



CenterPointe Learning Institute

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"Empowering learning. Empowering minds."

GOALS AND OBJECTIVES

Our Mission

Centerpointe Learning Institute's Nursing Assistant Training is developed to train men and women to become competent, safe, and efficient health care providers. It was developed and created to meet the growing need for better Nursing Assistants in all areas of health care, including long term care, skilled nursing homes, hospitals, and out-patient settings. Our program is designed to meet this specific need. Our faculties and staff are committed to help students gain knowledge and develop skills that will prepare them for employment in the health care industry and to satisfy the demands of the communities.

Objectives:

1. Provide entry-level skills for employment as a CNA.
2. Prepare the student to provide safe, competent, and culturally-congruent nursing care.
3. Instill the student qualities such as punctuality, teamwork, dedication, compassion, confidence, ease of communication which extremely valued by the prospective employers and who will function within the roles and responsibilities as required by the law.
4. Assist the student fulfill physical, psychosocial and spiritual needs.
5. Prepare the student take and pass the program competency evaluation examination that is required by the state for state certification administered by ARC.
6. Assist the student in applying for the Competency Evaluation Examination given by the ARC either on site or any ARC testing center in order to practice as Certified Nursing Assistant in the State of California.

Course Description:

This course has 50 hours of classroom theory and 104 hours of clinical experience/, 1 hour facility tour and 8 hours skills lab where students must demonstrate competence while caring for the patient or residents and assisting them on their personal needs under the direct supervision on the Registered Nurse or a Licensed Vocational Nurse.

COURSE CONTENT

Module	Theory Hours	Clinical Hours	Skills Hours
1 Introduction	2		
2 Patient's Rights	2	1	
3 Communication/Interpersonal Skills	2		
4 Prevention and Management of Catastrophe and Unusual Occurrences	1	1	
5 Body Mechanics	2	4	
6 Medical and Surgical Asepsis	2	8	
7 Weights and Measures	1	1	
8 Patient Care Skills	14	44	
9 Patient Care Procedures	7	22	
10 Vital Signs	3	6	
11 Nutrition	2	8	
12 Emergency Procedures	2	1	
13 Long-Term Care Resident	2		
14 Rehabilitative Nursing	2	4	
15 Observation and Charting	4	4	
16 Death and Dying	2		
Skills Laboratory			8
Orientation and Facility Tour	1 hour		

Students Record:

Student records shall be maintained for five (5) years in the school premises commencing from the date of graduation, dismissal, or withdrawal of the student from the program.

At the completion of the training, the student must successfully complete the Nurse Aide Competency Evaluation.

This evaluation consists of a written or oral examination that must consist of question that addresses each course requirement specified in Sec. 483.152.

A skills demonstration that consist of randomly selected skills from a pool of the skills generally performed by the nursing assistants is also required as part of the competency evaluation.

Each skill places an emphasis on resident safety and infection control that must be correctly performed or the skill will not be passed.

Job Title:

After passing the ARC Competency Evaluation Exam the student will become Certified Nursing Assistant

CARREER OPORTUNITIES

Five industries employ most Certified Nursing Assistant:

1) Nursing Homes and Personal Care Facilities, 2) Hospitals, 3) Residential Care Facilities, 4) Healthcare Registries and 5) Home Health Care Services.

Nursing Assistant is the entry-level job in the nursing field and many employers encourage advancement to the next career path which is the LVN or RN Program.

The school's ultimate goal is for students to complete the program with the highest level of knowledge and training. By the time the students complete the program, the students will gain a global understanding of the challenges in the healthcare system and professional standards in nursing care in the multicultural communities. Upon the completion of the CNA program, a Certificate of Completion is given to the students. It is the school's goal for each and every student to pass the state exam and reach their career dream and become a Certified Nursing Assistant (CNA).

CAREER OPORTUNITIES: WHY NURSES ARE IN GREAT DEMAND

Our modern health care system can deliver marvelous things. New drugs, therapies and technologies - unimagined just a decade ago - allow us to live longer and healthier lives.

But we're facing a shortage that could ultimately cripple health care delivery in this country - a nursing shortage. And this problem will only get worse as the baby boomers retire.

The greatest nursing shortage in American history is yet to come, when an aging nursing work force, producing enough nursing students and graduates, an aging population, and sicker patients collide like an atomic bomb!

A recent United States General Accounting Office report outlines the scope of the problem. For instance:

- By 2010, 40 percent of the nursing workforce will be over the age of 50, and nearing retirement.

DESCRIPTION OF THE PHYSICAL FACILITY

The school is located at 7212 Mission St., Daly City, CA 94014 and approximately 1,800 sq. feet consisting of one classroom and skills lab, one computer/library room, faculty/administration room, a break area.

