



2018

# CES COLLEGE



401 S Glenoaks Blvd., Suite 211

Burbank, CA 91502

[www.CESCollege.edu](http://www.CESCollege.edu)

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This catalog is the official announcement of the programs, requirements, and regulations of CES College. Students enrolling in CES COLLEGE are subject to the provisions stated herein and therefore should read this catalog carefully. Students are responsible for knowing the rules, regulations, and policies of CES College, and enrollment constitutes an agreement by the student to abide by them. Failure to read this catalog does not excuse students from the requirements and regulations described herein. 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. Prospective students are invited to visit CES COLLEGE located at 401 S Glenoaks Blvd., Suite 211, Burbank, CA 91502 and receive all necessary information about the school and the programs we offer prior to enrolling to classes.

## GENERAL INFORMATION

### MISSION

CES College mission is to “offer educational opportunities to address the unique needs of individuals and the communities served by CES by preparing adults with the knowledge and skills necessary for employment, career changes and advanced education.”

### EDUCATIONAL PHILOSOPHY

CES believes in making a long-lasting impact on its students by putting emphasis on the achievement of students’ goals. CES COLLEGE stresses outcomes over the process, results over good intentions. We measure our accomplishment by the actual results demonstrated by the graduates.

### HISTORY

Community Enhancement Services (CES) is a non-profit community based organization. CES has been providing a range of social and human services since 1982. CES COLLEGE was founded in 1995. The School has been successfully offering English language and vocational training to a diverse student body. In November 1997, the California Bureau of Private and Post-Secondary Vocational Education (BPPVE) licensed CES to operate. In August 2002, CES was granted accreditation by the Accrediting Council for Continuing Education & Training (ACCET). In 2006, the school received accreditation from the Western Association for Schools and Colleges (WASC ACS). The same year the school started using the name of CES COLLEGE to better reflect its educational activities. CES College is accredited by the Council on Occupational Education (COE) and is licensed by the State of California Bureau for Private Postsecondary Education to operate as an accredited school. CES COLLEGE **does not** have a pending petition in bankruptcy, is **not** operating as a debtor in possession, has **not** filed a petition within the preceding five years, and has **not** had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the US Bankruptcy Code.

### CAMPUS

CES COLLEGE is located at 401 S. Glenoaks Blvd., Suite 211, Burbank, CA 91502. All classes, except for the clinicals and internships are held at this location. The facility is easily accessible by public transportation routes and is close to freeways. There is ample free underground parking. The students can walk to restaurants, shops, and libraries, as well as a wide variety of entertainment, cultural, and media institutions. The campus has administrative offices, student lounge and resource center, computer labs, air conditioned classrooms and laboratories where students can practice their skills based upon their individual program requirements.

### EQUIPMENT

CES COLLEGE classrooms and labs are equipped for lecture and hands-on exercises. Equipment includes multimedia and overhead projectors, TVs, DVD players, CD players, computers, etc. CES COLLEGE also has program-specific equipment, including simulation manikins, hospital beds, examination tables, medication cart, massage chairs and tables, etc. Please ask your admissions representative for the information specific to your program.

## ACCREDITATION and APPROVALS

CES COLLEGE is accredited by the Council on Occupational Education (COE) and Western Association of Schools and Colleges, Accrediting Commission for Schools (WASC ACS).

CES COLLEGE is offering the following programs:

- **Advanced Vocational English as a Second Language (AVESL)**
- **English as a Foreign Language (EFL)**
- **Massage Therapy/Physical Therapy Aide (MTPTA)**
- **Medical Assistant (MA)**
- **Office Administration (OA)**
- **Vocational English as a Second Language (VESL-725)**
- **Vocational Nursing (VN)**

Vocational Nursing program is accredited by the California Board for Vocational Nurses and Psychiatric Technicians. CES COLLEGE is also approved by the BVNPT to offer the IV Certification and Blood Withdrawal course for LVNs.

Massage Therapy/Physical Therapy Aide (MTPTA) is approved by California Massage Therapy Council (CAMTC).

English as a Foreign Language is an avocational program. It is accredited by WASC Accreditation Commission for schools only. Students enrolled in EFL program are not eligible for Title IV Aid.

CES College is licensed to operate by the California Bureau for Private Postsecondary Education (2535 Capitol Oaks Drive, Suite 400, Sacramento CA 95833 [www.bppve.ca.gov](http://www.bppve.ca.gov))

CES College is approved to train Veterans by the State approving agency.

## SAFETY COMPLIANCE

The institution, the facilities it occupies, CES classrooms, and the equipment it utilizes comply with federal, state, and local ordinances and regulations.

## GOVERNANCE

A private, non-profit corporation, CES is governed by a Board of Directors. The Board members and their titles are listed below:

Dr. Irving Lebovics	Chairman of the Board
Mr. Eric Roth	Secretary
Mr. Zigmund Vays	Board Member

## ADMINISTRATION

CES COLLEGE is administered by an experienced team consisting of:

Zigmund Vays	President/Chief Executive Officer (CEO)
Lusin Kuyumjian	Chief Financial Officer (CFO)
Alla Kogan	Director
Marina Goldshteyn	Director of Education
Oleg Khilkevich	Vocational Nursing Program Director
Irina Rhatz	Financial Aid Officer/Registrar
Lauren Duerson	Admissions/Student Services
Rimma Akodes	Student Services
Anna Teshher	VN Program Assistant
Silva Mossessian	Student Services Representative

## FACULTY:

NAME	MOST ADVANCED DEGREE	EXPERIENCE	Courses TAUGHT	<u>Part</u> <u>Full</u>	
				<u>Time</u>	<u>Time</u>
<b><u>VESL/EFL:</u></b>					
Ms. Marina Goldshteyn	MA, Education, Kyrgys State University	32 years	VESL/EFL	X	
Mr. Steven Shedd	BS, Speech and Languages, Northwestern University	11 years	AVESL/EFL	X	
<b><u>Office Administration</u></b>					
Ms. Irina Rhatz	BA, teaching, Saratov State Conservatory	20 years	Office Administration Program	X	
Ms. Silva Mossessian	Office Administration Certificate	9 years	Office Administration Program	X	
<b><u>Vocational Nursing:</u></b>					
Mr. Oleg Khilkevich, RN	BS, History, OSU, Healthcare Studies, RN-ASN, Excelsior College Albany, NY	24 years	Theory and Clinical	X	
Ms. Carol Holden	MS-NP, State University of New York	42 years	Theory and Clinical	X	
Ms. Adelaiada Soghomonyan	BA, English Language & Literature, Mesrop Mashtoc University, Armenia, Nursing, St. Tereza Medical University, Armenia	6 years	Clinical Instructor	X	
Ms. MariyaRaykova- Miladinova	California Career College LVN	18 years	Clinical Instructor	X	
<b><u>Massage Therapy Physical Therapy Aide</u></b>					
Mr. Robert Khodorovsky	BS, Psychology, California State University, Northridge	28 years	Massage Therapy/Physical Therapy Aide	X	

CES College instructors are professional, patient, caring and dedicated individuals who are sensitive to the needs and cultural differences of the students. CES COLLEGE also has an Advisory Board, which provides advice and expertise to further improve education services provided by CES.

## CLASS SIZE

CES COLLEGE limits the size of its classes in order to provide high quality instruction and individualized attention to each student. Class size may vary by subject area, depending on specific program needs and applicable regulations. Regardless of the class size, CES College always ensures that the students receive individual attention and high quality educational services. Please ask your Admissions Representative regarding the class size for your specific program of interest.

## **LEARNING RESOURCES**

Reference materials are available in the student lounge and in each particular department and are accessible during business hours. Materials can be checked out with the instructor or the Student Services representative. Two computer labs are Internet-connected and are available for student use. Online libraries are available for specific programs. Please check with your instructor or Student Services.

## **ADMISSION REQUIREMENTS AND PROCEDURES**

CES College admits persons who have graduated from high school or have a General Education Diploma (GED) or High School Diploma equivalent.

All applicants must take an entrance test administered by CES COLLEGE and meet specific programmatic requirements as listed in the catalog. The entrance examinations as well as their cut-off scores depend on the program and are discussed during admissions. If student is transferring credits in, prior credit form is completed and academic transcripts are requested. Each candidate is counseled to determine her/his beginning point. A recommendation is then made regarding the course(s) of studies, which would allow the applicant to achieve her/his academic goals. CES COLLEGE will determine whether the applicant is qualified for admission through assessment and evaluation of career goals, prior experience, education, achievements, adaptability, and aptitude. Some programs have additional admission requirements, so please make sure to check with the admissions.

A school visitation is required prior to acceptance, except for international students. Each applicant must have a personal interview with a school representative. During the interview, school programs relative to the applicant's career preferences and her/his needs are discussed. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the school and to ask questions. Students interested in applying for financial aid meet with the Financial Aid Officer (FAO) to determine financial aid eligibility. Students are given an overview of financial aid programs and the availability of grants and/or loans is explained.

All admissions materials are presented in English only, since all programs are taught in English. Each admissions representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English. This applies to all students except for students in VESL or EFL programs who are provided with language accommodations during the admissions process whenever possible. As part of the enrollment, applicants take a test that includes assessment of their English language competency.

### **Readmission**

It is CES College policy to encourage previously withdrawn students to return to school to complete their education. Students must meet all entrance requirements in place at the time of readmission. The reentry process requires review and approval of the student's financial status, financial aid eligibility (when applicable), completion of enrollment agreement, collection and review of official transcripts, as well as prior academic performance and any other documentation required by the program the student is reentering. Students may be required to demonstrate skill competency prior to readmission. Readmission is contingent upon space availability and requires final approval of the School Director.

## **INTERNATIONAL STUDENTS**

CES COLLEGE is authorized to enroll non-immigrant alien students with F-1 and M-1 visas. Students applying for admissions to the English as a Foreign Language program (F-1) do not need to have any knowledge of English language, as English language instruction is the purpose of this program. Therefore, no English Language Proficiency exam is required. An assessment test will be given upon arrival for proper level placement. All training is conducted in English language only. Students



applying for vocational training programs must demonstrate English proficiency. This can be proved by submitting evidence of TOEFL scores (minimum score of 45 IBT 450 PBT/133 CBT / OR IELTS scores (minimum band score of 4.5) or taking admissions test at CES COLLEGE. We do not require proof of an English proficiency exam if you are a native citizen of a country where English is a first language (Australia, Canada, Ireland, New Zealand, and the United Kingdom), or if you have studied in a high school or college for a minimum of 3 years in which the primary language of instruction is English (with a letter from the school). Students applying for vocational training programs must meet admissions requirements for each particular program. Please consult this catalog and/or Student Services department for detailed information about the application process, entrance requirements and cost information. If you are accepted, CES COLLEGE will send you a SEVIS-generated Form I-20, which has to be provided to the embassy/consulate during your visa interview. Please note, CES COLLEGE does not issue visas, neither does the school guarantee that you will receive the visa; this is a prerogative of the US embassies/consulates.

