

VIP Nursing School, Inc.

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September 15, 2011– September 15, 2012

VIP Nursing will provide the Institution's Policy to prospective student in writing with the School Catalog.

SCHOOL CATALOG
VIP Nursing School, Inc.
 Table of Contents

GENERAL INFORMATION	6
Approval Disclosure Statement	6
Approvals	6
Administration	6
Administration and Faculty	6-8
Educational Objective	9
Quarter Credit Hour Measure	9
Academic Year Definition	9
Notice Concerning Transferability of Units	10
Acceptance of Credit for Prior Education or Experience for Vocational Nursing Program Applicant	10
INSTITUTIONAL POLICIES AND INFORMATION	11
Mission Statement	11
History of the School	11
Physical Description of the School	11
Admissions Policy	12
English as Second Language (ESL) Instructions	12
Full Time Student Status	12
Procedure for Enrollment	13
Re-Enrollment	14
Acceptance of Credit for Prior Education or Experience	14
Schedule and Calendar	14-15
Students Observe the following Holidays	15
Statement of Non-Discrimination	15
STUDENT SERVICES	16
Student Parking	16
Advising	16
REFERRAL SERVICES	17
Medical care	17
Refresher Training	17
Career Development and Employment Assistance	17
VIP Nursing School cannot and does not guarantee employment	17
VIP School provides career placement assistance to all graduates in good standing	17-18
Disclosure and Retention of Education Records	18-19

Tuition and Financial Assistance	19
Library (Resource Center)	19
Student Lounge	20
Classroom Temperature	21
ATTENDANCE AND ACADEMICS POLICIES	
Attendance Policy	21
Excused Absences	21
Tardiness	22
Leaving Early	22
Make-up Time/Work Accountability	22
Leave of Absence Policy	22-23
Maximum Time Frame for Course Completion	23
Attendance Probation Policy	23-24
Suspension and Dismissal Policy	24
Satisfactory Academic Progress Policy	24
Measurements of Units	24
Attendance is very Critical	24
Successful academic achievement will demonstrate a performance quality that employers are looking for	24-25
Modules Grading Format	25-26
Academic Probation Policy	26
Student Appeal Procedures	26
Reinstatement	27
Tutoring	27
Graduation Requirements	27
Student Records	27
Changing Programs	27-28

SCHOOL POLICIES AND REGULATIONS	
Dress for Success	29
Smoking Policy	29
Telephones	30
Office Equipment	30
Student Behavior/Conduct	30
Grounds for Disciplinary Action	31
Student Grievance Procedures	31
Complaint Procedures	32
Controlled Substance, Alcohol and Drug Abuse Policy	33
Drug information Hot Lines	33
Staff / Student shall abide	33-34
Sexual Harassment	34

CURRICULUM/ CAMPUS PROGRAMS DESCRIPTION	
Certified Nurse Assistant	35-43
- Program Schedule and locations of theory/clinical sites, Frequency	35
- Educational Mission(s)	35
- Education Objective(s)	36
- Instructional mode being used	36
- Nursing Assistant Syllabus, Content and Job Description	37-39
- Qualifications	39
- Program Course Fee, Requirements, Optional Items/Total Cost	39-40
- Schedule of Installment Plans	40
- Cancellation, Withdrawal and Refund rights	40-41
- Refund Information	41
- Complaint Procedure	42-43
- Notice concerning transferability of credits & credentials earned at our institution	43
Home Health Aide	44 -49
- Program Schedule and locations of theory/clinical sites, Frequency	44
- Instructional mode being used	44
- Educational Mission(s) & Purpose	44
- Educational Objective(s)	44-45
- Home Health Aide Syllabus and Job Descriptions	45
- Qualifications	46
- Program Course Fee, Requirements, Optional Items/Total Cost	46
- Schedule of Installment Plans	46
- Cancellation, Withdrawal and Refund rights	47
- Refund Information	47-48
- Complaint Procedure	48-49
- Notice concerning transferability of credits & credentials earned at our institution	49
Patient Care Technician *Not Currently Offering*	50-52
Licensed Vocational Nurse**BVNPT Approval Pending**	53-62
- Program Schedule and locations of Theory/Clinical sites, Frequency of Sessions	53
- Instructional mode being used	54
- Admission Requirements	54
- Qualifications	54-55
- Tuition Fee and Installment	55
- Mandatory Requirements, Total cost of program	55-56
- Educational Mission(s)	56
- Education Objective	56

- Vocational Nursing Syllabus, Content & Job Description	57-59
- Schedule of Installment Plans	59
- Notice concerning transferability of credits and credentials earned at our institution	59
- Acceptance of credit for prior education or experience	60
- Cancellation, Withdrawal and Refund rights	60
- Refund information	61
- Complaint Procedure	62
SCHEDULE OF TUITION AND FEES (Clock hours, Number of Weeks, Registration Fee, Tuition Fee and Total Cost)	63
REFUND TABLE (Name of Program, Tuition Fee, Refund Table 10%, 25%,50%,60%)	63
STUDENT PROTECTION POLICY, STRF	64-65
CANCELLATION, WITHDRAWAL & REFUND RIGHTS	66-67
EQUIPMENTS & SUPPLIES BEING USED IN SKILLS LABORATORY TO PRACTICE NURSING SKILLS	68
DESIGNATED AGENT FOR SERVICE OF PROCESS FOR VIP NURSING SCHOOL	69

GENERAL INFORMATION

APPROVALS:

VIP Nursing School, Inc. pursuant to California Education Code Section 94915. The Bureau approval to operate means compliance with minimum State standards and does not imply any endorsement or recommendation by the State, of Health Services Aide and Technician Certification Section, or by the Bureau.

VIP Nursing School is a private institution and that is approved to operate by the Bureau of Private Postsecondary Education.

The following are the approved programs:

**Certified Nurse Assistants to sit for the State Certification Examination
Certified Home Health Aide**

***Licensed Vocational Nursing course to sit for licensure for NCLEX Practical
Nursing.**

***Bureau for Vocational Nursing & Psychiatric Technician Approval Pending**

ADMINISTRATION

School Director (CNA, HHA, PCT)	Josephine Dondriano, RN
LVN Program Director	Esther R. Tan, RN
Admission Director	Danilo Dondriano
Student Services	Krystel. Kelly, and Katherine Bergado

FACULTY & STAFF

Vocational Nurse Instructor	Esther R. Tan, RN
Vocational Nurse Instructor	Mitos F. Medina, RN
Vocational Nurse Instructor	Josephine Dondriano, RN
Home Health Aide Instructor	Josephine Dondriano, RN
Certified Nurse Assistant Instructor	Debra Jefferson, LVN
Certified Nurse Assistant Instructor	Cristeta II F. Cristobal, LVN

All faculty members have a minimum of three years of experience in their field of instruction; hold current state licensure as Registered Nurse and/or Licensed Vocational Nurse respectively. All attended continuing education programs in teaching methodology and professional development.

JOSEPHINE V. DONDRIANO, RN Instructor for CNA, HHA and Vocational Nursing – Administrator, Program Director and DSD Instructor for VIP Nursing School from July 1998-present. She has 28 years of nursing experience. She has been a staff nurse at Kaiser's ICU /CCU at Hayward since 1982, which responsibilities ranging from bedside to acute and long-term ventilator cases, relief charge nurse, preceptor to new RN's to the unit. She acquired her various nursing disciplines from working from various Bay Area's acute hospitals, such as Highland General Hospital, St. Luke's Hospital, Mills Memorial Hospital as Medical / Surgical, Oncology, ICU / CCU staff nurse, relief charge nurse, team leader and preceptor. She had also worked for Hillhaven Convalescent Hospital from 1986-1990. She also worked as Case Manager for Pulse Home Health Services performing patient care assessment, wound care, and supervising health personnel. Has Certification as instructor for both HHA and C.N.A. programs through DHS certification as instructor.

ESTHER TAN, RN BSN, MSN Vocational Nurse Program Director. She has a well rounded experienced Registered nurse in various disciplines from critical care nurse, management and teaching in the Philippines. She also assist in seeking for school approval for School of Nursing, Registered Nursing related to policy, procedures and lesson plan. She currently working at Washington Hospital as an intensive and coronary care unit nurse present. Santa Clara Valley Medical Center San Jose as an intensive and coronary care unit nurse for 5 years. Work closely with Education Department in the staff teaching as a clinical preceptor / training need program, providing professional guidance for nursing personnel, manage disciplinary issues and engages in conflict resolutions. Proactive in "Service Recovery" taking action to solve patient / family member problems, recognizes when an error was made and immediately report to appropriate manager.

Mitos F. Medina, RN BSN Vocational Nurse Program Instructor . She has a well rounded experienced Registered nurse in various disciplines from nursing administration, critical care nurse, advice nurse, setting up cardiac procedure for nuclear studies. Washington Hospital as an intensive and coronary care unit nurse for 2 years. Santa Clara Valley Medical Center San Jose as an intensive and coronary care unit nurse for 5 years and Cabrini Medical Center New York for 4 years as an intensive and coronary care nurse. She was a medical advice nurse for 2 years for Kaiser Permanente call center using protocols in giving advice to clients' needs and/or problems, screening of walk-up clients, do throat cultures, read TB tests, start IV's, triaging patients for admission, appointments or referrals to other department. As a cardiology clinic for Kaiser since 2003 to present, she work in the Nuclear Medicine department in setting-up Persantine Thallium studies, Myocardial Perfusion studies, cardiac arrhythmia monitoring, do serial EKG, start IV's, cardiac teaching regarding cardiac procedure to clients. As a nursing management as a house hospital supervisor for Kindred Hospital since 2006 to present prepares and review staffing patterns to skills mix, nursing acuity and budget control. Work closely with Education Department in the staff teaching / training need program, providing professional guidance for nursing personnel, manage disciplinary issues and engages in conflict resolutions. Proactive in "Service Recovery" taking action to solve patient / family member problems, recognizes when an error was made and immediately report to appropriate manager.

Debra Jefferson, LVN DSD Instructor for CNA. She has been teaching for VIP Nursing School since August 2004 both theory and clinical for CAN program. She has 17 years as LVN nurse as charge nurse, house supervisor and facility director of staff developer. As a facility DSD, she is responsible for scheduling & supervising 60 staff members, recruit and screen all staff, develop new training programs and in-services, prepare lesson plans for in-services, annual/merit evaluation, provide orientation for new employees in the whole facility and skills assessment checklist for all CNA's. As a house supervisor and charge nurse medication administration, treatments, nursing documentation, assessment and care planning of residents.

Cristeta II F. Cristobal, LVN E DSD Instructor for C.N.A. - She has been teaching both clinical and theory to certified nursing students for VIP Nursing School since September 2006. She's been an LVN since 2003 working as a charge nurse in SNF, staff nurse in acute care settings like Emergency room. She implements nursing care, principles, and procedures, emphasizing in quality of care, confidentiality and respect of patient rights. As charge nurse supervising C.N.A.'s with their patient care, treatment nurse (skin assessment, wound care, preventative measures, insert foley / NGT), private nurse from bedside care, assessment, treatments, medicine administration, in different skilled nursing facilities and nursing agencies in the Bay Area. She has worked as a charge nurse in Saudi Arabia, Perpetual Help in Manila, Philippines in Medical – Surgical unit and Emergency room.

EDUCATIONAL OBJECTIVES: Educational Objectives

VIP Nursing School, Inc.'s objectives are to equip each student with a basic working knowledge of skills required by companies and agencies within and related to the allied health field in an entry-level position.

As a VIP Nursing School Inc. graduate, you will perform specific duties immediately upon employment. The student will be prepared to more fully use the specialized training offered in the allied health field as new employees.

Each student will find VIP Nursing School Inc's training is a job-oriented practical program of laboratory practice, which includes "hands-on" experience with the materials and actual scenarios of typical industry requirements.

QUARTER CREDIT HOUR MEASURE:

A Quarter Credit Hour (Unit) equals one or any combination of 15 hours of theory equals 1 (one) quarter unit, 30 hours of lab/demonstration equals 1 quarter unit and 45 hours clinical/externship equals 1 quarter unit. A clock hour is defined as a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction and 10 minutes allowed for student break. This formula complies with the Federal 34 CFR.

ACADEMIC YEAR DEFINITION:

The academic year for programs less than 24 quarter credit hours is 30 weeks
The academic year for programs with at least 24 semester credit hours, is 36 weeks.

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

“The transferability of credits you earn at VIP Nursing School is at the complete discretion of an institution to which you seek to transfer. Acceptance of the diploma, or certificate you earn in Vocational Nursing, Nursing Assistant, or Home Health Aide respectively is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma, or certificate 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 seek to transfer after attending VIP Nursing School to determine if your credits or diploma or certificate will transfer.”

ACCEPTANCE of CREDIT for PRIOR EDUCATION or EXPERIENCE:

Enrolled students who change programs within the Institution or students who have previously attended another school or college (within the past 3 years) may receive credit for such attendance when proof of said attendance and transcript is presented at time of enrollment. Appropriate credit for previous experience is also determined through a determination of the experience. **This applies to Vocational Nursing program applicant.** This option to apply for credit is the sole responsibility of the prospective student.