Classroom theory will be conducted in the address above and clinical experience for the hands on training will be at the Nineteenth Avenue Healthcare Center at 2043 19th Ave, San Francisco, CA.

Library

The library has a variety of reading and reference materials consisting of books, health related magazines and video tapes and computers. Aside from the school library the students have access to several public libraries, such as the Skyline College Library, College of San Mateo Library, and libraries of hospitals and long-term care facilities. Students have access the resources at Centerpointe during school hours (daily 8:00am to 9:00pm). There is a check-in check-out system for removing resources from the library. Computers and internet access is available for students use to support the educational experiences.

Description of Materials and Equipments used during the course:

ITEM DESCRIPTION		
Stethoscope	Toiletries (soap, shaving cream, shampoo lotion)	
Hospital Bed	Teaching Stethoscope (instructor)	IV tubing
Flat Sheets	Hospital Gowns	IV Pole
Fitted Sheets	Graduate container	KY Jelly
Lift Sheets	Toothbrush	Colostomy Kit
Blue Pads	Denture Cups	Enema Kit
Call light	Needle container sharp	Tracheostomy Kit
Pillows	Video Tapes (clinical skills)	NGT
Oral Thermometers	Kidney Basins	G Tubes
Probe Cover	Intradermal needles G25-8.27	O2 Tubings
Tape Measure	Intramuscular Needles G20-28-11/2	
Standing Scale	Subcutaneous Needles G25 3/8 -5/8	
BP Apparatus	Filter Needles	
Disposable Diaper	TB Syringes w/8.25-8.27 Needles ¼ to 5/8 Needles, TML	
Wheel Chair	Anticeptic wipes	
Crutches	2x2 Gauge, 4x4 Gauge	
Bedside Commode	5cc Syringes	
Fractured Bedpan	3cc Syringes	
TED hose	60ml Cath-tip Syringes	
Walker	Regular Foley Cath	
Mask	Staple Remover Kit	
Bath Towels	60ml Cath-tip Syringes	
Wash Towels	Foley Drainage(closed circuit)	
Medicine Cups	Foley Cath (w/ drainage bag)	
Portion Cups	Suction Catheter	
Tongue Blades	Bath Basins	
Band Aids	Bed Pans	
	Urinals	

ADMISSION POLICIES AND PROCEDURE

Applicants should call the Admission to schedule for an appointment with the CenterPointe's Admission Coordinator for an interview and tour of the facility. Applicants will be given an "Admission Packet" and **the School Catalog** (tuition fee and payment options) prior to taking entrance examination. Applicants will take the admission test on the date set by the school together with the other applicants. After successfully passing the entrance examination the applicant should complete the admission applications with all the admission requirements and the \$75.00 registration fee. The school official will review the application and will notify the applicant in writing to schedule a Placement Interview with the School Director. Note: The first 30 highest score applicants in the entrance examination will be admitted in the program accompanied by the necessary documents. **94909 (a)**

The school does not admit students from other countries, do not provide visa services, will not vouch for students status, and any associated charges 71810 (b)(3)

CREDIT GRANTING, EXPERIENTIAL LEARNING POLICIES

CenterPointe Learning Institute grants credits for related previous education from other schools taken within 5 years after a review of official transcript which is mailed by the previous school directly to CenterPointe Learning Institute in a sealed envelope. Each subject is verified by the School Director to meet the standard and course requirement specified by the training program. CenterPointe does not have any transfer agreement with other schools. Credit will be granted for the following courses:

1. Accredited vocational or practical nursing courses
2. Accredited registered nursing courses
3. Accredited psychiatric technician courses
4. Armed services nursing courses
5. Certified nurse assistant courses
6. English is the only language used in the delivery of the curriculum; therefore applicants must understand, write and speak English. No English language services are provided. High School Level of English is required 71810(b)(4)

Disclaimer: *Courses taken from CenterPointe Learning Institute are only transferable at the discretion of the receiving institution.*

**Centerpointe does not award credit based on experiential learning

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

"The transferability of credits you earn at Centerpointe is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the credits or certificate you earn in the HHA and Nursing Assistant Program are also at the complete discretion of the institution to which you may seek to transfer.

If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of the course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Centerpointe Learning Institute to determine if your credits or certificate will transfer." 94909 (a)(15)

Students asking credit for clinical experience will perform skills check with a mark of satisfactory and payment of tuition will be deducted according to the number of hours being credited. # 25(7)

Students who want to transfer to Centerpointe from other schools with passing grades will be charge for the remaining courses they have to take to finish the program.

Centerpointe has not entered into an articulation or transfer agreement with any other college or university.

Centerpointe's medium of instruction is only in English and the school does not provide English language services.

REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION

Requirements in order to qualify for a Certificate of Completion:

- ♣ Achieve a cumulative grade of “C” or higher
- ♣ Attended at least 90% of the scheduled hours of the program
- ♣ Has completed all the assignments, test
- ♣ Has meet all the financial obligations to the school

The student still be eligible for reinstatement and receive credit for classes successfully attended and monies previously paid, for a period a period not to exceed 15 months.

CANCELLATION, WITHDRAWAL AND REFUND POLICY

STUDENTS RIGHT TO CANCEL

- The “STUDENT HAS THE RIGHT TO CANCEL” the enrollment agreement and obtain a full refund, without any penalty or obligations, through attendance at the “first class session or the seventh day after enrollment, whichever is later.” 94909(a)(8)(B)
- If you withdraw from the course of instruction within the period allowed for cancellation of the agreement, the school will remit a refund less a registration fee, if applicable, not to exceed \$75.00 within 30 days following your withdrawal.
- You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the total number of hours of instruction for which you have paid.
- If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 30-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less that the amount charged, and the amount the school has charged in the contract. In any event you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the list of the front of this page.
- 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 30 days of withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to make arrangements to pay it

Cancellation Procedure:

Cancellation shall occur when the student provides a written notice of cancellation within the cancelation period. If sent by mail, the written cancellation is effective when deposited in the mail properly addressed to CenterPointe Learning Institute Attn: School Director 7212 Mission St. Daly City, CA 94014 with proper postage post-dated within the cancellation period. The notice of cancellation should express that the student no longer wishes to be bound by the Enrollment Agreement.

- No Verbal or telephone cancellation is acceptable

WITHDRAWAL FROM THE PROGRAM

The student may withdraw from the school on the first day of session or the seventh day of enrollment whichever is the later and will get a full refund less the registration fee of \$75.00. A pro-rated refund through the last day of attendance will be calculated when a student withdraw after the cancellation period. The refund will be less a registration or administration fee not to exceed \$75.00, and less any deduction for equipment not returned in good condition, within 30 days of withdrawal. If the student has

completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

Under this section, in order to determine the refund, the student shall be deemed to have withdrawn from the program of instruction for the following reasons:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; excess absences in maximum of the set forth by the school; and failure to meet financial obligation to the school.
- The student has failed to attend class for one week (7 consecutive calendar days) or has unexcused absences greater than 10% of the required hours of attendance.
- Failure to return from a leave of absence.

REFUND POLICY

Student has the right to cancel the enrollment agreement and obtain a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The registration fee of \$75.00 is non refundable. To determine the amount of refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of one week (7 consecutive calendar days). **94909(a)(8)(B)**

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

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance on the loan.

The student may not be eligible for any federal student financial aid at another institution or other government assistance until the loan is repaid.

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

All refunds will be paid within 30 days of the receipt of the cancellation letter.

ATTENDANCE POLICY

Attendance and punctuality in this program are mandated requirements and demonstrates student's dependability as a dedicated health care worker.

1. Absences

Absence will be considered excused under the following circumstances:

- a. Illness

- b. Death in the immediate family
- c. Other reasons substantiated in writing and at the discretion of the School Director. All other absences will be considered unexcused.

Punctuality and regular attendance will help the student develop good habits required for a successful career. The student must maintain satisfactory attendance and must be present 90% of the specific course and 90% in the clinical rotation. If the student falls below 90% attendance in a specific course, the student will be put in attendance probation for 30 days and if he makes 3 consecutive absences while in probation or 6 days in total, he/she will be terminated from the program. At any time the student will be absent for 20% of total clock hours of the program or 7 consecutive days, the student will be terminated from the program.

Three (3) days consecutive excused and documented absences are permitted per level and for the following reasons:

- Illness: requires a written and signed statement from the doctor that he/she is able to return to clinical rotation without limitations following a motor vehicular accident
 - Bereavement: Must bring a written proof of the death of the immediate family member (parents, sister, brother, spouse or child)
 - Court Order: a written jury duty or court appearance
 - Military assignment: a copy of the military order conflicting the class schedule
 - Force of nature such as calamities
 - Activities sponsored by the school
2. **Tardiness:** is defined by the school as arriving fifteen (15) minutes after the official start of the theory class or skills lab. (ie.; 5:16pm for theory and skills lab) Three (3) tardiness without valid reason will be considered one absence. At the clinical setting, the student is not allowed for more than 10 minutes late according to the instructor's clock hour. It will result in the student's dismissal for the day.
 3. **Make-up Work**
Students are required to make-up for all assignments, exams, or other work missed as the result of any excused or unexcused absence. The student must make arrangement with the instructor to ensure that all work is done before going to the next level. All arrangements are subject to the approval of the school.
 4. **Leave of Absence**
A written request for leave of absence for emergency only will be considered upon the discretion of the School Director for approval. Supporting documentation may be required. A student may be granted a leave of absence not to exceed a total of 30 calendar days in a 12-month period. Taking an LOA will still mean that make-up may be made in a different class and that graduation will be postponed until completed. If the student does not return at the expiration of a leave, the withdrawal policy above will apply.

