

**FTI-LA**

3333 Wilshire Blvd Suite 208, Los Angeles, CA 90010  
(213) 387-8900 fax (213) 387-9179  
Website: [fti-la.org](http://fti-la.org)

**Catalog of Courses**  
**June 1, 2012 to December 31, 2013**

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## A Message from the President

Welcome! We want you to be successful in preparing for your new career. The curriculum has been designed to maintain continuous improvement to reflect the changes in today's ever changing job market. This ability to adjust allows graduates to receive the most up to date technical training and vocational training in a classroom and laboratory setting, incorporating the finest hands on as well as theoretical training.

FTI-LA is a private entity, is a Subsidiary, solely owned and operated by Managed Career Solutions (MCS) from the location at 3333 Wilshire Blvd, Unit 208, Los Angeles, CA 90010.

Thank you for choosing our school.

Dr Esteban R. Magallanes

## **1) School and Classes Location**

FTI-LA  
3333 Wilshire Blvd., Suite 208, Los Angeles, CA 90010  
Office: (213) 387-8900

Lecture hours are completed at school address.

Clinical hours are completed at Sycamore Park Hospital located at 4585 S. Figueroa St., Los Angeles, CA 90065

## **2) BPPE Approval**

FTI-LA is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE) School Code: 41424440

## **3) Questions**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free (888) 370-7589 Fax (916) 263-1897

## **4) Review Documents**

"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." (CEC § 94909(a))

## **5) Complaints**

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

## **6) Address of Instructional Location**

FTI-LA  
3333 Wilshire Blvd., Suite 208, Los Angeles, CA 90010

## 7) Programs

<b>Name of Program #1</b>	<b>Nurse Assistant</b>
Program Objective	This program enhances the abilities of students in a wide variety of skills in the health care industry. Students will learn interpretation of medical and social needs of people being served, nutrition, and working with long term care. This course will enable the graduate to obtain professional employment in a variety of employers such as clinical facilities, long term care, nursing homes, and hospitals.
Graduation Requirements	To complete this program a student must complete all prescribed courses and achieve a minimum score of 75% on all course work and a passing grade for all clinical work. The student must pass a State exam to receive State certification.
Total Clock Hours	This program is 150 hours
Final Tests or Exams	Students must pass a final test in order to graduate.
Internship or Externship	No internship or externship is required.

<b>Courses or Modules</b>	<b>Lab Hrs</b>	<b>Lecture Hrs</b>	<b>Total Hrs</b>	<b>Description</b>
NA 101 Introduction	0	3	3	Learn skills necessary to become a CNA.
NA 102 Patient's Rights	0	3	3	Demonstrate knowledge of patient's rights per the California code of regulations.
NA 103 Interpersonal Skills	0	3	3	Learn about the factors that influence the way people behave.
NA 104 Prevention Management and Unusual Occurrence	0	2	2	Learn prevention management of unusual occurrences.
NA 105 Body Mechanics	4	3	7	Course will familiarize students with the five principles of body mechanics
NA 106 Medical and Surgical Asepsis	7	3	10	Principles of medical and surgical asepsis – personal hygiene habits to control the spread of germs, standard precautions.
NA 107 Weights and Measures	1	2	3	Principles of weights and measures balancing a scale to zero, weighing and measuring a patient.
NA 108 Patient Care Skills	42	14	56	The principles of caring for people who live in long term care facilities.
NA 109 Patient Care Procedures	20	7	27	The six principles of care and the five characteristics of a good nurse assistant.
NA 110 Vital Signs	20	7	27	The principles of vital signs, normal ranges for body temperature, procedures for taking temperature.
NA 111 Nutrition	6	3	9	Principles of nutrition, six major nutrients, and food sources. Operation of the digestive system. How to care for a person on IV Therapy.

Totals	100	50	150	
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### Professions – Requirements for Eligibility for Licensure

None of the educational services offered lead to occupations that require licensure.

#### 9) Faculty

Faculty Name	Title	Qualifications
Judith Hodson	Director of Nursing	RN
Miya McCampbell	Instructor	LVN
Salvacion Agnes Liclica	Instructor	RN

#### 10) Admissions Policies (general)

The general criteria for admission are:

1. Student must have graduated from high school, or earned a GED and be at least 18 years of age.
2. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
3. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
4. If the student is not a high school graduate, the student must attain a qualifying score on the Wonderlic Basic Skills Ability- to-Benefit test. Student must receive a score greater than 200 to be accepted into the program.
5. This institution has not entered into an articulation or transfer agreement with any other college or university.
6. Students may need to complete a general background check Live Scan prior to the start of the internship as requested by a hospital/clinical setting. The cost of all required background checks will be paid by the student. FTI-LA will facilitate background checking procedures. Background check results could impact the student's ability to attend the clinical education center, to complete the program's graduation requirements, or to obtain certification after completion of the program.
7. Prior to registration, the prospective student will be provided with a catalog and Performance Fact Sheet for review. Student is encouraged to review these items prior to registration.