### **NONDISCRIMINATORY POLICY**

CES COLLEGE is committed to the principle of equal opportunity. It is the policy of CES COLLEGE not to discriminate on the basis of sex, age, race, national origin, creed, religion or handicaps that would not preclude employment within the selected program area in admissions, advising, training, placement, employment, or any other activities. Such discrimination is also prohibited by federal law. Any complaint alleging failure of this institution to follow this policy should be brought to the attention of the Director of Education or the School Director. For further information on notice of non-discrimination, visit the United States Department of Education Office of Civil Rights website at <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

### **SPECIAL ACCOMMODATIONS FOR STUDENTS**

CES COLLEGE educational facilities are accessible to the disabled. The admission requirements and procedures for students with disabilities are the same as the requirements and procedures for the general population. A candidate can be refused enrollment if his/her disability would preclude employment within his/her selected program area. If an applicant has a physical or mental disability, to the extent that she/he may require special attention or assistance, the applicant should contact the Admission Staff to determine if CES COLLEGE can accommodate her/his special needs.

### **VOTER REGISTRATION**

You can request a Voter Registration Form by Phone (562) 466-1310 or (800) 481-VOTE, 24 hours a day. Voter Registration forms are available throughout Los Angeles County at most County buildings, city halls, fire stations, libraries, State Motor Vehicle Offices, Public Assistance Offices (DPSS, WIC), and post offices. You can download a Voter Registration form in English or Spanish by visiting [www.sos.ca.gov/nvrc/fedform/](http://www.sos.ca.gov/nvrc/fedform/).

### **TRANSFER FROM OTHER SCHOOLS AND TRANSFER CREDITS**

CES COLLEGE welcomes transfer students. Students who wish to transfer from other schools need to meet CES COLLEGE admissions requirements. Students must submit the required enrollment documentation and be approved to transfer by the School Director before starting classes.

CES COLLEGE will accept transfer credits only from institutions approved by BPPE or accredited by an accrediting agency recognized by the US Department of Education. For Vocational Nursing program, the credits will be accepted from schools accredited by the BVNPT. For the Massage Therapy Program, the credits can be transferred from a CAMTC-approved school. If the institution is located outside of the United States, the transcripts have to be evaluated by a recognized evaluation organization. A maximum

of 50% of the credit hours in a program a student is transferring to can be accepted. The courses must be analogous to the CES COLLEGE courses and taken within five years prior to the transfer date. Courses taken at another institution after admission to CES COLLEGE are not transferable unless approved in advance in writing. CES College will maintain a written record of the previous education and training; student record will clearly indicate that credit has been granted, if appropriate, with the training period shortened proportionately. The student will be notified accordingly. The tuition fee will be adjusted accordingly. The calculations will be done by the Financial Aid Officer.

Procedures: If a student is transferring credits in, prior credit form is completed and academic transcripts are requested, along with course outlines. An official transcript identifying the specific course(s) for which credit is requested must accompany the request, as well as descriptions of those courses and the number of classroom meeting hours. The student must have received a passing grade of "B", or better, or its equivalent. Director of Education, the School Director, VN Program Director, or the assigned instructor will evaluate the transcript and interview the student to determine equivalency of courses taken at another institution to replace CES College courses. Students may be asked to submit course descriptions or outlines, and may be required to take a challenge exam with a passing grade of 80% to substantiate equivalency. All the requests have to be approved by the Director of Education/VN Program Director and the School Director.

**Experiential/Challenge Credit** Competency based credit can be granted for knowledge and skills acquired in related nursing or medical vocations within the last five years. CNAs must have a current active certification to meet these qualifications. Per the regulations of the Board of Vocational Nursing and Psychiatric Technicians requirement to acknowledge experience and education, the CES College Vocational Nursing Program will credit up to 16 hours of clinical experience to current CNAs. Any student requesting a transfer of credits must have a signed "Credit for Previous Education and Experience" form and submit it to the school. The student may waive credit if they so desire.

**Experiential Learning Credit through External Evaluation** Experiential credit through external evaluation includes knowledge gained through a course of study that has been rated by organizations such as the American Council on Education and the National Program on Non-collegiate Sponsored Instruction. Examples of this type of learning are courses sponsored by the National Emergency Training Center, LOMA, and the military. Each course will be evaluated on individual basis to make sure that the content and level is similar to the courses offered by CES COLLEGE.

Experiential learning credits cannot be applied to Massage Therapy students, per CAMTC regulations.

**The transferability of credits** you earn at CES COLLEGE is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn at CES COLLEGE is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 would meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CES COLLEGE to determine if your credits will transfer. Academic transcripts will not be released until tuition charges are paid in full.

CES COLLEGE had not entered into an articulation or transfer agreement with any other college or university.

## **TRANSFER BETWEEN PROGRAMS**

The School Director must approve program changes. A student must attend all classes in which originally enrolled until the requested change is officially authorized. Credits will be transferred if applicable and the tuition charges will be adjusted. A new enrollment agreement or the addendum to the enrollment agreement, depending on the programs a student is transferring to/from will have to be filled



out. The School reserves the right to make program changes and/or adjustments from time to time as necessary based on student needs, marketplace pressures, and/or funding agency requests. In this case, any changes in tuition will not affect those students already enrolled.

## SCHEDULE AND CALENDAR

CES recommends that students plan ahead for their education. Each course and level has a predetermined meeting place and time. A student can begin VESL, AVESL or EFL courses in the beginning of each unit. A student may enroll in OA, and MA courses in the beginning of a module, with the exception of the courses that have prerequisites. Students must start the Vocational Nursing program during the first weeks of classes. Please consult with your admissions representative regarding the start dates.

### Current schedules:

#### Office Administration

<i>Windows/ Internet/ Outlook</i>	7/11/18	7/17/18	24	24
<i>Word</i>	7/18/18	9/12/18	192	216
<i>Bus. Writing</i>	9/13/18	10/1/18	60	276
<i>Excel/Math</i>	10/2/18	11/6/18	120	396
<i>Accounting</i>	11/7/18	12/6/18	96	492
<i>Excel Level 2</i>	12/10/18	1/10/19	72	564
<i>Access</i>	1/14/19	2/11/19	96	660
<i>PowerPoint</i>	2/12/19	3/12/19	96	756
<i>Integration</i>	3/13/19	3/19/19	24	780
<i>Internship</i>	3/13/19	4/17/19	120	900

#### Massage Therapy/Physical Therapy Aide

<i>M1(PT1)</i>	9/11/18	10/9/18	96	96
<i>M2(PT2)</i>	10/10/18	11/6/18	96	192
<i>M3(PT3)</i>	11/7/18	12/6/18	96	288
<i>M4(MT1)</i>	12/10/18	1/17/19	96	384
<i>M5(MT2)</i>	1/22/19	2/19/19	96	480
<i>M6(MT3)</i>	2/20/19	3/19/19	96	576
<i>M7(MT4)</i>	3/20/19	4/17/19	96	672
<i>M8(MT5)</i>	4/18/19	5/16/19	96	768
<i>Clinic</i>	5/20/19	5/23/19	20	788
<i>Internship</i>	5/20/19	6/20/19	112	900

### Constitution Day

CES College celebrates Constitution Day each year on or about September 17, the day in 1787 that delegates to the Constitutional Convention signed the document in Philadelphia. On that day, CES College provides educational programming on the history of the American Constitution.

Please plan your vacations around school holidays and breaks.

CES COLLEGE observes the following holidays:

New Year's Day

President's Day

Armenian Genocide Day

Independence Day

Yom Kippur

Thanksgiving (two days)

WinterBreak (two weeks)

Martin Luther King's Birthday

Cesar Chavez Day

Memorial Day

Labor Day

Veteran's Day

Summer Break (one week)

Students will also be notified if CES COLLEGE closes for emergency or other extraordinary purpose.

## **STUDENT CONDUCT POLICY**

Students are expected to treat school personnel, other students, and the premises with respect and consideration. Smoking, eating or visiting is not permitted in the classrooms. A student may be dismissed from school for any incident of an intoxicated or drugged state or behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises. Likewise, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to another student, an administrator, faculty member, or any other stated or determined infraction of conduct will not be tolerated. Students are expected to behave in a mature manner suitable for an educational institution. **Vocational Nursing** students should refer to the **Student Handbook** for specific guidelines for the clinical setting.

## **PEER-TO-PEER FILE SHARING**

The Higher Education Opportunity Act (HEOA), H.R 4137 is a reauthorization of the Higher Education Act. It includes requirements for higher education institutions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing, such as might happen in a school. The college is advising students to carefully restrict the use of file sharing applications to material that is legal to share, to disable the file sharing software, or to change the file sharing options for the software. CES College supports a climate of trust and respect and does not ordinarily read, monitor, or screen electronic mail, Internet access, or the computer activities of individuals. The college expects students to be aware of current laws and applicable college policies with respect to computer, network, and Internet activities. However, students or staff members identified as illegally sharing copyrighted material through using school network, including through the use of e-mail, web pages, and peer-to-peer sharing software, will be subject to disciplinary action by the school. Students may also be subject to civil and criminal liabilities. CES COLLEGE reserves the right to block any web sites that are not required to conduct educational activities. Please check <http://www.educause.edu/legalcontent> for information on legal alternatives to unauthorized downloading.

## **ATTENDANCE POLICY**

Regular attendance is important for successful completion of the program and attainment of necessary skills. Daily attendance is taken and exact hours are recorded. Attendance and participation are part of the grade for each specific course and program. A student must earn at least 70% to complete a course. Please refer to your class syllabus for detailed information. Students are expected to attend classes at the scheduled starting time and to continue as scheduled throughout the day. When a student must be absent from class, the student is to call the School prior to the start of class. Re-occurring absences will result in disciplinary action, just as it would in an employment situation.

When a student's absences exceed fourteen (14) consecutive calendar days, excluding holidays and scheduled breaks, the following guidelines shall be followed:

- All students who state they will not return to school shall be promptly withdrawn.
- All students who state they will return must attend their next scheduled class session.
- Any student who has promised to return to school but does not attend the next scheduled class session shall be dismissed from school. Lost attendance time, while a student is on an approved Leave of Absence, will not be counted as absent time. **Vocational Nursing students, please refer to the VN program Student handbook for specific program requirements.**

## **TARDINESS AND EARLY DEPARTURES**

Tardiness or early departure is a disruption of a good learning environment and is discouraged. Instructors record the exact time of students' arrival and departure and it is reflected in the progress reports. Since the exact time is recorded, tardiness will affect your overall attendance.