PROBATION POLICY

Students will be given feedback at regular interval concerning their performance in the class and in the clinical setting in order to maintain a high standard of academic performance. In compliance with Section VII (B) Standard of Accreditation, the following satisfactory progress must be met:

If the following requirements, grades and performance in the clinical area are not being met the student will be put on probation.

- Should maintain a minimum grade of "C" average in each course
- Must be punctual and attend all class as scheduled
- Must submit all assignments on time and must be prepared for the classroom instruction prior to attending the class. Failure to submit assignments on time will result on loss of points

- Take and pass all exams at the time scheduled. Missed exams must be taken within one week of the scheduled date of exam. The student is responsible for making arrangement for the make-up test and the maximum grade f “C”.

To maintain a good standing in the clinical area, the student must:

- Should perform the clinical assignments satisfactorily
- Must meet at least 85% of the clinical objectives
- Must be present in clinical days as scheduled
- Must submit all clinical assignments on time. For each day late will result in a loss of points
- Should maintain a professional conduct

The following steps are involved in the probation process in order for the student to be removed from probation:

- He/she will meet with the School Director and instructor to develop a written plan of correction with specific time frames for compliance for the course or clinical rotation as applicable.
- The student and instructor will meet to re-evaluate the student’s performance within the set time frame. If the student successfully meets the criteria for the written plan of correction, the probation process ends.
- If the student still does not successfully meets the criteria for the plan of correction then, the student should meet with the Program Director to review the previous plan of correction and to discuss possible revision thereof, or consider other alternative courses of action. Compliance of time frames shall likewise be agreed upon.
- At the end of the time frames mentioned in par 2 above, the student meets with the Program Director to re-evaluate his/her performance. If successful the probation process ends. If not, the student is terminated from the program.
- A probation contract is signed by the student together with the instructor and the Program director.
- (1) remediation is allowed for Level 1 and another one (1) for Level II

Clinical:

- If the student practices unsafely in the clinical area, he/she will be removed from the clinical setting. A Faculty Review Committee will evaluate the student’s actions and he/she will be put on clinical probation or termination from the program.
- The students are evaluated weekly on their performance in the clinical setting and a written copy will be given to the students for their awareness.
- If the student will show progress in the clinical but has not met all the terms outlined in the probation contract, probation will be extended for another 30 days
- If the student fails to show any significant improvement, the faculty review committee may take recommendation for termination.

WITHDRAWAL AND READMISSION

If a student withdraws from the program, he/she should send a withdrawal letter addressed to the School Director stating the effective date and the reason of the withdrawal.

A student may re-enroll or readmitted only upon the approval of the School Director only after showing satisfactory evidence and a reason which caused the interruption of the program. He must submit a letter of readmission addressed to the School Director.

DISMISSAL POLICY:

The student may be dismissed from the program for the following reasons:

- Failure to maintain satisfactory progress- the student will be put on academic probation
- Noncompliance with attendance policy – explained in the attendance policy
- Failure to meet the financial obligation- if the student fails to pay his tuition per enrollment agreement

- Violation of enrollment agreement
- Disorderly conduct, i.e. disruption of classes, lewd or indecent exposure
- Possession of weapons, firearms, sale or use of illegal drugs, narcotic or alcoholic beverages
- Cheating in class
- Forgery, fraudulent misrepresentation
- Physical or verbal abuse of faculty or fellow student
- Sexual assault and battery, violence
- Repeated violations of the policies and procedures
- Unauthorized entry, intentional damage to school property

The student's attention will be called by the Program Director regarding the issue. The Program Director will investigate the truth of the accusation. The student will be reprimanded during the first offense if found out to be true.

The second offense, the student will receive a letter regarding the matter and will have to sign for the receipt of the letter stating that the issue will not be repeated. For the third offense the student will be dismissed and a letter of dismissal will be given to the student with the student's signature the receipt of the letter. Offenses like drugs and possession of weapons and firearms will be expulsion from the program immediately.

