Staff Licensed Vocational Nurse – San Francisco General Hospital, San Francisco, CA; 2009-2010 Associate Degree in Nursing – Unitek College, Fremont, CA; 2003 - Director of Staff Development Certification, Burlingame, CA.; 1989 - Licensed Vocational Nursing Program – John Adams Campus, City College of San Francisco, San Francisco, CA; 1981–1983 - Masters in Business Administration Candidate, Philippine Christian University, Manila, Philippines; 1980 – Bachelor of Science in Business Administration, Philippine School of Business Administration, Manila, Philippines

**Ramoncito Ubaldo, LVN**

1995 – Present: Instructor, Providence Vocational School, Daly City, CA; 2008-Present: Relief Nursing Services - Staff LVN, 1998-2008: Seton Medical Center – Staff LVN Critical Care Unit; 1993-1998 LVN and Private Duty Supervisor, Nurse Providers, Inc., Daly City, CA; 1992-1993: Rehab. Nursing Coordinator, Hillside Manor Nursing, Jamaica, NY; 1990-1992: Charge Nurse, Hillside Manor Nursing, Jamaica, NY; 1989 – LVN Graduate, School of Practical Nursing, County of Nassau, NY.

**Zarah G. Concepcion, LVN**

2004 – Present : Instructor, Providence Vocational School, Daly City, CA; 2004-2006: LVN- Charge Nurse, Linda Mar Care Center, Pacifica, CA; 1995-2005 Staff LVN, MDRN Nursing Agency, South San Francisco, CA; 1996 – 2003: LVN Charge Nurse / Director of Staff Development, Burlingame Long Term Care, Burlingame, CA; Staff LVN, Seton Medical Center, Daly City, CA; 8/1996 – Director of Staff Development, Sacramento, CA; 1973 – 1976 Bachelor of Science in Nursing – Las Pinas General Hospital, Manila Philippines

As required by the Department of Public Health, an instructor for the Nurse Assistant Training Program may be a Registered Nurse (RN) or a Licensed Vocational Nurse (LVN) with at least 2 years of nursing experience providing direct patient care in a long term facility. In addition, the licensed nurse must have completed a minimum of 24 hours of continuing education courses in planning, implementing and evaluating educational programs in nursing. A Home Health Aide instructor must be a Registered Nurse with at least 2 years of nursing experience, with 1 year experience in home health care. An instructor in Acute Care Training may be a R.N. or L.V.N with at least 1 year experience in an acute care facility.

Currently, there are four (4) instructors on staff. There are two (2) R.N.s and two (2) L.V.N.s who teach the institution's educational programs. The ratio of students in the clinical setting is not to exceed 15 students to 1 instructor. If there are more than 15 students in the clinical setting, an additional instructor is provided.

**Admission Standards and Graduation Requirements**

Students who have earned a high school diploma or GED or equivalent are considered to have the basic skills to benefit from a college education. They do not need to take an Ability to Benefit (ATB) test.

Students without a high school diploma, GED or equivalent can show ability to benefit by receiving qualifying scores on an Ability to Benefit Test (ATB). Students are tested on basic skills in Mathematics and English (or English as a second language, ESL). The institution shall have the prospective student take an independently administered examination from the list of examination prescribed by the United States Department of Education pursuant to Section 484(d) of the federal Higher Education Act of 1965, as it is, from time to time, amended. The student shall not enroll unless the student achieves a score, as specified by the United States Department of Education, demonstrating that the student may benefit from the education and training being offered.

The applicant for the Nurse Assistant training program shall possess a high school diploma or its equivalent, or otherwise pass the Ability-to-Benefit Test. He/She shall be at least 18 years old or over; shall demonstrate his/her ability to read and write in English; shall demonstrate emotional maturity and interest in providing nursing care to patients; and shall pass the Entrance Test.

**For Nurse Assistant Training Program:**

The applicant must submit upon enrollment and prior to direct patient contact the following requirements:

1. Valid California ID/Driver's License/Passport
  2. Social Security Card
  3. Physical (*with Doctor's stamp*)/ 2 step PPD or Chest X-ray
    - a report of Physical Examination indicating that the applicant is sufficiently free of disease to perform his/her assigned duties and that he/she does not have any health condition that would create a hazard to himself/herself and others.
    - a negative PPD or Skin Test for Tuberculosis or a negative chest x-ray if PPD is positive.
- Immunizations:
- Flu Vaccine (Seasonal)
4. Livescan fingerprint for criminal screening for submission to the Department of Justice and Department of Public Health