INSTITUTIONAL POLICIES AND INFORMATION

MISSION STATEMENT:

VIP Nursing School, Inc. is dedicated to provide a high quality educational experience to each student serious in entering the healthcare profession. The program is designed to assist in improving physical, emotional and spiritual well-being of students through the delivery of quality instruction. It is our goal to provide students with the knowledge and technical proficiency who are competent and compassionate healthcare providers with a commitment to better education.

HISTORY OF THE SCHOOL:

VIP Nursing School, Inc. was founded in 1997 in Daly City, California offering Certified Nurse Assistant /Home Health Aide training. Upon successfully offering this program and looking into the Oakland area, being able to offer this perfected program to a greater area the school was relocated to Oakland in 2000. After spending a year in the Oakland area, the school was approached to offer the again successful program to the San Leandro area in 2001.

We have offered this program from 2001 to present location and find this area enables the community to take advantage of this training to an even larger community. In 2007, The VIP Nursing School, Inc. again after much research decided to offer to the community the Vocational Nurse program in an attempt to offer the area higher allied education. This program is currently pending with BPPE and BVNPT.

PHYSICAL DESCRIPTION of SCHOOL:

VIP Nursing School, Inc's. main Campus occupies 4000 square feet on the 1st floor of a traditional campus facility located at 16388 East 14th Street San Leandro, California 94578. The building owned and operated by Danilo and Josephine Dondriano since July 2007.

ADMISSION POLICY:

Programs of training offered by VIP Nursing School Inc. are open for regular enrollment to men and women who possess a High School Diploma or the equivalent, or have the ability to benefit from the training offered. Prospective students are invited to visit the school and discuss their needs, goals, and objectives with an Admissions Representative. VIP Nursing School Inc. uses an ability-to-be-trained test HESI standardized screening test which is used as an entrance test for students who completed high school or G.E.D or equivalent. The school will consider a non-high school graduate for enrollment if they exhibit and possess the ability-to-benefit from the education and training offered, and have met all other standards for admissions.

The acceptable HESI scores are as follows:

Certified Nurse Assistant	16
Home Health Aide	16
Patient Care Technician	16
Licensed Vocational Nurse	20 ** Pending approval

Applicant for Nursing Assistant must have completed 8th Grade Level and can read at 5th Grade level and at least 16 years of age. Home Health Aide applicant with same requirements with current state of California CNA certificate. Vocational Nursing applicant must present a proof of 12th grade education or its equivalent: High School Diploma from an

VIP Nursing School, Inc. Revised June 2013

accredited school, or possess a General Education Diploma (GED). Foreign graduates should have their high school and college transcripts evaluated for US 12th grade equivalency.

Must submit a completed physical examination report attesting the applicant's fitness to function in a clinical setting and is signed by a physician or nurse practitioner. For Vocational nursing applicant will present same requirement but also provide updated record of required immunization record.

ENGLISH as SECOND LANGUAGE (ESL) Instruction:

VIP Nursing School, Inc. does not provide instruction in English as a Second Language.

FULL TIME STUDENT STATUS:

Programs offered by VIP Nursing School Inc. are considered as full time programs; therefore, students enrolled in any programs offered by VIP Nursing School Inc. are considered full time students.

PROCEDURE for ENROLLMENT:

An applicant makes an appointment for an interview with the Admissions Representatives. Upon arrival the Institution shall present a CATALOG or BROCHURE and a SCHOOL PERFORMANCE FACT SHEET related to completion rates, placement rates, license examination passage rates, and salaries or wages and sign, initialed, and dated the information provided in the School Performance Fact sheet. The institution will strongly recommend to review the documents provided prior to signing the Enrollment Agreement. The applicant will complete an application covering their personal, educational, and employment history, and the area of occupational interest. The applicant initially meets with the Admissions Representative to discuss career opportunities and the process of enrollment. The "Ability-to-Be-Trained" test is then administered. Once the applicant successfully demonstrates their ability by scoring at minimum, an acceptable score as set by the HESI Standards the institution may proceed with enrollment). All applicants must pass an "Ability-To-Be-Trained" test. The test is graded and results are discussed in detail with the applicant.

The applicant is then taken on a tour of the facilities. This tour includes an explanation of classroom instruction and activities and a review of course equipment and materials. A Financial Assistance interview is then completed with the Business Office. The school retains the right to accept or reject an applicant based on the applicant's character reference, scholastic and/or financial status. Presuming all requirements and standards of admissions are met, and the applicant is motivated and prepared to make the financial and personal commitment toward their chosen training program, an enrollment agreement between the school and the applicant is then signed, the registration fee paid, (the student is required to

pay in full, the registration fee on or prior to the fifth consecutive day of class unless other arrangements are made) and a start date is set.

If an applicant lives outside the area, or in another state, an Admissions Representative will mail to them, upon their request, the catalog and any other information desired. The applicant must complete an application and submit it to the school. Processing an application normally takes one to three weeks, and early application is recommended. The applicant will receive a phone call from an Admissions Representative to discuss the process of enrollment for an out-of-area or out-of-state applicant. Each prospective new student must arrange their schedule to be at the appropriate campus location by the Thursday prior to their first day of class so as to complete the enrollment process and orientation.

The procedure for orientation will be to review and explain all policies of attendance, leaving early, tardiness, sign-in daily is the student responsibility, the monthly progress reports, dedicated studies daily to be informed for the daily lecture. The services provided by the school, and the conduct expected of a VIP Nursing School Inc's student and graduate in the industry.

All enrollment and financial documentation are due from the student on orientation day and any questions are clearly answered.

RE-ENROLLMENT:

Any student, who wishes to re-enroll in the same or another program, should first submit in writing a letter to the School Director, noting the reason for initial withdrawal and reasons for desire to re-enroll. Any student who re-enrolls (same program previously canceled or terminated from) must sign a new enrollment agreement at the current tuition rate. This procedure is for a "Five Day Cancellation" as well as program cancellations or terminations. All outstanding balance due to program cancellations/terminations must be paid in full. The student will be credited for any books and/or supplies that they have previously received and paid for. If an updated textbook is required the student will incur the new textbook cost.

Any credit given for prior training will be determined on a case-by-case basis by the School Director. School payments received will be credited to the applicable program. The remaining credit balance will be transferred to the new program. The school at its sole discretion will determine the student's re-enrollment. A change from one program to another is not considered re-enrolled. Additional information on course changes can be found in this catalog under Changes in Program. Based on each individual's financial assistance packaging, it is important that all financial obligations are discussed prior to re enrolling.

ACCEPTANCE of CREDIT for PRIOR EDUCATION or EXPERIENCE:

Enrolled students who change programs within the Institution or students who have previously attended another school or college (within the past 3 years) may receive credit for such attendance when proof of said attendance and transcript is presented at time of enrollment. Appropriate credit for previous experience is also determined through a determination of the experience. This option to apply for credit is the sole responsibility of the prospective student.

SCHEDULE and CALENDAR:

The vocational programs are structured modules, courses, or sections of instruction. Subject matter is based on solid educational principles to assure that high standards are maintained. The design is flexible to provide for the integration of new technologies and techniques as they are developed.

Our system of scheduling allows participants to commence training at the beginning of each module or course on a space available basis. The teaching, learning methods and materials are competency based. These methods allow an individual to progress as they gain competency in specific subjects. Instructional techniques are employed so that students receive the attention required to reach their objective. This combination of method, technique, and scheduling assure that diligent participants are able to attain their goal in an efficient and effective manner.

This educational process is widely praised and promoted by state and national education and training leaders concerned with the continuing education of America's citizens. One major reason for its success is the methods and techniques are geared to the individual need and adaptability of the participants. This allows each person to achieve a pre-determined level of competency using this scheduling method and curriculum structure.

STUDENTS OBSERVE THE FOLLOWING HOLIDAYS

New Year's Day	January 1, 2012
President's Day	February 20, 2012
Memorial Day	May 28, 2012
Independence Day	July 4, 2012
Labor Day	September 3, 2012
Thanksgiving Day	November 29, 2012
Christmas Day	December 25, 2012

Students will be on Christmas Break beginning December 21, 2011 through Monday, January 2 2012. Classes will resume on Monday, January 2, 2012 VIP Nursing School, Inc. reserves the right to modify this schedule with reasonable advance notice to students.

STATEMENT of NON-DISCRIMINATION

VIP Nursing School Inc. does not deny admission or discriminate against students currently enrolled on the basis of Race, Color, Religion, Religious beliefs, Sex, Sexual orientation, marital status, pregnancy, Age, Disability, Financial Status, Veteran status, National Origin, Residence, or any other classification that precludes a person from consideration as an individual from participation in any of the school's activities. VIP Nursing School Inc. will reasonably accommodate applicants and students with disabilities to the extent required by applicable law. This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment.

Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

STUDENT SERVICES

STUDENT PARKING

Student parking is available in a parking structure and/or areas adjacent to the school building. **VIP Nursing School, Inc. is not responsible for parking violations, property theft, property damage, etc.** Please keep vehicle locked at all times. Parking fees are the sole responsibility of the student.

ADVISING

The staff of VIP Nursing School Inc. makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for financial assistance, vocational and academic advising. Students experiencing personal problems, which require professional counseling and is requested by the student will be referred to the appropriate agencies.

REFERRAL SERVICES

MEDICAL CARE:

VIP Nursing School Inc. is located near excellent hospitals and will refer students to one of them whenever the need should arise. In the case of emergencies, 911 will be called. Student is required to obtain own medical insurance and must provide the school a copy of his/her current medical insurance coverage.

REFRESHER TRAINING:

Graduates who desire refresher training within 1 year of graduation, in any of the courses, may be admitted to retake a desired module. The charge for such training, if any, will be determined at the time of enrollment. Admittance is based on space availability.

CAREER DEVELOPMENT and EMPLOYMENT ASSISTANCE

This process is ongoing throughout your training and included in each subject or module. This specific instruction is designed to give you that edge in successfully gaining the employment you are training for. Instruction may include areas such as: Proper Grooming for Successful Interviews, Resume writing, Successful Interviewing Techniques, Mock Interviews, and Employment applications. Instruction through Career development leads many students to eye opening approaches to job searching and ultimately, successful employment.

VIP NURSING SCHOOL INC. CANNOT AND DOES NOT GUARANTEE EMPLOYMENT

Only the employer can make that final decision. VIP Nursing School Inc. Placement Assistance Department provides direct assistance as students near their completion date and beyond graduation. Delays in course completion may result in delaying employment assistance activity. The student will be required to meet with the Placement Assistance Coordinator. Each student shall prepare a typed resume to the Placement Assistance Coordinator and a subsequent appointment will be set to insure personal attention to the student's job seeking needs.

VIP NURSING SCHOOL INC. PROVIDES CAREER PLACEMENT ASSISTANCE TO ALL GRADUATES IN GOOD STANDING

Alameda, San Francisco, Santa Clara, Sonoma Counties are one of the fastest growing Allied Health markets in the country. VIP Nursing School Inc. maintains a Placement Department to assist graduates in contacting companies in order to secure employment. The Placement Assistance Coordinator acts as a liaison between the graduate and the employment community. Information on job search techniques is provided to soon-to-graduate students and graduates based on current needs of the allied Health industries.

NOTE: All graduates will be considered to need placement assistance unless a signed student waiver of placement assistance, with a written explanation, is in the student file. Graduates waiving placement assistance may still receive placement assistance by notifying the Placement Department that they again wish to be placed in an active, placement-seeking category. A successful job search is dependent upon a self-confident, well-prepared

applicant with a pre-planned strategy. The entire staff as well as the Placement Assistance Coordinator will assist in this effort. While employment is not guaranteed, assuming cooperation on the part of the graduate, the Placement Office will work diligently with each graduate until he/she successfully obtains employment.

The amount of effort put forth by the student is the most critical factor. Cooperation in the process will assure a more positive result. VIP Nursing School Inc.'s primary objectives are to provide the student in training and educate each student as well as assist them with employment in their chosen field. VIP Nursing School Inc. does not offer employment as an incentive to enrollment.

DISCLOSURE and RETENTION of EDUCATION RECORDS

Students have the right to inspect, review, and challenge information contained in their education records. Students under the compulsory age may not review the tax information of the parents. Parents of minor students or parents of tax dependent students, with the student's written approval, may inspect, review and challenge information contained in the students records.

Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the Institution.

Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies. Student's wishing to review their file must make an appointment with the appropriate divisions. All appointments must be made during regular business hours. At no time may the student and or parent remove, destroy and or damage any documents contents in the file.