## **LEAVE OF ABSENCE (LOA)**

Leave of absence may be granted to a student at the discretion of the school management. All LOA requests must be in writing and must be signed by the student. The anticipated date of return must be indicated on the LOA form. In no event can leave of absence exceed 180 calendar days. Students, who fail to return to class on the day scheduled to return from the LOA, may be terminated. As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required. Students who have received federal student loans should be aware that failure to return from an approved LOA, depending on the length of the LOA, might have an adverse effect on the students' loan repayment schedules. Federal loan programs provide students with a "grace period" that delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted and they will need to begin making repayments immediately. For modular programs, the date the student returns to class is normally scheduled for the beginning of a module. Students who are contemplating a leave of absence should be cautioned that there is no guarantee that the module required to maintain the normal progress in their training program will be available at the time of reentry and that they may have to wait for the appropriate module to be offered. They may also be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade.

## **MAKE-UP WORK**

### **Make Up of Missed Work:**

Upon approval by the instructor, a student is allowed to make up missed work and/or tests. Specific ways to make up varies from program to program. The instructor may give the exact assignment or test or choose an alternate assignment/test that covers the same material as the missed work. The make-up should be completed before the final grades are submitted.

### **Make Up of Missed Time:**

A student is allowed to make up missed hours. The missed hours can be made up as follows: the student can attend another class in the evening or in the morning, if it's available; the student can stay for a tutoring session to cover the material missed, if the instructor is available; the student can cover missed material in the lab using the appropriate software or in the classroom under a supervision of a staff member. An instructor should assess student progress. All make up work has to be completed before the submission of the final grades for a particular module or the satisfactory academic progress checkpoints, depending on the program.

**Vocational Nursing students, please refer to the VN program Student Handbook.**

## **SUSPENSION / RE-ADMITTANCE**

Students who have had their training suspended for cause may be readmitted to classes upon affirmation that the actions, which caused the suspension, will not occur again, and upon approval by the Director.

## GRADING AND PROGRESS SYSTEM

Students are assessed regularly. Each grade consists of tests/quizzes, attendance/participation, and homework. Please refer to program syllabus for specific breakdown. The grading system is as follows:

Grade	Test Scores
A	90-100 %
B	80-89 %
C	70-79 %
D	60-69 %
F	59 and below %
I	Incomplete

When the average test scores for a student are under 70% for an evaluation period, the student will be placed on warning status. If the test scores for the next evaluation period remain below 70%, the student may be terminated. Re-enrollment may only be approved after evidence is submitted that the conditions, which caused the interruption, have been rectified. **Vocational Nursing students, please refer to the VN program Student Handbook.**

**Definition of a Clock and Credit Hour:** The 15 clock hours of lecture, 30 of lab, or 45 of externship equal one semester credit hour. A clock hour is defined as a 60-minute span of time in which no less than 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break.

## SATISFACTORY ACADEMIC PROGRESS

In accordance with the Higher Education Act of 1965, as amended, CES COLLEGE has established the following Satisfactory Academic Progress policy. CES COLLEGE applies these standards to all regularly enrolled students.

For a student to be considered making Satisfactory Academic Progress (SAP), the student must maintain a minimum **Grade Point Average of 70%**, "C" or better and minimum pace of progression of 67% or better, which is the ratio of total earned credits vs. attempted credits at each of the incremental benchmarks for determining Satisfactory Academic Progress, 50% and 100%, of the program's total hours. **Vocational Nursing students, please refer to the VN program Student Handbook.**

**Maximum Time Frame:** The maximum time a student can take to complete the program is defined as 150% of the hours for the program. In addition to meeting the required benchmark clock hours and credit hours, each student must have achieved a minimum grade of 70%, "C" or better on all scheduled program modules/courses.

**"Attempted"** credit hours are the cumulative number of credits for which the student received a grade. Course repetitions count as hours attempted. The courses in which a student receives a letter grade of F (Fail), W (Withdraw), or I (Incomplete) are included in the number of attempted units.

**"Completed"** credit hours are the cumulative number of credits for which a student received a passing grade.

Grades of "F" and "I" are counted as hours attempted but not achieved and have a 0.00 value toward the GPA. Repetitions of course work are counted as hours attempted.

**Academic Review Process:** Formal evaluations of student progress occur at 50% and 100% of a program. When applicable, there will be additional evaluation points at 125% and 150% of the program. In addition, student progress is reviewed on a monthly basis. Student progress reports are created and

disseminated to the students. Students who do not meet SAP requirements will be notified so and counseled by a Student Services Representative. CES COLLEGE places great importance on academic integrity and high standards. Instructors are expected to monitor student progress with standardized tests, class exams, written work and grades on oral reports.

**Warning:**

If a student fails to meet the SAP standards, he/she will be placed on WARNING status. The student will continue to qualify for financial aid. Students may make up incomplete or failed grades while on warning status. Grant funds will continue to be paid on the first scheduled disbursement date each semester while a student remains on warning. The student's Warning status will be cleared at the next evaluation period if she/he meets the SAP standards.

**Suspension:**

If the student fails to meet SAP standards while on Warning status, he/she will be placed on SUSPENDED status and will no longer be eligible for financial aid and may be dismissed from school. The suspension may be lifted when the student meets SAP standards.

**Appeal Process:** Any student whose financial aid is terminated or who is dismissed from the School will be notified in writing. The student may submit a written appeal of his/her dismissal within five calendar days of his/her receipt of the dismissal notice. A copy of the appeal form may be requested at the Financial Aid Office. The appeal should be addressed to the Financial Aid Officer. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress as well as providing evidence that these circumstances will not serve as a barrier in the future.

The Director of Education, the School Director, and Financial Aid Officer will examine the appeal. A decision will be made based on the student's previous academic record, input from the instructors and Student Services Representatives, and the nature of the reasons given. SAP requirements may be temporarily waived due to:

1. The death of a student's relative
2. Student illness or injury
3. Other special circumstances resulting in undue hardship to the student

The student will be notified of the decision within ten business days of the School's receipt of the appeal. The decision of the committee is final.

**Reinstatement of Aid:**

For a student who has not met Satisfactory Academic Progress standards, one of the following must occur in order for that student to receive Title IV assistance:

The student can reestablish eligibility for Title IV assistance by meeting the minimum requirements for Satisfactory Academic Progress. Title IV aid funds may be reinstated for a student who has not met the minimum criteria for Satisfactory Academic Progress due to unusual or mitigating circumstances and has filed an appeal, which has granted the student continuance of financial aid eligibility.

**UNCOMPLETED SUBJECTS AND REMEDIATION**

Students will be given an opportunity, at the discretion of the School Director and subject to the availability of space, to repeat, remediate or make up for lost work. This work shall be given full standing and credit with respect to the evaluation of the student's maintaining of Satisfactory Progress.

**Vocational Nursing students, please refer to the VN program Student handbook.**

**Externship:** Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their programs within 14 calendar days (excluding holidays and regularly scheduled breaks). If a student does not begin externship training within 14 calendar days, he/she must be dropped from the program. A leave of absence (LOA) may be approved if the student's reason meets the criteria of the LOA Policy. Students may only miss 14 consecutive calendar days once they start externship or they must be dropped from the program. Students must complete their externship as scheduled. Students who drop from externship either prior to starting or during externship and/or delay the completion of their externship for more than 30 days from the last days of attendance must have their skills evaluated by a program instructor to ensure they are still competent to perform skills safely in the externship setting.

## **PROCEDURES AND APPEAL PROCESS**

1. Students may question the validity of a grade or any of its contents by discussing the matter with their instructor.
2. Students, if still unsatisfied or confused, may challenge the instructor's evaluation. Any challenge must be done in writing, with a full explanation, to the Student Services Department.
3. The Student Services Representative, in consultation with the Director of Education or the Director of Nursing and the instructor, will review the records.
4. Students may also meet with the Student Services Representative, the instructor, Director of Education or the Nursing Program Director before and/or after a determination is made to review the matter.
5. If the student is not satisfied with the decision, he/she may appeal with the School Director. The Director's determination will be final.

## **COURSE DURATION**

The length of a program depends on the number of hours and the schedule. The exact duration of the course is discussed during the admission process. You can also look at the programs' descriptions on pages 22 and 25-29 for more information.

## **GRADUATION REQUIREMENTS**

Upon completion of a program, students receive a Certificate of Completion. To be eligible for graduation and receive a diploma or a certificate, the student must complete each module in the program with a minimum of 70% grade, successfully complete all elements of externship, if required, and satisfy all financial obligations to the school. **Vocational Nursing students, please refer to the VN program Student handbook -Graduation Requirements**

Students are expected to meet proper financial obligations in a timely manner. School services such as grades, classes, transcripts, diplomas, registration privileges or any combination thereof may be denied or delayed to students/graduates who have not made satisfactory arrangements to meet his or her financial obligation.

### **Graduation with Honors**

Students who have a cumulative grade average of 90% or above are entitled to graduate with honors. Only grades earned in courses taken at CES COLLEGE will be entered in the grade point average calculation for honors designations. **Vocational Nursing students, please refer to the VN program Student handbook.**

## **PROBATION, SUSPENSION AND TERMINATION**

Students may be placed on probation, suspended or terminated for any of the following reasons: excessive absenteeism or tardiness; failure to achieve Satisfactory Academic Progress; failure to comply



with probationary conditions; cheating; conduct that reflects poorly upon the school or staff; failure to meet financial obligations; possession of drugs, alcohol or weapons on school premises; behavior creating a safety hazard to other persons at the school; knowingly falsifying information to CES; disturbing order and refusing to follow rules; threatening or insulting staff members or other clients; making derogatory remarks and slanderous remarks or any other determined infraction of conduct. Students have the right to appeal probation, suspensions or terminations as outlined in the grievance procedure. If a student misses fourteen calendar days consecutively, the student could be terminated. For the Federal Pell Grant refund purposes, the withdrawal date will be no later than two weeks (fourteen calendar days) from the last day of attendance. Please also refer to the Satisfactory Academic Policy for more info.

Students placed on probation will receive special instructions from the Student Services Department. Probation can be lifted prior to the end of the documented probationary period if the student has met all of the probationary conditions. If the student fails to comply with probationary conditions, the student may be suspended and/or terminated. **Vocational Nursing students, please refer to the VN program Student handbook.**

### **APPEALS**

Students, who feel that they have unjustly been placed on probation, suspended or terminated, may appeal in writing to the School Director. This written appeal must specify the basis for the request and should include documentation. The Director in conjunction with the Director of Education and designated appeals officer will review all appeals. Appeals must be submitted within five (5) days from the date of probation, suspension or termination. **Vocational Nursing students, please refer to the VN program Student handbook.**

### **STUDENT COMPLAINT / GRIEVANCE PROCEDURE**

A student must first make every effort to resolve the problem by discussing his or her concerns with the staff member against whom the complaint is lodged. If the complaint cannot be satisfactorily resolved by the staff member or if the student is uncomfortable dealing with this individual, the student should present his/her complaint to the Student Services Representative, Director of Education, or VN Program Director.