*Note: Prior to direct patient contact, the applicant shall provide a copy of CPR Card / Basic Life Support for Healthcare Provider*

(Note: Any applicant convicted of any violation listed on the Disqualifying Penal Code Sections provided by the school should review the list carefully to avoid wasting their time, effort and money by training, testing and submission of fingerprints since they cannot receive the required criminal background clearance. Certification of applicants with convictions on the list MAY be reconsidered by ATCS of the Department of Public Health only if misdemeanor actions have been dismissed by a court of law or a Certificate of Rehabilitation has been obtained for felony convictions. Any other convictions, other than minor traffic violations, must also be reviewed by the ATCS.)

***N.A. students with incomplete requirements will not be allowed to take the State Competency Examination.***

**For Acute Care Training Program:**

The applicant for the Acute Care training program shall possess a C.N.A. certificate; shall demonstrate his/her ability to read and write English and shall pass the Entrance Test. The applicant shall submit prior to direct patient contact the following requirements:

1. Valid California ID/Driver's License/Passport
  2. Social Security Card
  3. Physical (*with Doctor's stamp*)/ 2 step PPD or Chest X-ray (within one (1) year on enrollment)
    - a report of Physical Examination indicating that the applicant is sufficiently free of disease to perform his/her assigned duties and that he/she does not have any health condition that would create a hazard to himself/herself and others.
    - a negative PPD or Skin Test for Tuberculosis or Quantiferon or a negative chest x-ray if PPD is positive.
- Immunizations:
- a) MMR (titer) / Varicella (titer) / Hepatitis B (titer)
  - b) Tetanus Diphtheria Pertussis (TDAP) (Booster is required every 10 yrs.)
  - c) Flu Vaccine (seasonal)
4. CPR Card/Basic Life Support for Healthcare Provider

5. C.N.A. Certificate or Congratulations Certificate
6. 10-Panel Urine Drug Test
7. 7- Year Criminal Background check

***ACUTE CARE STUDENTS WITH INCOMPLETE REQUIREMENTS WILL NOT BE ALLOWED TO ATTEND CLINICAL ROTATION.***

**For Home Health Aide Training Program:**

The applicant for the Home Health Aide training program shall possess a C.N.A. certificate; shall demonstrate his/her ability to read and write English and shall pass the Entrance Test. The applicant shall submit prior to direct patient contact the following requirements:

1. Valid California ID/Driver's License/Passport
2. Social Security Card.
3. Physical (*with Doctor's stamp*)/ 2 step PPD or Chest X-ray (within one (1) year on enrollment). A report of Physical Examination indicating that the applicant is sufficiently free of disease to perform his/her assigned duties and that he/she does not have any health condition that would create a hazard to himself/herself and others.
4. A negative PPD or Skin Test for Tuberculosis or a negative chest x-ray if PPD is positive.
5. C.P.R. Card/Basic Life Support for Healthcare Provider
6. C.N.A. Certificate or Congratulations Certificate
7. Livescan fingerprint for criminal screening for submission to the Department of Justice and Department of Health

(Note: Any applicant convicted of any violation listed on the Disqualifying Penal Code Sections provided by the school should review the list carefully to avoid wasting their time, effort and money by training, testing and submission of fingerprints since they cannot receive the required criminal background clearance. Certification of applicants with convictions on the list MAY be reconsidered by ATCS of the Department of Public Health only if misdemeanor actions have been dismissed by a court of law or a Certificate of Rehabilitation has been obtained for felony convictions. Any other convictions, other than minor traffic violations, must also be reviewed by the ATCS.)

It is the responsibility of each student to have his/her own medical insurance coverage.

The institution shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. Each student admitted to an undergraduate degree program, or a diploma program shall possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required.

Prospective students shall be required to have English language proficiency at a high school graduate level or its equivalent. Students who graduated locally have passed the examinations based on the standards for English language arts and mathematics. Students who graduated from high school from foreign counties whose medium of instruction is not in English, a documentation of English proficiency such as the Test of English as a Foreign Language shall be accepted. The institution shall determine that the student has attained a level of proficiency in English to be successfully trained to perform tasks associated with the occupation or job titles to which the educational program is represented to lead and reasonably equivalent to the level of English in which the licensure examination is offered. To determine a student's ability to read and write in English, the institution administers an entrance test. The test is about reading comprehension and mathematics. The passing score is 70%. A student's ability to follow instructions and comprehend the reading passage is one

way of determining a student's ability to read and write in English. In addition, other ways to assess their ability include being able to fill out the application from accurately, able to ask and answer questions appropriately through verbal communication, able to demonstrate understanding the information on the catalog and enrollment agreement as these are discussed on the orientation day in the institution.

