



PROFESSIONAL CAREER DEVELOPMENT CENTER

CATALOG

DECEMBER 2012 - DECEMBER 2013

13601 WHITTIER BLVD, # 209
WHITTIER, CALIFORNIA 90605
(562) 485-1487

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GENERAL INFORMATION

Approval Disclosure Statement

Professional Career Development Center is a private Institution that, although the institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, the institution's application for re approval to operate has not been reviewed by the bureau pursuant to section 94802.

"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".

DIPLOM PROGRAM TITLE	Number of Clock Hours	Semester Credit Units
Certified Nurse Assistant	150	4.6
Home Health Aide	40	1.8
CPR (Certification)	16	

Instruction is in residence with a facility occupancy level that will accommodate 20 students. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Professional Career Development Center awards its graduates a diploma/ completion certificate as an acknowledgment of their accomplishment and graduation from Professional Career Development Center

Prospective students are encouraged to visit the physical facilities of the Center and to discuss personal educational and occupational plans with Center personnel prior to enrolling or signing enrollment agreements. Professional Career Development Center currently does not have assistance programs to provide the student the opportunity to finance their tuition and fees.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director.

Unresolved complaints may be directed to the:

Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive., Suite 400, Sacramento, CA 95833. (916) 431-6959 Fax (916) 263-1897. **Toll Free: (888) 370-7589.**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement".

A student or any member of the public may file a complaint about this institution with The Bureau for Private Postsecondary Education by calling Toll Free Number 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet web site www.bppe.ca.gov".

If a student obtains a loan to pay for the 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 funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

This institution does not have a pending petition in bankruptcy, or operating as a debtor in possession, and has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States bankruptcy code (11 U.S.C. Sec. 1101 ET SET).

This Institution does not offer dormitory/housing facilities or have access under its control. The availability of housing located reasonably near the institution is the responsibility of the student to seek out and obtain. No facilities are recommended or sponsored by this institute. This institute does not offer an approximate cost or range of cost for any housing. This will be the responsibility of each student on their own.

This Institution **does not participate** in federal or state financial aid program.

Professional Career Development Center updates this catalog annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies are required to be included in the catalog by statute or regulations are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. (916) 431-6959 Fax (916) 263-1897. Toll Free: (888) 370-7589.

"Prior to signing your enrollment agreement, you must be given a catalog or brochure and a School performance Fact Sheet, which you are encouraged to review prior to signing the agreement. These documents contain important policies performance data for this institution. The Institution is required to have you sign and date the information included in the School performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the agreement

Administration & Staff

Institute President/Director	Marguia C. Alquiza LVN
Campus Director	Chad Ricks RN
Director of Admissions	Chad Ricks RN
Student Services/Placement Coordinator	Angie Rangel

Faculty

Nurse Assistant	Tony Predencio RN, Program Director Marguia C. Alquiza LVN
Home Health	Tony Predencio RN
CPR	Marsha Choate RN

All Faculty members are selected according to their individual skills and academic background within specific areas of knowledge and experience. They are experienced instructors who are skilled at stimulating and developing a professional attitude with their students. All instructors have a minimum degree and 3 years of experience in the field that they are training and participate in professional growth and development courses in their field.

Institution Mission, Purpose and Objectives

Professional Career Development Center offers a superb educational experience that stimulates professional interests and goals of its students. Our purpose is to focus on the importance of individual student needs by providing high-quality career oriented short-term skills training. Professional Career Development Center's educational programs are intended to meet the expectations of the student and the community .

Goals and Objectives:

Professional Career Development Center's graduates will possess skills to accept intellectual, personal, ethical and social responsibilities which will guide them to a successful career. Professional Career Development Center's students will gain the knowledge and skills needed to perform efficient and safe health care services in the allied health field.

History

The school was founded in the Norwalk, California area to serve the Allied Health Field in 2007. In 2012 the Center was relocated within 6.5 miles to the Whittier area to serve a larger community in the allied health industry. The move was made to offer a newer and more spacious and updated facility.

Full Time Student Status

Programs offered by Professional Career Development Center are considered as full time programs. Students attending class 20 hours per week are considered full time students.

Semester Credit Hour Measure

A Semester Credit Hour (Unit) equals one or any combination of 15 hours of lecture/theory equals 1 semester unit, 30 hours of laboratory/demonstration equals 1 semester unit and 45 hours clinical/externship/ work based activity equals 1 semester 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 semester credit hours is 32 weeks.

