

# **VIP Nursing School, Inc.**



## **SCHOOL CATALOG**

**16388 East 14<sup>th</sup> Street  
San Leandro, California 94578  
Office: (510) 481-0240; 481-0360  
Fax: (510) 481-0242  
Email: [info@vipnursing.net](mailto:info@vipnursing.net)  
Website: [www.vipnursing.net](http://www.vipnursing.net)**

**September 15, 2015– September 15, 2016**

**VIP Nursing will provide the Institution's Policy to prospective student in writing with the School Catalog**

## **GENERAL INFORMATION**

### **APPROVALS:**

VIP Nursing School, Inc. pursuant to California Education Code Section 94915. The Bureau approval to operate means compliance with minimum State standards and does not imply any endorsement or recommendation by the State, of Health Services Aide and Technician Certification Section, or by the Bureau.

VIP Nursing School is a private institution and that is approved to operate by the Bureau of Private Postsecondary Education.

**“Any questions or problems you may have regarding the catalog that have not been satisfactorily answered by the VIP School, you may direct to:”**

### **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

**2535 CAPITOL OAKS DRIVE, Suite 400, Sacramento, California 95833**

**Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818**

**Toll Free Telephone number (888) 370-7589, or by FAX: (916) 263-1897**

**Web site: [www.bppe.ca.gov](http://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 Disclosure Sheet, which must be provided to you prior to signing an enrollment agreement.”**

### **THE FOLLOWING ARE THE APPROVED PROGRAMS:**

**Nurse Assistants to sit for the State Certification Examination  
Home Health Aide**

### **“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”**

**“The transferability of credits you earn at VIP Nursing School is at the complete discretion of an institution to which you seek to transfer. Acceptance of the diploma, or certificate you earn in Vocational Nursing, Nursing Assistant, or Home Health Aide respectively is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma, 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 your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you seek to transfer after attending VIP Nursing School to determine if your credits or diploma or certificate will transfer” (as specified in paragraph (15) of subdivision (a) of section 94909).**

**ADMINISTRATION**

School Director (CAN, HHA,)  
Admission Director  
Student Services

Josephine Valdez Dondriano, RN  
Danilo Dondriano  
Krystel Bergado. Kelly Bergado,  
Katherine Bergado

**FACULTY & STAFF**

Nursing Assistant Instructor  
Home Health Aide Instructor  
Nurse Assistant Instructor

Josephine Valdez Dondriano, RN  
Josephine Dondriano, RN  
Cristeta II F. Cristobal, LVN

All faculty members have a minimum of three years experience in their field of instruction; hold current state licensure as Registered Nurse and/or Licensed Vocational Nurse respectively. All attended continuing education programs in teaching methodology and professional development.

**ADMISSION POLICY:**

Programs of training offered by VIP Nursing School Inc. are open for regular enrollment to men and women who possess a High School Diploma or the equivalent, or have the ability to benefit from the training offered. Prospective students are invited to visit the school and discuss their needs, goals, and objectives with an Admissions Representative. VIP Nursing

School Inc. uses an ability-to-be-trained test HESI which is used as an entrance test for students who completed high school or G.E.D or equivalent. The school will consider a non-high school graduate for enrollment if they exhibit and possess the ability-to-benefit from the education and training offered, and have met all other standards for admissions.

The acceptable ATB (Ability to Benefit Test) Standardized Screening Test scores are as follows:

Certified Nurse Assistant	97 or higher
Home Health Aide	97 or higher

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

**“STUDENT RIGHT TO CANCEL”**

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first (1) class session, or the seventh (7) day after enrollment whichever is later. The amount retained for the non-refundable registration fee may not exceed \$100.00 for Nursing Assistant course, and \$50.00 for Home Health Aide. In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund and paid \$800.00 tuition for CAN, \$350.00 for Home Health Aide, the student would receive a refund of \$ as illustrated in the hypothetical example below based from 1<sup>st</sup> to 7<sup>th</sup> day after enrollment whichever is later. School may retain lesser amount of a pro rata portion as described below (up to 60% of course completion).

**STUDENT TUITION RECOVERY FUND INFORMATION:**

**“You have the rights & responsibilities with respect to the Student Tuition Recovery Fund (STRF).”**

**“You must pay the State-Imposed assessment for the STRF if all of the following applies to you:**

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

**“The State of California created the 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, & 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 or 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 & other cost
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.**

**ENGLISH as SECOND LANGUAGE (ESL) Instruction:**

**VIP Nursing School, Inc. does not provide instruction in English as a Second Language.**

**STUDENT PARKING**

**Student parking is available in a parking structure and/or areas adjacent to the school buildings at each location VIP Nursing School, Inc. is not responsible for parking violations, property theft, property damage, etc. Please keep vehicle locked at all times. Parking fees are the sole responsibility of the student.**

**MEDICAL CARE:**

VIP Nursing School Inc. is located near excellent hospitals and will refer students to one of them whenever the need should arise. In the case of emergencies, 911 will be called. Student is required to obtain own medical insurance and must provide a copy the school a copy of his/her current medical insurance coverage on the Orientation Day or at the FIRST (1<sup>st</sup>) Day of the session for REFRESHER TRAINING.

**VIP NURSING SCHOOL INC. CANNOT & DOES NOT GUARANTEE EMPLOYMENT.**

Only the employer can make that final decision. VIP Nursing School Inc. Placement Assistance Department provides direct assistance as students near their completion date and beyond graduation. Delays in course completion may result in delaying employment assistance activity. The student will be required to meet with the Placement Assistance Coordinator. Each student shall prepare a typed resume to the Placement Assistance Coordinator and a subsequent appointment will be set to insure personal attention to the student's job seeking needs.

**DISCLOSURE and RETENTION of EDUCATION RECORDS**

Students have the right to inspect, review, and challenge information contained in their education records. Students under the compulsory age may not review the tax information of the parents. Parents of minor students or parents of tax dependent students, with the student's written approval, may inspect, review and challenge information contained in the students records.