The institution does not provide visa services to students from other countries, nor will vouch for student status, and any associated charges.

### **Disclosures**

The institution does not accept credits earned at other institution or through challenge examinations and achievement tests. The institution has not entered into an articulation or transfer agreement with any other college or university. The institution does not award and recognize the validity of granting credit for prior experiential learning.

The institution or any of its programs are not accredited by an accrediting agency recognized by the United States Department of Education.

The institution does not provide a "degree" program which is a recognized educational credential awarded by an institution that signifies satisfactory completion of the requirements of a postsecondary educational program at the associate's level or above. The institution provides "diploma" or "certificate" programs which are recognized educational credentials, other than a degree, awarded by an institution that signifies satisfactory completion of the requirements of a postsecondary educational program below the associate's level.

### **Graduation Requirements:**

#### **Standards for Student Achievement**

For a student (N.A., H.H.A., ACUTE CARE) to graduate, he/she shall meet the following requirements:

1. Has an average grade of 70% or above.
2. Has completed the required theory and clinical hours.
3. Has made-up all absences and tardiness.
4. Has completed payment of all tuition and fees.
5. Has submitted school /facility/Department of Public Health requirements.
6. Has completed the 25 Skills Review Checklist signed by the Instructors. (N.A. students only.)
7. Has submitted a completed workbook on scheduled date. (N.A students only.)

### **Grading Standards**

To satisfactorily complete and pass the courses, an overall score of 70% is required. Scores for classroom quizzes, mid-term examinations, final examinations, workbook and/or other assignments are equivalent to 50% of the total grade. Satisfactory completion of clinical skills is equivalent to 50% of the total grade. Clinical skills represent satisfactory performance of basic nurse assistant skills or home health aide skills in the clinical setting. It also includes good communication and interpersonal skills, attendance, attitude, and personal grooming.

## **Attendance Policy**

Students are expected to attend all scheduled classes (theory & clinical) in order to achieve the goals of the program. Prospective employers are often as concerned with attendance records as with academic records. Attendance is recorded every hour of each class meeting. Students who have unexcused tardiness maybe recorded absent for the entire class at the discretion of the instructor. All classes are based on a 60-minute hour. Absences shall be made up hour per hour and content by content for every hour and content missed.

Students who are absent from classes due to illness, death in the family, jury duty, military annual training, or other uncontrollable circumstances should contact the School Director or Office Manager to arrange for make-up work for the missed classes, theory and clinical. Due to the concentrated nature of the instruction in our programs, regular class attendance is essential.

Students are expected to attend a maximum number of scheduled classes per month. Absences in excess of 20% of scheduled classes may lead to termination from the program.

## **Probation and Dismissal Policies:**

Students who have three (3) unexcused absences shall be placed on probation unless the absences are made up. Students with test scores below 70% shall meet with the Instructor to develop an action plan to be in good standing. Remedial tests shall be administered as necessary.

Failure to meet the minimum standards results in academic probation or in dismissal. A cumulative grade of 70% and above is required to remain in good standing.

### Probation

The academic progress of each student is reviewed periodically. Students shall receive formal, written notice if they have been placed on probation and are, or may be, subject to dismissal. Students receiving such letters shall see the school director as soon as possible. Once on probation, students remain on probation until all of the minimum standards have been met or surpassed. Students on academic probation shall be given enough time, based on the program to meet the minimum academic standards. If the student meets the standards at the conclusion of the probationary period, the student's probation shall be lifted and shall be considered to have re-established satisfactory academic progress.

### Dismissal

Once dismissed, students are placed on a dismissal checklist, which means that they may not re-enroll in any of the courses provided by the institution.

Dismissal or suspension from the program will be due to the following:

1. Failure to comply with the program's policy as to grade, attendance, conduct or behavior.
2. Theft
3. Vandalism
4. Physical assault or threat against anyone in the school
5. Use or possession of dangerous weapons
6. Habitual vulgarity
7. Disrespect or persistent defiance of authority
8. Other actions deemed inappropriate by staff or clinical instructors

## **Leave of Absence**

A leave of absence is considered an approved interruption in the student's program. Students may be granted a leave of absence from the institution if they follow the required steps. These steps are:

- Obtain written approval from the School Director
- Complete a leave of absence form
- Obtain approval from vocational counselor (when applicable)

The administration discourages students from taking a leave of absence as it may significantly increase the length of their program and increase the likelihood of non-completion.