Certain documents may be photocopied and a charge may be charged, depending on the specific documents to be photocopied. Should the student need a copy of an official transcript, **the first (1) copy will be provided at no charge. Subsequent copies are available upon payment of a fee of \$15.00. Transcripts will only be released to the student upon receipt of a written and signed request. No transcripts will be issued until all tuition and other fees due to the institution are paid and current.**

Students may inspect and review their educational records. To do so, submit a written request identifying the specific information you would like to review. Should you find, upon your review, that there are records that are inaccurate or misleading you may request that errors be corrected. In the event that a difference of opinions exists regarding the existence of errors, you may ask that a meeting be held to resolve the matter. It is the intent to carefully follow the rules applicable under the Family Educational Rights and Privacy Act. It is our intent to protect the privacy of your financial, academic and other school records. We will not release such information to any individual without having first received your written request to do so, or unless otherwise required by law.

Students are not entitled to inspect the financial records of their parents. A school official

VIP Nursing School, Inc. Revised June 2013

must be in the office at all times during the examination of the student files. Student records are retained by this institution for a period of not less than five years from the date the student graduates, withdraws or otherwise ceases to be enrolled.

TUITION and FINANCIAL ASSISTANCE

To assist students with their educational costs, the school has a financial assistance programs available that the student may elect to take advantage of if they find it assistance with the tuition cost. **Loans can be made with banks, Savings and Loans, Credit Unions, Financial Institutes etc. All tuition must be satisfied by paid in full arrangements before receiving your Diploma, or participating in class graduation.**

We provide monthly payment installment plans for qualified students without any interest. **Installment must be paid on the first (1st) to the tenth (10th) day of each month, otherwise a 5% late fee is charged for late payments, i.e. 5% of the monthly installment due. We do not offer federal grants or loans. It is your responsibility to pay your school loan assistance in full.** It could make a difference for someone such as yourself to be able to use the assistance program to finance their education.

LIBRARY (RESOURCE CENTER)

A reference library is located adjacent to classrooms and is available to all students to help provide information, which may aid them in their program of study. Students may use the reference books while visiting the library. Please do not take the library materials, as others may need to use the same material. If you would like an article or information copied, please let student services know and they will be happy to accommodate you.

The students have easy accessibility to Public Libraries and college libraries in Alameda County area for more reference books related to health care system specific reference related to health care system are available to students.

STUDENT LOUNGE

The student lounge is available for the convenience of all students. Please dispose of all eating and drinking containers in the appropriate refuge container located in the student lounge.

CLASSROOM TEMPERATURE

Classroom temperatures may fluctuate slightly. It is impossible to accommodate every individual's comfort zone. However, the school will do its best to maintain a

moderate/average temperature throughout all areas of instruction and administration. It is recommended that students bring a sweater to class, if necessary.

ATTENDANCE AND ACADEMIC POLICIES

ATTENDANCE POLICY

It is important that the school have a record of attendance for each student. It is your responsibility to sign the sign in sheet daily, located in your classroom. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status.

Students are expected to be on time to class every day and complete the required work to the best of their ability, as they would on the job. **ATTENDANCE AND A POSITIVE WORK ATTITUDE HAVE A GREAT DEAL TO DO WITH SUCCESS AND EMPLOYMENT.**

When students must be absent from class, just as employees are expected to do so on a job, the student should call the school prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when can we expect their return.

Re-occurring absences could result in disciplinary action, just as it would on a job. It may also lead to dismissal. Students must maintain a **70% attendance performance or better** (Maximum program length) in order to be considered doing "Satisfactory Attendance Progress" and/or to prevent their training from possibly being interrupted. Remember, **POOR ATTENDANCE IS NOT A GOOD HABIT TO HAVE AND CERTAINLY ONE WHICH AN EMPLOYER WILL NOT ACCEPT.**

Grades alone are not enough to secure a good job in the industry. Due to the nature and scope of the training, the school alone does not differentiate between an excused and a non-excused absence in computing the maximum number of allowable absences. **Unsatisfactory attendance occurs when a student misses more than 30% of the maximum time frame of the program.**

Unsatisfactory attendance may lead to Probation status until the student has brought his/her attendance and or academic grade point average to the 70%. This would include any make-up hours and or make up assignments and any test.

EXCUSED ABSENCES

Excused absences are not automatic; your instructor monitors and provides all attendance to the Student Services Department. Vacations are not considered excused. The school will not tolerate abuse with this policy. It was implemented for those students who have unusual or

unforeseen problems. However, you must still maintain the minimum cumulative grade point average. Program Director will arrange for make-up day for the excused absence by setting another clinical day, or use of case study.

TARDINESS

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she **ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS**. A tardy student will be marked daily as being tardy. **Any combination of three (3) documented (unexcused) tardies will be considered as one (1) absence.**

LEAVING EARLY

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she **LEAVES EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS**. The Instructor should be notified prior to being dismissed early from class. **A student leaving early from class will be marked daily as leaving early. Any combination of three (3) documented early (unexcused) departures will be considered as one (1) absence.**

MAKE-UP TIME / WORK ACCOUNTABILITY

Make-up time/work must schedule with your instructor to assure proper credit. Students must make up time/ work for proper credit towards graduation. **Make-up classroom time must be completed on the school premises, and/or clinical facility. Make-up assignments and/or test will be given for those who need to make up for academic grade/ semester credit hours. All make-up hours must be accounted for and signed on a missed day make-up sheet also signed by the Instructor.**

Vocational Nursing program applicant make-up time required that is acceptable include:

THEORY: Case studies, independent study, written examination, attendance at seminars or workshops, auto-tutorial laboratory, and research reports.

CLINICAL: Performance evaluation in skills laboratory or additional time in the clinical area with clients/patients.

LEAVE of ABSENCE POLICY

If a "Leave of Absence" is required, a student must submit in writing to the Student Service Department, the basis of the request, expected return date and the initial date of request with

the student's signature. This does not automatically reflect the school's approval. A **Leave of Absence may be limited to a specified amount of days (NOT TO EXCEED 60 DAYS). Only one (1) Leave of Absence will be granted for a student during any 12-month enrollment period.** If the student's leave of absence is NOT approved, the student will be considered to have withdrawn from the school.

If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying any additional tuition. Students requesting Leave of Absences must understand that upon return, a revised course completion date will be established, which will delay their graduation date. Remember, **A LEAVE OF ABSENCE DELAYS YOUR OPPORTUNITY TO BEGIN YOUR NEW CAREER.**

NOTE: At no time can the school back date a leave of absence. Therefore, it is important that you have a leave of absence prior to any absent days. Time taken on a leave of absence does not count in the satisfactory academic and attendance formula.

MAXIMUM TIME FRAME for COURSE COMPLETION

A student must satisfactorily complete his/her program of training within a maximum time frame, defined as one and one half times the regular scheduled program length, as illustrated below. Leave of Absences, holidays, excused non-attendance, winter break, in-service days, if the school closed due to extenuating circumstances and terminations are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped from their training program.

Maximum Time Frames Allowed

Program(s):	<u>Session</u>	<u>Length</u>	Maximum Time Frame
Licensed Vocational Nurse **	Day	60 weeks	90 weeks to complete
Certified Nurse Assistant	Day / Eve	4-6 wks	4-6 weeks to complete
Home Health Aide	Day / Eve	1-2 wks	1-2 weeks to complete
Patient Care Technician & Phlebotomy*	Day	7 weeks	7 weeks to complete

**** Pending approval**

- **Not being offered at this time**

ATTENDANCE PROBATION POLICY

Any student failing to maintain a minimum 70% of the maximum time frame of the program hours, shall be, at a minimum, placed on "Attendance Probation." The length

of probation shall be for the period of time required for the student to reach a minimum of 70% of the scheduled class hours however, in no event shall exceed one evaluation period. The probation period may be lengthened to provide assurance that the student achieves and maintains satisfactory attendance progress. **The student will be allowed to make up hours, assignments and or exams if space is available, and be removed from probation.**

SUSPENSION and DISMISSAL

VIP Nursing School Inc. reserves the **right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet the school's standards and/or who fails to abide by the rules and regulations.** Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

SATISFACTORY ACADEMIC PROGRESS POLICY

In addition to completion time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of 70% = C or better. For determining satisfactory progress, **a progress report is given to the student monthly for discussion of the student's training progress.** A student achieving a cumulative grade point average below 70% or a "C" at the time of evaluation will be advised of their unsatisfactory academic progress and placed on academic probation until such time as their cumulative grade point average reaches a minimum 70% or "C" however, may not exceed one evaluation period **At the end of this period of probation, the student must maintain, a minimum academic grade point average of 70% or "C" or better during the probation period.** The Dismissal Policy will be in effect. **Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the student appeals procedure outlined in this catalog.**

MEASUREMENTS of UNITS

To simplify the unit breakdown, units are calculated weekly. A student must attend a minimum of three (3) days in order to earn those units assigned to that specific week's work. Any days missed beyond two (2), the work must be made up to earn units.

ATTENDANCE IS VERY CRITICAL

The instructor will give a written progress report to the Student Services Coordinator or Program Director in order to monitor a student's progress monthly. Where these reports indicate a need, special tutoring may be scheduled to assist the student.

SUCCESSFUL ACADEMIC ACHIEVEMENT WILL DEMONSTRATE A PERFORMANCE QUALITY THAT EMPLOYERS ARE LOOKING FOR:

Please refer to the "GRADING FORMAT" noted below reflecting the performance evaluation by VIP Nursing School, Inc. It is recommended that if a student receives an "I" (Incomplete), that they complete the make-up course work prior to course completion. Students should check with their Instructor to arrange any/or all make-up (Incomplete) course work. Incompletes (I) are used in calculating the cumulative grade point average and does carry a value of zero (0). If the incomplete is made up, the two grades will be averaged for a final grade. This grade will be used in calculating the cumulative grade point average. Weekly grades reflect attendance, professionalism, class participation, quizzes and tests. Students must complete, at a minimum, 70% of the program. Semester credit units are earned weekly basis. The cumulative grade point average must be at a minimum 70% or "C". Remember, A FAILING PERFORMANCE HABIT IS NOT A GOOD HABIT TO HAVE AND CERTAINLY ONE WHICH AN EMPLOYER WILL NOT TOLERATE.

MODULE GRADING FORMAT

Honor Roll	97% - 100%
A = Excellent	90% - 100%
B = Good	80% - 89%
C = Satisfactory	70% - 79%
P/F= Pass/Fail	Credit/No Credit Assigned
D = Poor	65% - 69%
F = Failing	00% - 64%
I = Incomplete	00%
W=Withdrawal from Module	No Grade Assigned

If a student withdraws from a course before the completion of a module, the student will receive a W for that module. If the student returns to school, all course work graded "I" (Incomplete) may be successfully completed within a 30-day period or training may be interrupted. If the student returns to school, all course work graded "W" Should be completed. Any Incomplete and Withdrawal will be counted as a 0 in the overall cumulative grade point average. It is important that the student makes up the Incompletes or Withdrawal as soon as possible.

Student will be allowed to repeat a module once at no additional charge. The time needed to repeat the module must be within the maximum time frame for that course. The student will be given an opportunity, at the discretion of the School Director and subject to the availability of space, to repeat, remediate or make up work. This work shall be given full standing and credit with respect to the evaluation of the student's maintaining of Satisfactory Progress.

Student who have been dismissed for lack of satisfactory academic progress from any program, may apply to the School Director, in writing, to be re-admitted to the school by following the reinstatement procedures outlined in this catalog.

A student may appeal the determination of unsatisfactory academic progress and/or their dismissal based upon extenuating circumstances by following the Student Appeals Procedure outlined in this catalog. Permanent transcripts of the student's progress record are maintained by the school and are available upon written request by the student. The **first copy of transcript of record is free** but a **\$15.00 charge for subsequent written request from the student received. A fee of \$20.00 will be charged if the last day of attendance was more than three years from the date of the request.** Under State Regulations, the institution is only required to maintain a students file for 5 years from the students last date of attendance.

ACADEMIC PROBATION POLICY:

As indicated under the section pertaining to Academic Policy, if a student fails to achieve a cumulative grade point average of 70% or "C", the student will be placed on academic probation until such time as their cumulative grade point average reaches 70% or "C". During that probationary period, the student must maintain a cumulative grade point average of 70% or "C" of the program.

When a student fails or drops due to unsatisfactory theory and /or clinical performance, the nursing faculty requires that a Plan of Remediation be developed within 10 working days of receiving a failing grade. That plan must contain specific goals and objectives to be completed. The purpose of the plan is to improve the student's chance for successful completion and strengthen the areas of concern/weakness. The activities specified in the plan must be completed in order for the student to be considered for readmission in the program. It will be the responsibility of the applicant to provide documentation of the completed plan.

The student who requires remediation can do so with the Program Director. The accepted forms of remediation may be case studies, independent studies, written examinations, attendance at individual seminars and workshops, research reports, etc.

If a student maintains a grade point average of 70% or "C" and/or achieves a cumulative grade point average of 70% or "C", probation will be removed. However, **if the student has failed to maintain a 70% or "C" grade point average and/or will be unable to achieve a cumulative grade point average within one evaluation period**, the student will be dismissed from their program (unless extenuating circumstances are established).