#### CPR Certification Requirement:

Prior to the start of any program or its clinical component, students must submit proof of completion and current certification in CPR for the Healthcare Provider. Failure to keep this certification current could impact the student's ability to attend the clinical education center, to complete the program's graduation requirements, or to obtain certification after the completion of the program of study. It is the student's responsibility to maintain current certification.

#### 11) Student's Right to Cancel

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### **How to Cancel**

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

The institution shall issue a refund for 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. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

### **Refund Policy**

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818. [www.bppe.ca.gov](http://www.bppe.ca.gov) (916) 431-6959 (fax) (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (800) 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **12) Student Performance and Academic Probation and Dismissal Policies**

Instructor gives students a test at the end of every week. This exam includes all material covered in that week. After grading exam, Instructor generates a progress report for each student. Instructor reviews these reports individually with each student. Instructor makes recommendations to the student for the following week.

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

## **13) Attendance Policy – All Programs**

This institution requires that a student attend a minimum of 80% of scheduled class, laboratory and other such assigned hours. Students are expected to attend all classes as scheduled. All efforts should be made to not miss any class. In the event a student is absent due to illness or any other reason, he or she must notify the school in advance whenever possible. All absences must be approved by the Registrar and or Student's Instructor.

Students who arrive to class 5 minutes late are considered to be tardy. Students who also leave class 5 minutes before the end of class are also considered to be tardy.

A student being tardy 3 times is the equivalent of one absence. Students who miss a significant portion of any course within a program will be expelled from the program.

### **Nurse Assistant**

All students must complete all required theory and clinical hours to graduate. Whenever possible the Registrar and or Instructor must approve all absences in advance. Approval for all absences is at the Registrar and or Instructor's discretion. In order to meet the criteria for attendance and the specific course objectives, students must arrange make up time of missed hours with the Registrar and or Instructor for all instructor approved absences.

Make up theory hours can include case studies, independent study, written examination, attendance at seminars or workshops, auto tutorial laboratory and research reports. Make up clinical hours can include performance evaluation(s) in skills laboratory or additional time in the clinical area with clients.

FTI-LA follows the policies and guidelines of the State of California Department of Public Health when the student enters the program, during the program and completes the program. Upon application, student is required to present a valid Identification, Social Security card, pass a background check, present high school diploma or an Ability-to-Benefit Test (Wonderlic Basic Skills Test). The student will then be required to maintain a satisfactory progress through the course of the program. Upon completion of 150 hours of instruction and passing of final exam, student will be prepared to take the State Certification exam that is given by a State sanction independent agency which involves both theory and manual skills.

Upon notification of student passing test, job placement services are implemented until placement takes place. FTI-LA provides a certificate of completion stating that the student has completed nurse assistant program. Licensure/Certification is provided solely by the California State Department of Public Health. In order to work as a Certified Nurse Assistant student must pass State certification exam. Students are informed fully of these requirements upon their first visit to the school.

#### **14) Leaves of Absence**

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

#### **15) Charges: Tuition & Fees**

All fees are subject to change from time to time, without notice.

Course	Hours	Tuition	Supplies	Registration	STRF Fee	Fees
Nurse Assistant	150	\$1848.00	\$287.00	\$85.00	\$1.00	\$2221.00

1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE (shown above)

2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM (shown above)

FTI-LA offer flexible payments. Students can enroll with \$85.00 and pay the balance upon completion of the training. Student MUST pay tuition in full by the last day of program.

#### **16) Policies and Procedures Regarding Financial Aid (Title IV)**

The school does not provide Federal financial aid under Title IV. FTI-LA does however accept Workforce Investment Act funding as well as State of California Department of Rehabilitation funding.

#### **17) Loan Repayment**

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

#### **18) Financial Stability – Bankruptcy History**

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

#### **19) Placement Services**

This school offers job placement assistance to all qualified graduates. Job placement assistance is defined as guiding and training students with professional resume development, cover letter writing, advising and

training students on the finer points of self-marketing techniques. Students are taught the methods of utilizing the Internet or career searches. Additionally, students as well as graduates are given job reference leads that are received by the job placement assistance office. This school does not guarantee employment nor does it guarantee wage levels.

## **20) STRF Disclosure**

STRF Fee (Non refundable, \$.50 per \$1,000 of tuition)

### **§ 76215. Student Tuition Recovery Fund Disclosures.**

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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 Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.

