

NEW REGAL HEALTH CAREER CORP.

**School of Nursing Assistant
Home Health Aide Training Program
1578 Colorado Blvd. Suite #10
Los Angeles, CA 90041
www.nrhealthcareer.com
Tel# 323-259-0438
Fax# 323-259-5750**

**2014 CATALOG
(January 1, 2014 – December 31, 2014)**

New Regal Health Career, a private institution has received approval from the Bureau for Private Postsecondary Education, the Department of Health Services Licensing and Certification Aide and Tech Certification Section.

2014 CATALOG
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In Mission Statement:

Due to an acute shortage of nursing professionals, the need for certified nursing assistants was created. Schools for training individuals who are high-school graduates, with dedication and commitment to care for a person's physical, mental, and social well being and not merely for treatment of disease or infirmity are encouraged by the State. A minimum high-school diploma or GED equivalent could qualify any person for the training job.

With impeccable credentials of our faculty members, we aim to produce graduates with excellent skills and know-how of a nursing assistant. The spread of nurses out of hospitals and into industry and public health services make us more aware of our goal to train individuals to cater every human need not only due to physical neglects but also due to mental stresses. In this whole gamut of life, the nursing has a special role in showing mankind's destiny.

I. Description of Course – A Precertification Course for Nursing Assistant.

The New Regal Healthcare Career, Corp (NRHC) will provide entry-level skills for employment as a nurse assistant. With the Department of Health Services (DHS) requirements and the Title 22 regulations in mind, NRHC hopes to produce outstanding students with a quality and professionals patient care skills which include emergency procedures, rehabilitative nursing, nutrition, elderly abuse, dementia/Alzheimer, interpersonal skills, and death/dying skills. Morning session (Monday to Thursday) from 8:00 a.m. to 2:00 p.m. and Week End (Saturday & Sunday) from 8am to 4: pm. Classes for each training program for the year 2013 are as follows:

| | <u>Beginning</u> | <u>Ending</u> | <u>Graduation</u> |
|---|-------------------------|----------------------|--------------------------|
| Morning Weekday Class:(8:00am – 2:00p.m.) | | | |
| 1 st | Dec 17 | Feb 15 | Feb 16 |
| 2 nd | Feb 18 | Apr 10 | Apr 11 |
| 3 rd | Apr 15 | May 30 | May 31 |
| 4 th | June 3 | July 18 | July 19 |
| 5 th | July 29 | Sept 11 | Sept 12 |
| 6 th | Sept 23 | Nov 6 | Nov 7 |
| Week End Class (Saturday & Sunday 8a.m. to 4:00p.m.) | | | |
| 1 st | Jan 19 | Mar 30 | Mar 31 |
| 2 nd | Apr 6 | June 8 | June 9 |
| 3 rd | June 17 | Aug 30 | Sept 1 |
| 4 th | Sept 7 | Nov 9 | Nov 10 |

II. Number of credit or clock hours instruction

The student has to complete fifty four (54) classroom (theoretical) instruction hours and one hundred (100) clinical hours. Passing grade for theory is 75% mark or better for each module, and a passing grade clinical. Clinical has only a pass or fail mark. Student has to complete these requirements to qualify for state board examination required by the Department of Health.

III. Occupation in which the course is presented to lead.

We aim to produce a 100% graduates for a licensure as Certified Nursing Assistants. These Graduates could get a job in hospitals, home-care facilities, long-term care patients, day care centers, assistants to medical professionals, insurance companies, etc.

IV. Faculty and their Qualifications.

Irene Deanon, RN, BSN Director-New Regal Health Career
Registered Nurse, State of California
Charge Nurse-Gero Psych
Director of Education & Training

Mary Tiong, LVN Instructor- New Regal Health Career
BSC, Allied Health Sciences
Licensed Vocational Nurse, State of California
Certified Director of Staff Education
Nursing Assistant Educator, Verdugo Valley Convalescent Hospital,
Montrose CA
Long Term Care Nurse, Fairview Development Center, Costa Mesa CA
LVN Instructor

Fel Castro Instructor- New Regal Health Career
Licensed Vocational Nurse, State of California
Charged Nurse, Montrose Health Care Center