STUDENT APPEAL PROCEDURES

A student, who wishes to appeal any disciplinary action and/or decision made by an Instructor , must submit a written letter to the School Director to be reviewed by an Appeals

Board. Students must provide supportive documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. This Appeals Board shall consist of three (3) attending members. **The student will be notified of the Appeal Board decision within 30 days following the receipt of the student's appeal. The decision of the School Director shall be final.**

RE-INSTATEMENT

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The Reinstatement board shall consist of (3) three school administrators **The requesting prior student shall be notified of the Reinstatement Review within 30 days following the decision of School Director.**

TUTORING

The school provides tutoring based on the individual need of the student and the Instructor's schedule. Students with a module grade lower than 70% or "C" automatically becomes eligible for tutoring pending a review of their attendance status. If this should occur, the student is to make an appointment with the Program Director or the School Director to arrange for a tutoring session(s).

GRADUATION REQUIREMENTS

Students must have at a minimum, an accumulative grade point average of 70% or "C" grade, along with a minimum of 70% of the total scheduled program hours attended and must be maintaining Satisfactory Academic Progress (70% cumulative attendance and 70% cumulative grade point average) in order to be considered for graduation. Upon successfully completing the program, meeting all graduation requirements, including current in their tuition payments, students will receive a Diploma and Certification.

Must complete 40 Phlebotomy blood draws for PCT students. The School does not offer any programs on a home-study or correspondence.

STUDENT RECORDS

The Family Right and Privacy Act of 1974 prohibits an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. VIP Nursing School Inc. protects the privacy and confidentiality of all student records. Students are guaranteed the right to access their own files. Student files of this period are maintained in fire retardant storage files for five (5) years.

CHANGING PROGRAMS

At times, a student may wish to change their career goals. The institution reserves the right to allow or disallow a transfer from one program to another offered at this institution. In the event, the students will either re-sign a contract or a contract addendum. **The student will still be charged for the prior program and will be charged for the new program.** The student must first notify the Admissions Office, Business Office and Student Services Department prior to changing. No Instructor will be allowed to do transfer a student since these changes will affect the student's financial status.

SCHOOL POLICIES AND REGULATIONS

DRESS for SUCCESS

VIP Nursing School Inc. Professional Dress Policy was established in order to enable our students to become comfortable with the type of apparel expected by the majority of employers who hire our graduates. This policy is part of VIP Nursing School Inc. expectations for graduation. Dressing the part of a successful professional raises our self-esteem and confidence. Furthermore, employers will occasionally visit the campus, sometimes unannounced; therefore all students will want to look their best.

VIP NURSING SCHOOL INC. RESERVES THE RIGHT TO ITS INTERPRETATION OF THIS POLICY AND ITS ENFORCEMENT BASED UPON THE PROFESSIONAL EXPECTATIONS OF VIP NURSING SCHOOL INC. SCHOOL STAFF AND OF THE EMPLOYERS WHO HIRE OUR GRADUATES.

Students who are unprofessionally dressed may be sent home and counted absent for the day with a corresponding reduction in their required attendance hours. As recommended by the local enforcement division, VIP Nursing School, Inc. will not allow any attire, which is known as gang colors, or gang related clothing.

Students in the medical classes must wear a clean uniform daily. Any student not in uniform will be sent home. No Exceptions. No Discussions.

IMPORTANT NOTICE:

Cellular phones, headset/walkman's will not be allowed during class or at any time while the student is on school property. This could interfere with the learning process and safety of the student and/or others. Anyone in violation, the item may be kept by a school official until class is over or the student will be asked to leave the class. The school is not responsible for any lost, stolen or damage of any student's property.

EATING AND/OR DRINKING IS NOT ALLOWED IN ANY OF THE CLASSROOMS!!!
CHILDREN ARE NOT ALLOWED AT SCHOOL DURING YOUR CLASS HOURS.
THIS POLICY IS FOR THEIR SAFETY.

SMOKING

Smoking is **NOT** permitted anywhere inside the school facilities or building. Please smoke outside the building in the designated areas and use the appropriate disposal containers for all used cigarettes.

TELEPHONES

The Receptionist Desk will only take emergency calls for students. School phones are not intended for personal use by students.

OFFICE EQUIPMENTS

Students are not to use any of the office equipment, this is reserved for personnel.

STUDENT BEHAVIOR/CONDUCT

An important part of the training at VIP Nursing School Inc. includes the development of professional attitudes and behaviors. **PROSPECTIVE EMPLOYERS SEEK EMPLOYEES WHO WILL BE POSITIVE ADDITIONS TO THEIR COMPANIES.** Therefore, VIP Nursing School Inc. has created a professional "work-like" environment in which students can grow and develop according to their professional expectations.

Students are expected to conduct themselves in a business like manner. Normal standards of professional business attire apply to all students and unconventional clothing cannot be permitted at school. **Students must wear a clean uniform daily in clinical settings. Any student not in uniform will be sent home. No Exception. No Discussion.**

Students who are dressed inappropriately may be subject to disciplinary action. The effectiveness of any training program is dependent upon the full cooperation between students and school staff. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with Instructors and Administrators to further their training program. Students must adhere to high standards of academics, attendance, and conduct.

Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining one-self and dressing professionally, are just a few of the ingredients that go into the makeup of a professional. In these areas, we have high standards because we are committed to preparing our students for the highest expectations

VIP Nursing School, Inc. Revised June 2013
of employers.

VIP Nursing School Inc.'s students are encouraged to pursue the development of these attitudes and behaviors because they serve in their best interest when it comes time to seek employment. Students are asked to work in harmony with the institution to aid themselves as fully prepared as possible to succeed in the competitive job market.

Those whose conduct reflects discredit upon themselves or the school may be subject to dismissal. The administration of the school reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, but not limited to:

GROUND S for DISCIPLINARY ACTION

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional Behavior and/or conduct that reflects unfavorably upon the school and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Failure to meet Financial Requirements.
6. Inappropriate professional clothing worn during training.
7. Failure to abide by the Rules and Regulations of the school.
8. Failure to pay tuition (or any other charges) when due.
9. Breach of school enrollment agreement.
10. Cheating.
11. Falsifying school records.
12. Carrying a canceled or potentially dangerous weapon.
13. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
14. Instigation and/or participation in rebellious activities against the school and/or its student(s).
15. Solicitation, which reflects unfavorably upon the school and/or its students.
16. Vandalism of school property.
17. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
18. Fighting (physical or verbal)
19. Verbal confrontation with any employee and or student

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal.

A student dismissed for unsatisfactory or unprofessional behavior or conduct, may request re-admittance into their program by following the procedure set forth under Reinstatement as noted in this catalog.

STUDENT GRIEVANCE PROCEDURES

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, encountered difficulties, problems, or have complaints, should first bring the matter to the attention of their Instructor. If the Instructor is unable to resolve the situation, the student is to meet with the Program Director. If the matter is still not resolved, it should be brought to the attention of the School Director for final resolution. The instructor, program director or school director will engage in an informal process endeavoring to settle the dispute in good faith.

COMPLAINT PROCEDURE

“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.”

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and Administration for amicable solutions. **A written grievance, addressed to the School Director, must be received from the student within 48 hours after the incident** occurs who will work to resolve the matter and will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items.

The procedure is as follows: The written grievance must be submitted to the School Director within 48 hours of the incident. The School Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. **If the student has followed the above steps, the School Director will call a Grievance Committee Hearing within 72 hours of receipt of this report.**

In addition, all persons involved with the incident must be present at the time of the hearing. The committee hears all sides, and will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee will be communicated immediately.

If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, send copies of all documents explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

Any questions or problems you may have regarding the catalog that have not been satisfactorily answered by the VIP School, you may direct to:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

2535 CAPITOL OAKS DRIVE, Suite 400

Sacramento, California 95833.

Toll Free Telephone number (888) 370-7589

FAX: (916) 263-1897

Web site: www.bppe.ca.gov

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

CONTROLLED SUBSTANCE, ALCOHOL and DRUG ABUSE POLICY

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program.

Following is a list of drug-free awareness programs that also provide detailed information regarding:

1. Dangers of Drug and Alcohol Abuse
2. Assistance with drug and Alcohol Abuse Counseling
3. Penalties for the Abuse of Alcohol or Drugs
4. Rehabilitation Programs

The following are local and national agencies that provide assistance to employees, students, and their families:

Drug Information Hot Lines

National Institute on Drug Abuse	(800) 662-HELP (800) 843-4971
National Clearinghouse for Drug Information	(800) 729-6686

As stated above, students and employees are subject to termination for violation of this school rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the school. Each student is required to read and sign a statement concerning this policy.

Staff / Students shall abide by the following

1. Continued employment and/or schooling is subject to the terms of this policy.
2. Notify the administration of any criminal statute conviction for a violation occurring in

the work-place no later than 5 days after such conviction. The U.S. Drug Agency will be notified within 10 days after receiving notice from an employee or student or otherwise a copy of such conviction will be submitted to the agency. The school will take the following actions within 30 days of receiving notice under this subparagraph with respect to any employee or student who is so convicted.

3. Terminate employment of the employee or the schooling of the school.
4. Require such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, enforcement, or other appropriate agency.

Penalty for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge in specific cases. For first time convictions of the use of a controlled substance or alcohol abuse, offenders will be referred to a rehabilitation/education program. However, state and/or federal law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone under 21 are as follows:

Substance Crime and Penalties Chemically treated/manufactured drugs Felony, up to 10 years in prison and \$4 million Marijuana Felony, up to 20 years in prison and \$4 - \$10 million Selling / Providing alcohol to minors felony or Misdemeanor, discretion of the judge.

All schools are required to have a program or plan of drug prevention in effect. This program must be available to students as well as to staff members.

A school may approach one or more organizations that assist the general public (hospitals for example) with drug problems. That organization may give them the name of an official that can be contacted, the school would then be considered to be in compliance with the drug prevention requirement. In some cases many agencies are supported by the state and the cost to the user may be little or nonexistent.

SEXUAL HARASSMENT

VIP Nursing School Inc. is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment.

No one associate with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; display sexually suggestive objects or pictures at this campus. Students are responsible for conducting themselves in a manner consistent with the spirit and intent to this policy.

Certified Nurse Assistant Training Program

A Certificate Program: 150 Clock Hours

Program Schedule: Day Class: 4 Weeks 40 Clock Hours/Week Monday to Friday
Evening & Saturday: 28 clock Hours/Week Monday to Friday & Saturday

"Frequency of new class varies based from enrollees. "

CNA Program Schedule:

1. Day Class is 4 weeks from Monday thru Friday 8:00am–4:30pm, 7 days for Theory and 13 days for Clinical Hands On Externship. New class every 4 weeks.
2. Evening and Saturday Class is 6 weeks (1 ½ months). New class every 6 weeks

Monday thru Thursday from 5:00pm –10:00pm for 11 days Theory & Skills Lab, & Monday thru Thursday from 5:00pm – 10:00pm for Evenings and Saturdays 8a-4:30p for Clinical Externship Hands On Bedside training.

Theory and Skills Laboratory held at: (Lectures, Personal Care skills)

VIP Nursing School, Inc. Campus
16388 East 14th Street, San Leandro, California 94578

Clinical Hands On Training Externship site:

Bay Point Healthcare Center
442 Sunset Blvd., Hayward, California 94541

Note: See attached Daily Lesson Plan for Lectures, Skills Laboratory and Clinical Application of Skills per NATAP curriculum.

EDUCATIONAL MISSION(S) :

The Nursing Assistant training program is designed to prepare nursing assistant to care for the elderly and the chronically ill in a long-term nursing skilled facilities. It consists of 16 modules focused on all aspects of resident care, including resident's rights, body mechanics, taking vital signs and rehabilitative nursing among others. The program, upon successful completion of all the required mandated theory and clinical training, prepares the nursing assistant to become eligible to take the competency examination, a process which will lead to an occupation as a Certified Nursing Assistant (CNA). A certified nursing assistant may be defined as an individual trained to give personal care and assistance, determined by the facilities' policies, under the supervision of a Licensed Vocational Nurse or by a Registered Nurse.

EDUCATIONAL OBJECTIVE(S):

CERTIFIED NURSING ASSISTANTS (C.N.A.) perform routine duties in the general care of residents under close supervision of nursing and medical staff. Their role in performing services that require less skill and training frees the medically trained staff for more highly skilled, specialized duties.

CNA's take and record temperature, pulse, respiration and blood pressure; measure food and liquid intake and output; observe resident condition and report any changes to the professional staff. They assist residents with personal hygiene, bathing, and grooming. They serve food and feed resident who requires help. CNA direct visitors, run errands, and answer telephones. Some CNA apply dressings and compresses, prepare for examinations, treatments, or surgery. In addition, they clean, sterilize, and assemble treatment trays and other supplies. CNA transport or assist residents in walking to treatment units, recreational therapy, and other activities, and help them with prescribed exercises. In clinics, public health agencies and acute care hospitals, CNA assists professional staff in the examination and treatment of outpatients.