The academic year for programs with at least 24 semester credit hours is 36 weeks (48 if beyond 2 semesters).

Transfer of Credit Policy

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION".

The transferability of credits you earn at Professional Career Development Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in Professional Career Development Center is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate or diploma that you earn at Professional Career Development Center are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the 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 Professional Career Development Center to determine if your credits or certificate or diploma will transfer.

PRIOR CREDIT EVALUATION POLICY—Diploma Programs Students with previous course work from other institutions can apply for prior course credit transfer approval. Students who have completed similar courses at our Center will have All students who are interested in receiving credit transfer approval must complete the Credit Transfer Approval Request Form.

The Credit Transfer Approval Request Form must be submitted to the registrar office and will be reviewed and approved by the Center Director/Program Director. Based on the official transcript issued by the Institute attended and the recommendations of the Center Director /Program Director will approve the credit transfer request. The decision made will be communicated to the student by the registrar's office. Students who receive course transfer approval will be provided with a revised course requirement document. Students are required to submit an original transcript of records from the institution where they completed the classes or programs.

AWARDING OF CREDIT FOR PRIOR EXPERIENTIAL LEARNING The Center does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its programs.

INSTITUTIONAL POLICIES AND INFORMATION

Physical Description of School

Professional Career Development Center, Whittier Campus, occupies approximately 2,000 square feet in a traditional campus facility located at 13601 Whittier Blvd, 2nd Floor, Whittier, California 90560.

Facilities include:

Classroom and training lab, Admissions office, reception area and office for Instructor, and student services.

Facilities include: Audio/Visual equipment, computers, supplies and equipment parallel to a patient room in the allied health field for lab hands-on practical skills. Student Reference Library with reference texts and manuals, computer equipped with internet and internet library. The occupancy level of the facility is 20 students at any one.

POLICY ON STUDENT RIGHTS

The Student's Rights Policy concerning enrollment states:

"You may cancel your contract for 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 as described in the Notice of Cancellation form that will be given to you prior to the first day of class.

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the Institute for a sample copy.

"After the end of the cancellation period, you also have the right to stop education at this Institute at any time, and you have the right to receive a refund for the portion of the course not taken.

Your refund rights are described in the contract. If you have lost your contract, ask the Institute for a copy of your contract and the refund policy.

"If the Institute closes before you graduate, you may be entitled to a refund. Contact the Bureau for

Private Postsecondary Education at the address and telephone number printed below for information.

"If you have a complaint, questions, or problems that you cannot work out with the Institute, write or call the:

Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833.
Telephone 916 431-6959 Fax 916. 263-1897.
Toll Free: (888) 370-7589

Admissions Procedures

As part of the admission procedure, applicants must:

- Complete and submit an Application Form
- Submit an original high school diploma or GED
- Take an pass an administered entrance test
- Attend a New Student Orientation.
- Complete, sign, an Enrollment Agreement.
- Sign documents acknowledging receipt of disclosure forms.
Pay a Registration Fee of \$100.00.(Non-Refundable after the seventh day)

Admissions Policy

Programs of training are open entry-open exit enrollment to men and women who possess a High School Diploma or the equivalent, and the ability to benefit from the training offered. Prospective students are invited to visit the institution and discuss their needs, goals, and objectives with an Admissions Representatives. Professional Career Development Center uses an ability-to- be-trained test which is used as an entrance test.

The Institution 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 pass an approved ability to benefit test and have met all other standards for admissions.

Each applicant accepted for training will complete a request for transcript form to be sent to Secondary and Postsecondary institutions he/she has attended or produce a high school diploma or the equivalent of a high school diploma (GED)

Ability to Benefit

All applicants for admission to the Center must be administered a test that is designed to reliably measure their ability to be successfully trained to perform the tasks associated with the program of instruction.

The Center requires that all prospective students take and pass the Ability to Benefit (ATBT) test prior to admission and enrollment. In order to comply with this standard. Professional Career Development Center administers the Wonderlic SLE test to all program applicants. The minimum passing test scores are indicated by Wonderlic for each program.

ENGLISH AS A SECOND LANGUAGE: Professional career Development Center does not offer English as a Second Language course. All courses are taught in ENGLISH.