Rommel Sencio St. John of God Retirement & Care Center
License Vocational Nurse, State of California
Director of Staff Development, Golden Cross Convalescent Hospital

Daisy Alonzo Instructor-New Regal Health Career
License Vocational Nurse, State of California
Director of Staff Development, ResCare Glenridge Center

V. Attendance, Tardiness, Drop-out & Leave-of –Absence and Record Retention Policies.

A. Attendance Policies:

Any Student who is absent in excess of 10% of the total time or 2-days equivalent (16hrs) will be counseled. We have provided an extra two days for make-up classes for both theory and clinical subjects, free of charge. For students who have not complied with the minimum 75% passing mark for theory and a passing grade for clinical subjects, they may avail of the two days make-up classes too. The students is deemed withdrawn for 6 unexcused absences (two weeks unnotified absences). (Please see refund policy on page 4 & 5 of this catalog.

B. Dismissal and Readmission Policies:

The student has the opportunity to complete the work with a time frame, usually agreed upon between the instructor and the student. If the student still fails to meet the minimum grade of 75% to pass, he or she will be admitted, free of charge, on the next class, depending on space available (maximum of 15 per class)

C. Tardiness

Those arriving late for a class assignment will be admitted when the class is given a break. If a test or quiz is in progress when the student arrives, the student will be admitted, and will be allowed the remaining allotted time to complete the test or quiz. Those arriving more than thirty (30) minutes late to the clinical area may not be accepted. These students may be sent to the school for counseling, and may receive an unexcused absence for the day.

D. Drop-out Policy:

The student has opportunity to complete the work with a time frame, usually agreed upon between the instructor and student. If course work is not completed satisfactorily within agreed time schedule, the student will be dropped from the class. Repeat of the class if considered but it is on a space available basis.

E. Leave-of-Absence Policy:

The students may, with valid reasons ask for a leave of absence. If the absence is for less than sixteen (16) clinical hours, the last two days of school is for make-up, free of charge. If it is for more than 16 hours, the excess unmade-up hours will be given after graduation. The certificates will be after said make-up is completed. For theory hours missed the students may avail of the handouts, take exam(s) missed. And after passing the exam(s), may qualify for graduation and certification.

F. Record Retention Policy:

List of student records that will be maintained for at least five years:

1. Application for Admission
2. Student Record Form
3. Notice of Student Rights
4. Enrollment Agreement
5. Refund Notice
6. Notice of Cancellation
7. Tuition and Fees (2 pages)
8. Record of Conviction (4 pages)
9. School catalog
10. Student Rules and Regulations
11. Grading and Assessment
12. Institution's Administrative Policies
13. Number of Credit or Clock Hours of Instructions
14. Occupation Course to Lead
15. Purpose of the Course
16. Transcript showing all of the classes or other educational services that were completed or were attempted but not completed and grades or evaluation given to the students.
17. The institution does not grant financial aids required by law of by a loan guarantee agency.
18. Official receipts of monies received from students
19. Copies of any official advisory notices or warning regarding the student's progress.
20. Complaints received from the student including any correspondence, notes, memoranda, or telephone logs relating to a complaint.
21. An example of all notices and disclosures provide to students and a record of the time period with which each notice and disclosure was provided.
22. Record of Student Attendance

V. Grading & Student Assessment Policy:

A score of 75% or better is required to pass each module. Failure to obtain the cut-off score will require a student for counseling and take another exam until he/she passes it. For clinical module, a rating of satisfactory is required to be considered passing. Failure to achieve this will require the student to extend his/her clinical hours, until he/she gets a satisfactory grade from the clinical instructor.