## **Student Rights**

Students at the institution have the right to freedom and protection. It is the responsibility of the student to comply with the policies and regulations of the institution.

1. Right to freedom from harassment and discrimination. The institution does not tolerate unlawful discrimination based on race, color, religion, ethnicity, national origin, sex, marital status, disability, age, or sexual orientation. Equal opportunity for admission and participation shall be extended to all persons.
2. Right to protection of freedom of expression. Students shall be free to express their views on issues of institutional policy and procedures which shall include the examination and discussion of issues of interest to them and expression of their opinions.
3. Right to protection from improper academic evaluation and improper disclosure of students' views, beliefs, associations. Student academic performance shall be evaluated solely on an academic basis, which may include attendance and the ability to apply skills, not on the student's opinions or conduct in matters unrelated to academic standards. Students shall have the right to grieve their academic evaluation if the student believes that these standards and criteria were not followed by the instructor, or were not fairly and consistently applied to all students. Information about student views, beliefs, and political associations which staff members acquire in the course of their association with students is considered confidential.
4. Right of access to, and protection from improper disclosure of, student records. The confidentiality of student record information shall be strictly maintained except when the institution is legally permitted to disclose student record information. Student information may be disclosed only with the written consent of the student involved.

## **Student Complaint and Grievance Procedure**

A student may lodge a complaint or grievance either verbally or in writing to any instructor or staff member who in turn shall notify the institution's director. The student may directly communicate with the faculty or staff member involved within 10 calendar days of the event that is the subject of the complaint or grievance. The student is encouraged to put the complaint or grievance in writing, including a specific description of the problem. If the problem is not resolved through direct communication with the faculty/staff member, the student shall put the complaint/grievance in writing and shall be submitted to the institution's director who is designated to resolve the complaint or grievance. Within 10 calendar days, the director shall objectively investigate the complaint or grievance, consult and share appropriate information with all involved parties, consider relevant evidence, and render a decision in writing to the student.

If there are complaints, grievance, questions, or problems that the student cannot work out with the institution, the student may write or call:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
Toll free number (888) 370-7589  
or by fax (916) 263-1897

### **Student's Right to Cancel**

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 by providing a written notice of cancellation to Priscilla Chua, Program Director at Providence Vocational School – 189 School Street, Daly City, CA 94015. A student shall be determined to be withdrawn from the institution if the student misses seven consecutive institutional days and all of the days are unexcused.

### **Monitoring Student Progress**

To evaluate the student's progress, the following types of tests are given:

1. Classroom quizzes
2. Mid-Term Examination
3. Final Examination
4. Return Demonstration of Clinical Skills

The written tests are used to measure the student's understanding of the theory aspect while the clinical/practical skills are evaluated by return demonstration and observation in the clinical areas where students are assigned. Minimum passing score for the tests is 70%. For test scores below 70%, students are required to retest until a satisfactory score is obtained.

### **Student Services**

Student services are designed to support students so they can succeed in their chosen career. The institution's management, faculty and staff shall provide the students with the information, understanding and assistance they need to succeed.

The student services include provisions for academic counseling and tutorial programs for those students who are evaluated to have slow progress in catching up with the lessons. At designated time, specifically before and after class session, students having difficulty in his/her lessons are assisted. The institution's library has DVDs, videotapes, books, and other reference materials that are made available for review. Laptop computers with internet access are also available for learning resources. Review classes are scheduled before the State Competency Examination for nurse assistant students to ensure that they are well prepared for the test. Students are always encouraged to come to the school during non-class hours at designated times to be tutored according to their weak areas. Students are allowed to use the institution's equipment and materials to practice clinical skills.

**Housing Information**

- (A) The institution does not have dormitory facilities under its control.
- (B) According to rentals.com for Daly City, CA rental properties in Daly City start at approximately \$1,425 per month for a studio apartment. Rent for properties in the greater Bay Area starts at lower monthly rates.
- (C) THE INSTITUTION DOES NOT ASSUME RESPONSIBILITY FOR STUDENT HOUSING OR OFFER STUDENTS HOUSING ASSISTANCE.

The institution does not offer distance education.