CNA process resident / patient documents, schedule appointments and help residents and their families understand instructions given by medically trained staff. In Skilled Nursing Facilities, CNA provide supportive services on 24 hour basis for convalescents, the elderly, and chronically ill residents. In resident's home, they provide non-professional nursing care and assistance with personal hygiene. And CNA may have additional responsibilities which include physically moving residents and, if necessary restraining residents.

Instructional mode being used:

Lecture: Power Point Presentation, Discussion, Videos / Tapes Computer assisted learning, reading. Use manikins for hands on practice during Simulation laboratory.

Skills Laboratory: Hospital Beds, personal hygiene supplies, manikins for return demonstration, DVD, Skills Manuals, Blood pressure apparatus, weighing scales, Hoyer lifts, elimination supplies including foley catheter and colostomy care, enema administration, feeding tubes and feeding pump, suction machine and some more. Please refer to the list of equipment and supplies this institution have has been fully paid.

Evaluation Used: Classroom testing, return demonstration, role-playing, group presentation, instructor observation.

NURSING ASSISTANT SYLLABUS, CONTENT AND JOB DESCRIPTION

MODULES	CONTENTS	Theory Hours	Clinical Hours
Module 1	Introduction	2	0
Module 2	Resident's Rights	2	1
Module 3	Interpersonal Skills	2	0
Module 4	Prevention Management of Catastrophe & Unusual Occurrences	1	1
Module 5	Body Mechanics	2	4
Module 6	Medical and Surgical Asepsis	2	8
Module 7	Weights and Measures	1	1
Module 8	Resident Care Skills	14	44
Module 9	Resident Care Procedures	7	20
Module 10	Vital Signs	3	6
Module 11	Nutrition	2	6
Module 12	Emergency Procedures	2	1
Module 13	Long-Term Care Residents	2	0
Module 14	Rehabilitative Nursing	2	4
Module 15	Observation and Charting	4	4
Module 16	Death and Dying	2	0
Total Hours		50	100

Module 1: Introductions to Health Care

During this module, the student learns of the role and responsibility of the Certified Nurse Assistant. An overview of Title 22, division 5, California Code of Regulations. The requirements for nurse assistant certification, professionalism, ethics and confidentiality are reviewed.

Module 2: Interpersonal Skills, Patient Rights

In this module, the student learns communications, defense mechanisms, social cultural factors, attitudes toward illness and health care, and family interaction. The student is instructed in the patients' right as specified in Title 22, California Code of Regulations section 72527 and in sections 1599.1, 1599.2, and 1599.3 of the Health and Safety Code and in Title 42 Code of Federal Regulations Part 483, Sections 483.10, 483.12, 483.13, and 483.15. The student learns how to properly observe patients and the responsibility or reporting, patient care plans, patient care documentation, and legal issues of charting.

Module 4: Prevention/Management of Catastrophic & Unusual Occurrence

During this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, the roles and procedures for Certified Nurse Assistants, and patient safety.

Module 5: Body Mechanics

In this module, the student learns of the basic rules of body mechanics, proper transfer techniques, ambulation, the proper use of body mechanics and positioning techniques.

Module 6: Medical & Surgical Asepsis

The student will learn of Micro-organisms, the universal precautions used for infection control including methods to handle patients, and all materials that are soiled with blood and/or body fluids from patients. The methods prescribed shall be designed to reduce risk of transmission of potentially infectious etiologic agents from patient to patient and between patients and health care workers.

Module 7: Weights and Measures

Measure accurately intake and output fluid balance, fluid intake, fluid output, forcing and restricting fluids. Measure resident's height and weight on the bed, upright scale, hooyer lift scale, or wheelchair weighing scale.

The student will learn to understand the Metric system, by weight, length and liquid volume. The student will also learn military time i.e. a twenty-four (24) hour clock.

Module 8: Patient Care Skills

During this module, the student learns the proper procedure for bathing patients and medicinal baths, oral hygiene with their own teeth, dentures or to unconscious residents, shaving, hair care combing and shampooing, dressing and undressing, nail care, skin care including back rub to supervise, assist total care to dependent residents.

Module 9: Patient Care Procedures

During this module, the student learns how to collect specimens, including stool, urine and sputum. Students learn to care for patients with tubing to include but not limited to urinary, gastric, oxygen and intravenous. (This care does not include inserting, suctioning or changing the tubes). Student also learns meaning of intake and output, bed making, cleansing enemas and laxative suppositories, admission, transfer and discharge, bandages and non-sterile dry dressings, including the application of non-legend topical ointments to intact skin surfaces.

Module 10: Vital Signs

Vital signs, measure the temperature, pulse, respiration, and blood pressure. Learn different parameters of vital sign and nursing care management, reporting and proper documentation.

Module 11 Nutrition

The student learns the Principles of Basic Nutrition, Basic Four Food Groups, Religious Dietary Restrictions, The Four Major Types of Nutrients, The Importance of Water, Nutrient and Calorie Needs, Assessing Nutrition, Good vs Poor, Regular and Special (Therapeutic) Diets, Therapeutic Diets that Eliminate, Restrict, or Change the Proportion of Foods or Nutrients, Therapeutic Diet that are Served in 4 Particular Form, Supplemental Food and

Fluids, Principles of Fluid Balance, Nursing Assistant's Responsibility Relating to Client's Diet, Planning a Menu and Shopping List, Purchasing Food Wisely, Storing Food Properly, Feeding the Client, Food Preparation.

Module 12: Emergency Procedure

During this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, medical emergency signs and symptoms the roles and procedures for Certified Nurse Assistants, and patient safety and emergency including overview of CPR and first aid for choking resident.

Module 13: Long Term Care

During this module, the student learns normal aging process regarding neurological, dermatological, cardiac, pulmonary, circulatory, urological, muscular and skeletal changes.

Module 14: Rehabilitation

During this module, the student learns importance of rehabilitation for residents with limited mobility or compromised residents preventing serious complications. Learn range of motion exercises, assistive devices to assist the resident to assist with their activities of daily living.

Module 15: Observation and Charting

The student learns how to properly observe patients and the responsibility or reporting, patient care plans, patient care documentation, and legal issues of charting. Introduction to medical terminology.

Module 16: Death & Dying

During this module, the student learns of the different stages of grief, the emotional and spiritual needs of the patient and family, rights of the dying patient, signs of approaching death, monitoring of the patient, and post mortem care.

QUALIFICATIONS:

1. 16 years old, Finish 8th grade, 5th grade reading level
2. Criminal Screening and fingerprints done by DOJ
3. Physically able and no active communicable disease

NURSING ASSISTANT TRAINING PROGRAM COURSE FEE:

\$800.00	TUITION FEE
+ \$100.00	<u>Non-refundable registration fee upon Enrollment</u>
+ \$ 2.50	<u>Mandatory Non-Refundable State-Imposed STRF Assessment fee</u>
\$902.50	<u>TOTAL REGISTRATION, TUITION FEES</u>

REQUIREMENTS:

- + \$52.00 Mandatory Fingerprint Live Scan fee (cash on 1st Day of Session)
 - + \$50.00 Lippincott's Essential for Nursing Assistant Textbook (on 1st Day of Session)
 - + \$55.00 Physical Exam with TB Test (Bring on 1st Day of Session)
 - + \$25.00 One (1) pair of White Nursing Uniform (Due on 1st Week of Session)
 - + \$90.00 State Certification Exam Fee (due 3rd Monday of Session)
 - + **\$75.00 AHA Healthcare Provider CPR with AED**
- \$347.00 TOTAL REGISTRATION & REQUIREMENTS**

OPTIONAL ITEMS:

- + \$32.00 Blood Pressure Machine & Stethoscope
 - + \$15.00 Safety Gait Belt
- \$47.00 Optional Items Total**

Registration, Tuition, STRF Assessment & Requirements Total = \$1247.50

Registration, Tuition, STRF Assessment, Requirements & Optional Total =

\$1294.50

SCHEDULE OF INSTALLMENT PLANS

The School will accept full payment from students **who wish to pay in full with \$50.00 discount if paid on the first week on the class.** Installment is also available without any interest as per installment plan as described below. Tuition fee must be paid in full prior to State Board examination. **Referral incentive bonus of \$50.00 for each student referred upon completion of the course of his/her course and accounts paid in full. Installment must be paid on the first (1st) to the tenth (10th) day of each month, otherwise a 5% late fee is charged for late payments. i.e. 5% of the monthly installment due. We do not offer federal grants or loans. It is your responsibility to pay your school loan assistance in full.**

<u>FIRST PAYMENT</u>	<u>SECOND PAYMENT</u>	<u>THIRD PAYMENT</u>
\$260.00	\$270.00	\$270.00
<u>On the First week of Session</u>	<u>By middle of Session</u>	<u>By Last Day of Session</u>

CANCELLATION, WITHDRAWAL and REFUND RIGHTS

You have the right to cancel this agreement for educational service, any equipment or other goods and services, until midnight of the seventh business day after the first class you attended.

This institution that does NOT participate in the federal student financial aid programs shall do all of the following:

(a) This institution advice student should provide a notice of cancellation shall be in writing, by mail, in person, by FAX or telegram. If mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement.

(b) This 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 class day after enrollment, whichever is later.**

(c) **This institution has a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.**

(d) The institution shall pay or credit refunds within 30 days of a student's cancellation or withdrawal after your notice is received..

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

REFUND INFORMATION:

“You have the rights and responsibilities with respect to the Student Tuition Recovery Fund (STRF).

“You must pay the State-Imposed assessment for the STRF if all of the following applies to you:

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

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

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

“The State of California created the 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,” (pursuant to 5 CCR 76215(b).

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first (1) class session, or the seventh (7) day after enrollment whichever is later. The amount retained for the non-refundable registration fee may not exceed \$100.00 for Nursing Assistant course. In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund and paid \$800.00 tuition, **the student would receive a refund of \$ as illustrated in the hypothetical example below based from 1st to 7th day after enrollment whichever is later.** This institution have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance This institution has a **refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent (60%) or less of the period of attendance shall be a pro rata refund.**

\$800.00 amount paid for instruction	x	90 clock hours of instruction <u>received, and completed</u> 150-clock hours of instruction for which the student has paid.	= -	\$800.00 tuition paid <u>\$480.00 (based on 60% of attendance)</u> \$320.00 REFUND AMOUNT
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COMPLAINT PROCEDURE

“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.”

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and Administration for amicable solutions. **A written grievance, addressed to the School Director, must be received from the student within 48 hours after the incident** occurs who will work to resolve the matter and will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution’s official log. The formal process will require the student’s submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items.

The procedure is as follows: The written grievance must be submitted to the School Director within 48 hours of the incident. The School Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. **If the student has followed the above steps, the School Director will call a Grievance Committee Hearing within 72 hours of receipt of this report.**

VIP Nursing School, Inc. Revised June 2013

In addition, all persons involved with the incident must be present at the time of the hearing. The committee hears all sides, and will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee will be communicated immediately.

If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, send copies of all documents explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

Any questions or problems you may have regarding the catalog that have not been satisfactorily answered by the VIP School, you may direct to:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
2535 CAPITOL OAKS DRIVE, Suite 400
Sacramento, California 95833.
Toll Free Telephone number (888) 370-7589
FAX: (916) 263-1897
Web site: www.bppe.ca.gov

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

California Department of Public Health (CDPH)
Department of Health Services Aide & Technician Certification Program
(L&C)
MS 3301
PO Box 997416
Sacramento, CA 95899-7416
Telephone: 916 327-2445
Fax: 916 552-8785
Website: cna@cdph.ca.gov

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

“The transferability of credits you earn at VIP Nursing School is at the complete discretion of an institution to which you seek to transfer. Acceptance of the diploma, or certificate you earn in Vocational Nursing, Nursing Assistant, or Home Health Aide respectively is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma, or certificate that you earn at this institution are not accepted at the institution to

VIP Nursing School, Inc. Revised June 2013

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 seek to transfer after attending VIP Nursing School to determine if your credits or diploma or certificate will transfer.”

Home Health Aide Training Program

A Certificate Program:

40 Clock Hours

“Frequency of new class varies based from enrollees. ”

Program Schedule:

1. **Day Class:** 1 Weeks 40 Clock Hours/Week Monday to Friday 8:00-:00pm
2. **Evening Class:** 21.5 clock Hours/Week Monday to Friday 5pm-10pm

Lecture Site: VIP Nursing School, Inc. 16388 East 14th Street, San Leandro, CA 94578

Clinical Site: Santiago Home Care: 1272 75th Ave., Oakland, CA 94621

INSTRUCTIONAL MODE BEING USED

Lecture: Power Point Presentation, Discussion, Videos / Tapes Computer assisted learning, reading. Use manikins for hands on practice during Simulation laboratory.