This Institutes policy regarding the acceptance of credits earned at other institutions or through challenge examinations and achievements test.

This Center will evaluate transcripts for credit related to the actual course within a 5 years period from date of earned credits.

This process will evaluate your earned credits within the last five years as equal to the subject matter offered in your program.

This Center will offer a test for the student with prior experiential learning, that will evaluate the ability of the student equal to the current training offered. Although this Center will encourage the student to participate in the total course offered, as it benefits the student and the class, the student may be offered the credit for a portion, not to exceed 40 total hours of experiential learning. The final decision will be that of the Center Director.

There is no charge for this evaluation to the student, if accepted transcript credits, the student may be credited the cost of the accepted credit for prior education/ experiential learning not to exceed the maximum of 40 hours.

Each student will be evaluated separately by the Center Director.

Admissions Procedures

As part of the admission procedure, applicants must:

- Complete and submit an Application Form
- Submit an original high school diploma or GED
- Take an entrance test or ability to benefit test (for non graduates)
- Attend a New Student Orientation.
- Complete, sign, and submit an Enrollment Agreement.
- Sign documents acknowledging receipt of disclosure forms.

- Pay a Registration Fee of \$100.00.(Non-Refundable after the seventh day)

Admissions Policy

Programs of training are open for regular enrollment to men and women who possess a High School Diploma or the equivalent, and the ability to benefit from the training offered. Prospective students are invited to visit the institute and discuss their needs, goals, and objectives with an Admissions Representatives. Professional Career Development Center uses an ability-to- be-trained test which is used as an entrance test.

The Institute 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 pass an approved ability to benefit test and have met all other standards for admissions.

Each applicant accepted for training will complete a request for transcript form to be sent to Secondary and Postsecondary institutions he/she has attended or sign a statement that he or she has a high school diploma or has the equivalent of a high school diploma (GED)

Ability to Benefit

All applicants for admission to the Center must be administered a test that is designed to reliably measure their ability to be successfully trained to perform the tasks associated with the program of instruction.

This Institute has not entered into an articulation or transfer agreement with any other College or University.

Withdrawal / Dropout Policy & Procedure

Students who wish to withdraw from their training program should contact the Center Director.

All students who withdraw or dropout (failed to attend classes for a three-week period without prior arrangement) are required to meet with the Business office. Regardless of the circumstances of withdrawal or the date of notification to the Center, the official withdrawal date is the last date a student attended classes. Both refunds and final grade determinations are based upon last date of class attendance.

Reenrollment

Any student who wishes to re-enroll in the same program should first submit a letter to the Center Director explaining the reason for initial withdrawal and reasons to re-enroll.

Any student who re-enrolls must sign a new enrollment agreement at the prevailing tuition.

This procedure is for a “Seven Day Cancellation” as well as program cancellations or terminations.

All outstanding balance due to program cancellations/terminations must be paid in full.

Any credit given for prior training will be determined on a case-by-case basis by the Center Director. Institute payments received will be credited to the applicable program. The remaining credit balances will

be transferred to the new program. The Center 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.

Professional Career Development Center Observes the Following Holidays

New Year's Day and Day after	January 1 and 2, 2013
Martin Luther King's Day	January 16, 2013
President's Day	February 20, 2013
Memorial Day	May 28, 2013
Independence Day	July 4, 2013
Labor Day	September 3, 2013
Veterans Day	November 12, 2013
Thanksgiving Day	November 22, 2013
Day after Thanksgiving	November 23, 2013
Christmas Day	December 25, 2012
Summer Break	1 Week (Will be announced 2 weeks prior)

Students will be on Winter Break beginning Friday, December 22, 2012 through Friday, January 4, 2013. Classes resume on Monday, January 7, 2013. Professional Career Development Center reserves the right to modify this schedule with reasonable advance notice to students.

HOURS OF OPERATION

Monday through Friday	8:00 am	to	1 pm
	4:00 pm	to	8 pm (Evening session when scheduled)
Saturday	8:00 am	to	5 pm (For selected programs, Clinical).
Sunday	8:00 am	to	5 pm (For selected programs, Clinical).

Statement of Non-discrimination

Professional Career Development Center does not deny admission or discriminate against students currently enrolled on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, Area of Origin, Residence, Sexual Orientation, from participation in any of the Centers activities. Professional Career Development Center will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

STUDENT SERVICES

Student Parking

Student parking is available. Professional Career Development Center is not responsible for parking violations, property theft, property damage.