Certain documents may be photocopied and a charge may be charged, depending on the specific documents to be photocopied. Should the student need a copy of an official transcript, the first (1) copy will be provided at no charge. Subsequent copies are available upon payment of a fee of \$15.00. Transcripts will only be released to the student upon receipt of a written and signed request. No transcripts will be issued until all tuition and other fees due to the institution are paid and current.

**TUITION and FINANCIAL ASSISTANCE**

To assist students with their educational costs, the school has a financial assistance programs available that the student may elect to take advantage of if they find it assistance with the tuition cost. Loans can be made with banks, Savings and Loans, Credit Unions, Financial Institutes etc. All tuition must be satisfied by paid in full arrangements before receiving your Diploma, participating in class graduation, or taking the state competency exam. We provide monthly payment installment plans for qualified students without any interest. Installment must be paid on the first (1<sup>st</sup>) to the tenth (10<sup>th</sup>) day of each month, otherwise a 5% late fee. It is your responsibility to pay your school loan assistance in full.

**ATTENDANCE POLICY:**

It is important that the school have a record of attendance for each student. It is your responsibility to sign the sign in sheet daily, located in your classroom. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status. Re-occurring absences could result in disciplinary action, just as it would on a job. It may also lead to dismissal. Students must maintain a 70% attendance performance or better. Unsatisfactory attendance may lead to Probation status until the student has brought his/her attendance & or academic grade point average to the 70%.

This would include any make-up hours and or make up assignments and any test.

### **TARDINESS:**

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS. A tardy student will be marked daily as being tardy. Any combination of three (3) documented (unexcused) tardy will be considered as one (1) absence.

### **EXCUSED ABSENCES:**

Excused absences are not automatic; your instructor monitors and provides all attendance to the Student Services Department. Vacations are not considered excused. The school will not tolerate abuse with this policy. It is implemented for those students who have unusual or unforeseen problems. However, you must still maintain the minimum cumulative grade point average. Program Director will arrange for make-up day for the excused absence by setting another clinical day, or classroom hours.

### **LEAVING EARLY :**

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she LEAVES EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS. The Instructor should be notified prior to being dismissed early from class. A student leaving early from class will be marked daily as leaving early. Any combination of three (3) documented early (unexcused) departures will be considered as one (1) absence.

### **MAKE-UP TIME / WORK ACCOUNTABILITY:**

Make-up time/work must schedule with your instructor to assure proper credit. Students must make up time/ work for proper credit towards graduation. Make-up classroom time must be completed on the school premises, and/or clinical facility. Make-up assignments and/or test will be given for those who need to make up for academic grade/ semester credit hours. All make-up hours must be accounted for and signed on a missed day make-up sheet also signed by the Instructor.

### **LEAVE of ABSENCE POLICY:**

If a "Leave of Absence" is required, a student must submit in writing to the Student Service Department, the basis of the request, expected return date and the initial date of request with the student's signature. This does not automatically reflect the school's approval. A Leave of Absence may be limited to a specified amount of days (NOT TO EXCEED 180 DAYS or 6 months). Only one (1) Leave of Absence will be granted for a student during any 12-months enrollment period. If the student's leave of absence is NOT approved, the student will be considered to have withdrawn from the school.

### **CANCELLATION, WITHDRAWAL and REFUND RIGHTS:**

You have the right to cancel this agreement for educational service, any equipment or other goods and services for Nursing Assistant/Vocational Nursing on the first \*1<sup>st</sup>) class session, or the seventh (7<sup>th</sup>) day after enrollment, whichever is later, and for Home Health Aide at the First (1<sup>ST</sup> ) class session or on the 2<sup>nd</sup> Day for Day Class, OR 5<sup>th</sup> Day for Eve Class after the enrollment, whichever is later. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address

shown on the front page of this Catalog or as noted on the Enrollment Agreement. You can do this by mail, in person, by FAX, or email, to state you wish to cancel the agreement. If you cancel your enrollment, the School will refund any money that you paid within 30 days after your notice is received. This institution has a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 % (percent) or less of the period of attendance shall be a pro rata refund.

### **SUSPENSION and DISMISSAL:**

VIP Nursing School Inc. reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet the school's standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

### **STUDENT APPEAL PROCEDURES:**

A student, who wishes to appeal any disciplinary action and/or decision made by an Instructor, must submit a written letter to the School Director to be reviewed by an Appeals Board. Students must provide supportive documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. This Appeals Board shall consist of three (3) attending members. The student will be notified of the Appeal Board decision within 30 days following the receipt of the student's appeal. The decision of the School Director shall be final.

### **GROUND'S for DISCIPLINARY ACTION:**

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional Behavior and/or conduct that reflects unfavorably upon the school and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity words
5. Failure to meet Financial Requirements.
6. Inappropriate professional clothing worn during training.
7. Failure to abide by the Rules and Regulations of the school.
8. Failure to pay tuition (or any other charges) when due.
9. Breach of school enrollment agreement.
10. Cheating.
11. Falsifying school records.
12. Carrying a canceled or potentially dangerous weapon.
13. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
14. Instigation and/or participation in rebellious activities against the school and/or its student(s.)
15. Solicitation, which reflects unfavorably upon the school and/or its students.
16. Vandalism of school property.
17. Any form of gang related activity including but not limited to: flashing of gang, wearing of gang colors/attire, etc.
18. Fighting (physical or verbal)
19. Verbal confrontation with any employee and or student

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional behavior or conduct, may request re-admittance into their program by following the procedure set forth under Reinstatement as noted in this catalog.

### **STUDENT GRIEVANCE PROCEDURES:**

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, encountered difficulties, problems, or have complaints, should first bring the matter to the attention of their Instructor. If the Instructor is unable to resolve the situation, the student is to meet with Program Director, If the matter is still not resolved. It should be brought to the attention of the School Director for final resolution. The instructor, program director, or school director will arrange in an informal process endeavoring to settle the dispute in good faith.