**Rules of Operation and Conduct**

1. Each Nurse Assistant student shall be in white, clean uniform and clean comfortable shoes during clinical training with a P.V.S. ID badge. Acute Care and HHA students shall wear scrubs in white or pastel colors and comfortable shoes during clinical training with an ID badge. Street clothes are appropriate in the classroom.
2. No students shall receive or make telephone calls during class/clinical hours except in an emergency. Cellular phones, pagers, iPods, MP3, PSP & other electronics shall be turned off during class and clinical hours.
3. No smoking shall be allowed on school premises or clinical areas except in designated areas.
4. No student shall be allowed to carry firearms or deadly weapons, illegal drugs, liquor or any dangerous items in the school or clinical area.
5. Cheating, disrespect to authority and/or patients/residents and other misconduct shall not be tolerated in school and/or clinical area.
6. All conversation in patient care areas, including patient room, adjacent hallways where a conversation may be overheard in a patient room, and other places where patients are present, shall be in English language.
7. Students shall not give presents to the instructors and staff either in cash or in kind.

**Method of Payment**

Providence Vocational School accepts personal check, money order, cash, cashier's check, or credit card (MasterCard/Visa/American Express/Discover) as method of payment. Checks shall be made payable to Providence Vocational School. No personal checks shall be accepted two weeks before the scheduled completion date. A \$15.00 processing fee shall be charged for returned check.

**Job Placement**

Jobs are not guaranteed upon completion of the program. However, job placement assistance shall be made by the institution by posting want ads in the bulletin board or announcements in class. Job Fairs shall be held for students to meet with potential health care employers. Recommendations shall be made upon request.

### **Record Retention**

The office manager is designated the safekeeping of records adhering to the Bureau's/DPH's requirements and shall be made available during normal business hours upon Bureau's/DPH's request for inspection and reproduction. For a record that is current, the institution shall maintain functioning devices that can immediately reproduce exact, legible printed copies of stored records. For a record that is no longer current, the institution shall be able to reproduce exact, legible printed copies within two (2) business days.

The institution shall maintain for a period of 5 years the pertinent student records from the student's date of completion or withdrawal. The institution shall maintain all records at its primary administrative location in California. For security and safekeeping of records, the institution shall maintain a second set of all required records. The records are electronically copied or scanned and are kept in two (2) external hard drives, one is kept in the institution and the other is kept at the C.E.O.'s physical address in California stored in a fire-resistant cabinet.

### **Federal Student Financial Aid Programs**

The institution participates in federal student financial aid programs and it complies with applicable regulations of the federal student financial aid programs. The institution is required to disclose to the students all consumer information pursuant to federal and state financial aid programs.

The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

Providence Vocational School maintains its status on the State Eligible Training Provider List (ETPL). The institution is eligible to receive funds under Workforce Investment Act (WIA) for training services provided to adults, youths and dislocated workers. For eligibility, a student may contact Peninsula Works at (650) 802-6500 or go to [www.peninsulaworks.org](http://www.peninsulaworks.org).

### **Refund Policy**

The student has the right to a full refund of all charges less the amount \$ 75.00 or the registration fee if he/she cancels this agreement and obtain a refund of charges paid through attendance at the first day of instruction, or the seventh day after enrollment, whichever is later.

The student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, if the student completes only 96 hours of a 160-hour course and paid \$ 1,290.00 tuition, the student would receive a refund of \$ 516.00.

\$1,290.00	X 64 clock hrs. of instruction	= \$ 516.00
Amount paid for	paid for but not received	Refund amount
instruction	160 clock hours for which the student has paid	

The institution shall refund 100 percent 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 day after enrollment, whichever is later. 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 the charges. Refund will be paid within 30 days of cancellation or withdrawal.

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

### C.N.A. (Nurse Assistant) Payment Schedule

#### Fees and Charges:

The student is responsible for the following fees and charges:

Registration fee (Non-refundable)	\$ 75.00	<u>TOTAL CHARGE THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u>
Tuition	\$ 1290.00	
Equipment	\$ no fee	
Lab. supplies or kits	\$ no fee	
Textbook/workbook	\$ 125.00	Itemization: (optional) maybe purchased anywhere
In-resident housing	\$ no fee	Not applicable
Tutoring	\$ no fee	
Assessment fees for transfer of credits	\$ no fee	Not applicable
Fees to transfer credits	\$ no fee	Not applicable
Any other institutional charge or fee	\$ no fee	Not applicable
Student Tuition Recovery Fund (STRF)	<u>\$ .50</u>	Non-refundable
<u>TOTAL CHARGES FOR TH CURRENT PERIOD OF ATTENDANCE</u>	<u>\$1490.50</u>	Non-refundable
CHARGES PAID TO ANOTHER ENTITY	\$ 90.00	Competency Evaluation Program (ARC)
(optional)	\$ 35.00	Uniform
(optional)	\$ 85.00	Physical Examination & P.P.D.
(optional)	\$ 100.00	Chest X-ray if applicable
(optional)	\$ 57.00	Live Scan / Fingerprint
(optional)	\$ 75.00	C.P.R. / Basic Life Support
(optional)	\$ 35.00	Flu vaccine (seasonal)
TOTAL	<u>\$ 477.00</u>	
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	<u>\$ 1967.50</u>	

Students may pay the tuition fees in three (3) equal installment basis within the current period of attendance.