Advising

The staff of Professional Career Development center makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for 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.

Refresher Training

Graduates who desire refresher training may be admitted to retake a desired module within 1 year of graduation. The charge for such training is prorated to the total tuition of the program. Admittance is based on space availability.

Professional Career Development Center is committed to providing the student with a variety of learning experiences both in the classroom and for study purposes.

Placement Services

Upon completion of a program, students are encouraged to take a seminar on how to obtain employment. (offered through the placement office). This seminar is critical as it includes such topics as proper grooming, resume writing, successful interviewing techniques, mock interviews, and completing employment applications.

Professional Career Development Center's 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. Professional Career Development Center CANNOT AND DOES NOT GUARANTEE EMPLOYMENT.

Disclosure and Retention of Education Records

Students have the right to inspect, review, and challenge information contained in their education records. Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the Center. 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 student service department. 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.

Student records are to be kept for up to 5 years, Transcripts will be available for students permanently. Students must submit a written request to the Center for an official copy of the transcript.

Tuition Assistance

At the present time, Professional Career Development Center does not offer financial aid programs.

Library

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

The library contains books related to material used in the health field of your training, journals, and websites with research material related to your chosen program for your review and interest. A computer and printer with internet access is available for your use in the website searches.

ATTENDANCE POLICIES

Attendance

A sign-in sheet will be provided by the instructor of every course on a daily basis. It is the student's responsibility to sign the sheet daily. 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. When students must be absent from class, they call the Center 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.

Recurring absences could result in disciplinary action, including dismissal. Students must maintain a 80% attendance record or better to maintain "Satisfactory Attendance Progress." Unsatisfactory attendance may lead to Probation status. Excused absences are not automatic; your instructor monitors and provides all attendance to the Student Services Department.

THE NURSE ASSISTANT/HOME HEALTH AIDE ROGRAMS ARE ON A SCHEDULED START AND END DATE AND SPECIFIC ATTENDANCE POLICIES.

Certified Nurse Assistant/Home Health Aide Students: Due to the required specific hours of theory and clinical training by the California State Board of Health Services for certification as a Nurse Assistant/Home Health Aide, each student must complete the minimum required hours of training. It must meet or exceed the California Department of Health services minimum standards. **Excessive absences may result in probation, suspension, or termination.**

Excused Absence

Excused absences are not automatic. Your instructor monitors and provides all attendance to the Student Services department. Vacations are not considered excused. The Center will not tolerate abuse with this policy. It was implemented for that student who has unusual or unforeseen problems. However, you must still maintain the minimum cumulative grade point average.

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 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 departures will be considered as one (1) absence.

Cutting Classes

Cutting of classes will be considered unexcused absences

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 Center's approval. A Leave of Absence may be limited to a specified amount of days (NOT TO EXCEED 60 DAYS). Only one 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 Institute.

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 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.

Attendance Probation Policy

Any student failing to maintain a minimum 80% of the maximum time frame of the program hours, shall be, at a minimum, placed on “Attendance Probation” (unless extenuating circumstances are established). The length of probation shall be for the period of time required for the student to reach a minimum of 80% of the scheduled class hours however, in no event shall exceed one evaluation period (unless extenuating circumstances are established). 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. No more than two terms on probation will be permitted

Make-up Time/Work Accountability

Make-up hours, assignments and/or tests are available and encouraged. 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 Institution premises. Make-up assignments and/or test will be given for those who need to make up for academic grade/ semester credit hours. Any test that is not taken during the scheduled test time will be automatically dropped one full grade. All make-up hours must be accounted for and signed on a missed day make-up sheet also signed by the Instructor.

THE NURSE ASSISTANT and HOME HEALTH AIDE PROGRAM HAVE SPECIFIC MAKE-UP POLICIES

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, non-attendance, winter break, in-service days, and Center 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	<u>Session</u>	<u>Length</u>	Maximum Time Frame
Nursing Assistant	Day/Eve	11 weeks	17 weeks
Home Health Aide	Day/Eve	2 weeks	3 weeks

Suspension and Dismissal

Professional Career Development Center reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet the Center’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 of time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of B 80% or better. For determining satisfactory progress, a progress report is given to the student at the end of each module or course. A student achieving a cumulative grade point average below a grade of “B or 80%” at the time of evaluation will be placed on academic probation. The Academic Probation will be removed upon the successful completion of the deficiencies that lead to it. Any student dismissed for failure to meet the academic requirements of the institute, may appeal the dismissal by following the student appeals procedure outlined in this catalog.