### **COMPLAINT PROCEDURE:**

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and Administration for amicable solutions. A written grievance, addressed to the School Director, must be received from the student within 48 hours after the incident occurs who will work to resolve the matter and will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The written grievance must be submitted to the School Director within 48 hours of the incident. The School Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the School Director will call a Grievance Committee Hearing within 72 hours of receipt of this report.

In addition, all persons involved with the incident must be present at the time of the hearing. The committee hears all sides, and will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee will be communicated immediately.

If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, send copies of all documents explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

**“Any questions or problems you may have regarding the catalog that have not been satisfactorily answered by the VIP School, you may direct to:**

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

**2535 CAPITOL OAKS DRIVE, Suite 400, Sacramento, California 95833**

**Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818**

**Toll Free Telephone number (888) 370-7589, or by FAX: (916) 263-1897**

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**FAX: (916) 263-1897**

**Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

**“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)."

**California Department of Public Health (CPPH)  
Licensing and Certification Program (L&C)  
Aide and Technician Certification Section (ATCS), MS 3301  
P.O. Box 997416 Sacramento, CA 95899-7416  
(916) 327-2445 FAX (916) 324-0901  
Email: [cna@cdph.ca.gov](mailto:cna@cdph.ca.gov)**

**Certified Nurse Assistant Training Program**

**A Certificate Program: 150 Clock Hours**

**Program Schedule:**

1. **Day Class:** 4 Weeks 40 Clock Hours/Week, Monday to Friday 8:00am-4:30pm
2. **Evening & Saturday:** 28 clock Hours/Week, Monday thru Thursday from 5:00pm -10:00pm, Saturdays for Clinical Externship 8:00am-4:30pm.

**\*Frequency of Sessions varies, according to Enrollments receive**

**Theory and Skills Laboratory held at:** (Lectures, Personal Care skills)

VIP Nursing School, Inc.  
16388 East 14<sup>th</sup> Street, San Leandro, California 94578

**Clinical Hands On Training Externship**

Bay Point Healthcare Center  
442 Sunset Blvd., Hayward, California 94541

**NURSING ASSISTANT EDUCATIONAL MISSION(S) :**

The Nursing Assistant training program is designed to prepare nursing assistant to care for the elderly and the chronically ill in a long-term nursing skilled facilities. It consists of 16 modules focused on all aspects of resident care, including resident's rights, body mechanics, taking vital signs and rehabilitative nursing among others. The program, upon successful completion of all the required mandated theory and clinical training, prepares the nursing assistant to become eligible to take the competency examination, a process which will lead to an occupation as a Certified Nursing Assistant (CNA). A certified nursing assistant may be defined as an individual trained to give personal care and assistance, determined by the facilities' policies, under the supervision of a Licensed Vocational Nurse or by a Registered Nurse.

**NURSING ASSISTANT EDUCATIONAL OBJECTIVE(S):**

CERTIFIED NURSING ASSISTANTS (C.N.A.) perform routine duties in the general care of residents under close supervision of nursing and medical staff. Their role in performing services that require less skill and training frees the medically trained staff for more highly skilled, specialized duties.

CNA's take and record temperature, pulse, respiration and blood pressure; measure food and liquid intake and output; observe resident condition and report any changes to the professional staff. They assist residents with personal hygiene, bathing, and grooming.

They serve food and feed resident who requires help. CNA direct visitors, run errands, and answer telephones. Some CNA apply dressings and compresses, prepare for examinations, treatments, or surgery. In addition, they clean, sterilize, and assemble treatment trays and other supplies. CNA transport or assist residents in walking to treatment units, recreational therapy, and other activities, and help them with prescribed exercises. In clinics, public health agencies and acute care hospitals, CNA assists professional staff in the examination and treatment of outpatients.

CNA process resident / patient documents, schedule appointments and help residents and their families understand instructions given by medically trained staff. In Skilled Nursing Facilities, CNA provide supportive services on 24 hour basis for convalescents, the elderly, and chronically ill residents. In resident's home, they provide non-professional nursing care and assistance with personal hygiene. And CNA may have additional responsibilities which include physically moving residents and, if necessary restraining residents.

### **SYALLABUS OF CERTIFIED NURSING ASSISTANT PROGRAM:**

<b>MODULES</b>	<b>CONTENTS</b>	<b>Theory Hrs.</b>	<b>Clinical Hrs.</b>
Module 1	Introduction	2	0
Module 2	Resident's Rights	2	1
Module 3	Interpersonal Skills	2	0
Module 4	Prevention Management of Catastrophe & Unusual Occurrences	1	1
Module 5	Body Mechanics	2	4
Module 6	Medical and Surgical Asepsis	2	8
Module 7	Weights and Measurements	1	1
Module 8	Resident Care Skills	14	44
Module 9	Resident Care Procedures	7	20
Module 10	Vital Signs	3	6
Module 11	Nutrition	2	6
Module 12	Emergency Procedures	2	1
Module 13	Long-Term Care Residents	2	0
Module 14	Rehabilitative Nursing	2	4
Module 15	Observation and Charting	4	4
Module 16	Death and Dying	2	0
<b>Total Hours</b>		<b>50</b>	<b>100</b>

### **Qualifications:**

1. 16 years old, HS graduate, GED equivalency, or Pass Ability to Test (ATB) with score of 97 or Higher
2. Criminal Screening and fingerprints done by DOJ (Department of Justice)
3. Physically able and no active communicable disease

### **NURSING ASSISTANT TRAINING PROGRAM COURSE FEE:**

	\$800.00	TUITION FEE
+	\$100.00	<u>NON-REFUNDABLE REGISTRATION FEE upon Enrollment</u>
	\$900.00	Total Registration, Non-Refundable Fees, Tuition Fees