Textbook recommended:  
 The Nursing Assistant 5<sup>th</sup> Edition 2012  
 By: Jolynn Pulliam, BSN, MS, RN

### H.H.A. Payment Schedule

#### Fees and Charges:

The student is responsible for the following fees and charges:

Registration fee (Non-refundable)	\$ 75.00	<u>TOTAL CHARGE THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u>
Tuition	\$ 630.00	
Equipment	\$ no fee	
Lab. supplies or kits	\$ no fee	
Textbook/workbook	\$ 45.00	Itemization: (optional) maybe purchased outside the institution
In-resident housing	\$ no fee	Not applicable
Tutoring	\$ no fee	
Assessment fees for transfer of credits	\$ no fee	Not applicable
Fees to transfer credits	\$ no fee	Not applicable
Any other institutional charge or fee	\$ no fee	Not applicable
Student Tuition Recovery Fund (STRF)	\$ <u>.50</u>	Non-refundable
<u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</u>	\$ <u>750.50</u>	Non-refundable

#### CHARGES PAID TO ANOTHER ENTITY

Uniform	\$ 35.00 (optional)
Livescan/Fingerprint (if not current)	\$ <u>57.00</u> (optional)
Total	\$ <u>92.00</u>

ESTIMATED TOTAL CHARGES FOR THE \$ 842.50

#### ENTIRE EDUCATIONAL PROGRAM

Students may pay the tuition fees in two (2) equal installment basis within the current period of attendance.

Textbook Recommended:  
 The Home Health Aide Handbook  
 by:Jetta Fuzy, RN and William Leahy, MD

### Acute Care Training Payment Schedule

#### Fees and Charges:

The student is responsible for the following fees and charges:

Registration fee (Non-refundable)	\$ 75.00	<u>TOTAL CHARGE THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u>
Tuition	\$ 1150.00	
Equipment	\$ no fee	
Lab. supplies or kits	\$ no fee	
Textbook/workbook	\$ 85.00	Itemization: (optional) maybe purchased outside the institution
In-resident housing	\$ no fee	Not applicable
Tutoring	\$ no fee	
Assessment fees for transfer of credits	\$ no fee	Not applicable
Fees to transfer credits	\$ no fee	Not applicable
Any other institutional charge or fee	\$ no fee	Not applicable
Student Tuition Recovery Fund (STRF)	<u>\$ .50</u>	Non-refundable
<u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</u>	<u>\$ 1310.50</u>	Non-refundable

#### CHARGES PAID TO ANOTHER ENTITY

(optional)	\$ 35.00	Uniform
(optional)	\$ 85.00	Physical Examination & P.P.D.
(optional)	\$ 100.00	Chest X-ray if applicable
(optional)	\$ 75.00	C.P.R. / Basic Life Support
(optional)	\$ 35.00	Flu vaccine (seasonal)
(optional)	\$ 50.00	10-Panel Urine Drug Test
(optional)	\$ 45.00	7-Year Criminal Background Check
(optional)	<u>\$ 35.00</u>	Flu vaccine (seasonal)
TOTAL	<u>\$ 425.00</u>	
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	<u>\$ 1735.50</u>	

Students may pay the tuition fees in three (3) equal installment basis within the current period of attendance.

Textbook Recommended:  
Nursing Assistant – A Nursing Process Approach  
8<sup>th</sup> Edition by: Barbara R. Hegner and Esther Caldwell

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

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.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

“You must pay 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 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:

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by 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 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:

- a) The school closed before the course of instruction was completed.
- b) 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.
- c) 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.
- d) 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.

- e) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

**“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED  
AT OUR INSTITUTION**

The transferability of credits you earn at Providence Vocational School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Nurse Assistant Training Program, Acute Care for C.N.A.s, or Home Health Aide Training Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution are 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 Providence Vocational School to determine if your certificate will transfer.”