GRADING FORMAT

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 the Institute 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 the Institute, 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.

Students 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 Center 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.

Students that have been dismissed for lack of satisfactory academic progress from any program may apply to the Center Director to be re-admitted 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 Center and are available upon written request by the student. Under State Regulations, the Center is only required to maintain a students file for 5 years from the students last date of attendance. **TRANSCRIPTS ARE KEPT INDEFINITELY.**

Academic Probation Policy

As indicated under the section pertaining to Academic Policy, if a student fails to achieve a cumulative grade point average of 80% or “B”, the student will be placed on academic probation until such time as their cumulative grade point average reaches 80% or “B”. During that probationary period, the student must maintain a cumulative grade point average of 80% or “B” of the program.

If a student maintains a grade point average of 80% or “B” and/or achieves a cumulative grade point average of 80% or “B”, probation will be removed. However, if the student fails to maintain a 80% or “B” grade point average and/or is 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 letter to the Center 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 (2) 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 Center Director shall be final.

Reinstatement

A 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 Center appeals board shall consist of (2) two Center administrators. The requesting prior student shall be notified of the Reinstatement Review within 30 days following the decision of the Center Director.

Graduation Requirements

Students will receive the appropriate completion certificate or Diploma if the following requirements have been met:

- 1 All required courses in the student’s program have been satisfactorily completed and the final examination has been passed.
- 2 A minimum grade of 80% has been earned in all theory and clinical coursework, and a Passing grade in clinical coursework of 80% or better.
- 3 An overall attendance of 80% has been attained
- 4 Financial obligations due Professional Career Development Center has been satisfied in full for the tuition and fees.
- 5 Requirements for administrative departments (financial obligations, and placement information) have been completed satisfactorily.

FINAL EXAM AND LICENSE

Nurse Assistant and Home Health Aide students, upon completion of the course, and completing the final exam with a grade of 80% on the final examination will be eligible to apply for the certification test given by the American Red Cross. After taking the certification test and passing to receive a certification as a Certified Nurse Assistant with the American Red Cross testing site, the student will be issued a transcript, and diploma, If tuition is paid in full to the Institute. **The certification test is not given by the Center, but by the American Red Cross. This Center cannot guarantee the certification.**

Student Records

The Family Right and Privacy Act of 1974 prohibit an institute from releasing the records or any other information about a student to any third party without the written consent of the student. Professional Career Development Center 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..**All files are kept for a maximum of 5 years and transcripts are kept indefinitely.**

Disclosure and Retention on Education Records

Students have the right to inspect, review, and challenge information contained in their education records. Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the Center.

Family Educational Rights and Privacy Act

The practices and procedures of Professional Career Development Center comply with the confidentiality and student record availability provisions of the Family Educational rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment. Students, parents of minors, and guardians of tax dependent students have the right to inspect and challenge the information contained within the records for these students. Confidentiality of student and staff's records is strictly prohibited.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. The Center complies with Title IX of 1972 Education Amendments, Equal Opportunity Act of 1972, Title VII of the Civil Rights Act of 1964), Section 504, Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993. Student information is not available to anyone without (a) a written request/release from the student, (b) a court order, or (c) meeting accreditation or government agency requirements.

Changing Programs

At times, a student may wish to change his chosen career goal. The Center reserves the right to allow or

disallowed a transfer from one program to another offered at this Center. For this transfer, the student will sign an addendum to the original contract. The student will be charged for the appropriate time used for the prior program and be charged the additional fees for the new program as the published regulations allow.

The process for this program change will be as follows: Notify the Admission Office, Business Office and Student Services prior to the change. Instructors will not make the decision to transfer a student as this effect the student's financial status.

SCHOOL POLICIES AND REGULATIONS

Dress Policy

Professional dress is recommended at all times. Professional Career Development Center's 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 Professional Career Development Center's expectations for graduation.

PROFESSIONAL CAREER DEVELOPMENT CENTER RESERVES THE RIGHT TO ITS INTERPRETATION OF THIS POLICY AND ITS ENFORCEMENT BASED UPON THE PROFESSIONAL EXPECTATIONS OF STAFF AND OF THE EMPLOYERS WHO HIRE OUR GRADUATES.