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

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

## **21) NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

"The transferability of credits you earn at FTI-LA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Nurse Assistant certificate you earn in FTI-LA certificate

program is also at the complete discretion of the institution to which you may seek to transfer. If the 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 may seek to transfer after attending FTI-LA to determine if your certificate will transfer.”

## **22) Beginning and End Dates of This Catalog**

June 1, 2012 through December 31, 2013. This catalog is updated annually. If a change in regulations, policies, class schedule or any other substantial change occurs prior to the annual update of this catalog, FTI-LA will make the changes to the catalog when they occur.

## **23) Mission, All Programs, & Training Outcomes**

FTI-LA was founded for the purpose of providing a positive educational experience for students that attend the courses that are offered. Students attending FTI-LA will receive the acquisition of knowledge in a specific area of the health field.

FTI-LA has developed a method of instruction that would lead to the development of intellectual, analytical and critical abilities and the instilling of values that would lead to lifelong learning. Students attending FTI-LA expect and will be provided by the faculty and staff with the necessary skills to compete in the community.

## **24) Visa Related Services**

This institution does not admit students from other countries, so no visa related services are offered.

## **25) Language Proficiency**

Student entering our Nurse Assistant program must have an understanding of the English language. Throughout the duration of the program, students will complete assignments and test in English. Upon completion of training

## **26) Language of Instruction**

Instructions will be given in no language other than English.

## **27) Financial Aid**

The school does not provide student loans under Title IV.

FTI-LA does however accept Workforce Investment Act funding as well as State of California Department of Rehabilitation funding.

**Workforce Investment Act** states that the school’s responsibilities are as follows:

By an agreement, School warrants and represents that it is an approved School in good standing per I-TRAIN and that it will comply with all rules and regulations governing the Workforce Investment Act including any and all State Directives concerning ITA activities and will comply with terms and conditions of the School’s existing agreement with the South Bay Workforce Investment Board (WIB) or I-Train which are incorporated herein by reference.

By enrolling Student in a training course, School is stating that Student has met all the minimum requirements and prerequisites for the program. WorkSource determines the individual's requirements for financial assistant and upon eligibility will provide direct payment to FTI-LA. Typically it involves full payment of tuition and supplies.

School shall provide training in accordance with the approved curriculum as specified in the School catalog and consistent with that offered the general public.

School shall maintain daily records of Student attendance signed by both Student and instructor and shall fax such to the WorkSource Center on a weekly basis.

School shall notify the WorkSource Center if it becomes evident that Student is not going to report to training.

School shall prepare monthly written evaluations of Student progress and forward copies to the Student and the WorkSource Center.

School shall make Student aware of the School's complaint procedures. In the event of a formal complaint by Student, School shall cooperate with the WorkSource Center, the South Bay Workforce Investment Board and the Student to ensure timely and complete investigation and resolution of the complaint.

State of California Department of Rehabilitation requests that FTI-LA provides progress reports, copy of certificate at the end of the training along with an invoice for services rendered. The invoice amount cannot exceed the amount stipulated on the contract. Any additional services must be approved by the State of California Department of Rehabilitation prior to providing those services to the student. All funds are provided for the student to complete the program.

School shall provide training in accordance with the approved curriculum as specified in the School catalog and consistent with that offered the general public.

School shall maintain daily records of Student attendance signed by both Student and instructor and shall fax such to the California Department of Rehabilitation Center on a weekly basis.

School shall notify the California Department of Rehabilitation if it becomes evident that Student is not going to report to training.

School shall prepare monthly written evaluations of Student progress and forward copies to the Student and California Department of Rehabilitation.

School shall make Student aware of the School's complaint procedures. In the event of a formal complaint by Student, School shall cooperate with the California Department of Rehabilitation and the Student to ensure timely and complete investigation and resolution of the complaint.

## **28) Experiential Credit**

This institution does not award credit for prior experiential learning.

## 29) Grades and Standards for Student Achievement - Satisfactory Progress

Letter Grade	Numerical Grade	Description Legend
A	90-100%	Excellent
B	80-89%	Good
C	75-79%	Satisfactory
D	65-74%	Unsatisfactory
F	0-64%	Failure
P	Pass (Clinical)	
F	Fail (Clinical)	
R	Repeat	
W	Withdrawn	

The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

## 30) Description of the Facilities & Type of Equipment Used for Instruction

The school is located on the second floor of an office building approximately 20 years of age which is located in business district on Wilshire Blvd in the city of Los Angeles. The school has a classroom, an office, and a laboratory. A television, DVD, and a projector are utilized during classroom instruction. Ample underground parking is available.