Skills Laboratory: Hospital Beds, personal hygiene supplies, manikins for return demonstration, DVD, Skills Manuals, Blood pressure apparatus, weighing scales, Hoyer lifts, elimination supplies including foley catheter and colostomy care, enema administration, feeding tubes and feeding pump, suction machine and some more.

Please refer to the list of equipment and supplies that this institution have.is fully paid.

Evaluation Used: Classroom testing, return demonstration, role-playing, group presentation, instructor observation.

EDUCATIONAL MISSION & PURPOSE

VIP Nursing School, Inc.’s mission is to equip each student with a basic working knowledge of skills required by companies and agencies within and related to the allied health field in an entry-level position. Upon successfully completing this course the applicant will be issued by the State of California a certification which will lead to an occupation as a Home Health Aide working with clients in their own home, assisted living, nursing homes to assist their clients in dealing with their activities of daily living.

EDUCATIONAL OBJECTIVE(S)

Each student will find VIP Nursing School Inc’s training is a job-oriented practical program of laboratory practice, which includes “hands-on” experience with the materials and actual scenarios of typical industry requirements. HHA graduate be able to perform specific duties immediately upon employment provide quality care to clients to their homes. The applicant will learn: (1) how to work well tithe clients and their families, and help them feel better about themselves; and (2) how to assist clients in taking care of their daily needs.

The course syllabus is 40-clock hour and was developed following the Department of Health Services guidelines for the training of CNA’s become certified home health aide. Section 484.36 of the Health Care Financing Administration regulations (Omnibus Budget Reconciliation Act), OBRA for short, and Title 22 were used to develop the appropriate units of the curriculum. The following course content required by Title 22 were included in the 40 hour curriculum:

SYLLABUS FOR HOME HEALTH AIDE TRAINING PROGRAM AND JOB DESCRIPTIONS

CONTENT	THEORY HOURS	CLINICAL HOURS
Introduction to Aide and Agency Role	2	0
Interpretation of Medical and Social Needs of Clients	5	0
Personal Care Services	5	15
Nutrition	5	3
Cleaning and Care Tasks in the Homes	3	2
Total Hours:	20	20

CERTIFIED HOME HEALTH AIDE (CHHA) is a paraprofessionals who are employed by private health care and non-profit community agencies. According to the physician’s plan of treatment, Home Health Aides work under the supervision of registered nurse and physical therapist to provide personal and homemaking services to the aged and disabled. They also care for children whose parent is ill and incapacitated.

The student learns an Introduction to Homemaking Tasks, Cleaning the Client’s House, Economical Cleaning Materials and How to Use Them, Specific Tasks, General Rules of Safety in the Home, Fire and Safety Prevention, Poisons, Oxygen Safety, Making Your Own Cleaning Equipment.

Home Health Aides provide essential services for clients who cannot live alone without help. They keep households functioning as normally as possible and enable the sick to remain at home instead of moving to a nursing home.

Typical tasks performed by Home Health Aides include assisting clients to bathe and use the toilet or bedpan and to move about. They check pulse and respiration rates, change surgical dressings and assist the client with medications. They also do cleaning tasks relation to the safety and comfort of residents. Tasks include cleaning the client’s room, kitchen and bathroom, doing laundry and changing bed linens. Home Health Aides also plan meals (including special diets), shop for food and prepare meals in addition to regular duties.

QUALIFICATIONS

1. 16 years old, Finish 8th grade, 5th grade reading level
2. Have current CNA license and CPR cards
3. Current Physical exam and no active communicable disease;

PROGRAM COURSE FEE, REQUIREMENTS, OPTIONAL ITEMS & TOTAL COST

\$350.00 Tuition Fee with 2 installment Plan

- \$ 50.00 - Non-Refundable Registration Fee
- \$00.50 - Non-Refundable State-Imposed STRF Assessment fee
- \$175.00 – First Installment 1st week of Session
- \$175.00 – Last Installment End of Session
- \$400.50 Total Tuition Fee

OTHER REQUIREMENTS & OPTIONAL ITEMS

- *Providing Home Care by William Leahy (Mandatory: due 1st day of Class) \$ 50.00**
- Physical Exam with PPD test (Mandatory: due 1st week of Class) \$ 40.00**
- CPR American Heart Association Health Provider (Optional) \$ 75.00**
- Optional: Gait Belt (due 1st week of Class; Cash, MO) (\$ 15.00)**

Tuition + * Requirements = \$585.00

Tuition + *Requirement (\$115.00) + Optional (\$122.00) = \$

SCHEDULE OF INSTALLMENT PLANS

Installment is available without any interest as per installment plan as described below. Tuition fee must be paid in full prior to State Board examination. **Installment must be paid on the first (1st) to the tenth (10th) day of each month, otherwise a 5% late fee is charged for late payments, i.e. 5% of the monthly installment due. We do not offer federal grants or loans. It is your responsibility to pay your school loan assistance in full.**

FIRST INSTALLMENT

\$175.00

LAST INSTALLMENT

\$175.00

CANCELLATION, WITHDRAWAL and REFUND RIGHTS

You have the right to cancel this agreement for educational service, any equipment or other goods and services, until midnight of the seventh business day after the first class you attended.

This institution that does NOT participate in the federal student financial aid programs shall do all of the following:

(a) This institution advice student should provide a notice of cancellation shall be in writing, by mail, in person, by FAX or telegram. If mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement.

(b) This 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 class day after enrollment, whichever is later.**

(c) **This institution has a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.**

(d) The institution shall pay or credit refunds within 30 days of a student's cancellation or withdrawal after your notice is received..

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

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"You must pay the State-Imposed assessment for the STRF if all of the following applies to you:

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

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

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

“The State of California created the 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,” (pursuant to 5 CCR 76215(b).

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first (1) class session, or the seventh (7) day after enrollment whichever is later. The amount retained for the non-refundable registration fee may not exceed \$50.00 for Home Health Aide course. In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund and paid \$350.00 tuition, **the student would receive a refund of \$ as illustrated in the hypothetical example below based from 1st to 7th day after enrollment whichever is later.** This institution has a **refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.**

\$350.00	24 clock hours of instruction	\$350.00 tuition paid
amount paid	x <u>paid for, but not received</u>	= - <u>\$210.00 (based on 60% of attendance)</u>
for instruction	40-clock hours of instruction for	\$140.00 Refund Amount
	which the student has paid	

COMPLAINT PROCEDURE

“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.”

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and Administration for amicable solutions. **A written grievance, addressed to**

the School Director, must be received from the student within 48 hours after the incident occurs who will work to resolve the matter and will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items.

The procedure is as follows: The written grievance must be submitted to the School Director within 48 hours of the incident. The School Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. **If the student has followed the above steps, the School Director will call a Grievance Committee Hearing within 72 hours of receipt of this report.**

In addition, all persons involved with the incident must be present at the time of the hearing. The committee hears all sides, and will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee will be communicated immediately.

If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, send copies of all documents explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

Any questions or problems you may have regarding the catalog that have not been satisfactorily answered by the VIP School, you may direct to:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
2535 CAPITOL OAKS DRIVE, Suite 400
Sacramento, California 95833.
Toll Free Telephone number (888) 370-7589
FAX: (916) 263-1897
Web site: www.bppe.ca.gov

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

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

“The transferability of credits you earn at VIP Nursing School is at the complete discretion of an institution to which you seek to transfer. Acceptance of the diploma, or certificate you earn in Vocational Nursing, Nursing Assistant, or Home Health Aide respectively is also at the complete discretion of the institution to which you may seek to transfer. If the credits or

diploma, or certificate 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 seek to transfer after attending VIP Nursing School to determine if your credits or diploma or certificate will transfer.”

Patient Care Technician Program

“THIS PROGRAM HAS NOT MATERIALIZED SINCE APPROVAL RECEIVED FROM BPPE DUE LOW ENROLLEES. THIS INSTITUTION WILL RECONSIDER TO PURSUE IT WHEN MORE DEMAND OCCURS.”

THIS PROGRAM IS NOT BEING OFFERED BY THIS INSTITUTION BECAUSE OF LOW DEMAND.

A Certificate Program:

210 clock hours

This is 210 clock hours (7 weeks Monday through Friday) program will train CNA to provide quality nursing care to patients in acute hospitals. This is an unlicensed patient care role. The role builds on the basic skills of a nursing assistant. It is often referred to as an advanced nursing assistant role. The role fits under the generic term Unlicensed Assistive Caregiver.

Must be a Certified Nursing Assistant (CNA) with minimum 6 months of experience,, at least 17 years of age, US Citizen or with legal resident of the US. Must speak, write, read and comprehend English and also provide result of Hepatitis blood test and a current Physical Exam within the year with PPD.

Most hospitals are re- engineering for cost containment in health care to minimize several layers of middle management in bringing decisions closer to the patient. Closing or cutting back sharply on specialized departments or caregivers, such as orderly, housekeeping, dietary, supplies delivery, EKG technicians, IV and transfusion teams, and phlebotomists (laboratory staff who go to patients and draw blood for tests). The reorganizing of care delivery into a team, with fewer job classifications: the Registered Nurse, LVN, Patient Care Technicians and often a Patient Service Associate in acute hospitals setting. The role of Patient Care Technician involves providing basic personal care to patients. Additional skills that also are included frequently within the scope of practice include perform 12-lead EKG, assisting Registered Nurses with sterile procedures, performing simple dressing changes, drawing blood for laboratory tests, bedside testing of specimens, and clerical skills to enable the patient care technician to take the place of the unit clerk at the desk as needed with the supervision of a Licensed Vocational Nurse or by a Registered Nurse.

Patient Care Technician	Lecture Hours	Lab Hours	Practice Lab	Total Instructional
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				Clock Hours
Module I (30 hours)				
A. Introduction to PCT	3		2	5
B. Safety in Healthcare Settings	2	1	2	5
C. Recognizing Emergency Situations	5	1	4	10
D. Medico Legal Law	4		1	5
E. Communication Process	4		1	5
Module II (55 hours)				
A. Infection Control	6	1	3	10
B. Anatomy & Physiology	24		21	45
Module III Phlebotomy (70 hours)				
A. Phlebotomy Procedures	6	2	12	20
B. Phlebotomy, Test Tubes, Additives and Test	6	2	2	10
C. Special Testing Procedures	5	1	4	10
D. Complications of Phlebotomy	5	1	2	8
E. Phlebotomy Department Management	2		2	4
F. Phlebotomy Procedures Skills Practice			18	18
Module IV Electrocardiography (55hrs)				
A. Electrocardiography (Medical Terminologies, EKG procedures & Recording, Holter, Monitoring, Stress test studies, etc.)	12	4	9	25
B. Performing the Electrocardiogram				
1. EKG Skills Practice			6	6
2. Holter Monitor Skills Practice			6	6
3. Return Demo			12	12
4. Stress Test			6	6
Total Hours	84 hours	13 hours	113 hours	210 hours

Patient Care Technician (PCT) assist the RN in carrying out nursing tasks in planning the nursing care. By using the modified version of the nursing process, The PCT can help to plan and perform nursing care in an organized way that will assist all members of the nursing team. This will ensure consistency in the way nursing staff communicate, make decisions, and solve problems. It ensures efficiency in that each member of the team understands what others can and will do. The PCT collect information, determine the presence of a problem, identify problem-solving strategies with the RN, perform nursing care

under the supervision of the RN and documents the care provided. PCT's provides most of the personal care to the patient such as grooming and hygiene, observing for patient behaviors or changes that need to be reported to the Registered Nurse and helping with essential accurate measurements of vital signs, I/O and documentation that aid in determining treatment as well as assisting in tracking patient progress. The PCT also provides a variety of other services, including drawing blood for laboratory testing, providing simple dressing changes and assisting the RN with more complicated dressing, and performing limited bedside specimen testing. In addition, PCT's often perform 12-Lead EKG 's. They work closely with the service partner in setting up, delivering, and monitoring diet trays and transporting patients to and from tests or procedures. The PCT also may handle duties at the patient care station, such as answering phones and coordination paperwork and communication to and from the unit. They work hand in hand with RN's, LVN's, Service Partners in Acute Hospitals.

Patient Care Technician once completed there is no limit to the opportunities available to work in the health care field in both general and acute care hospitals and medical centers, in skilled nursing facilities and extended-care facilities; in clinics, outpatient centers, and urgent-care facilities, and in private medicate practices and physicians's offices.

Patient Care Technician has the opportunity to be a para-medical examiner for insurance purposes. The are assigned to go to clients homes and file up the health questionnaires, get the weight, obtain urine specimen, draw blood, perform and paste EKG strips and send the questionnaires and specimens to the laboratory and the company ordering.

Final Exam/State Test Preparation/Employee Development

Students of the Nursing Assistant must understand and agree to complete their clinical work at the facilities assigned to by the Program Coordinator. The hours of the clinical training are those between 8:00 a.m. and 4:30 p.m. Monday through Friday for Day Class. Evening/Saturday Class from Monday through Thursday between 5:00pm to 10:00pm and Saturday between 8:00am through 4:30pm. Student must attend all hours of theory training each week to be eligible to go to the clinical training site. Student must attend the clinical work site in order to continue eligibility for future clinical training.