THE STUDENT TUITION RECOVERY FUND (STRF)

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. **76215 (b)**

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

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

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed, or if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act”
 However, no claim can be paid to any student without social security number of a tax identification number.
 In order to file a claim on STRF, you can download the claim form on the BPPE website [.www.bbpe.ca.gov](http://www.bbpe.ca.gov)

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code # 17

STUDENT SERVICES:

- The school provides academic advices to all students to ensure satisfactory progress through the program. Students who need attention are given preference.
- Each student file has a checklist of requirements to be submitted. Any deficiency in the form, the student will be notified and must be complied immediately. All records accumulated during the program will be kept into each student file and all records are kept within the school for 5 years in a lock cabinet.
- All payment received from the students are posted into individual students’ account. A monthly billing statement is sent to the student and late payments are being charge with late fee.
- The school will assist graduates on their job search, upon request. Job placements are not guaranteed. A career day may be held at the school to invite prospective employers. # 21
- The school is not responsible for any housing accommodation for the students although there are so many houses nearby that offered rooms for rent for very reasonable cost. Rooms for rent ranges from \$300.00 to \$500.00. The program offered is “non-residential”.
- Library resources are available for use that includes books, magazines, CDs and DVDs. Students may access the resources during school hours from 8:am to 9pm. There is a check-in check out system fro removing resources from the library.
- Computer and Internet are available for student use to support the educational experiences. There are a lot of public and hospital libraries that the student can access near the school.

ADMISSION REQUIREMENTS

1. At least be 17 years of age
2. Speaks, writes and understands English*
3. Passing score of 75% in the Skills Check** reading, math, writing
4. Be physically fit and pass the physical examination and necessary immunization and TB Skin Test or Negative Chest X-ray result.
5. Has not been convicted of any of the sections in the Penal code.

*English is the medium of instruction in this Institution. The school does not offer a course such as English as a Second Language (ESL). You may enroll in ESL in a Junior College prior to enrolling in this program.

** If a student fails on the admission skills check test, student has to wait for 7 days prior to re-taking the test.

ATTENDANCE POLICY

Attendance and punctuality in this training program are mandated requirements of the Department of Health and Human Services. This demonstrates student's dependability as a dedicated healthcare worker.

ABSENCES

Excused absences are considered under the following circumstances:

1. Medical certificate to show evidence of illness
2. Proof of jury duty or court appearances
3. Military commitments or bereavement notes
4. Doctor's note that student can return to class and clinical without restrictions following a motor vehicular accident
5. Force of nature such as calamities
6. Activities that are sponsored by the school.

Unexcused Absence will be dealt accordingly:

1. First unexcused will result in a verbal warning.
2. Second unexcused will result in a written warning.
3. Third unexcused absence will result in an immediate meeting with the Instructor and School Director to determine the eligibility of student to continue the program

Student will be given a failing grade or be dismissed from the program if the following number of hours for the whole program is missed.

1. Eight (8) hours of theory
2. Eight (8) hours of clinical
3. Eight (8) hours of skills lab
4. Three (3) tardiness in theory

MAKE-UP

Make up for theory, clinical and skills lab are hardship in the part of the instructor and the school. The student is responsible to speak with the instructor and/or the School Director to make arrangements on how student could make up for the lost hours. If the student misses a module he may be allowed to attend the succeeding class for the missed module.

TARDINESS

Tardiness is defined by the school as arriving in the school fifteen (15) minutes after the theory class or the clinical has started. Therefore, 8:16 am & 12:46 pm for theory and skills lab and/or 7:16am for the clinical. Three (3) tardiness is considered one absence.

Procedures to follow if the student feels she/he is going to be late for the clinical:

1. Student must call the clinical site at least 1-2 hours ahead of time that he is going to be late and give approximate time of arrival
2. Student is encouraged to take the name of the person taking the call.
3. Student must report to the instructor as soon as he gets to the clinical site.

READMISSION POLICY

If a student withdraws from the program, he/she send a withdrawal letter addressed to the School Director stating the effective date and the reason of the withdrawal.

A student may re-enroll or readmitted only upon the approval of the School Director only after showing a satisfactory evidence and reason which caused the interruption of the program. He must submit a letter of readmission addressed to the School Director

Leave of absence: Is granted only for legitimate emergencies in writing address to the School Director. 3 days, excused or unexcused leave of absence is allowed before the student's removal from the program. Student's reenrollment in subsequent classes will be determined by the nature of the absences he/she incurred while enrolled in previous classes.

CAUSES FOR DISCIPLINE/TERMINATION/EXPULSION FROM THE SCHOOL

- Failure to maintain satisfactory progress,
- Noncompliance with attendance policy
- Failure to meet the financial obligation
- Violation of Enrollment Agreement
- Disorderly conduct i.e. disruption of classes, lewd or indecent exposure
- Possession of weapons, firearms, sale of drugs, narcotic, or Alcohol
- Cheating in class
- Forgery, fraudulent misrepresentation
- Physical or verbal abuse of faculty or students
- Sexual assault and battery, violence
- Repeated violations of the policies and procedures
- Unauthorized entry Intentional damage to school property

GRADING SYSTEM

The passing grade for the theory component is 75% or better. Student must pass all of the unit tests for the 16 modules that comprise 60% of the overall grade. A final exam is given at the end of the course, which comprises 30% of the overall grade for theory. Ten percent (10%) is allocated for oral participation in class and behavior/attitude of the student during the program.