### Materials & Equipment List

#### 1/ Bed Bath / Partial Bath

- soap
- wash cloth and towel
- basin
- clean clothing
- shampoo
- conditioner

#### 2/ Back Rub

- bath blanket
- bath towel
- lotion

#### 3/ Mouth care

- tooth brush
- tooth paste
- emesis basin
- mouth wash
- tongue blade, padded with gauze
- solution for cleansing and lubricating mouth
- lemon and glycerin swab
- gloves
- towel tissues
- denture cup

#### 3/ Nail care

- orange sticks
- nail clippers
- emery board
- paper towel
- bath towel
- bath basin ½ full of water
- comb or hair brush

#### 4/ Shaving

- safety razor
- shaving cream
- basin of warm water

#### 5/ Bed room / urinal

- bed pan or cover
- urinal
- toilet tissue
- disposable gloves
- water proof protector for bed
- commode

#### 6/ Colostomy care

- clean colostomy appliance prepared to fit stoma

- disposable bed protector

#### 7/ Body mechanics

- pillows
- lift sheet
- wheel chair and chair
- Gail belt
- Non- stick shoes / footwear
- sling
- hydraulic lift
- robe

- shoes/ non- skid slippers

- walker or cane

#### 8/ Cast care

- pillows
- pillows cases
- plastic pillow covers
- bath blanket

#### 9/ weights and measures

- scale & measure
- cup measure ml

### **31) Library Resources**

FTI-LA is not a degree granted institution. However, FTI-LA provides vocational informational resources via the Internet. School has Internet enabled computers available to the students for research and exam practice. A resource specialist is available during business hours to assist and provide guidance to students. Additionally we provide student with the name of the nearest library so that they may obtain additional information if required. Students are guided to explore occupations utilizing the Occupational Handbook, Dictionary of Occupational Titles, O-Net and Bureau of Labor Statistics (locally and nationwide). Students also have access to youtube.com to watch related videos for learning enhancement. Our learning specialist is available at any time during business hours to guide the students.

### **32) Student Services**

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance. This institution does not provide childcare. However, student services will assist with reference to local childcare organizations.

### **33) Student Housing**

This institution is non-residential. This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor has any responsibility to students in finding housing. Housing in the immediate area is available in multi story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,800 a month.

### **34) Student Grievance Procedures & Statement of Student's Rights**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

FTI-LA  
3333 Wilshire Blvd, Suite 208  
Los Angeles, CA 90010

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly

followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

- See section 5           Complaint procedures
- See section 11        Right to Cancel
- See section 20        Student Tuition Recovery Fund
- See section 21        Notice Concerning Transferability of Credits
- See this section 34    Student Grievance Procedures
- See section 34        Student Rights to Inspect Records and Obtain Transcripts
- See section 38        Non-Discrimination Policy
- See section 39        Academic Freedom
- See section 40        Sexual Harassment

### **35) Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

### **36) Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

### **37) Student Conduct**

Possession or use of flammable materials, firearms, knives, of any other items or substances that could be deemed weapons or weapon-like are prohibited. Unauthorized use of FTI-LA's property, facilities or equipment is prohibited. FTI-LA is a smoke-free environment. No eating or drinking is allowed in the computer room or skills room. Verbal, physical, mental, emotional, sexual or any other type of harassment of staff, students, or any other persons on the premises or in attendance at any FTI-LA activity is prohibited. Unsatisfactory attendance or academic progress will result in academic probation or dropped from program. Being under the influence of or in possession of any non-prescription drugs, non-prescribed drugs or alcohol at FTI-LA or at any event relating to the institution is prohibited. Dishonesty, i.e. cheating or giving false information to FTI-LA will result in expulsion from the school. Disorderly, lewd, indecent, obscene or offensive conduct of behavior is prohibited. Obstruction or disruption of classroom or any other FTI-LA activity is not allowed. Theft or damage to property of FTI-LA any affiliates, students or personnel will result in prosecution. Disobedience to direction from FTI-LA staff is strictly prohibited.

### **38) Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

### **39) Academic Freedom**

FTI-LA is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

FTI-LA encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

### **40) Sexual Harassment**

This institution 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 associated 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; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

### **41) English as a Second Language Instruction**

This institution does not provide ESL instruction.

### **42) Accreditation**

FTI-LA is not accredited by an accredited agency recognized by the United States Department of Education. A graduate of FTI-LA will be eligible to sit for a Certification exam in California nurse assistant. A certification from the State of California Department of Public Health would allow the certification holder to work as a Certified Nurse Assistant in the State of California. FTI-LA students are not eligible for student financial aid.