If the issue cannot be resolved by them, it will be referred to the School Director. In addressing the grievance, information from both the student and the staff members shall be solicited. The administrator may confer with anyone having information pertinent to the complaint, and/or may hold a meeting between the student and the employee in an effort to mediate and resolve the complaint. If the matter is unresolved, the student should file an appeal with the President/CEO in accordance with the CES appeals process. The appeal must be made within thirty (30) days after the student's initial meeting. Decisions of the President/CEO will be final. In the event that all channels available within the school to resolve the problem are exhausted, unresolved complaints should then be addressed to WASC43517 Ridge Park Drive, Suite 100 Temecula, CA 92590-3615, (650) 696-1060, [www.acswasc.org](http://www.acswasc.org) or Council on Occupational Education, 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350, (800) 917-2081; [www.council.org](http://www.council.org). A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

**Vocational Nursing Students, please refer to the VN program Student Handbook.**

## **STUDENT SERVICES**

### **ADVISING**

Those students experiencing academic problems are advised by an Instructor, Student Services Representative, the Director of Education and/or the Nursing Program Director in order to help them overcome whatever academic difficulty they experience. These staff members are working with students who struggle with school pressures and learning disabilities and need assistance with educational planning and academic or personal problems. When students need assistance in the matter other than academic, they are provided with referrals to either one of the CES departments or other specialized programs.

### **HOUSING**

CES COLLEGE does not provide on-campus housing. The staff can provide information to help students conduct their own independent search for housing. CES COLLEGE offers housing placement assistance. The following accommodations options are available: homestay, extended stay hotel, hostel. Information about fees and approximate cost is included on the CES COLLEGE website. To learn more, please talk to a Student Services Representative.

### **STUDENT PARKING**

Free student parking is available in the underground parking structure in the school building. The entrance to the parking structure is from Verdugo Ave. CES College is not responsible for parking violations, property theft, damage, etc. Please keep your vehicle locked at all the times.

### **STUDENT TRANSPORTATION**

Student bus tokens are available to those who have need for and are qualified. For those who are qualified, bus tokens are available during the first two weeks of training. Thereafter, a monthly Bus Pass Application will be provided, with proof of enrollment, for discounted rates. Both are available (for those who applied and are qualified) from the Student Service Department.

### **REFERENCE MATERIALS**

The school maintains a number of reference books, magazines, videotapes, audiotapes and other pertinent publications relevant to the programs offered. Reference materials are kept for use on the school premises, but can be checked out by special permission of the course instructor. In these cases, all materials must be returned the next school day.

### **TUTORING**

Tutoring is offered at no charge to the student, provided it is offered during normal work schedules of the instructors. Additional tutoring may be arranged with the individual instructor. Fees, if any, are reflected in the enrollment agreement. VN Program Director and the Director of Education are available to answer any questions and provide information to the students in regards to program materials, available resources, as well as on subject matters.

### **JOB PLACEMENT ASSISTANCE**

Placement assistance is provided to all active students and graduates. However, no guarantee for employment or level of income can be made. Job openings are sent on a regular basis via email, posted on a job board, and are discussed individually with potential applicants. Classes are provided with special attention to such topics as resume preparation, job search techniques and interviewing techniques. Guest speakers from industry may be invited in order to provide helpful information on how to find and secure jobs. All students are encouraged to participate in all job search activities offered by the school. Students must aid the job development effort with quality academic work, excellent attendance, a cooperative attitude, a desire to succeed, and reasonable salary and schedule expectations. It is the responsibility of the graduate to demonstrate appropriate attitude and his/her knowledge and skills to the employer. Those graduates who demonstrate strong determination in job search, interviewing, and follow-up are most often successful in reaching their goals of employment.

## **REFERRALS/SOCIAL SERVICES**

CES COLLEGE is a division of Community Enhancement Services (CES), a non-profit organization. CES works with a vast network of social service providers. Their services can help you overcome the barriers that you have and successfully complete the program. Please ask your Student Services Representative for assistance.

## **TRANSCRIPTS**

Official transcripts are issued upon request. There is a \$10 fee for a transcript. Transcripts will not be released until the financial obligations are met.

## **BOOKS AND SUPPLIES**

The cost of books is different for each program. They are reflected in tuition schedule. Please refer to the Catalog and your Enrollment agreement. If a program is administered under a grant and a student qualifies under the grant requirements, the cost of books is covered by such grant. The student furnishes incidental supplies (pens, paper, etc.)

## **FINANCIAL AID**

The school is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs). CES College participates in the following U.S. Department of Education's Title IV Financial Aid Programs:

- Federal Pell Grant
- Federal Direct Subsidized Stafford Loan
- Federal Direct Unsubsidized Stafford Loan
- Federal Direct PLUS Loan
- Federal Supplemental Education Opportunity Grant (FSEOG)

These programs are available to those who qualify. To receive more information, talk to CES COLLEGE Financial Aid Officer or consult U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs and is available online at [http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

### **How to Apply for Financial Aid**

No two students are alike, so no two students' financial needs are the same. That is why all applicants planning to apply for financial aid are required to schedule an appointment with the Financial Aid Office prior to enrollment so that eligibility for financial assistance may be determined. All students applying for financial aid are required to complete the Free Application for Federal Student Aid (FAFSA). The information collected on the FAFSA is used to determine eligibility for aid. A new FAFSA application is required for each award year. An award year starts July 1 and ends June 30. If enrollment extends beyond June 30, new FAFSA application might be required to determine eligibility for additional financial aid. The financial aid office will notify students if it is necessary to reapply.

**Financial Responsibility:** Students who obtain loans for their programs of instruction are responsible for full repayment of these loans plus any accrued interest, less the amount of any refund. The student must repay the loan even if the student does not complete the educational program or is not able or chooses not to get a job after completing the program. If the student is eligible for a loan guaranteed by the federal government and the student defaults on the loan, the federal government may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. Furthermore, the student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**Verification:** Students who have applied for financial aid may be subject to verification. The verification process is a process where the institution will require the student/spouse/parent to provide documentation to support the data reported on the FAFSA. It is anticipated that about 30% of the students will be selected for verification by the United States Department of Education (USDE) or by the CES College Financial Aid Office. CES College, at its discretion, may require a student to verify any FAFSA information and to provide any reasonable documentation in accordance with school policies. Any inconsistent or unusual information must be verified prior to receiving Federal Student Aid. Failure to submit the needed verification information and documentation by the stated deadline may result in cancellation of Federal Student Aid.

**SCHOLARSHIPS:** When funds are available, CES COLLEGE offers scholarships. Currently, CES COLLEGE offers scholarships to the Vocational Nursing Program students who are employees of the clinical sites utilized by the school. Please inquire with the FA office for more information.

**TUITION ASSISTANCE:** Applicants may also qualify for tuition and other financial assistance through various public and private training or re-training agencies, such as the Veterans Administration; GAIN program; State Employment Development Department; Workforce Investment Act; etc. All agencies have certain requirements for eligibility.

### **TUITION PAYMENT POLICY**

All tuition and fees are payable in advance unless other arrangements are made with the School prior to commencing classes. If a student's tuition is not covered by Financial Aid or any other sources, the student may make arrangements with the school and make payments according to an agreed upon "Payment Plan." However, should the Payment Plan not be adhered to, CES College reserves the right to suspend or terminate the student until such time as the Payment Plan can be brought to a current status. Tuition must be paid in full before receiving the Certificate or Diploma or an official transcript.

### **REFUND POLICY**

**Right to cancel:** all funds paid will be returned if the student is rejected for enrollment. The student has the right to cancel the enrollment agreement and obtain the refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the institution's address. You can do this by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given two notices of cancellation forms for your use if you decide to cancel, however, you can use any written notice that you may wish. You do not cancel the contract by just not attending classes.

**Withdrawal:** After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student. If the student has received federal financial aid program funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. A registration fee of \$75.00 is a non-refundable item. Equipment and textbooks issued and received by student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee, equipment, and textbooks received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official

withdrawal date. See “Return of Title IV Funds Policy” section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdraw date is on the students notification or school’s determination.

You can withdraw by sending the notice in writing or in person. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the midnight of the seventh day following the first class you have attended, the school will remit a refund per the policy stated above. Official withdrawal date is on the student’s notification or school’s determination. Students requesting a withdrawal from school must complete a financial aid exit interview.

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

- The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
- The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
- If you are absent for three consecutive weeks and are not on an approved leave of absence, you will be deemed a withdrawal even though you have indicated that you were not withdrawing.
- The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

**Return of Title IV:** Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

**Refunds:** If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG. This order would apply in accordance to the aid programs available at the institution. The student is entitled to a refund of moneys not paid from financial aid programs funds.

**Please note:** The refund policy for EFL program is different. It is included in the welcome package and is furnished upon request. Please contact your admissions representative.

## **STUDENT RECORDS / RIGHT OF PRIVACY**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under ERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

### **Review and Correction**

A student has the right to inspect and review his/her educational records within 45 days of the day the College receives a request for access. Students should submit to the school office written requests that identify the record(s) they wish to inspect. The College official will arrange for access and notify the student of the time and place where the records may be inspected. A student has the right to request the amendment of his/her educational records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

### **Disclosure of Educational Records**

Information defined as Directory Information may be released without a student's consent.

The College defines Directory Information to include:

- A. Name
- B. Address
- C. Phone Number
- D. Email address
- E. Birthday and month
- F. Enrollment Status
- G. Date of Graduation
- H. Degrees and Honors Received
- I. Photos
- J. Major Field of Study
- K. Dates of Attendance
- L. Participation in officially recognized activities and sports
- M. Most Recent School Attended

A student may opt out of Directory Information disclosure by submitting a written request to the College within 80 days of the student's start of classes.

The student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Generally, schools must have written permission from the student in order to release any personally identifiable information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- A. School officials, including teachers, with legitimate educational interest, as defined;
- B. Authorized representatives with a legitimate educational interest, as defined;
- C. Other schools to which a student is transferring or has already transferred;
- D. Specified officials for audit or evaluation purposes;
- E. Appropriate parties in connection with financial aid to a student;
- F. Organizations conducting certain studies for or on behalf of the school;
- G. Accrediting organizations;
- H. To comply with a judicial order or lawfully issued subpoena;



- I. Appropriate officials in cases of health and safety emergencies; and
- J. State and local authorities, within a juvenile justice system, pursuant to specific State law

It is possible, under limited circumstances, that your record could be disclosed by one of the parties listed above, to another authorized representative with a legitimate educational interest. For example, your record may be provided to the US Department of Education for audit purposes, and the Department could share that record with the Office of Inspector General.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Complaints must be filed within 180 days of the alleged violation and specify the violation with enough detail to identify the referenced violation. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, Department of Education, Independence Avenue, SW, Washington, DC 20202-4605

The College will maintain a log of all written FERPA record requests including the records disclosed and the interest of the parties who requested the records.

### **RETENTION OF STUDENT RECORDS**

CES COLLEGE maintains a file for each student. Active students' files are kept at the main campus. Files for students who are no longer enrolled are kept at the main campus or the storage facility. Hard copies of the files are kept for 7 years.