Eating in Classrooms

Eating and/or drinking are not permitted in classrooms.

Unfortunately, due to the necessity of maintain a professional learning environment that respects the rights of all students, children are not permitted on the school premises.

Student Conduct

An important part of the training at Professional Career Development Center includes the development of professional conduct. Students are expected to conduct themselves in a business-like manner. Normal standards of professional attire apply to all students and unconventional clothing cannot be permitted at the Center.

Grounds for Disciplinary Action

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional conduct that reflects unfavorably upon the Center and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Inappropriate professional clothing worn during training.
6. Failure to abide by the Rules and Regulations of the Center.

7. Failure to pay tuition (or any other charges) when due.
8. Breach of Institution enrollment agreement.
9. Cheating.
10. Falsifying Institute records.
11. Carrying a concealed or potentially dangerous weapon.
12. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
13. Instigation and/or participation in rebellious activities against the Center and/or its student(s).
14. Solicitation, which reflects unfavorably upon the Center and/or its students.
15. Vandalism of Center property.
16. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
17. Fighting (physical or verbal)
18. 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 conduct may request re-admittance into his or her program by following the procedure set forth under reinstatement as noted in this catalog.

Policy on Student Rights

The Student's Rights Policy concerning enrollment states:

"You may cancel your contract for 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 as described in the Notice of Cancellation form that will be given to you prior to the first day of class. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the institute for a sample copy.

"After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken.

Your refund rights are described in the contract. If you have lost your contract, ask the Center for a description of the refund policy.

"If the Center closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

"If you have a complaint, questions, or problems that you cannot work out with the Center, write or call the:

Bureau for Private Postsecondary Education (BPPE) :

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833.

Telephone. 916. 431-6959 Fax 916. 263-1897. Toll Free: (888) 370-7589

"Prior to signing your enrollment agreement, you must be given a catalog or brochure and a School performance Fact Sheet, which you are encouraged to review prior to signing the agreement. These documents contain important policies performance data for this

institute. The Institute is required to have you sign and date the information included in the School performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the agreement

Student Grievance Procedure

Professional Career Development Center publishes the following student grievance procedure in the Center catalog.

If a student has a grievance and wishes it to be recognized as such, a written complaint must be submitted to Professional Career Development Center in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps towards resolution: based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the Center Director. Resolution shall be attempted at the lowest possible level. If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be scheduled for presentation to the Grievance Committee for hearing and appropriate action. Informal discussion between persons directly involved in a grievance is essential in the early stages of dispute reconciliation and shall be encouraged at all stages of the grievance procedure.

If informal recourse fails to resolve the grievance within 30 days after filing, the Center Director will schedule a Grievance Committee meeting. The members of the Committee will be (2) two. The Committee will review and consider documentary records, which relate to the case, including the grievance and its supporting documentation and any documentary evidence or statement by the person(s) against whom the complaint was filed. The committee and the Center Director will arrive at a fair and equitable decision. It is the Center Directors final decision.

If students/Center has exhausted procedures and the problem has not been resolved, they have the right to contact the:

Bureau for Private Postsecondary Education

Department of Consumer Affairs
2535 Capitol Oaks Drive., Suite 400,
Sacramento, CA 95833.

(916) 431-6959 Fax (916) 263-1897 Toll Free: (888) 370-7589

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 Center is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or Center program. Following is a list of drug-free awareness programs that also provide detailed information regarding:

Dangers of Drug and Alcohol Abuse
Assistance with drug and Alcohol Abuse Counseling
Penalties for the Abuse of Alcohol or Drugs
Rehabilitation Programs

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

Drug Information Hot Lines:

National College 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 center's 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 Center. Each student is required to read and sign a statement concerning this policy.

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:

76215. STUDENT TUITION RECOVERY FUND DISCLOSURES

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

1. You are a student who is a California resident, or are enrolled in a resident program, and prepaid all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government programs 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 students 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 the STRF assessment, and suffered an economic loss as a result of any of the following:

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

Note: Authority Cited: Section 94803, 94877 and 94923, Educational Code. Reference: Section 94923, Education Code.