Grading scale for academic progress:

A = 90 – 100 % B = 80 – 89 % C = 75 – 79 %
 D = 65 – 74 % F = 64 and below

The clinical component is graded with a PASS/FAIL and is dependent on the student's ability to meet the clinical objectives as described in the course syllabi. Content and grading of theory and clinical are combined. Therefore, failure in one results in a failing grade for both.

Academic Counseling: Students are monitored in areas of strengths and weaknesses after each unit tests. Counseling is immediately provided by the instructor at the end of the class or in the clinical after the post conference and documented on a conference note. This note is then filed in the student's profile.
 Tutorial: Instructors provide tutorial services to students when necessary.

Remediation: Students are given an opportunity to remediate up to three (3) failing grades within seven (7) days of the failed test by taking an alternative test or a clinical make-up.

ARC TESTING

ARC Testing (CNA Certification) Students have to take the competency test after the program for certification administered by the American Red Cross at any of their testing site.

There are two parts to the ARC Test:

- 1) Skills Test, in which the student has to demonstrate 3 skills drawn by lottery
- 2) Written test, in which the student has to answer the test question in pen and paper.

If a student fails, student is allowed to retake both tests up to (3) three times with fees as follows:

Written and Manual Skills Exam	\$ 90.00	1 st Test
Retake Manual Skills Exam	\$ 55.00	
Retake Written Exam	\$ 35.00	

Students are responsible to pay for the Testing Fee to the American Red Cross or Regional Testing Center in Cash or Money Order.

- The Testing fee is not included in the tuition fee.
- Students are allowed to take the test three times and if fail, should take the program again in order to be allowed to take the ARC Competency Exam.

CANCELLATION, WITHDRAWAL AND REFUND POLICY

STUDENTS RIGHT TO CANCEL

- The “STUDENT HAS THE RIGHT TO CANCEL” the enrollment agreement and get a full refund, without any penalty or obligations, through attendance at the first class session or the seventh day after enrollment, whichever is later.
- If you withdraw from the course of instruction within the period allowed for cancellation of the agreement, the school will remit a refund less a registration fee, if applicable, not to exceed \$75.00 within 30 days following your withdrawal.
- You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the total number of hours of instruction for which you have paid.
- If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 30-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount.

The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. In any event you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the list of the front of this page.

- If the amount that have paid is more than the amount that you owe for the time attended, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to make arrangements to pay it.

CANCELLATION PROCEDURE:

Cancellation shall occur when the student provides a written notice of cancellation within the cancellation period. If sent by mail, the written cancellation is effective when deposited in the mail properly addressed to CenterPointe Learning Institute Attn: School Director 7212 Mission St. Daly City, CA 94014 with proper postage post-dated within the cancellation period. The notice of cancellation should express that the student no longer wishes to be bound by the Enrollment Agreement.

- No Verbal or telephone cancellation is acceptable

WITHDRAWAL FROM THE PROGRAM

The student may withdraw from the school on the first day or the seventh day of enrollment and will get a full refund less the registration fee of \$75.00. A pro-rated refund through the last day of attendance will be calculated when a student withdraw after the cancellation period. The refund will be less a registration or administration fee not to exceed \$75.00, and less any deduction for equipment not returned in good condition, within 30 days of withdrawal. If the student has completed

more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

Under this section, in order to determine the refund, the student shall be deemed to have withdrawn from the program of instruction for the following reasons:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; excess absences in maximum of the set forth by the school; and failure to meet financial obligation to the school.
- The student has failed to attend class for one week (7 consecutive calendar days) or has unexcused absences greater than 10% of the required hours of attendance.
- Failure to return from a leave of absence.

REFUND POLICY

Student has the right to a full refund of all charges except for the registration fee of \$75.00 if the student cancels the Enrollment Agreement prior or on the 1st day or the 7th of instruction whichever is later. To determine the amount of refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal, For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of one week (7 consecutive calendar days).

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

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance on the loan.

The student may not be eligible for any federal student financial aid at another institution or other government assistance until the loan is repaid.

Examples of calculation of refund:

\$ 1,055.00 Total paid	Minus	\$ 75.00 Registration Fee (the amount the school may retain)	= \$ 980.00
\$ 980.00	Divided by:	169.5 hours	= 5.781
\$ 5.781	Multiplied by:	68 hours of instruction attended	= 393.108 Owed by the student for instruction received.
\$ 980.00	Minus	\$ 393.108	= \$ 586.89 Total Refund Amount

➤ **REFUND TABLE (Based on Actual Cost of Educational Service)**

Refundable Amount	10 % class attended	25% class attended	50% class attended	60% class attended	75% class attended
\$ 980.00	refund \$ 882.00	refund \$ 735.00	refund \$ 490.00	refund \$ 392.00	refund \$ 245.00

➤ All refunds will be paid within 30 days from receipt of the cancellation notice.