CES College shall maintain, for each student granted a certificate, permanent records of all of the following:

- (1) The degree or certificate granted and the date on which that degree or certificate was granted.
- (2) The courses and units on which the certificate or degree was based.
- (3) The grades earned by the student in each of those courses.

### **COMPLETION AND PLACEMENT RATES**

CES COLLEGE complies with the Student Right to Know Act and annually reports the completion and placement rates. This information is available from the admissions staff as well as from the School Performance Fact Sheet posted on the school website and given each applicant.

### **CAMPUS SECURITY AND CRIME AWARENESS**

CES COLLEGE strives to provide its students and employees with a secure and safe environment. The campus is equipped with alarm systems to prevent unauthorized entry. In the event a crime is committed during business hours, the incident should be reported to Administration. In the event a crime is committed after hours, the incident should be reported to the police and Administration as soon as is possible. CES COLLEGE encourages all students and employees to report criminal incidents or other emergencies that occur on the campus directly to the School Director, Director of Education, Nursing Program Director, student services, or instructor. It is important that school personnel are aware of any such problems on College campuses. Students are responsible for their own security and safety both on and off campus and must be considerate of the security and safety of others. Students and employees should refer to the school director when reporting or seeking help on criminal incidents for the purpose of making timely warning reports and the annual statistical disclosure. All voluntary reports from victims and/or witnesses will be kept confidential. Please note that in case of any emergency that requires immediate attention a student/employee should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

Health and Safety plan provides information about procedures for handling various incidents and is available to students and personnel. The College has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any College activities.

Only students, employees and other parties having business with CES College should be on institutional property. Those not enrolled or employed by CES College must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. When the school closes for the night, the school's employee will inspect the hallways and rooms to see that they are empty, then set the alarms, and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

**Sex Offense:** In accordance with the "Campus Sex Crimes Prevention Act" of 2000, CES COLLEGE is providing a link to the California State Sex Offender Registry. All sex offenders are required to register in the State of California and to provide notice of each institution of higher education in California at which the person is employed, carries a vocation, or is a student. <http://meganslaw.ca.gov/>

In addition to the above notice to the State of California, all sex offenders are required to deliver written notice of their status as a sex offender to the Student Services department no later than three (3) business days prior to his or her enrollment in the College. Such notification may be disseminated by the College, and for the safety and well-being of, the CES COLLEGE community, and may be considered by the College for enrollment and discipline purposes.

Sexual assault is unlawful and may subject those who engage in it to civil and criminal penalties. Employees and students who engage in sexual assault will also be subject to applicable disciplinary action. Sexual assault is generally defined as attempted or actual unwanted sexual activity. Sexual assaults generally fall into one of two categories: forcible and non-forcible offenses. A forcible sex offense is "any sexual act directed against another person forcibly and/or against that person's will, or not forcibly or against a person's will where the victim is incapable of giving consent." These sex offenses include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling. Non-forcible sex offenses are acts of "unlawful, non-forcible sexual intercourse," and include incest and statutory rape. A student or employee charged with sexual assault can be prosecuted under California criminal statute and/or disciplined by the College. As a victim, an individual has the right to file criminal charges with local law enforcement authorities and, upon request, is entitled to assistance from the school in notifying the local law enforcement authorities. An individual has the right to file a complaint with the school and have a sexual assault complaint investigated by the school.

## **STATISTICAL INFORMATION**

CES COLLEGE complies with the Campus Crime and Security Act of 1990 and issues the required campus crime and security report annually. As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, CES COLLEGE has established policies regarding campus security. CES COLLEGE is required to report crimes such as murder, aggravated assault, rape, burglary, robbery, and motor vehicle theft to local authorities. CES COLLEGE is responsible for reporting the number of arrests for the following crimes on campus: liquor law violations, drug abuse violations, and weapons possessions. A copy of this report is available to students, employees, and prospective students and employees upon request.

## **DRUG AND ALCOHOL ABUSE POLICY**

CES does not tolerate any use of non-prescription drugs and/or controlled substances, and fully complies with the Drug-Free Schools and Communities Act of the United States Congress. CES also forbids the possession, distribution, sale or consumption of alcoholic beverages while on school premises. The School reserves the right to immediately dismiss any student or employee who uses alcohol, non-

prescribed drugs and/or controlled substances while on school premises, or a student or an employee who comes to school while under the influence of any of the above. Students or employees in violation of state, federal, or other local regulations with respect to illegal drugs or alcohol may be subject to both criminal prosecution and school disciplinary action. In case of underage drinking, CES College will notify the appropriate law authorities.

CES College reserves the right to pass on information regarding possession, use and/or distribution of illegal drugs and drug paraphernalia to local, state, and federal authorities as required. Federal legislation mandates that individuals cannot receive federal aid if they have been convicted of the possession/sale of illegal drugs for an offense that occurred while they were receiving federal student aid.

CES College does not permit alcoholic beverage at student-sponsored events on or off campus. All members of the CES College are responsible for abiding by this policy and the enforcement thereof. Unbecoming behavior or any conduct violation committed by a student or a staff member under the influence of alcohol is not acceptable by CES College. Alcohol abuse is considered any use of alcohol, which leads to medical consequences or inappropriate behavior.

CES College has a zero tolerance policy for the use of illegal drugs, drug paraphernalia, and substance abuse of any type. Therefore, any substance, legal or otherwise, that is used for the intention of intoxication/impairment, or misused regardless of intent, and is deemed harmful or potentially harmful to self or others, will be considered substance abuse. All employees and students are responsible for compliance with this policy as a condition of continued employment or enrolment. Violations will be subject to discipline, up to and including immediate termination of employment or enrollment.

CES College reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees, students and visitors may be asked to cooperate in inspections of their persons, work/study areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to disciplinary action, up to and including termination.

In an effort to comply with Drug-Free Schools and Campuses Regulations, a biennial review will be conducted by CES College.

The penalties for drug offenses can be quite severe. The charges are based upon quantity, intent to sell or distribute, and various other factors, such as evidence of sales activity (i.e., large amounts of money, packaging, etc.), and whether or not drugs are in the individual's possession. The seriousness and ultimate punishment for drug offenses generally is dependent on the classification of the drug, the quantity of the drug, and what is deemed as the intended purpose of the possession (i.e., for personal use or for sale). The unauthorized or unlawful possession, use or distribution of illicit drugs or alcohol may subject the individual to discipline, termination, dismissal, arrest, or citation under applicable criminal laws of the United States, the State of California, or local municipalities. Any student or employee who is convicted of the unlawful possession, use of, distribution of illicit drugs or alcohol is subject to criminal penalties under local, state and federal law.

#### Drug Testing

Clinical facilities require the school to follow drug-screening requirements, including unannounced testing, prior to working with patients. Test results are confidential, and results are on a pass/fail basis. Students should be advised that CES College is governed by federal law in matters regarding the possession and use of controlled or illegal substances. As referenced in the Drug & Alcohol Abuse Policy outlined in this catalog, the possession or use of amphetamines, cocaine, marijuana, opiates, and phencyclidine are illegal under federal law.

The possession or use of marijuana is illegal under federal law, notwithstanding the provisions of the Compassionate Use Act (California Health & Safety Code 11362.5). A physician's recommendation under that Act has no legal effect under federal law, and a positive drug test result for metabolites of marijuana may result in a student's dismissal from school.

Local, state, and federal laws provide for a variety of legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from the use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence.

**Federal Offenses:** *Title 21 U.S.C. Sections 841 and 844 to 845* state that it is unlawful to possess a controlled dangerous substance, including marijuana, cocaine, LSD, PCP, heroin, designer drugs, etc. If the substance is cocaine, or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from 5 to 20 years. For other illegal drugs, the penalty for simple possession is a fine of at least \$1000.00 and/or imprisonment up to 3 years. The penalties increase if the possession includes intent to manufacture, distribute, or dispense a controlled substance, especially if done near a public or private elementary, vocational, or secondary school or a public or private college or university. Additionally, any person who violates this law shall be liable for an amount up to \$10,000.00 in civil penalties.

In addition to Federal laws, the State of California has its own laws dealing with distribution, manufacturing, and possession of controlled substances.

The U.S. Code establishes, and authorizes the U.S. Attorney General to revise as needed, classifications of controlled substances. The drugs are each classified in one or more of five "schedules." Schedule I, being comprised essentially of "street drugs" and Schedule V being comprised of drugs with a "low potential for abuse" when compared with drugs in Schedules I-IV. Examples of Schedule I drugs are heroin and marijuana. PCP, for example, is a Schedule II drug. Amphetamine is a Schedule III drug, while Barbitol is a Schedule IV drug. An example of a Schedule V drug would be a prescription medication with not more than 200 mg of codeine per 100 grams.

The penalties for a first offense conviction of violating the laws described in items (a) and (b) above are:

1. In the case of a Schedule I or II drug which is a narcotic drug, not more than fifteen (15) years in prison, a fine of not more than \$25,000, or both.
2. In the case of a Schedule I or II drug which is not a narcotic drug or in the case of a Schedule III drug, not more than five (5) years in prison, a fine of not more than \$15,000, or both.
3. In the case of a schedule IV drug, not more than three (3) years in prison, a fine of not more than \$10,000, or both.
4. In the case of a Schedule V drug, not more than one (1) year in prison, a fine of not more than \$5,000 or both.
5. Notwithstanding sub-paragraphs (1) through (4) above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one (1) year and/or a fine of not more than \$5,000.

6. Notwithstanding subparagraph (1) through (4) above, the manufacture, possession, or distribution, or intent to manufacture, possess, or distribute phencyclidine (PCP, “angel dust”) is punishable by up to ten (10) years in prison and/or a fine of not more than \$25,000.

### **Health Risks of Alcohol and Other Drugs**

CES College presents the following information in accordance with the understanding that informed individuals are better prepared to deal with the potential dangers that they may be exposed to.

Alcohol causes loss of concentration and judgment, slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

*Amphetamines* can cause rushed, careless behavior pushing beyond your physical capacity, leading to exhaustion; tolerance increases rapidly; causes physical and psychological dependence; withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition, and death.

*Cannabis* Causes permanent damage to lungs, reproductive organs and brain function; slows reflexes; increases forgetfulness; alters judgment of space and distance.

*Cocaine* Causes damage to respiratory and immune systems; induces malnutrition, seizures and loss of brain function. Some forms (such as “crack”) are highly addictive.

*Hallucinogens* (PCP, LSD, Ecstasy) Causes extreme distortions of what’s seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user’s children; overdose can cause psychosis, convulsions, coma, and death. Frequent use can cause permanent loss of mental function.

*Opiates* (heroin, morphine, opium, codeine) Tolerance increases rapidly; causes physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest, and death; leads to malnutrition, infection and hepatitis; sharing needles is a leading cause of the spread of HIV and Hepatitis; highly addictive.