VII. Schedule of Tuition, Fees and Other Charges

| | |
|--|--------------------|
| Registration fee (non-refundable)tuition | \$ 75.00 |
| Tuition fee (refundable) | 1,225.00 |
| Instruction Materials Charges (non-refundable) | 100.00 |
| Uniforms, Clinical Tools, Physical | |
| Testing Fees and others | <u>329.00</u> |
| Total | <u>\$ 1,729.00</u> |

There will be no other charges. The student will not purchase any book or equipment. Installment payments schedule is welcome. An initial payment of \$300.00 with the balance payable every week (see attached payment schedule). Full settlement of accounts is necessary to obtain the certificate. In case of student withdraws, will be computed pro-rata to the number of hours unattended. The course requires a one hundred sixty hours attendance. If the student withdraws after 80 hours attendance, the refund will be as follows

| | |
|---------------------|------------------|
| Total Tuition Fee | \$ 1,300.00 |
| Pro-rate 80 x 8.125 | <u>(650.00)</u> |
| Refund | <u>\$ 650.00</u> |

Other costs related to the Certified Nursing Assistant Program (not due from the school) health exams (\$80 including x-rays), and state certificate exam (\$90) of a total of approximately \$160 if the student doesn't have any insurance.

VIII. Total Cost of Tuition Over Entire Period

The course is for a two and a half month period only so the total cost is the same - \$1,300.00

IX. Cancellation and Refund Policies and Rights

The student has a right of a full refund of all charges less the amount of \$ 75 for registration fee and school materials if he or she cancels this agreement prior to or on the first day of instruction. The amount retained for registration may not exceed seventy five dollars (\$75.00). In addition, the student may withdraw from a course after instruction has started and receive a pro rate refund for the unused portion of the tuition and other refundable charges, if the student has completed 60% or less of the instruction. The course requires a 160 clock hours attendance. The tuition of \$1,300.00. The cost per hour of instruction is 8.125 (\$1,300.00/160). The cost per hour of student withdraws prior to the first day of instruction. If the student withdraws after 80 hours of instruction, the refund will be as follows:

| | |
|---------------------|------------------|
| Total Tuition fee: | \$1,300.00 |
| Pro-rate: 80x 8.125 | <u>650.00</u> |
| Refund | <u>\$ 650.00</u> |

X. Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. To be eligible for STRF, you must a "California Resident" and reside in California at the time the enrollment agreement is signed or when you received lessons at a California mailing address from as approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing ad education, specifically those who hold student visas, are not considered " California Resident". To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two years of the final judgment. Changes to the Student Tuition Recovery Fund (STRF) effective Oct 9, 2001 (AB201) are as follows.

- a. Excludes from assessment each institution that receives of its student's total charges. From third party payers. "A third party payer...means an employer, government program, or other payer that pays a student's total charges directly to the institution. When no separate agreement for the repayment of that payment exists between the third party payer and the student.
- b. Requires institution not otherwise exempt to collect the amount to be assessed by the Bureau from its new students in the form of a "Student Tuition Recovery Fund Fee".
- c. Requires institution to include a statement in all agreements for educational services that:
 - (a.) If the student is a recipient of third-party tuition and course costs that the student is not eligible for protection under the STRF, and
 - (b.) The student is responsible for paying the state assessment amount for the student Tuition Recovery Fund. (\$.50 for every \$1,000.00 course costs on year 2013)
- d. Requires institution to amend their schedules of student charges to include notice to the student of assessment for the STRF.

It is important that the student to keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Dr, Suites 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free tel.no (888) 370-7589 or by fax (916)263-1897.

XI. The institution does not participate in Federal and State Financial Aid Programs.

XI. Student Complaints Procedure.

All complaints should be directed to Luisa Trocino, Administrator for New Regal Health Career Center. She will be accessible for reasonable periods of time before or after class sessions and during the range of time in which students are scheduled to attend the school. Ms. Trocino shall have the authority and duty to do all of the following:

- Investigate the complaints thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint.
- Reject the complaint if, after the investigation, it is determined to be unfounded or to resolve the complaint in any reasonable manner, including the payment of a refund. In case no agreement is achieved, a student or any member of the public may write to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Dr, Suites 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free tel.no (888) 370-7589 or by fax (916)263-1897.