**MANDATORY REQUIREMENTS:**

- + \$52.00 Mandatory Fingerprint Live Scan Fee (cash on 1<sup>st</sup> Day of Class)
- + \$30.00 Nursing Assistant Text & Skills Manual (on 1<sup>st</sup> Day of Class)
- + \$40-55.00 PHYSICAL EXAM with TB TEST (Bring on 1<sup>st</sup> Day of Class)
- + \$25.00 One (1) pr. Of White Nursing Scrub (Due on 1<sup>st</sup> Week of Class)
- + \$105.00 State Certification Examination Fee (due 2<sup>nd</sup> Monday of Class)
- + \$75.00 AHA Healthcare Provider CPR I AED (after State Certification Day)

**\$327.00 TOTAL REGISTRATION & REQUIREMENTS**

**OPTIONAL ITEMS:**

- + \$32.00 BLOOD PRESSURE WITH STETHOSCOPE
- + \$15.00 SAFETY GAIT BELT

\$47.00 Optional Items Total

**Registration, Tuition, & Requirements Total = \$1227.00**

**Registration, Tuition, Requirements & Optional Total = \$1274.00**

**SCHEDULE OF INSTALLMENT PLANS:**

The School will accept full payment from students who wish to pay in full with \$50.00 discount if paid on the first week on the class. Installment is also available without any interest as per installment plan as described below. Tuition fee must be paid in full on or prior to State Certification examination. Referral bonus of \$50.00 will be given to a former VIP student upon the enrollee completes the course and accounts are paid in full. Installment must be paid on the first (1<sup>st</sup>) to the tenth (10<sup>th</sup>) day of each month, otherwise a 5% late fee is charged for late payments, i.e. 5% of the monthly installment due.

<b><u>FIRST PAYMENT</u></b>	<b><u>SECOND PAYMENT</u></b>	<b><u>THIRD PAYMENT</u></b>
\$260.00	\$270.00	\$270.00
<u>On the First week of Class</u>	<u>By Middle of Class</u>	<u>By Last Day of Class</u>

**CANCELLATION, WITHDRAWAL and REFUND RIGHTS**

You have the right to cancel this agreement for educational service, any equipment or other goods and services for Nursing Assistant/Vocational Nursing on the first \*1<sup>st</sup>) class session, or the seventh (7<sup>th</sup>) day after enrollment, whichever is later, and for Home Health Aide at the First (1<sup>ST</sup> ) class session or on the 2<sup>nd</sup> Day for Day Class, OR 5<sup>th</sup> Day for Eve Class after the enrollment, whichever is later. Business day means a day on which you were scheduled to attend a class.

Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Catalog or as noted on the Enrollment Agreement. You can do this by mail, in person, FAX, or email. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. If you cancel your enrollment, the School will refund any money that you paid within 30 days after your notice is received. This institution has a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

\$800.00	90 clock hours of instruction	\$800.00 tuition paid
amount paid	x <u>received &amp; completed</u>	= - \$480.00 (based on 60% of attendance)
for instruction	150-clock hours of instruction for	\$320.00 REFUND AMOUNT
		which the student has paid

Nursing Assistant Training Program: 150 Instructional Clock Hours

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	Annual Salary and Wages Reported by Graduates Employed in the Field			
			\$15,000.00 - \$20,000.00	\$20,001.00 - \$25,000.00	\$25,001.00 - \$30,000.00	Students Not Reporting Salary
2012	289	188	5	20	151	59
2013	203	93	1	4	82	23
2014	181	154	0	0	154	7

Information Received Reviewed, Student Signature Date

"This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law."



**VIP Nursing School, Inc.**  
 16388 East 14th Street  
 San Leandro, CA 94578  
 Tel.: 510.481.0240

### School Performance Fact Sheet

Website: [www.vipnursing.net](http://www.vipnursing.net) Email: [info@vipnursing.net](mailto:info@vipnursing.net)

Year: 2014

Nursing Assistant Training Program: 150 Instructional Clock Hours

Calendar Year	Number of Students Who Began Program	Number of Students Who Completed Program	Completion Rate	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field	Graduates Employed in the Field on average of less than 32	Graduates Employed in the Field at least 32 hours per week
2012	290	289	99.66%	289	289	188	65.05%	19	160
2013	204	203	99.51%	203	203	93	45.81%	4	86
2014	184	181	98.37%	181	181	154	85.08%	1	153

Information Received Reviewed, Student Signature Date

Nursing Assistant Training Program: 150 Instructional Clock Hours

Number of Students Taking Exam	Exam Date	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
13	1/4/2014	9	4	69.23%
4	1/18/2014	4	0	100.00%
12	2/15/2014	11	1	91.67%
8	3/1/2014	6	2	75.00%
14	3/15/2014	12	2	85.71%
1	3/29/2014	1	0	100.00%
13	4/12/2014	7	6	53.85%
6	5/3/2014	5	1	83.33%
14	5/13/2014	10	4	71.43%
2	5/19/2014	1	1	50.00%
12	5/24/2014	9	3	75.00%
9	6/7/2014	4	5	44.44%
3	6/10/2014	2	1	66.67%
16	7/5/2014	13	3	81.25%
12	7/8/2014	6	6	50.00%
5	8/2/2014	4	1	80.00%
3	8/19/2014	1	2	33.33%
11	8/23/2014	10	1	90.91%
3	8/29/2014	1	2	33.33%
10	9/2/2014	6	4	60.00%
2	9/6/2014	2	0	100.00%
1	9/18/2014	1	0	100.00%
1	9/24/2014	0	1	0.00%
19	9/26/2014	14	5	73.68%
1	10/8/2014	1	0	100.00%
11	10/24/2014	7	4	63.64%
6	11/5/2014	6	0	100.00%
12	11/24/2014	10	2	83.33%
7	12/29/2014	5	2	71.43%