*Sedatives* Tolerance increases rapidly; produces physical and psychological dependence; causes reduced reaction time, and confusion; overdoses can cause coma, respiratory arrest, convulsions, and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death.

### **Available Counseling, Treatment, Rehabilitation or Reentry Program**

CES College does not provide in-house alcohol and drug prevention programs; however, the school does refer employees and students in need to local counseling and treatment facilities within the campus’s jurisdiction. Students are also encouraged to contact the local Alcoholics Anonymous Organization <http://www.aa.org/>.

### **LOCAL TREATMENT RESOURCES**

The following is a sampling of local area information and treatment resources. CES COLLEGE does not endorse any of the institutions referenced below.

Valley Community Clinic

6801 Coldwater Canyon Avenue, Suite 1-B, North Hollywood CA, 91605 (818) 763-1718x392

CRI Help Inc. The George T. Pflieger Center

11027 Burbank Boulevard North Hollywood CA, 91601 (818) 985-8323

Van Nuys Drug and Alcohol Abuse Program

15015 Oxnard Street Van Nuys, CA 91411 Tel: (818) 787 - 4151

Alcoholics Anonymous (Los Angeles)	(323) 936-4343
Narcotics Anonymous (Los Angeles)	(310) 390-0279
Drug Abuse & Crises Intervention	(800) 234-0246
The Alcoholism and Drug Abuse Hotline	1-800-252-6465
The Cocaine Hotline at Recovery.org	1-855-948-7668
The National Institute on Drug Abuse Treatment Referral Hotline	1-800-662-4357

### **Tobacco Free and E-Cigarette Policy**

It is the policy of CES College to provide a safe learning and working environment for both students and employees. It is recognized that smoke from cigarettes, pipes and other cigars is hazardous to health. As well, it has been concluded by the FDA that E-cigarettes pose acute health risks and detectable levels of carcinogens and toxic chemicals. Smoking and the use of tobacco and e-cigarette products shall not be permitted on any CES College property, including all buildings and facilities, walkways, and building entrances. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose of their visit. Students and faculty must also abide by all clinical facility rules and regulations pertaining to smoking.

### **SCHOOL SANCTIONS (Applied to all categories of substances)**

These sanctions are in addition to any criminal sanctions, which may be imposed. Student employees are subject to both employee and student sanctions. **Vocational Nursing students, please refer to VN Program Handbook.**

**Students:** Possession, use, sale of any amount on school property or as part of any school activity is prohibited. Sanctions for this violation could lead up to expulsion.

1. Disciplinary Probation – A specified period of time, during which the student's activities may be curtailed, for which an active student is advised in writing of probable suspension or expulsion for future misconduct.
2. Suspension – Temporary exclusion from any curricula activities for a specified period of time with the student advised in writing of probable suspension or expulsion for future misconduct. Conditions for terminating period and appeal will be stated in the written order of suspension.
3. Expulsion– Termination of student status for an indefinite period; usually a permanent dismissal from the school. Conditions of expulsion and appeal will be stated in the written order of expulsion.

**Faculty/Staff:** Performing school business under the influence, possession, use, sale, or furnishing any alcohol, non-prescribed drugs and/or controlled substances is prohibited. Sanctions for this violation will lead to dismissal.

CES College shall, upon request, make available to the Secretary and to the public a copy of each item required by subsection (a)(1) as well as the results of the biennial review. This information is also available on CES College website.

### **STUDENT TUITION RECOVERY FUND (STRF)**

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/reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay/reimburse proceeds received by the school prior to closure in excess of tuition/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. 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 and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and,
- 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

- 1) You are not a California resident.
- 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. State of California currently is not collecting STRF assessment, that is why CES COLLEGE is not collecting STRF fee from the students.

## TUITION AND FEE SCHEDULES\*

### PROGRAM TITLE: ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE

Program Code	Clock Hours	Credit Hours	Registration	Tuition	Books/Suppl.	Total Cost
AVESL	725	48	\$75	\$4,750	\$80	<b>\$4,905</b>

### PROGRAM TITLE: OFFICE ADMINISTRATION (OA)

Program Code	Clock Hours	Credit Hours	Registration	Tuition	Books/Suppl.	Total Cost
OA	900	39.5	\$75	5,910	\$190	<b>\$6,175</b>

### PROGRAM TITLE: MASSAGE THERAPY/PHYSICAL THERAPY AIDE (MTPTA)

Program Code	Clock Hours	Credit Hours	Registration	Tuition	Books/Suppl.	Insur	Unif.	Total Cost
MTPTA	900	40.6	\$75	\$7,500.00	\$352.00	\$14	\$50	<b>\$7,991</b>

### PROGRAM TITLE: MEDICAL ASSISTANT (MA)

Program Code	Clock Hours	Credit Hours	Registration	Tuition	Books/Suppl.	Unif.	Total Cost
MA	900	40.6	\$75	\$7,500.00	\$215	\$50	<b>\$7,840</b>

### PROGRAM: VOCATIONAL ENGLISH AS A SECOND LANGUAGE (VESL-725)

Program Code	Clock Hours	Credit Hours	Registration	Tuition	Books/Suppl.	Total Cost
VESL	725	48	\$75	\$4,710	\$120	<b>\$4,905</b>

### PROGRAM: VOCATIONAL NURSING

Program Code	Clock Hours	Credit Hours	Registration	Tuition	Books/Suppl.	Unif.	Insur.	Graduation Fee	Total Cost
VN	1560	72	\$75	\$26,080	\$558	\$50	\$27	\$350	<b>\$27,140</b>

**All credit hours are semester credit hours.**

All textbooks and training materials for the course will be supplied by the school for student use. Students must furnish their own incidental supplies such as pens, paper, notebooks, etc.

**STATEMENT OF FINANCIAL OBLIGATION** A student who has applied, is accepted, and has begun classes at CES College assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. Any student who is delinquent in a financial obligation to the school is subject to disciplinary action on this basis, including suspension or termination of enrollment.

*This catalog is current as of the time of printing. CES COLLEGE reserves the right to make changes in course content, equipment, materials, organization, policy, tuition, and curriculum subsequent to publication. The changes that affect currently enrolled students will be made with their consent. CES COLLEGE expects its students to have knowledge of the information presented in this catalog.*

**PROGRAM: ENGLISH AS A FOREIGN LANGUAGE (EFL)**

Registration fee	\$75
I-20 processing fee	\$100
Books	\$40/level

<b>Number of Weeks</b>	<b>Morning (24 hrs/week)</b>	<b>Discount</b>	<b>Tuition After Disc</b>
4 weeks	\$575	0	0
8 weeks	\$1,150	0	0
12 weeks	\$1,725	0	0
16 weeks	\$2,300	3% (prepaid)	\$2,231
20 weeks	2,875	3% (prepaid)	\$2,789
24 weeks	\$3,450	3% (prepaid)	\$3,346
28 weeks	\$4,025	5% (prepaid)	\$3,824
32 weeks	\$4,600	5% (prepaid)	\$4,370

**SEVIS I-901 FEE**

The SEVIS I-901 fee of \$200 must be paid directly to the SEVP administrator for those applying for a student F-1 visa. The fee is not charged by CES College. Please visit [www.fmjfee.com](http://www.fmjfee.com) for details.

**STATEMENT OF FINANCIAL OBLIGATION** A student who has applied, is accepted, and has begun classes at CES COLLEGE assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. Any student who is delinquent in a financial obligation to the school is subject to disciplinary action on this basis, including suspension or termination of enrollment.

## PROGRAMS OF STUDY

CES COLLEGE currently offers instruction in the following programs of study:

- **ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE (AVESL);**
- **ENGLISH AS A FOREIGN LANGUAGE (EFL)**
- **MASSAGE THERAPY/PHYSICAL THERAPY AIDE (MTPTA)**
- **MEDICAL ASSISTANT (MA)**
- **OFFICE ADMINISTRATION (OA)**
- **VOCATIONAL ENGLISH AS A SECOND LANGUAGE (VESL-725)**
- **VOCATIONAL NURSING**

### **ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE (AVESL)**

The Advanced VESL program is a comprehensive course with a special emphasis on employment related applications. It is designed to meet the job-specific English language requirements, develop ability to use English in everyday personal and workplace situations, and acquire advanced proficiency in the four language skills: reading, writing, listening, and speaking. The course will provide the students with the skills necessary for better employment opportunities, job retention and upward mobility by allowing them to gain a higher level of English competency required for successful employment. The course is 42/19 semester credit hours (725 clock hours.)

**Schedule\*:** The class meets five times a week: Monday through Thursday, 8:30-1:30 and Friday, 8:30-12:30 for a total of 24 hours a week (31 weeks of instruction).

**Admissions Requirements:** A minimum score of 221 on the CASAS assessment test.

**Method of Instruction:** Classroom: CES utilizes a combination of instructional methods to promote active student participation and ensure that students' different needs and learning modalities are addressed. Specifically, the methods of delivery utilized at this institution are: The Direct Method; The Audio-Visual Method; The Communicative Approach; The Natural Approach; Lectures; Interactive.

#### **Graduation Requirements:**

Minimum 70% GPA for each module.

#### **Occupations and Job Titles:**

All occupations and titles apply

### **ENGLISH AS A FOREIGN LANGUAGE (EFL)**

CES COLLEGE EFL program is designed for international students who desire to improve their command of English for professional reasons or to be able to attend an American University or college. Whether you never studied English, have some basic understanding of everyday vocabulary and sentence structure, or even if you are an advanced student, our EFL program is designed for you. The length of your program will depend on your level of English at the start of the program and your goal. When you arrive, CES staff will assess your level and place you at the correct level for the optimum learning experience. CES COLLEGE is registered with the Educational Testing Service (ETS) and is a Certified TOEFL iBT Test Center. Please refer to EFL Student Handbook for more information. English as a Foreign Language is an avocational program. It is accredited by WASC Accreditation Commission for schools only. Students enrolled in EFL program are not eligible for Title IV Aid.

**Schedule\*:** The day class meets five times a week: Monday through Thursday, 8:30-1:30 and Friday, 8:30-12:30 for a total of 24 hours a week. The length of your training will depend on your current level of English and your goals.

**Completion Requirements: Minimum 70% GPA for all modules.\*** CES reserves the right to modify the time required to complete its programs of study and class schedules at its discretion without any further notice.

## MASSAGETHERAPY/PHYSICAL THERAPY AIDE (MTPTA)

The Massage Therapy/Physical Therapy Aide program prepares the students for a successful career in the growing field of massage/physical therapy. The program includes courses in anatomy, physiology, pathology, and kinesiology, giving students a solid understanding of the body and enabling them to effectively communicate with other health care professionals and create comprehensive treatment programs for their clients. Business and career development classes, along with training in laws and regulations, are also offered. The program prepares students to work in physical therapy offices, chiropractic offices, fitness centers, high-end spas or start their own business. The program includes externship to allow students apply the skills learned in the classroom in the real world and gain first-hand experience. The program has modular enrollment: students can enroll at the beginning of each course except for the externship.