Please note that certain modules must be repeated from the very beginning of that module due to absences. This is a state regulation NATAP and American Red Cross in particular, the Department of Health will not allow the standard absences. According to the Department Official, regardless of how many hours the student had completed, it will not count and the student must start all over again.

There are no exceptional circumstances allowed including a death in the family. Due to this requirement, the school understands that a student may exceed the 150 maximum time frames. The institution will do everything in its power to continue your training. The program director will have full authority to continue the student's training if he/she deems the absences

VIP Nursing School, Inc. Revised June 2013
to be valid and necessary.

LICENSED VOCATONAL NURSE
D.O.T. Code 079.374-014
C.LP. Code 51.1699

Diploma Program: 1560 Clock Hours
60 Weeks - Morning (AM) Session 63.3 Quarter Credit Hours

NOTE: Has received an approval to operate by the Bureau for Private
Postsecondary Education.
Approval pending from Bureau of Vocational Nursing and
Psychiatric Technician.

Program Schedule: **60 Weeks, 10-Hours/Week for Theory Monday and Tuesday and
16 hours/Week for Clinical Wednesday and Thursday, or Friday and Saturday based
from Clinical site availability.**

"Frequency of new class varies based from enrollees. "

Simulation Laboratory Location:

VIP Nursing School, Inc. Campus
16388 East 14th Street, San Leandro, California 94578

Clinical Externship Location(s): (Potential Clinical sites once contracts
are signed.)

Fundamental/Medical/Surgical/Leadership/Completion of Clinical Hours

Bay Point Healthcare Center: **442 Sunset Blvd., Hayward, California 94541**
Washington Care & Rehabilitation Center **14766 Washington Ave.,
San Leandro, CA 94578**

Maternal / Pediatric Nursing:

Simulation Laboratory OB/Ped: **VIP School @16388 East 14th St.,
San Leandro, CA 94578**

Obstetric Clinic Site: **Dr. Benita Tan 19882 Hesperian Blvd. #202,
Hayward, CA 94541**

Pediatric Day Care: **Li'l Angels Child Care Center 28924 Ruus Road,**

Hayward, CA 94544

Psychiatric: Mental Health Externship Site

Garfield Geropsychiatric Hospital **1421 28th Ave. , Oakland, CA 94601**

INSTRUCTIONAL MODE BEING USED

Lecture: Power Point Presentation, Discussion, Videos / Tapes Computer assisted learning, reading. Use manikins for hands on practice during Simulation laboratory.

Skills Laboratory: Hospital Beds, personal hygiene supplies, manikins for return demonstration, DVD, Skills Manuals, Blood pressure apparatus, weighing scales, Hoyer lifts, elimination supplies including foley catheter and colostomy care, enema administration, feeding tubes and feeding pump, suction machine and some more. Please refer to the list of equipment and supplies that this institution have.is fully paid.

Evaluation Used: Classroom testing, return demonstration, role-playing, group presentation, instructor observation.

ADMISSION REQUIREMENTS:

- 1. Take a placement interview;**
- 2. Show proof of 17 years of age;**
- 2. Show proof of US Citizenship or legal resident of US;**
- 3. Must speak, write, read and comprehend English;**
- 4. Provide result of Hepatitis blood test and with current Physical Exam within the year with negative PPD (if positive, CxR result be negative);**
- 5. Physically capable without restriction to perform all skills in the course as evidenced by a signed physical examination by a Physician or by a Nurse Practitioner with current updated record of required Immunizations;**
- 6. Must hold a current Certified Nursing Assistant license with minimum of 6 months experience;**
- 7. The School enrollment and registration agreement must be completed.**
- 8. Present 2 Professional references of good moral character and accompanied with recommendation letters;**
- 9. Read and received satisfied answers regarding the School Catalog, School Performance Fact Sheet, and enrollment agreement questions were clearly explained.**
- 10. Minimum payment paid, as the Schedule of Installment Plans below;**
- 11. Show proof of current medical insurance coverage;**

QUALIFICATIONS:

- 1. Show proof of 12th grade education, or its equivalent: either High School diploma from an accredited school, or possess a General Education Diploma (GED). Foreign graduates should have their high school transcripts evaluated for United States 12th Grade equivalency.**

2. **Have successfully completed the prescribed course of study in an accredited school of Vocational Nursing or have graduated from a school which, in the opinion of the board, maintains and gives a course which is equivalent to the minimum requirements for an accredited school of VN in this state. CREDIT GRANTING: Verification of education completed with OFFICIAL TRANSCRIPTS sent from the INSTITUTION directly to VIP NURSING SCHOOL.**
3. **Not be subject to denial of licensure under Section 480.**
4. **Show proof of US Citizen or with legal resident of US.**
5. **Pass the HESI entrance exam screening tests with a score of 20 with cost of \$35.00. Plan for approximately four (4) hours to complete the standardized screening test.**

Self Assessment (1 hour)

Critical Thinking Learning Styles	Professional Characteristic Work Values
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Essential Academic Skills (3 hours)

Reading – Paragraph Comprehension	- Inferences Conclusions
- Passage Comprehension	

English – Punctuation	- Grammar	- Spelling
- Sentence Structure	- Contextual words	

Math – Fractions & Decimals	- Percentages	- Ratio & Proportion
- Metric Conversions	- Algebra Equations	- Diagrams / Graphs
- Whole Numbers		

6. **Provide result of Hepatitis blood test and with current Physical Exam within the year with negative PPD (if positive, CxR result be negative).**
7. **The School enrollment and registration agreement must be completed.**
8. **Minimum payment paid, as the Schedule of Installment Plans below.**

TUITION FEE: With 12 months of Installment Plan

\$100.00 – Non-Refundable Registration fee payable on Registration Day

\$ 2.50 Non-refundable STRF Assessment Fee upon Enrollment

\$5000.00 Required Initial Down Payment on Orientation Day

\$1910.00 from 1st Month through 6th Month Installments

\$1925.00 from 7th Month through 10th Month Installments

\$1920 from 11th Month through 12th Month Installments

\$28,102.50 Non-Refundable Registration Fee, Initial Down Payment
& 12 Months Installment Plans

MANDATORY REQUIREMENTS:

1. <u>Non-Refundable HESI Standardized Screening Test</u>	\$35.00
2. Physical Exam with Immunization particularly Hep. B vaccine	\$250.00
3. Live Scan processing and DOJ fee	\$60.00
4. LPN NCLEX Examination Fee	\$150.00
5. Textbooks and 5 HESI Examination review	\$900.00
The Human Body in Health & Diseases 5e by Thibodeau	
Calculate with Confidence / Clinical Calculations by Gray/Kee	
Foundations of Nursing 6e + Virtual Clinical Excursion by Christensen	
Basic Geriatric Nursing 4e	
Introduction to Maternity & Pediatric Nursing 5e by Leifer	
Adult Health Nursing 6e + Virtual Clinical Excursion by Christensen	
Basic Nutrition / Nutrition Essentials by Nix.Peckenpaugh	
Basic Pharmacology for Nurses 15e	
Foundations of Mental Health Care 4e	
Saunders Comprehensive Review for NCLEX-PN 5e by Silvestre	
PDQ for LPN by Mosby	
Saunders Nursing Drug Handbook 2011 by Hodgson	
5 Specialty Exams	
2 Versions of Exit Exam	
Evolve Practical Nurse Case Studies with Practice Test	
6. BP Cuff and stethoscope	\$32.00
7. Green Uniform (at least 2)	\$50.00
8. Bandage scissor / Pen light	\$15.00
9. AHA HCP CPR	<u>\$75.00</u>

MANDATORY REQUIREMENTS TOTAL: \$1567.00

Tuition Fee (\$28,102.50)+ Requirements (\$1567.00 = \$29669.50

EDUCATIONAL MISSION(S)

The Licensed Vocational Nursing program provides students with the theory, laboratory, and clinical experiences that will serve as preparation for an entry-level position in Vocational Nursing. Upon successful completion of this program, the student will be able to:

- (1) demonstrate competence in direct patient-care activities in hospitals and in community-based healthcare agencies;
 - (2) demonstrate ethical and caring behaviors while providing nursing care;
 - (3) take the NCLEX-PN examination in this state; and
 - (4) secure employment as a Licensed Vocational Nurse upon obtaining their license.
- Nursing theory guides clinical practice.

EDUCATIONAL OBJECTIVE:

The clinical portion of the program provides students with actual hands-on experience providing nursing care to patients of all ages, ethnic and cultural groups, and stages of wellness/illness in hospitals and other health care agencies affiliated with the VIP Nursing School. In addition, the clinical atmosphere will enable the student to experience first-hand the behaviors that are crucial to employability in those agencies.

VOCATIONAL NURSING PROGRAM SYLLABUS, CONTENT & JOB DESCRIPTIONS

LICENSED VOCATIONAL NURSE PROGRAM OUTLINE

Courses		Lecture Lecture Hours	Lab Laboratory Hours	Clinical Clinical Hours	Clock Clock Hours	Semester Quarter Hours
Licensed Vocational Nursing Module 1						
VN – 1	Fundamentals of Nursing	120	192	48	360	15.5
VN – 2	Anatomy & Physiology 1	5	0	0	5	0.3
VN – 3	Pharmacology 1	25	0	0	25	1.7
Licensed Vocational Nursing Module 2						
VN – 4	Medical Surgical Nursing 1	92	0	240	332	11.4
VN – 5	Anatomy and Physiology 2	20	0	0	20	1.3
VN – 6	Pharmacology 2	38	0	0	38	2.5
Licensed Vocational Nursing Module 3						
VN – 7	Medical Surgical Nursing 2	85	0	240	325	11.0
VN – 8	Anatomy and Physiology 3	20	0	0	20	1.3
VN – 9	Pharmacology 3	45	0	0	45	3.0
Licensed Vocational Nursing Module 4						
VN – 10	Family	20	0	32	52	2.0
VN – 11	Pediatrics	20	0	32	52	2.0
VN – 12	Leadership/Supervision	40	0	64	104	4.1
VN – 13	Mental Health / AIDS	25	0	46	71	2.7
VN – 14	Anatomy & Physiology 4	10	0	5	15	0.8
VN – 15	Pharmacology 4	5	0	13	18	0.6
VN – 16	Preparation for Practice	30	0	48	78	3.1
Totals		600	192	768	1560	63.3

Note: The program weeks referenced on this page do not include holidays or breaks scheduled by the College during your enrollment period.

Module 1

Prerequisite: Admission to the Department

Fundamentals of Nursing:	360
Anatomy & Physiology 1:	5
Pharmacology 1:	<u>25</u>

Total Clock Hours: 390

VN – 1, VN – 2, VN - 3

Module 1 is designed to provide the beginning student with an introduction to basic nursing skills for direct patient care in nursing. Emphasis is placed upon the application of the nursing process and Maslow's Hierarchy of Human needs utilized within the context of the Licensed Vocational Nursing scope of practice, the healthcare environment, critical thinking, the caring role, and basic nursing skills and procedures, including physical assessment. This includes five integrated hours of anatomy and physiology, and 25 hours of basic pharmacology. At successful completion of this level, the student is eligible to sit for the Nurse Assistant Certification Examination and Clinical Performance Examination.

Module 2

Prerequisite: Successful Completion of **Module 1**

Medical-Surgical Nursing 1:	332
Anatomy and Physiology 2:	20
Pharmacology 2:	<u>38</u>
Total Clock Hours:	390

VN – 4, VN – 5, VN - 6

Module 2 is designed to provide the student with a foundation in medical-surgical nursing. Topics include general care of patients having problems with pain, cancer, immobility, fluid and electrolyte imbalances and urinary system problems. Emphasis is placed upon care of patients with disorders of the skin, endocrine system, blood, cardiovascular and respiratory system. Utilize the nursing process and Maslow's Hierarchy as a unifying framework. General pharmacology related to systems problems and treatment is covered.

Module 3

Prerequisite: Successful Completion of **Module 2**

Medical-Surgical Nursing 2:	325
Anatomy and Physiology 3:	20
Pharmacology 3:	<u>45</u>

Total Clock Hours: 390

VN – 7, VN – 8, VN - 9

Module 3 is a continuation of Medical-Surgical Nursing 1. Emphasis is placed upon care of patients with respiratory, musculo-skeletal, gastro-intestinal, neurological, eye and ear, urological and reproductive disorders and patients with AIDS. Again, the nursing process and Maslow's Hierarchy are the unifying framework for the studies. Pharmacology includes system problems as well as the nursing process.

Module 4

Prerequisite: Successful Completion of **Module 3**

Family:	52
Pediatrics:	52
Leadership/Supervision:	104
Mental Health / AIDS:	71
Anatomy & Physiology 4:	15
Pharmacology 4:	18
Preparation for practice:	<u>78</u>
Total Clock Hours:	390

VN - 10, VN - 11, VN - 12, VN - 13, VN - 14, VN - 15, VN - 16

Module 4 is designed to provide the senior student with basic knowledge in several specialty areas: family nursing, pediatrics, mental health, home health, hospice, rehabilitation, AIDS including pharmacology for these areas and to give the core information for Leadership and Supervision. In addition, career issues for the vocational nurse are discussed during preparation for professional practice.