Information Received Reviewed, Student Signature Date

Nursing Assistant Training Program: 150 Instructional Clock Hours

Calendar Year	Students Taking Exam	Number Who Passed First Exam Taken	Number Who Failed First Exam Taken	Passage Rate
2012	264	183	81	69.32%
2013	159	131	28	82.39%
2014	182	135	47	74.18%

# **VIP Nursing School, Inc.**



## **SCHOOL CATALOG**

**16388 East 14<sup>th</sup> Street  
San Leandro, California 94578  
Office: (510) 481-0240; 481-0360  
Fax: (510) 481-0242  
Email: [info@vipnursing.net](mailto:info@vipnursing.net)  
Website: [www.vipnursing.net](http://www.vipnursing.net)**

**September 15, 2015– September 15, 2016**

**VIP Nursing will provide the Institution's Policy to prospective student in writing with the School Catalog**

## **GENERAL INFORMATION**

### **APPROVALS:**

VIP Nursing School, Inc. pursuant to California Education Code Section 94915. The Bureau approval to operate means compliance with minimum State standards and does not imply any endorsement or recommendation by the State, of Health Services Aide and Technician Certification Section, or by the Bureau.

VIP Nursing School is a private institution and that is approved to operate by the Bureau of Private Postsecondary Education.

**“Any questions or problems you may have regarding the catalog that have not been satisfactorily answered by the VIP School, you may direct to:”**

### **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

**2535 CAPITOL OAKS DRIVE, Suite 400, Sacramento, California 95833**

**Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818**

**Toll Free Telephone number (888) 370-7589, or by FAX: (916) 263-1897**

**Web site: [www.bppe.ca.gov](http://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 Disclosure Sheet, which must be provided to you prior to signing an enrollment agreement.”**

### **THE FOLLOWING ARE THE APPROVED PROGRAMS:**

**Nurse Assistants to sit for the State Certification Examination**

**Home Health Aide**

### **“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”**

**“The transferability of credits you earn at VIP Nursing School is at the complete discretion of an institution to which you seek to transfer. Acceptance of the diploma, or certificate you earn in Vocational Nursing, Nursing Assistant, or Home Health Aide respectively is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma, 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 your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you seek to transfer after attending VIP Nursing School to determine if your credits or diploma or certificate will transfer” (as specified in paragraph (15) of subdivision (a) of section 94909).**

**ADMINISTRATION**

School Director (CAN, HHA,  
Admission Director  
Student Services

Josephine Valdez Dondriano, RN  
Danilo Dondriano  
Krystal Bergado. Kelly Bergado,  
Katherine Bergado

**FACULTY & STAFF**

Nursing Assistant Instructor  
Home Health Aide Instructor  
Nurse Assistant Instructor

Josephine Valdez Dondriano, RN  
Josephine Dondriano, RN  
Cristeta II F. Cristobal, LVN

All faculty members have a minimum of three years experience in their field of instruction; hold current state licensure as Registered Nurse and/or Licensed Vocational Nurse respectively. All attended continuing education programs in teaching methodology and professional development.

**ADMISSION POLICY:**

Programs of training offered by VIP Nursing School Inc. are open for regular enrollment to men and women who possess a High School Diploma or the equivalent, or have the ability to benefit from the training offered. Prospective students are invited to visit the school and discuss their needs, goals, and objectives with an Admissions Representative. VIP Nursing

School Inc. uses an ability-to-be-trained test HESI which is used as an entrance test for students who completed high school or G.E.D or equivalent. The school will consider a non-high school graduate for enrollment if they exhibit and possess the ability-to-benefit from the education and training offered, and have met all other standards for admissions.

The acceptable ATB (Ability to Benefit Test) Standardized Screening Test scores are as follows:

Certified Nurse Assistant	97 or higher
Home Health Aide	97 or higher

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

**“STUDENT RIGHT TO CANCEL”**

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first (1) class session, or the seventh (7) day after enrollment whichever is later. The amount retained for the non-refundable registration fee may not exceed \$100.00 for Nursing Assistant course, and \$50.00 for Home Health Aide. In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund and paid \$800.00 tuition for CAN, \$350.00 for Home Health Aide, the student would receive a refund of \$ as illustrated in the hypothetical example below based from 1<sup>st</sup> to 7<sup>th</sup> day after enrollment whichever is later. School may retain lesser amount of a pro rata portion as described below (up to 60% of course completion).

**STUDENT TUITION RECOVERY FUND INFORMATION:**

**“You have the rights & responsibilities with respect to the Student Tuition Recovery Fund (STRF).”**

**“You must pay the State-Imposed assessment for the STRF if all of the following applies to you:**

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

**“The State of California created the 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, & 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 or 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 & other cost
  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.**

**ENGLISH as SECOND LANGUAGE (ESL) Instruction:**

**VIP Nursing School, Inc. does not provide instruction in English as a Second Language.**

**STUDENT PARKING**

**Student parking is available in a parking structure and/or areas adjacent to the school buildings at each location VIP Nursing School, Inc. is not responsible for parking violations, property theft, property damage, etc. Please keep vehicle locked at all times. Parking fees are the sole responsibility of the student.**



**MEDICAL CARE:**

VIP Nursing School Inc. is located near excellent hospitals and will refer students to one of them whenever the need should arise. In the case of emergencies, 911 will be called. Student is required to obtain own medical insurance and must provide a copy the school a copy of his/her current medical insurance coverage on the Orientation Day or at the FIRST (1<sup>st</sup>) Day of the session for REFRESHER TRAINING.

**VIP NURSING SCHOOL INC. CANNOT & DOES NOT GUARANTEE EMPLOYMENT.**

Only the employer can make that final decision. VIP Nursing School Inc. Placement Assistance Department provides direct assistance as students near their completion date and beyond graduation. Delays in course completion may result in delaying employment assistance activity. The student will be required to meet with the Placement Assistance Coordinator. Each student shall prepare a typed resume to the Placement Assistance Coordinator and a subsequent appointment will be set to insure personal attention to the student's job seeking needs.