The school reserves the right to cancel a class if there is no sufficient number of enrollees. You may be entitled to a full refund of all monies or apply the same to the next scheduled class. The school likewise has the right to modify a course as it sees fit to keep abreast of technological advances and improve teaching methodologies. This in no way will not affect the program content nor will you incur additional charges.

Nursing Assistant Training Program

FEES AND CHARGES

Registration Fee	\$ 75.00	Non refundable
Tuition Fee	\$ 980.00	
STRF	\$ 0.00	
Textbook		Students may buy from bookstore
Uniform/Shoes		Can be purchased outside
CPR	\$ 60.00	Separate check payable to provider
Physical Exam	\$ 50.00	Estimated amount payable to provider
ARC Testing Fee	\$ 90.00	Separate check payable to American Red Cross
Total Fee	<u>\$ 1,255.00</u>	Tuition, Registration & STRF

Note:

- Students may purchase the books from book stores like Barnes and Nobles or Borders or from the school.
- Students will purchase uniforms from the stores in the mall that sells uniforms or from other private sources.
- We are not accredited by the Western Schools and Colleges, i.e. we do not provide financial aid.

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

HOME HEALTH AIDE TRAINING PROGRAM

This course consists of 20 hours theory and 20 hours clinical experience. In addition to the basic medical procedures and many of the personal care procedures, the training include, housekeeping, family contact, independence, communication, transportation, safety, flexibility, working environment, client's home and client's comfort.

Admission requirements:

- | | |
|--------------------------|-----------------|
| 1. Current CNA Certified | 2. Current CPR |
| 3. CDL or ID | 4. Copy of SS # |

Upon completion of the program the CNA will be able to work in the home health registry taking care of patients in their private homes and assisted living facility under the direct supervision of the RN or LVN case supervisor.

Tuition

Registration: \$ 75.00 (non refundable)
 Tuition: 380.00
 \$ 455.00

QUALIFICATIONS OF FACULTY

Yvonne Medina, R.N., BSN

Program Director/CNA Program

Graduated BSN degree in the Philippines in 1982. She works as an instructor in the Nursing Program at Xavier College in the Philippines. She worked as the DSD at Mt Zion Rehab Center from 1994-99. then at ST. Franciscan Convalescent Hospital in Merced, CA as Administrator.10/1993. She worked as an instructor with NCP Vocation School from 1994 to 2010 as an instructor for the CNA and vocational nursing program.

Bonita Bernardo, BSN

Instructor : LVN/CNA Program

She graduated Nursing in the Philippines in 1973. In 1975 she graduated her BSN degree from the Philippine Women's University, Philippines. 1988-1992 she took a course work in Gerontology leading to Master's Degree at San Francisco State University, San Francisco, CA. Upon graduation she worked as a staff nurse until she came to the United States. 1980-82, she worked as a staff nurse with the Maverick County Hospital, Eagle Pass, Texas at the OB/GYN, Medical-Surgical Ward. 1982 – 87. She worked as a charge nurse with St. Francis Medical Center at Lynwood, CA at the OB/GYN ward. 1987-93, She worked as a charge nurse at Seton Medical Center, Daly City, CA at the Progressive Care Center. 1993-95, as a Nurse Manager at Seton Medical Center at the Progressive Care Center. 1995- to present , she is working as a charge nurse at Seton Medical Center/Progressive Care Center, Daly city, CA.2006- 2010, She worked with NCP Vocational School as an Instructor for the VN and Nursing Assistant Training Program.

George Abelgas, RN

He graduated his ASN degree at San Mateo College with honors in 19. He worked at LBC Corporation as the asst. vice president to the present. He worked at Canaan Rehab in Palo Alto as a staff nurse and charge nurse substitute. To the present he works at Lawton Rehab Center in San Francisco as part time staff nurse.

Edgar S. Abelgas, RN

Finished his RN degree in Cebu City Medical Hospital, Philippines. He worked in the hospital right after passing the RN Board as a staff nurse for a year. November, 1975, he worked at Haskell Convalescent Hospital in New Jersey. 1977-1979 he worked at Dearborn Medical Hospital, Michigan. From 1979-1990 he worked at Southwest Detroit Hospital as a staff nurse at the emergency dept., From 1990 to 1992 he worked at the Riverside Detroit Hospital in Michigan as a staff nurse. From 1992 to present he works at Kaiser Permanente in Redwood City, CA as a staff nurse in the Emergency Dept. He also worked as a Case Manager with Heartland Home Health.