SCHEDULE OF INSTALLMENT PLANS

FIRST INSTALLMENT: On the First week of Session	<u>\$1910.00</u>
SECOND INSTALLMENT: Start of 2nd Month of Session	<u>\$1910.00</u>
THIRD INSTALLMENT: Start of 3rd Month of Session	<u>\$1910.00</u>
FOURTH INSTALLMENT: Start of 4th Month of Session	<u>\$1910.00</u>
FIFTH INSTALLMENT: Start of 5^h Month of Session	<u>\$1910.00</u>
SIXTH INSTALLMENT: Start of 6^h Month of Session	<u>\$1910.00</u>
SEVENTH INSTALLMENT: Start of 7^h Month of Session	<u>\$1925.00</u>
EIGHTH INSTALLMENT: Start of 8^h Month of Session	<u>\$1925.00</u>
NINTH INSTALLMENT: Start of 9^h Month of Session	<u>\$1925.00</u>
TENTH INSTALLMENT: Start of 10^h Month of Session	<u>\$1925.00</u>
ELEVENTH INSTALLMENT: Start of 11^h Month of Session	<u>\$1920.00</u>
<u>TWELVETH INSTALLMENT: Start of 12^h Month of Session</u>	<u>\$1920.00</u>
12 INSTALLMENT PLANS TOTAL =	\$23,000.00

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

“The transferability of credits you earn at VIP Nursing School is at the complete discretion of an institution to which you seek to transfer. Acceptance of the diploma, or certificate you earn in Vocational Nursing, Nursing Assistant, or Home Health Aide respectively is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma, or certificate 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 seek to transfer after attending VIP Nursing School to determine if your credits or diploma or certificate will transfer.”

ACCEPTANCE of CREDIT for PRIOR EDUCATION or EXPERIENCE:

Enrolled students who change programs within the Institution or students who have previously attended another school or college (within the past 3 years) may receive credit for such attendance when proof of said attendance and transcript is presented at time of enrollment. Appropriate credit for previous experience is also determined through a determination of the experience. This option to apply for credit is the sole responsibility of the prospective student.

CANCELLATION, WITHDRAWAL and REFUND RIGHTS

You have the right to cancel this agreement for educational service, any equipment or other goods and services, until midnight of the seventh business day after the first class you attended.

This institution that does not participate in the federal student financial aid programs shall do all of the following:

(a) This institution advice student should provide a notice of cancellation shall be in writing, by mail, in person, by FAX or telegram. If mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement.

(b) This 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 class day after enrollment, whichever is later.**

(c) **This institution has a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.**

(d) The institution shall pay or credit refunds within 30 days of a student's cancellation or withdrawal after your notice is received..

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay

any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

REFUND INFORMATION:

“You have the rights and responsibilities with respect to the Student Tuition Recovery Fund (STRF).

“You must pay the State-Imposed assessment for the STRF if all of the following applies to you:

3. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
4. 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:

3. You are not a California resident, or are not enrolled in a residency program, or
4. 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 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,” (pursuant to 5 CCR 76215(b).

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first (1) class session, or the seventh (7) day after enrollment whichever is later. The amount retained for the non-refundable registration fee may not exceed \$100.00 for Nursing Assistant course. In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund and paid \$800.00 tuition, **the student would receive a refund of \$ as illustrated in the hypothetical example below based from 1st to 7th day after enrollment whichever is later.** This institution have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance This institution has a **refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent (60%) or less of the period of attendance shall be a pro rata refund.**

\$28000.00 amount paid for instruction	x	936 clock hours of instruction <u>paid for, but not received</u> 1560-clock hours of instruction for which the student has paid.	=	\$28,000.00 tuition paid - \$16,800.00 (based on 60% of attendance) \$11,200.00 REFUND AMOUNT
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COMPLAINT PROCEDURE

“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.”

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and Administration for amicable solutions. **A written grievance, addressed to the School Director, must be received from the student within 48 hours after the incident** occurs who will work to resolve the matter and will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items.

The procedure is as follows: The written grievance must be submitted to the School Director within 48 hours of the incident. The School Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. **If the student has followed the above steps, the School Director will call a Grievance Committee Hearing within 72 hours of receipt of this report.**

In addition, all persons involved with the incident must be present at the time of the hearing. The committee hears all sides, and will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee will be communicated immediately.

If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, send copies of all documents explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

Any questions or problems you may have regarding the catalog that have not been satisfactorily answered by the VIP School, you may direct to:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
2535 CAPITOL OAKS DRIVE, Suite 400
Sacramento, California 95833.
Toll Free Telephone number (888) 370-7589
FAX: (916) 263-1897

VIP Nursing School, Inc. Revised June 2013

Web site: www.bppe.ca.gov

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

SCHEDULE OF TUITION AND FEES

Effective July 2011

Name of Program	Clock Hours	Number of Weeks	Registration Fee (non-refundable)	Tuition Fee	Total Cost
Licensed Vocational Nurse **Pending Approval	1560	60Wks@26Hrs/Wk	\$100.00	\$28,000.00	\$29,669.50
Certified Nurse Assistant	150	4-6 wks@40-28hrs/wk	\$100.00	\$800.00	\$1294.50
Home Health Aide	40	1.5wks@40-25hrs/wk	\$50.00	\$350.00	\$639.50
Patient Care Technician & Phlebotomy	210	7wks@40hrs/wk	\$100.00	\$1,500.00	\$1,600.00

VIP Nursing School, INC. Refund Table

Name of Program	Number of Clock Hours	Tuition Fee	10%	25%	50%	60%
Licensed Vocational Nurse **Pending Approval	1560	\$28,000.00	\$25,200.00	\$21,000.00	\$14,000.00	\$11,200.00
Certified Nurse Assistant	150	\$800.00	\$720.00	\$600.00	\$400.00	\$320.00
Home Health Aide	40	\$350.00	\$315.00	\$262.50	\$175.00	\$140.00
Patient Care Technician & Phlebotomy	210	\$1500.00	\$1,350.00	\$1125.00	\$750.00	\$600.00

STUDENT PROTECTION POLICY

REFUND INFORMATION:

“You have the rights and responsibilities with respect to the Student Tuition Recovery Fund (STRF).

“You must pay the State-Imposed assessment for the STRF if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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:

3. You are not a California resident, or are not enrolled in a residency program, or
4. 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 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,” (pursuant to 5 CCR 76215(b).

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first (1) class session, or the seventh (7) day after enrollment whichever is later. The amount retained for the non-refundable registration fee may not exceed \$100.00 for Nursing Assistant course. In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund and paid \$800.00 tuition, **the student would receive** a refund of \$ as illustrated in the **hypothetical example below based from 1st to 7th day after enrollment whichever is later.**

“The State of California created the Student Recovery Fund (STRF) to relieve or migrate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary Education (Bureau).”

You may be eligible for STRF if you are a California resident, prepaid tuition, paid STRF fee, 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 licensed 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 federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the

school prior to closure in excess of tuition and other costs.

4. The school's breach or anticipatory breach of the agreement for the agreement for the course of instruction.
5. 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, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

“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.”

To qualify for STRF reimbursement you must file a STRF application within one (1) year of receiving from the BPPVE that the school is closed. If you do not receive notice from the BPPVE, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two (2) years of the final judgment.

It is important that you keep copies of the enrolment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
PO Box 980818, West Sacramento, CA 95798-0818
Telephone: (916) 431-6959
Fax: (916) 263-1897
Website: www.bppe.ca.gov

CANCELLATION, WITHDRAWAL and REFUND RIGHTS

You have the right to cancel this agreement for educational service, any equipment or other goods and services, until midnight of the seventh business day after the first class you attended.

This institution that does not participate in the federal student financial aid programs shall do all of the following:

(a) This institution advice student should provide a notice of cancellation shall be in writing, by mail, in person, by FAX or telegram. If mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Catalog or as noted on the Enrollment Agreement 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.

(b) This 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 class day after enrollment, whichever is later.**

(c) **This institution has a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.**

(d) The institution shall pay or credit refunds within 30 days of a student's cancellation or withdrawal after your notice is received..

(e) If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation or withdrawal. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you up to a lesser amount of the documented cost or the **pro rata portion (to 60% of course completion)**, after 60%, the documented cost), and deduct the amount from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

(f) If you withdraw from the course of instruction after the cancellation period as in Par 1 (one). School will remit a refund less a non-refundable registration fee, not to exceed the lesser amount of 5% of the total costs or \$100.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction. The numerator of which is the number of hours of instruction, which you have not received, but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain books, uniform(s) and/or equipment, as specifically noted in this catalog and/or on

your Enrollment Agreement, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the amount paid by you for equipment. **If you fail to return equipment in good condition, within 30 days, School may retain lesser amount of a pro rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment.** (For 2nd term or re-enrolled students, "the documented cost"). You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay the balance.

HYPOTHETICAL REFUND EXAMPLE:

Assume you, upon enrollment in a 400-hour course, pay \$2,000 for tuition, \$ 75.00 for registration, and \$150 (fair market value) for equipment and withdraw after completing 100 hours (25%) without returning the equipment you obtained.

\$2100 (\$2,000 Tuition + \$ 75.00 Registration Fee) Amount Paid - \$75.00 Registration Fee Retained by the School, Non-refundable X (.75) or 300 Hours of Instruction Paid for & Not Received (Divided by) - 400 Hours of Instruction for which you have paid = \$1,518.75 Actual Refund Amount.

If you return the equipment in good condition within 30 days following withdrawal, School shall refund the charge for the equipment as described above. The actual refund amount would then be $(\$1518.75 + \$150) = \$1668.75$.

For programs over 12 months, if you withdraw prior to the next 12-month period, all charges collected for the next period will be refunded.

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

- (a) You notify School of your withdrawal or the actual date of withdrawal;
- (b) School terminates your enrollment;
- (c) You fail to attend classes for a three-week period (21 school days);
- (d) You fail to return from a leave of absence.

In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

EQUIPMENTS & SUPPLIES BEING USED IN SKILLS LABORATORY TO PRACTICE NURSING SKILLS:

The supplies and equipment are all acquired and paid in full.

Thermometer (10)	denture cap (10)	gait belts (10)
Wheelchair (3)	specimen containers (10)	walker (4)
Bedpan (5)	bandages (15)	catheter bag (10)
Measuring container (10)	isolation supplies (15)	wipes (plenty)
Disposable gloves (plenty)	charting supplies (15)	bathing supplies (15)
Emesis basin (10)	digital thermometers (5)	adaptive devices (10)
Dental floss (5)	stethoscope (15)	lotions (10)
Diaper and pads (15)	cane (5)	dry dressings (plenty)
Suppositories (10)	bedside commode (1)	restraint device (10)
Mattress pads (12)	betadine solution (5)	papers (plenty)
ADL forms (100)	measuring tape (10)	bed linens (12 PAIRS)
Glass thermometer (10)	toothbrushes (30)	needles various sizes (plenty)
microcapillary (plenty)	Sphygmomanometer (30)	Shower chair (4)
Sphygmomanometer (5)	comb / brush (30)	evacuated tubes (various sizes & colors
enemas (5)	microcapillary collection equipment (plenty)	tube holders (30)
Urinal (5)	pillows (20)	tourniquets (30)
Rubbing Alcohol (10)	pencils (plenty)	alcohol swabs (plenty)
Upright Scale (1)	bed & mattress (2)	marking pens (plenty)
Adhesive bandages or tape (plenty)	sharp containers (5)	phlebotomy chair (5)
Clay sealer (15)	goggles (5)	phlebotomy training aids (2)
Phlebotomy tray (3)	blood lancets (plenty)	ostomy supplies and bags (10)
Kardex (30)	Graphic sheets (plenty)	glucometer (5)
Ted stockings (10)	spirometer (5)	EKG machine (1)
Lancets, glucose strips (plenty)	electrodes (plenty)	hospital beds (12)
EKG paper (plenty)	disposable electrodes (plenty)	Suction Machine (3)
Simulation Manikins	Beside tables (12)	Dressing Cart (2)
-Newborn (5)	Medication Cart (2)	Trapeze (4)
-Adult (2)	Over-the-bed table (12)	Upright Wt./Ht. scale (3)
-Birthing Mother (2)	Hoyer Lift (2)	DVD machine
Emergency cart (1)	Nebulizer (2)	
Computers (12)	Monitors (12)	

DESIGNATED AGENT FOR SERVICE OF PROCESS FOR
VIP NURSING SCHOOL is:

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36859 RUSCHIN DRIVE
NEWARK, CALIFORNIA 94560
TELEPHONE: (510) 713-8132
EMAIL ADDRESS: etzuhu@yahoo.com