XII. Time covered for the course/program

| | <u>Beginning</u> | <u>Ending</u> | <u>Graduation</u> |
|---|------------------|---------------|-------------------|
| Morning Weekday Class:(8:00am – 2:00p.m.) | | | |
| 1 st | Dec 17 | Feb 15 | Feb 16 |
| 2 nd | Feb 18 | Apr 10 | Apr 11 |
| 3 rd | Apr 15 | May 30 | May 31 |
| 4 th | June 3 | July 18 | July 19 |
| 5 th | July 29 | Sept 11 | Sept 12 |
| 6 th | Sept 23 | Nov 6 | Nov 7 |
| Week End Class (Saturday & Sunday 8a.m. to 4:00p.m.) | | | |
| 1 st | Jan 19 | Mar 30 | Mar 31 |
| 2 nd | Apr 6 | June 8 | June 9 |
| 3 rd | June 17 | Aug 30 | Sept 1 |
| 4 th | Sept 7 | Nov 9 | Nov 10 |

XIV. Institution's Administration Policies

Students should have at least a high-school diploma or a GED equivalent. No entrance testing is required and student's file will be maintained for a maximum of 5 years.

XV. The institution does not provide English-as-a Second-Language Instruction.

XVI. Other Material Facts

- The institution has surveyed an acute shortage of nursing assistants in the city and state and throughout the country. Specializations, computer technologies and research has made the United States clamor for more manpower and most of the time resort to foreign students or graduates to fill up the need of our nation.
- Prior to enrollment, New Regal shall provide a prospective student with this catalog. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- Nurse Assistant and Home Health Aide Training Program shall be held in the following facility:

Classroom Training: 1578 West Colorado Blvd., Suite 10,
Los Angeles CA 90041

Clinical Training Sites:

- Golden Cross Health Care
1450 N. Fair Oaks Ave. Pasadena CA 91103
 - Leisure Glen Care Center
1505 Colby Dr. Glendale CA 91205
 - Rose Garden Conv. Hospital
1899 N. Raymond Ave. Pasadena CA 91103
 - Highland Park Skilled Nrsng. & Wellness Center
Monte Vista St., Los Angeles CA 90042
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- Job Leads and placement assistance shall be available and shall be provided to all graduates students of the New Regal Health Career. List of Job Openings from Health Care Provider shall be at the Job Board, students are encouraged to apply.
 - Classroom setting at the site with visual aide such as videos related to the course offered, with clinical lab equipped with hospital beds, hospital equipment such as lifter, bed side table, linens and wheel chair.

NEW REGAL HEALTH CAREER
Tuition Fee Installment Plan Option

| | |
|--|------------|
| Total Course Costs (Tuition fee and other charges) | \$1,729.00 |
| Non-Refundable Registration fee | 75.00 |
| Balance | \$1,690.00 |
| 1 st payment (due on the first day of the class) | \$300.00 |
| 2 nd payment (due on the 2 rd week of the class) | \$200.00 |
| 3 rd payment (due on the 3 rd week of the class) | \$200.00 |
| 4 th payment (due on the 4 th week of the class) | \$200.00 |
| 5 th payment (due on the 5 th week of the class) | \$200.00 |
| 6 th payment (due on the 6 th week of the class) | \$200.00 |
| 7 th payment (due on the 7 th week of the class) | \$200.00 |
| 8 th payment (remaining balance due on the 8 th week of the class) | \$154.00 |

Certification for Home Health Aide Program

Course Description:

New Regal Healthcare Career, Corp will provide basic skills for employment as a Home Health Aide. With the Department of Health (DHS) requirements and the Title 22 regulation, the program will include basic nursing home care services. The course will focused on healthcare issues, including assuring quality care for older people who are ill or disabled remain in their own homes and do the things they are capable of doing.

Basic skill will include bowel and bladder, emergency procedure, light housekeeping, shopping and cooking, laundry, transportation and companionship.

Number of Credit Hours

The student has to have 20 hours of classroom theory and 20 hours of clinical for total of 40 hours. Passing grade for theory is 75% mark or better for each module, and a passing grade clinical. Clinical has only a pass or fail mark. Student has to be a license Nurse Assistant to participate in the HHA program.

Occupation in which course is presented to lead.

Graduates of HHA program could get a job in hospital, home-care facilities, and day care centers, assistants to medical professionals or Home Care Agency providing home care services.

Schedule of Classes/Tuition Fee Cost

Currently, NRHC accept group class through third party such as Job Corp, WorkSource or Agency sponsored class. The course cost is at \$400 per student which will include books and other instructional materials.

Refund policy

Refund policy for HHA class will be same as the refund policy of C.N.A