**DISCLOSURE and RETENTION of EDUCATION RECORDS**

Students have the right to inspect, review, and challenge information contained in their education records. Students under the compulsory age may not review the tax information of the parents. Parents of minor students or parents of tax dependent students, with the student's written approval, may inspect, review and challenge information contained in the students records.

Certain documents may be photocopied and a charge may be charged, depending on the specific documents to be photocopied. Should the student need a copy of an official transcript, the first (1) copy will be provided at no charge. Subsequent copies are available upon payment of a fee of \$15.00. Transcripts will only be released to the student upon receipt of a written and signed request. No transcripts will be issued until all tuition and other fees due to the institution are paid and current.

**TUITION and FINANCIAL ASSISTANCE**

To assist students with their educational costs, the school has a financial assistance programs available that the student may elect to take advantage of if they find it assistance with the tuition cost. Loans can be made with banks, Savings and Loans, Credit Unions, Financial Institutes etc. All tuition must be satisfied by paid in full arrangements before receiving your Diploma, participating in class graduation, or taking the state competency exam. We provide monthly payment installment plans for qualified students without any interest. Installment must be paid on the first (1<sup>st</sup>) to the tenth (10<sup>th</sup>) day of each month, otherwise a 5% late fee. It is your responsibility to pay your school loan assistance in full.

**ATTENDANCE POLICY:**

It is important that the school have a record of attendance for each student. It is your responsibility to sign the sign in sheet daily, located in your classroom. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status, Re-occurring absences could result in disciplinary action, just as it would on a job. It may also lead to dismissal. Students must maintain a 70% attendance performance or better. Unsatisfactory attendance may lead to Probation status until the student has brought his/her attendance & or academic grade point average to the 70%. This would include any make-up hours and or make up assignments and any test.

**TARDINESS:**

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she **ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS.** A tardy student will be marked daily as being tardy. **Any combination of three (3) documented (unexcused) tardy will be considered as one (1) absence.**

**EXCUSED ABSENCES:**

Excused absences are not automatic; your instructor monitors and provides all attendance to the Student Services Department. Vacations are not considered excused. The school will not tolerate abuse with this policy. **It is implemented for those students who have unusual or unforeseen problems.** However, you must still maintain the minimum cumulative grade point average. **Program Director will arrange for make-up day for the excused absence by setting another clinical day, or classroom hours.**

**LEAVING EARLY :**

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she **LEAVES EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS.** The Instructor should be notified prior to being dismissed early from class. **A student leaving early from class will be marked daily as leaving early. Any combination of three (3) documented early (unexcused) departures will be considered as one (1) absence.**

**MAKE-UP TIME / WORK ACCOUNTABILITY:**

Make-up time/work must schedule with your instructor to assure proper credit. Students must make up time/ work for proper credit towards graduation. **Make-up classroom time must be completed on the school premises, and/or clinical facility.** Make-up assignments and/or test will be given for those who need to make up for academic grade/ semester credit hours. **All make-up hours must be accounted for and signed on a missed day make-up sheet also signed by the Instructor.**

**LEAVE of ABSENCE POLICY:**

If a "Leave of Absence" is required, a student must submit in writing to the Student Service Department, the basis of the request, expected return date and the initial date of request with **the student's signature. This does not automatically reflect the school's approval. A Leave of Absence may be limited to a specified amount of days (NOT TO EXCEED 180 DAYS or 6 months). Only one (1) Leave of Absence will be granted for a student during any 12-months enrollment period.** If the student's leave of absence is NOT approved, the student will be considered to have withdrawn from the school.

**CANCELLATION, WITHDRAWAL and REFUND RIGHTS:**

**You have the right to cancel this agreement for educational service, any equipment or other goods and services for Nursing Assistant/Vocational Nursing on the first \*1<sup>st</sup>) class session, or the seventh (7<sup>th</sup>) day after enrollment, whichever is later, and for Home Health Aide at the First (1<sup>ST</sup>) class session or on the 2<sup>nd</sup> Day for Day Class, OR 5<sup>th</sup> Day for Eve Class after the enrollment, whichever is later.** Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Catalog or as noted on the Enrollment Agreement. **You can do this by mail, in person, by FAX, or email, to state you wish to cancel the agreement. If**

**you cancel your enrollment, the School will refund any money that you paid within 30 days after your notice is received. This institution has a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 % (percent) or less of the period of attendance shall be a pro rata refund.**

### **SUSPENSION and DISMISSAL:**

**VIP Nursing School Inc. reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet the school's standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.**

### **STUDENT APPEAL PROCEDURES:**

**A student, who wishes to appeal any disciplinary action and/or decision made by an Instructor, must submit a written letter to the School Director to be reviewed by an Appeals Board. Students must provide supportive documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. This Appeals Board shall consist of three (3) attending members. The student will be notified of the Appeal Board decision within 30 days following the receipt of the student's appeal. The decision of the School Director shall be final.**

### **GROUND'S for DISCIPLINARY ACTION:**

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional Behavior and/or conduct that reflects unfavorably upon the school and/or its students.
- 4 Use of Drugs, Narcotics, Alcohol (or under the influence),Gambling, Profanity words
5. Failure to meet Financial Requirements.
6. Inappropriate professional clothing worn during training.
7. Failure to abide by the Rules and Regulations of the school.
8. Failure to pay tuition (or any other charges) when due.
9. Breach of school enrollment agreement.
10. Cheating.
11. Falsifying school records.
12. Carrying a canceled or potentially dangerous weapon.
13. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
14. Instigation and/or participation in rebellious activities against the school and/or It's student(s.)
15. Solicitation, which reflects unfavorably upon the school and/or its students.
16. Vandalism of school property.
17. Any form of gang related activity including but not limited to: flashing of gang, wearing of gang colors/attire, etc.
18. Fighting (physical or verbal)
19. Verbal confrontation with any employee and or student

**Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional behavior or conduct, may request re-admittance into their program by following the**

procedure set forth under Reinstatement as noted in this catalog.