ACADEMIC PROGRAMS

NURSE ASSISTANT

Classes are conducted: 4 Hours a day, 5 days a week/ 11 Weeks for 230 Total Clock Hours

Program Description:

This 9.33 Semester Credit Hour Allied Health program requires 11 weeks of training . The required hours of training includes hours specified by the California Department of Health Services / Licensing and Certification Section. This program exceeds the minimum requirements to prepare a student for a wider scope of medical situations which may arise in the health industry.

Program Objectives:

This program is designed to provide a student with extensive instruction in allied Health Aide, career development as well as preparing the student for the Nurse Assistant Certification testing by the American Red Cross for Certification.

Occupational Objectives:

Graduates will be qualified for entry -level positions in the Allied Health Industry, with Hospitals, Long-term care, Clinics, Doctors Offices, and specifically to care for patients confined to nursing facilities or the patient's home.

Dot # 354.377-014, 66011,355.674-014

MODULES	CONTENTS	Theory Hours	Clinical Hours
Module A	Medical Terminology	28	0
Module B	Anatomy	28	0
Module C	Documentation	12	0
Module D	Vital Signs	12	0
		80	10

MODULES	CONTENTS	Theory Hours	Clinical Hours
Module 1	Introduction	2	0
Module 2	Patients' Rights	2	1
Module 3	Communication/Interpersonal Skills	2	0
Module 4	Prevention and Management of Catastrophe and 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	Patient Care Skills	14	44
Module 9	Patient 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 Resident	2	0
Module 14	Rehabilitative/Restorative Care Nursing	2	4
Module 15	Observation and Charting	4	4
Module 16	Death and Dying	2	0
		50	100
Total Hours		120	110

PREPARATION MODULES

Module A: Medical Terminology

In this prep module the student will be introduced to the basic concepts of medical terminology. Word elements, prefix, suffix and root words, combining forms will be the focal point. This terminology will be integrated into all modules.

Module B: Anatomy

The student will be introduced to the basic concepts of anatomy. The primary structure and functions of the human body will be discussed. This anatomy module will be integrated into all modules.

Module C: Documentation

The student will have a clear direction of writing, reading, abbreviations and documentation requirements for charting correctly and accurately for patient care plan, patient care documentation for Patient responsibilities.

Module D: Vital Signs:

The student will have a strong sense of performing / reading vital signs and their importance in health care and patient safety. **This module will not take the place of the required vital signs module included in the DHS required program, however, will give the student an added edge to be prepared with the vital signs necessary in day-to-day skills.**

PROGRAM REQUIRED FOR DHS REGULATIONS

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: , 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.

Module 3: Communication/Interpersonal Skills

The student will learn communication and defense mechanism skills when working with the Patient and the health care team. The student will be introduced to socio cultural factors, attitudes of illness and health care in the community and family interactions.

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 Nurse Assistants, and patient safety.

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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 about Micro-organisms, the procedure of universal precautions used for infection control including methods to handle patients, and all materials that are soiled with body fluids from patients. The principles of asepsis and 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

The student will use the metric system in measuring accurately the intake and output and fluid balance, fluid intake, fluid output, forcing and restricting fluids. Measuring resident's height and weight in the bed or upright 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, dressing and undressing oral hygiene with their own teeth, dentures or to unconscious residents, hair care combing and shampooing nail care, shaving. The assistance with prosthetic devices, skin care including Decubitus ulcers, elimination needs, bowel and bladder retraining, weights and measuring the patient.

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 gastric, oxygen, urinary, and

intravenous (IV). (This care does not include inserting, suctioning or changing the tubes). Student also learns meaning of intake and output (I&O), bed making, cleansing enemas, laxative suppositories, admission, transfer and discharge, bandages and non-sterile dry dressings, application of non-legend topical ointments to intact skin surfaces.

Module 10: Vital Signs

The student will learn the purpose of Vital factors affecting the vital signs, Normal ranges, methods of measuring the temperature, pulse and respiration and blood pressure.. Learn abnormalities of vital sign and , recording the pr 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 Forms, 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 techniques for the patient, Food Preparation and diet therapy.

Module 12: Emergency Procedure

During this module, the student will learn signs and symptoms of distress, immediate and temporary intervention and emergency codes and procedures, general safety rules, fire and disaster plans, 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 learn the needs of persons with retardation, Alzheimer's, cerebral palsy, epilepsy, dementia, and mental illness. General anatomy and terminology, physical and behavioral needs and changes, community resources available, psychological, social, and recreational needs, common disease/disorders including signs and symptoms.