Maria Ybona, LVN

Finished her LVN Program at NCP Vocation School

2002- present Kaiser Permanente Hopital

Redwood City, CA

2008 to present A&C Convalescent Hospital. Milbrea, CA

Andrew Millan, LVN

LVN graduate at NCP Vocational School

DSD at St. Anne Rehab Center

San Francisco, CA

SCHOOL CALENDAR:

The school observes the following HOLIDAYS and classes will not be conducted:

1. New Year's Day
2. President's Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Day After Thanksgiving
8. Christmas Day

The school will be closed for 1 week for the semester break between levels. We are closed for 2 weeks on Christmas Holidays.

GRIEVANCE POLICY AND PROCEDURE 71810(b)(14)

If a student has complaint against the instructor, classmates, clinical facility employee, or has concerns about school policies, he/she must observe the following procedure:

1. Student's complaint must be first brought to the attention of the instructor and may be discuss before or after scheduled classes, clinical or skills lab.
2. Unresolved complaints should be submitted in writing to the School Director . The Director will thoroughly investigate complaints and ensure compliance with the Bureau regulations. and written responses will be given within (5) working days.

"A student or any member of the public may file complaint about this institution with the Bureau of Private Postsecondary Education, 2535 Capitol Oaks Dr. Suite 400, Sacramento, CA 95833 P.O. Box 980818, West Sacramento CA 95798-0818 or by calling P (916)-431-6959, **1-888-370-7589** F (916) 263-1897 or by completing a complaint form which can be obtained on the bureau's web site www.bppe.ca.gov."
94909 (a)(3)(C)

Direction to the School:

From San Jose, take 101 N then take 280/380 to Daly City. Exit on Mission/Eastmoor Ave. and make a left turn Junipero Serra and turn right on San Pedro Road, make a left turn on Mission St..

From San Francisco, take 280 South/Daly City exit on John Daly/Westlake and make a left turn on John Daly and right on Mission St.

ANY QUESTIONS OR PROBLEMS CONCERNING THIS SCHOOL THAT HAVE NOT BEEN SATISFACTORILY ANSWERED OR RESOLVED BY THE SCHOOL SHOULD BE DIRECTED TO THE DEPARTMENT OF CONSUMER AFFAIRS, BUREAU OF PRIVATE AND POSTSECONDARY EDUCATION, 2535 CAPITOL OAKS DRIVE, SUITE 400, SACRAMENTO, CA 95833, P.O.Box 980818, West Sacramento, CA 95798-0818, P (916) 431-6959, **1-888-370-7589** F (916) 263-1897 www.bppe.ca.gov

This institution is a private institution and that it is approved to operate in the State of California basing on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Centerpointe under section 94802 (a) of CPPEA, will by operation of law, be approved until

November 11, 2016 The Act is administered by the Bureau of Private Postsecondary Education, under the Department of Consumer Affairs, The Bureau can be reached at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 P.O. Box 980818 West Sacramento, CA 95798-0818 P (916)431-6959, **1-888-370-7589** F (916) 263-1897 www.bppe.ca.gov

Approval means that the school is in compliance with the minimum state standard of the education code.

“Any question a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 P.O. Box 980818 West Sacramento, CA 95798-0818 P (916)431-6959, 1-888-370-7589 F (916) 263-1897 www.bppe.ca.gov”

“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 the enrollment agreement.”

“ A student or any member of the public may file a complaint about this institution *with the Bureau for Private Postsecondary Education by calling (916) 431-6959, 1-888-370-7589* or by completing a complaint form, which can be obtained on the bureau’s internet Website www.bppe.ca.gov “

The school is not a member of the association of Western Colleges therefore we do not have any financial aid or grants or federal loans. # 18 & 25(6)

Bankruptcy Disclosure

The school has no pending petition in bankruptcy or is operating as a debtor in possession, has filed a petition within the preceding five years, or has had petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. # 20

The school has been operating since 2007 for the LVN Program. We had one batch that graduated and passed the NCLEX-PN board and have been working as LVN in different healthcare facilities. Our application for another batch is pending upon review by the Nurse Education Consultant from the BVNPT.

Our Nursing Assistant Training Program is on going. The program is approved by the Dept. of Public Health and Services, Sacramento, CA. We have 22 batches that finished the program and passed the test from the American Red Cross and have been working since then.

Our Home Health Aide Program just started so with our Acute Care Program. We cannot disclose how many pass and work.

STUDENT’S RIGHTS

1. You may cancel the enrollment contract for school and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.
2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.
4. The student has the right to be treated equal regardless of color, sex, religion and nationality
5. If you have any complaints, questions or problems that you cannot work out with the school, write or call the Bureau for Private Postsecondary Education:

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