### **STUDENT GRIEVANCE PROCEDURES:**

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, encountered difficulties, problems, or have complaints, should first bring the matter to the attention of their Instructor. If the Instructor is unable to resolve the situation, the student is to meet with Program Director, If the matter is still not resolved. It should be brought to the attention of the School Director for final resolution. The instructor, program director, or school director will arrange in an informal process endeavoring to settle the dispute in good faith.

### **COMPLAINT PROCEDURE:**

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and Administration for amicable solutions. A written grievance, addressed to the School Director, must be received from the student within 48 hours after the incident occurs who will work to resolve the matter and will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The written grievance must be submitted to the School Director within 48 hours of the incident. The School Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the School Director will call a Grievance Committee Hearing within 72 hours of receipt of this report.

In addition, all persons involved with the incident must be present at the time of the hearing. The committee hears all sides, and will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee will be communicated immediately.

If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, send copies of all documents explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

**“Any questions or problems you may have regarding the catalog that have not been satisfactorily answered by the VIP School, you may direct to:**

#### **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

**2535 CAPITOL OAKS DRIVE, Suite 400, Sacramento, California 95833**

**Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818**

**Toll Free Telephone number (888) 370-7589, or by FAX: (916) 263-1897**

**Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

**FAX: (916) 263-1897**

**Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

“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).”

**California Department of Public Health (CPPH)  
Licensing and Certification Program (L&C)  
Aide and Technician Certification Section (ATCS), MS 3301  
P.O. Box 997416 Sacramento, CA 95899-7416  
(916) 327-2445 FAX (916) 324-0901  
Email: [cna@cdph.ca.gov](mailto:cna@cdph.ca.gov)**

## **Home Health Aide Training Program**

**A Certificate Program:**

**40 Clock Hours**

**Program Schedule:**

1. **Day Class:** 40 Clock Hours/Week Monday to Friday from 8:00am-5:00pm for 5 days
2. **Evening Class:** 21.5 clock Hours/Week Monday to Friday from 5:00pm–10:00pm for 9 days

**\*Frequency of Sessions varies, according to Enrollments receive.\***

**Theory and Skills Laboratory held at:** (Lectures, Personal Care skills)

VIP Nursing School, Inc.  
16388 East 14<sup>th</sup> Street, San Leandro, California 94578

**Clinical Hands On Training Externship**

Bay Point Healthcare Center  
442 Sunset Blvd., Hayward, California 94541

### **HOME HEALTH AIDE EDUCATIONAL MISSION & PURPOSE:**

VIP Nursing School, Inc.'s mission is to equip each student with a basic working knowledge of skills required by companies and agencies within and related to the allied health field in an entry-level position. Upon successfully completing this course the applicant will be issued by the State of California a certification which will lead to an occupation as a Home Health Aide working with clients in their own home, assisted living, nursing homes to assist their clients in dealing with their activities of daily living.

### **HOME HEALTH AIDE EDUCATIONAL OBJECTIVE(S):**

Each student will find VIP Nursing School Inc's training is a job-oriented practical program of laboratory practice, which includes "hands-on" experience with the materials and actual scenarios of typical industry requirements. HHA graduate be able to perform specific duties immediately upon employment provide quality care to clients to their homes. The applicant will learn: (1) how to work well tithethe clients and their families, and help them feel better about themselves; and (2) how to assist clients in taking care of their daily needs.

The course syllabus is 40-clock hour and was developed following the Department of Health Services guidelines for the training of CNA's become certified home health aide. Section 484.36 of the Health Care Financing Administration regulations (Omnibus Budget Reconciliation Act), OBRA for short, and Title 22 were used to develop the appropriate units of the curriculum. The following course content required by Title 22 were included in the 40 hour curriculum: which include physically moving residents and, if necessary restraining residents.

**Syllabus for Home Health Aide Training Program:**

CONTENT	Theory Hours	Clinical Hours
Introduction to Aide and Agency Role	2	0
Interpretation of Medical and Social Needs of Clients	5	0
Personal Care Services	5	15
Nutrition	5	3
Cleaning and Care Tasks in the Homes	3	2
<b>Total Hours:</b>	<b>20</b>	<b>20</b>

**CERTIFIED HOME HEALTH AIDE (CHHA)** is a paraprofessionals who are employed by private health care and non-profit community agencies. According to the physician's plan of treatment, Home Health Aides work under the supervision of registered nurse and physical therapist to provide personal and homemaking services to the aged and disabled. They also care for children whose parent is ill and incapacitated.

The student learns an Introduction to Homemaking Tasks, Cleaning the Client's House, Economical Cleaning Materials and How to Use Them, Specific Tasks, General Rules of Safety in the Home, Fire and Safety Prevention, Poisons, Oxygen Safety, Making Your Own Cleaning Equipment.

Home Health Aides provide essential services for clients who cannot live alone without help. They keep households functioning as normally as possible and enable the sick to remain at home instead of moving to a nursing home.

Typical tasks performed by Home Health Aides include assisting clients to bathe and use the toilet or bedpan and to move about. They check pulse and respiration rates, change surgical dressings and assist the client with medications. They also do cleaning tasks relation to the safety and comfort of residents. Tasks include cleaning the client's room, kitchen and bathroom, doing laundry and changing bed linens. Home Health Aides also plan meals (including special diets), shop for food and prepare meals in addition to regular duties.