Module 14: Rehabilitative Nursing

During this module, the student learns the importance of promoting patient potential, devices and equipment used in patient care, ADLs, Family interactions, complications of inactivity, ambulation and 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 observation of patients and reporting responsibilities, patient care plans, patient care documentation, legal issues of charting, in depth medical terminology for observation and charting. Introduction to medical terminologies.

Module 16: Death & Dying

During this module, the student learns the 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.

***** FINAL EXAM AND LICENSE**

Nurse Assistant/ Home Health Aide students, upon completion of the course, and completing the final exam with a grade of 80% on the final examination will be eligible to apply for the certification test given by the American Red Cross.

After taking the certification test and passing to receive a certification as a Certified Nurse Assistant with the American Red Cross testing site, the student will be issued a transcript, and diploma, If tuition is paid in full to the Center. **The certification test is not given by the Center, but by the American Red Cross. This Center cannot guarantee the certification.**

THE COURSE INCLUDES :

(5) Sets of Scrubs

Book: Mosby's Textbook for Nursing Assistants

All students will be expected to wear the scrubs given to you by the Center and you **MUST** have a Textbook, also given to you by the Center.

Requirements for renewal of CNA license/certification:

1. Forty eight hours (48 hrs) Certificate of Education Units (CEU) Per year (24) hrs.
2. In service training in a facility or hospital with one (1) day paid salary

Note: 24 units CEU – on line courses/classes: earn 12 units each Year. Other CEU Trainings can be taken from accredited training facilities and schools.

Important: Renewal of license/certification shall be four (4) months before expiration date.

Home Health Aide Program (Separate approval)

The Home Health Aide training program, a 40-clock hour 4.0 Semester Credit Hour 2 Week program, is designed to expand the role of a Nursing Assistant to provide quality care to a client in a homecare setting under the supervision of a Case Manager or a Registered Nurse.

The applicant must be a Certified Nursing Assistant (C.N.A.) to take this 40-clock hour, State of California approved course, which will train to provide quality care to clients in their homes. The applicant will learn: (1) how to work well with clients and their families, and help them feel better about themselves; and (2) how to assist clients in taking care of their daily needs. Upon successfully completing of this course the applicant will be issued a diplomaification which will lead to an occupation as a Home Health Aide

The course syllabus was developed following the Department of Health Services guidelines for the training of C.N.A.'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:

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 AIDES (CHHA) are 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 or incapacitated. **Quizzes, Tests/ return Demonstrations 80% / PASS is required.**

The student learns an Introduction to Homemaking Tasks, Cleaning the Client's Home, 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 assistance. They keep households functioning as normal 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.

THE COURSE INCLUDES :

(5) Sets of Scrubs

Book: Mosby's Textbook for HOME CARE AIDE

All students will be expected to wear the scrubs given to you by the Center and you **MUST** have a Textbook, also given to you by the Center.

SCHEDULE OF TUITION AND FEES

Name of Program	Clock Hours	Registration Fee (non-refundable)	Tuition & Textbook Fee	Total Cost
Nurse Assistant	230	\$75.00	\$ 1900.00	\$ 1,975.00
Home Health Aide	40	\$75.00	\$ 450.00	\$ 525.00
CPR	16	\$75.00	\$ 100.00	\$ 175.00

REFUND TABLE

Name of Program	Number of Clock Hours	Tuition Fee	10%	25%	50%	60%
Nurse Assistant	230	\$ 1,900.00	\$190.00	\$ 475.00	\$ 3,800.00	\$ 1,140.00
Home Health Aide	40	\$ 400.00	\$ 40.00	\$ 100.00	\$ 200.00	\$ 240.00
CPR	16	\$175.00				

THIS INSTITUTION DOES NOT PARTICIPATE IN FEDERAL FINANCIAL AID

Cancellation, Withdrawal and Refund Rights

You have the right to **cancel this enrollment agreement for and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later for educational service, any equipment or other** goods and services. Business day means a day on which you were scheduled to attend a class. 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. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, 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. You will be given two notices of cancellation forms on the first day of class. If you cancel your enrollment, the School will refund any money that you paid within 30 days after your notice is received.

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. You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1, School will remit a refund less a registration fee, not to exceed the lesser amount of 5% of the total costs or \$75.00 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.

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

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.