SOC Code: 31-9011 Massage Therapist; 31-2022 Physical Therapist Aide ONET Code: 31-9011 Massage Therapist; 31-2022 Physical Therapist Aide CIP Code: Massage Therapy/Therapeutic Massage [51.3501](#)

Course	Lecture	Lab	Ext.	Total
<b>Massage Therapy 1</b> This course introduces students to massage history, concept of therapeutic relationships and ethics. Students learn about benefits and contraindications of massage therapy, body mechanics, draping, massage techniques for basic Swedish and Deep Tissue sequence. In anatomy and physiology, students learn basic medical terminology, introduction to human body and concept of body as a whole, in depth study of skeletal system and muscles of the shoulder girdle and arm. Students learn about laws, rules and regulations of massage therapy in California.	64	32		<b>96</b>
<b>Massage Therapy 2</b> This course introduces students to equipment and supplies necessary for massage therapy field, importance of self-care and why research is important to the massage professionals. In anatomy and physiology, students learn muscular system along with in depth coverage of the muscles of the forearm and hand. Kinesiology is introduced to better understand muscular system. In lab students, learn basic chair and sports massage.	64	32		<b>96</b>
<b>Massage Therapy 3</b> This course introduces students to understanding disease, therapist hygiene, infection control, and standard precautions. Special populations and pregnancy lectures explain modifications necessary to consider when performing massage. In anatomy and physiology, students learn integumentary and nervous systems along with in depth coverage of muscles of the spine and rib cage. In the lab myofascial, trigger point and pregnancy massage is introduced.	64	32		<b>96</b>
<b>Massage Therapy 4</b> This course introduces students to treatment planning, intake, assessment, and documentation. In the anatomy and physiology section students learn endocrine, reproductive and cardiovascular systems and in depth coverage of muscles of the head. In the lab, foot reflexology and spa treatments are introduced.	64	32		<b>96</b>
<b>Massage Therapy 5</b> This course provides students with fundamentals of business and ethics. In anatomy and physiology, students learn lymphatic, immune, respiratory, digestive and urinary systems. Muscles of the pelvis and thigh along with leg and foot are studied in depth. In the lab students, learn shiatsu and Thai massage.	64	32		<b>96</b>
<b>Physical Therapy Aide 1</b> This course explores history of rehabilitation treatments including therapeutic exercises, and the organization, history, values, and culture of the profession of physical therapy. Basics of Kinesiology, structure and function of shoulder complex, of elbow and forearm complex are studied.	64	32		<b>96</b>
<b>Physical Therapy Aide 2</b> This course is focused on theory and practice of applying physical agents and to assist practicing rehabilitation professionals in reviewing and updating their knowledge about the use of physical agents. In Kinesiology, students learn structure, function of the wrist, hand, vertebral column, and hip. Theory and Practice of Therapeutic exercises are covered.	64	32		<b>96</b>

<b>Physical Therapy Aide 3</b> introduces the application of electromagnetic radiation in rehabilitation and other light therapy, therapeutic use of electromagnetic radiation in UV, radio wave, and microwave ranges, infrared (IR) radiation and other superficial heating agents. Structure and Function of the knee, ankle and foot, Fundamentals of Human Gait, Kinesiology of Mastication and Ventilation are covered.	64	32		<b>96</b>
<b>Massage Therapy 6</b> is an organized clinic where future massage therapists must log in 20 clock hours of massages. Students actively will practice the skills, attitudes and behaviors that will be necessary for a successful massage career under the supervision of appropriately qualified massage practitioners.		20		<b>20</b>
<b>Externship</b> Students apply and solidify the skills previously discussed in class in an actual doctor's office or/and spa facility. This course is mandatory.			112	<b>112</b>
<b>Total hours</b>	<b>512</b>	<b>276</b>	<b>112</b>	<b>900</b>

**Admissions Requirements:** The applicant must be a High School Graduate or have a High School diploma equivalent and score 221 points or higher on the CASAS Appraisal Test.

**Method of Instruction:** Classroom – lectures, discussions, demonstrations; Skills Lab – demonstration, return demonstration, observations; Externship.

**Graduation Requirements:** Complete all classroom and hands-on training, including mandatory externship. Minimum 70% GPA for all modules.

**Schedule\*:** Monday-Thursday, 8:00AM-2:30PM for a total of 24 hours a week. Externship schedule may be different. \*CES reserves the right to modify class schedules at its discretion without any further notice.

**MTPTA Hygiene, dress code and draping policy:** All students must practice good hygiene to avoid any offensive odors during class time. Fingernails must be well trimmed. Hands must be washed with soap and warm water before and after hands-on work. Linens must be changed and washed for each client. Students will not be allowed to attend clinical or practical hours if sick. All students are required to wear clean CES College polo, black comfortable pants and closed toe shoes. Jewelry should not be felt or heard when working on clients. Long hair must be pulled back. CES College maintains strict standards of proper draping and modesty. No exposure of a person's private genital region is allowed. Female clients/students will have their chest area covered to avoid any exposure of breast tissue.

**Certification is recognized in California.** CAMTC Certification is not required on a statewide basis; it is voluntary for therapists. However, the titles "CMT" and "Certified Massage Therapy" can only be used by those in California who are CAMTC Certified. Some cities and counties in California do require CAMTC Certification to work. In order to obtain CAMTC Certification as a Certified Massage Therapist, an applicant shall 1) successfully completed the curricula in massage and related subjects totaling a minimum of 500 hours with a minimum of 100 hours of instruction addressing anatomy and physiology, contraindications, health and hygiene, and business and ethics; 2) pass one of the following CAMTC approved exams: Massage and Bodywork Licensing Exam (MBLEX), Board Certification Exam in Therapeutic Massage and Bodywork (BCETMB). "Attendance and/or graduation from a CAMTC approved school do not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq."

"A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the CAMTC at One Capitol Mall, # 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669- 5336, or fax (916) 669-5337."

Pursuant to California Business and Professions Code section 4611, It is an unfair business practice for a person to do any of the following: (a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council. (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.



## MEDICAL ASSISTANT

The Medical Assistant program prepares students to work in medical offices, clinics and hospitals. Students are trained in both front office administrative skills and back office clinical skills. The program includes externship to allow students apply the skills learned in the classroom in the real world and gain first-hand experience. The program has modular enrollment. Students have to complete all of the program courses in order to graduate.

Course	Lecture	Lab	Ext.	Total
<b>Introduction to Medical Assisting:</b> Students learn about basic duties of a medical assistant, medical law and ethics, HIPPA regulations, and proper documentation. This course introduces students to <b>infection control and safety</b> . Students learn about handling <b>emergencies</b> in the medical office. Students practice related skills in the laboratory.	48 3.2	60/ 2.0		<b>108/5.2</b>
<b>Anatomy and Physiology</b> course provides students with the information on anatomical systems and body functions and medical terminology. Students continue to learn about human body focusing on cardio-pulmonary system. CPR certification is included in the course. Students practice related skills in the lab.	69/ 4.6	63/ 2.1		<b>132/6.7</b>
<b>Clinical Medical Assistant I</b> Students focus on nervous system and senses. They will learn how to perform physical examination and eye and ear assessment. Students will practice related skills in the laboratory.	48 3.2	60/ 2.0		<b>108/5.2</b>
<b>Clinical Medical Assistant II</b> This course explores <b>endocrine, digestive, urinary, and reproductive systems</b> . Students will learn about urinalysis and gynecological examination and prenatal care. Students practice related skills in the laboratory.	48 3.2	60/ 2.0		<b>108/5.2</b>
<b>Clinical Medical Assistant III</b> This course is focused on various examinations, agents promoting tissue healing, and minor office surgeries. Students practice related skills in the laboratory.	48 3.2	60/ 2.0		<b>108/5.2</b>
<b>Clinical Medical Assistant IV</b> This course focuses on pharmacology. Math is reviewed as related to pharmacology. Students continue to learn about different examination procedures. Students practice related skills in the laboratory.	48 3.2	60/ 2.0		<b>108/5.2</b>
<b>Medical Office Management</b> This course provides students with fundamentals of medical office management, including electronic records, basic bookkeeping, insurance, and billing. Students continue learning about human body focusing on digestive and urinary systems. Students practice related concepts in the lab.	48 3.2	60/ 2.0		<b>108/5.2</b>
<b>Externship</b> Students apply and solidify the skills previously discussed in class in an actual doctor's office. This course is a mandatory component.			120	<b>120/2.7</b>
<b>Total hours</b>			<b>120</b>	<b>900/40.6</b>

Students are eligible for graduation only after successful completion of all coursework.

**Schedule\*:** Tuesday through Friday, 8:30AM-2:30PM for a total of 24 hours a week. Externship schedule may be different.\*CES reserves the right to modify class schedules at its discretion without any further notice.

**Admissions Requirements:** High School Diploma or an equivalent. Pass entrance examination: 221, higher on the CASAS Appraisal Test and 70%, or higher on TABE Math test.

**Method of Instruction:** Classroom – lectures, discussions, demonstrations; Skills Lab – demonstration, return demonstration, observations; Externship.

**Graduation Requirements:** Complete all classroom and hands-on training, including mandatory externship. Minimum 70% GPA for all modules.

### Occupations and Job Titles:

SOC Code: 31-9092 Medical Assistants ONET Code: 31-9092.00 - Medical Assistants

CIP Code: 51.0801 Medical/Clinical Assistant: 51.0710 Medical Office Assistant/Specialist.

Sample of job titles: Medical Assistant, Doctor's Assistant, Medical Office Assistant, Optometric Assistant, Clinical Assistant, Outpatient Surgery Assistant

## OFFICE ADMINISTRATION

CES COLLEGE has developed the Office Administration program to prepare students for a career in office administration. Master the skills you need to tackle the challenges of the fast-paced office environment. In this program, you will learn how to organize and maintain an efficient office. You will develop the knowledge of computer software, including word processing, desktop publishing, spreadsheets, and database programs. This program also prepares students for the job search by developing their resume and honing their interviewing skills. At the end of the program, you will apply the skills you have learned in the classroom to the real world and gain first-hand experience in an office environment, through a supervised internship at a local business. The program is 900 clock hours. The program has modular enrollment: students can enroll at the beginning of each course except for the courses that have a prerequisite.

Students have to complete all of the following courses with at least 70% grade in order to graduate.