**QUALIFICATIONS:**

1. 16 years old, High School graduate, GED equivalency, or pass Ability to Test with 97 or higher
2. Have current CNA license and CPR cards
3. Current Physical exam and no active communicable disease

**HOME HEALTH AIDE TRAINING PROGRAM COURSE FEE:**

\$350.00 TUITION FEE

+ \$50.00 NON-REFUNDABLE REGISTRATION FEE UPON ENROLLMENT

**\$400.00 TOTAL REGISTRATION, TUITION FEES**

**MANDATORY REQUIREMENTS:**

+ \$50.00 Providing Home Care by Leahy for Home Care Aide textbook (on 1<sup>st</sup> Day of Class)

PROOF OF PHYSICAL EXAM WITH TB TEST (Bring on 1<sup>st</sup> Day of Class)

Proof of AHA Healthcare Provider CPR with AED (Bring on 1<sup>st</sup> Day of Class)

**\$50.00 Requirements**

**Optional Items:**

- + \$32.00 Blood Pressure Machine & Stethoscope
- + \$15.00 Safety Gait Belt
- \$47.00 Optional Items Total

Registration, Tuition & Requirements **Total = \$450.00**  
 Registration, Tuition, Requirement & Optional **Total = \$497.00**

**SCHEDULE OF INSTALLMENT PLANS:**

Installment is available without any interest as per installment plan as described below. Tuition fee must be paid in full on or prior to Final examination. Installment must be paid on the first (1<sup>st</sup>) to the 2<sup>nd</sup> Day for Day Class, or 5<sup>th</sup> Day for Eve Class, otherwise a 5% late fee is charged for late payments, i.e. 5% of the installment due.

**CANCELLATION, WITHDRAWAL, and REFUND INFORMATION:**

Should you be terminated by the school, or decides to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the First (1<sup>ST</sup>) class session or on the 2<sup>nd</sup> Day for Day Class, OR 5<sup>th</sup> Day for Eve Class after the enrollment, whichever is later.

The amount retained for the non-refundable registration fee may not exceed \$50.00 for HOME HEALTH AIDE course. In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund and paid \$350.00 tuition, the student would receive a refund of \$ as illustrated in the hypothetical example below based from the First (1<sup>ST</sup>) class session or on the 2<sup>nd</sup> Day for Day Class, OR 5<sup>th</sup> Day for Eve Class after the enrollment, whichever is later This institution has a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. Cancellation must be made in writing, either in person or by mail.

All monies, except the non-refundable registration fee, will be refunded if the applicant is not accepted by the school.

All monies will be refunded if the student cancels on, or before the First (1<sup>ST</sup>) class session or on the 2<sup>nd</sup> Day for Day Class, OR 5<sup>th</sup> Day for Eve Class after the enrollment, whichever is later. Refunds will be made within thirty (30) days after receipt of cancellation notice.

<b>\$350.00</b>	<b>24 clock hours of instruction</b>	<b>\$350.00 tuition paid</b>	
<b>amount paid</b>	<b>x</b>	<b>received &amp; completed</b>	<b>=</b>
<b>for instruction</b>	<b>40-clock hours of instruction</b>	<b>- \$210.00 (based 60% of completed instructions received)</b>	
		<b>\$140.00 REFUND AMOUNT</b>	

Nursing Assistant Training Program: 150 Instructional Clock Hours

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	Annual Salary and Wages Reported by Graduates Employed in the Field			
			\$15,000.00 - \$20,000.00	\$20,001.00 - \$25,000.00	\$25,001.00 - \$30,000.00	Students Not Reporting Salary
2012	289	188	5	20	151	59
2013	203	93	1	4	82	23
2014	181	154	0	0	154	7

Information Received Reviewed, Student Signature Date

"This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law."



**VIP Nursing School, Inc.**  
 16388 East 14th Street  
 San Leandro, CA 94578  
 Tel.: 510.481.0240

### School Performance Fact Sheet

Website: [www.vipnursing.net](http://www.vipnursing.net) Email: [info@vipnursing.net](mailto:info@vipnursing.net)

Year: 2014

Welding Assistant Training Program: 150 Instructional Clock Hours

Calendar Year	Number of Students Who Began Program	Number of Students Who Completed Program	Completion Rate	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field	Graduates employed in the field on average on less than 30 days	Graduates Employed in the Field at least 32 hours per week
2012	240	239	99.65%	239	239	180	65.05%	19	190
2013	204	201	99.51%	205	203	99	45.91%	4	95
2014	184	181	98.97%	181	181	154	85.09%	1	153

Information Reported Received Student Signature Date

Welding Assistant Training Program: 150 Instructional Clock Hours

Number of Students Taking Exam	Exam Date	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
19	1/4/2014	9	4	69.23%
4	1/18/2014	4	0	100.00%
12	1/19/2014	11	1	91.67%
8	2/1/2014	5	2	75.00%
14	2/15/2014	12	2	85.71%
1	2/28/2014	1	0	100.00%
13	4/12/2014	7	6	53.85%
6	5/3/2014	5	1	83.33%
14	5/13/2014	10	4	71.43%
2	5/19/2014	1	1	50.00%
12	5/24/2014	9	3	75.00%
9	6/1/2014	4	5	44.44%
8	6/30/2014	2	1	66.67%
15	7/5/2014	13	2	86.67%
12	7/8/2014	6	6	50.00%
5	8/1/2014	4	1	80.00%
3	8/19/2014	1	2	33.33%
11	8/23/2014	10	1	90.91%
3	9/29/2014	2	1	66.67%
10	9/2/2014	6	4	60.00%
2	9/6/2014	2	0	100.00%
3	9/18/2014	1	0	100.00%
1	9/24/2014	0	1	0.00%
15	9/26/2014	14	1	93.33%
1	10/6/2014	1	0	100.00%
11	10/24/2014	7	4	63.64%
8	11/3/2014	6	0	100.00%
12	11/24/2014	10	2	83.33%
7	12/20/2014	5	2	71.43%

Information Reported Received Student Signature Date

Welding Assistant Training Program: 150 Instructional Clock Hours

Calendar Year	Students Taking Exam	Number Who Passed First Exam	Number Who Failed First Exam	Passage Rate
2012	260	183	81	69.92%
2013	259	191	68	82.99%
2014	187	135	47	71.18%