Course Title	Description	Hours	Prerequisite
Computers Concepts Windows and Outlook	The course is an introduction to computer technology. It provides basic information about use of computer technology, PC hardware, Windows operating system, the Internet, and Outlook.	22 clock 1.1 semester credit	Pass entrance examination
Word	This is a comprehensive MS Word training course. The course provides theory and hands-on training in basic and advanced skills needed to create a wide range of documents utilizing MS Word. Business writing component reviews grammar and instructs students in creating original written communication.	186 clock 8.6 semester credit	Pass entrance examination
Business Writing	This course provides students with instruction in basics of office written communication and review of grammar as it applies to business writing.	48 clock 2.6 semester credit	Pass entrance examination
Excel and Math Review	This is a comprehensive MS Excel training course. The course provides theory and hands-on training in basic and advanced features of Microsoft Excel. The students will learn to use Excel to store, organize and manipulate various data.	176 clock 8.5 semester credit	Pass entrance examination
Accounting Fundamentals	This course provides instruction in accounting fundamentals so that the students could perform basic bookkeeping tasks.	88 clock 4.9 semester credit	Excel and Math Review
Access	Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. This course provides theory and hands-on training in basic and advanced concepts of Microsoft Access.	88 clock 4.1 semester credit	Pass entrance examination
Power Point	This course provides students with basic and advanced theory and hands-on instruction in Microsoft Office PowerPoint. Students will learn to create, save, and rearrange presentations, both with the static content and animations.	88 clock 4.2 semester credit	Pass entrance examination

Comprehensive Integration and Office work	This course allows students to review and utilize a combination of knowledge and skills they received in preceding courses in a comprehensive project. It also provides instruction in customer service skills, operating telephone system, operating office equipment, and utilizing various methods of recordkeeping.	23 clock 0.8semester credit	Completion of Word, Excel, Access, and PowerPoint courses
Keyboarding I	This course is designed to provide an opportunity to learn to touch type on the computer keyboard using correct techniques.	31 clock 1semester credit	Pass entrance examination
Keyboarding II	This course concentrates on the development of speed and accuracy.	30 clock 1 credit	Pass entrance examination
Externship	The students get a chance to apply and solidify the skills previously discussed and practiced in class.	120 clock 2.7 semester credit	Completion of all courses in the program

**Externship:**The program incorporates a mandatory externship component. Students will not receive compensation for externship experience. Students are eligible for graduation and employment assistance only after successful completion of all coursework and the required number of hours.

**Homework:** Homework will be assigned on a regular basis and is a part of your grade. You will use a computer to complete the assignments. With this in mind, you will be expected to have access to and use a computer with Windows XP or later and MS Office Suite 2007 or later. Office suite must include Microsoft Access. You can use CES College computer labs or arrange access to a computer outside of school premises.

**Schedule\*:** The day class meets four times a week: Monday through Thursday, 8:30AM-2:30PM for a total of 24 hours a week (38 weeks of instruction). Externship schedule may be different.

\*CES reserves the right to modify class schedules at its discretion without any further notice.

### **Method of Instruction:**

Lecture, Hands-on, Internship

### **Admissions Requirements:**

All students must be High School Graduates or have an equivalent and pass an entrance examination. Students must receive at least 221 on the CASAS Appraisal Test.

### **Graduation Requirements:**

Minimum 70% GPA for all courses. Completion of mandatory externship component.

### **Occupations and Job Titles:**

CIP Code: 52.0408—General Office Occupations and Clerical Services

SOC Code: 43-6014 Secretaries and Administrative Assistants

ONET Code: Office Clerks, General - 43-9061.00

### **Additional occupations:**

CIP Code: 52.0401—Administrative Assistant and Secretarial Science, General

CIP Code: 52.0406—Receptionist

CIP Code: 52.0407—Business/Office Automation/Technology/Data Entry

CIP Code: 11.0602—Word Processing

**Sample of Job Titles:** Administrative Assistant, Clerk, Office Manager, Receptionist, Office Coordinator, Secretary, Office Assistant, Office Clerk, Data Entry, Customer Service Representative.

## VOCATIONAL ENGLISH AS A SECOND LANGUAGE (VESL-725)

CES COLLEGE has created a specialized VESL program that assists immigrants and refugees find meaningful employment in the U.S. labor market by providing them with sufficient training in ESL and workplace skills so that they are able to utilize education and technical skills, which they bring from their native countries. VESL-725 curriculum gives students the language they need to identify transferable job skills, their strengths and weaknesses and possible job goals as well as to become better communicators in a work setting. Before enrolling in the program, the students demonstrate that they possess job skills and competencies..

Curriculum includes lessons in English grammar, reading, writing, listening and speaking as well as American business culture and employability. The course is 47.5/19 semester credit hours (725 clock hours).

**Schedule\*:** The day class meets five times a week: Monday through Thursday, 8:30-1:30 and Friday, 8:30-12:30 for a total of 24 hours a week (31 weeks of instruction). Evening class meets four times a week, Monday-Thursday, 6:00pm-10pm for a total of 16 hours a week (45 weeks of instruction).

*\*CES reserves the right to modify the time required to complete its programs of study and class schedules at its discretion without any further notice.*

**Admissions Requirements:** Applicants are required to have a high school diploma or its equivalent.

**Method of Instruction:** Classroom

CES utilizes a combination of instructional methods to promote active student participation and ensure that students' different needs and learning modalities are addressed. Specifically, the methods of delivery utilized at this institution are:

- The Direct Method;
- The Audio-Visual Method;
- The Communicative Approach;
- The Natural Approach;
- Lectures;
- Interactive

**Graduation Requirements:**

Minimum 70% GPA

Complete all required subjects/modules

**Occupations and Job Titles:** All occupations and titles apply

## VOCATIONAL NURSING

Vocational Nursing Program provides students with the theory, laboratory, and clinical experiences to prepare them for a career as a vocational nurse. The clinical assignments of the program provide students with actual hands-on experience in providing nursing care to clients of various ages, ethnic and cultural groups, and stages of wellness/illness. Upon successful completion of the program, the students will be eligible to sit for the NCLEX-pn examination. Upon passing the exam, the student will be eligible for employment as a Licensed Vocational Nurse. The program consists of 1560 clock hours. Students have to complete all the courses in the sequence of the approved curriculum.

### Module 1

**Prerequisite:** Meet program admissions requirements.

Content: Fundamentals of Nursing. Anatomy & Physiology. Pharmacology

Module 1 is designed to provide the beginning student with an introduction to basic nursing skills for direct patient care in nursing. Emphasis is placed upon the application of the nursing process and Maslow's Hierarchy of Needs utilized within the context of the Vocational Nursing scope of practice, the healthcare environment, critical thinking, the caring role, and basic nursing skills and procedures, including physical assessment. This includes integrated anatomy and physiology, and basic pharmacology topics.

### Module 2

**Prerequisite:** Successful Completion of Module 1

Content: Medical-Surgical Nursing, Anatomy and Physiology. Pharmacology

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

### Module 3

**Prerequisite:** Successful Completion of Module 2

Content: Medical-Surgical Nursing. Anatomy and Physiology. Pharmacology

Module 3 is a continuation of Medical-Surgical Nursing. Emphasis is placed upon care of patients with respiratory, musculoskeletal, gastrointestinal, neurological, eye and ear disorders as well as cancer and steroid related problems and home health and hospice. Again, the nursing process and Maslow's Hierarchy are the unifying framework for the studies. Pharmacology includes systems problems as well as the nursing process.

### Module 4

**Prerequisite:** Successful Completion of Module 3

Content: Maternity and Fetus/ Infant. Pediatrics. Mental Health. Anatomy & Physiology. Pharmacology. Leadership/ Supervision. Module 4 is designed to provide the senior student with the basic knowledge in several specialty areas: family nursing, pediatrics, mental health, including pharmacology for these areas, and to give the core information for Leadership and Supervision. In addition, career issues for the vocational nurse are discussed during preparation for professional practice.

**Schedule:** Theory: 5:30pm-10:30pm, 2 days a week. Clinicals: clinical are offered on Saturdays and Sundays, eight hours each day. Clinical schedule depends on assigned clinical site. Program has 60 weeks of instruction. \*CES reserves the right to modify the time required to complete its programs of study and class schedules at its discretion without any further notice.

### **Admissions Requirements:**

1. Student must have graduated from high school, or earned a Graduate Equivalency Diploma (G.E.D.).
2. If the student has a foreign (out of the United States) high school diploma, this diploma and the transcripts must be translated into English, and evaluated for United States acceptance for High School equivalence. The fee for foreign student transcript evaluation is the student's responsibility.
3. Student must pass an entrance examination with a minimum of 75%. CES COLLEGE uses TABE test.
4. The Physical Examination form must be completed by a licensed Physician/Nurse Practitioner and submitted to the School prior to matriculation into the program. This includes immunizations/titers and PPD assessment. All deficiencies must be corrected at the applicant's expense PRIOR to starting clinicals. All students with a positive PPD test must provide proof of a negative Chest x-ray report prior to entrance in the program. Students must be physically capable of fulfilling the objectives of the nursing program. The school will make reasonable accommodation to assist a student with a disability to advance through the program. However, students must have sensory function adequate for client assessment and care and must possess the physical status to provide all aspects of nursing care in a safe manner. Students must be physically capable of fulfilling the objectives of the nursing program. The school will make reasonable accommodation to assist a student with a disability to advance through the program. However, students should have sensory function adequate for client assessment and care and must possess the physical status to provide all aspects of nursing care in a safe manner. If a student is or becomes unable to complete assignments and attend program activities as scheduled, or to become a Licensed Vocational Nurse, the student may be terminated from the program.
5. Clearance on consumer background report – completed after the start of the program; however, if the criminal background report required for clinical placement discloses violations, the finding may prevent the student from being placed in clinical or become licensed as an LVN, or the student may be terminated from the program.
6. A personal interview will be held with the Program Director after the prospective student meets all required admission standards.
7. Should there be more qualified applicants than available seats, the students will be selected in accordance with the selection criteria. The form can be obtained from the school office.

### **Method of Instruction:**

Theory: Classroom, lecture, PowerPoint presentations, discussions.

Hands-on: Skills Lab and Clinical setting (long-term care facilities, acute care facilities, specialty clinics)

### **Graduation Requirements:**

Minimum 75% GPA for theory, Pass in clinicals, pass HESI exam. Completion of 100% required hours.

**Please refer to the VN Student Handbook for complete description of graduation requirements.**

**LVN License requirements:** License is required for employment as an LVN. To the LVN license students, upon completion of this program, must pass a state administered nursing examination, NCLEX-PN (National Council Licensure Examination – Practical Nurse). Please refer to VN Program Handbook for more information about the license. All VN students must have a high school diploma or its equivalent in order to be eligible for the licensing examination upon completion of the program.

### **Occupations and Job Titles:**

Licensed practical and licensed vocational nurses

SOC Code 29-2061

Licensed Practical/Vocational Nurse

CIP Code 51.3901

Licensed Practical and Licensed Vocational Nurses

ONET Code- 29-2061.00

### **Please talk to our Admissions Representatives for further information**

**Questions:** If you have any questions about this catalog, please feel free to ask your Admissions/Student Services Representative or the School Director. 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, [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone Number: (916) 431-6959, Fax Number: (916) 263-1897