



School Catalog

April 1, 2014 – April 1, 2015

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Welcome

The Administration and faculty of The Nurse Group Education Center welcome you.

The Nurse Group Education Center strongly believes in the student centered learning approach thru providing education in a caring and enjoyable experience.

Please read the catalog in its entirety as it contains important information on school policies and available student services.

We maintain an open door policy and are always available to assist you.

The Nurse Group Education Center wishes you the best in your quest for learning.

Gemma Porsuelo Founder RN, BSN, PHN, MSN, A/G NP BC	Marvin Lagac DSD LVN
Sherry Do Co founder RN, BSN, MSN, NP-C	Elvia McDaniels DSD LVN
Marco Martinez RN BSN, Program Director	Mary Candice Student Coordinator/Administrative Assistant
Dolores Quioque, DSD, RN, BSN	Leslie Exconde DSD RN, BSN

Our Mission

The Nurse Group Education Center prepares and graduates excellent nursing assistant and home health aide to provide direct care to patients. We enhance nursing education through nurturing, caring, discovery, innovations, evidence based method of instructions, positive teaching and learning environment.

Shared Values:

We are committed to excellence in service to our students, and the community.

We are accountable in maintaining the highest standard in nursing assistant training program. The program is approved through the California Department of Public Health, Licensing and Certification, Nurse Assistant Certification Section.

We value professional and clinical competence, it is vital in facilitating learning and transmission of new knowledge and skills.

We value student centered learning environment, innovations, and creativity.

We value diversity: trans-cultural care to serve the needs of the diverse population.

We value and instill lifelong learning to each and every student; all students are encouraged to realize their best potential.

We treat our students and each other openly, fairly, and truthfully.

We believe that the educator-learner relationship is one that is dynamic, fluid partnership.

We will conduct ourselves and our program in a manner that ongoing assessment and evaluation is constantly practiced to promote learning outcomes and maximize program effectiveness.

We are outcome driven, and share mutual goals with our learners: successful completion of the program and passing the certified nursing assistant certification.

HISTORY AND OWNERSHIP/MANAGEMENT

The Nurse Group Education Center, established in 2011, is a private institution and is approved to operate by the bureau. Organized and operated as a California for profit Corporation. The Nurse Group, LLC DBA The Nurse Group Education Center.

The members serve as Managers of the company.

Members/Managers

Gemma Porsuelo, Founder

Gemma@thenursegroup.com

Sherry E. Do, Co-founder

Sherry@thenursegroup.com

Job Duties

Manage the assets, business and affairs of the company

Overall business operations, including finances, management, personnel and contracts

Marketing

Public relationship

Hiring and Firing

Program evaluation and improvement

Staffing

Serves as compliance officers

GENERAL INFORMATION

Approvals

The Nurse Group Education Center is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009.

The Nurse Assistant program is approved through the California Department of Public Health, Licensing and Certification, Nurse Assistant Certification Section.

The Nurse Group Education Center is not accredited by an accreditation agency recognized by the United States Department of Education.

Questions:

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Review documents prior to signing

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Filing a complaint:

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site at <http://www.bppe.ca.gov>

Bankruptcy

The Nurse Group Education Center has NO pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, or had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Catalog

Is updated annually; copy of the schools catalog can be available to the prospective students or to the general public by contacting the school or the schools website www.thenursegroup.com.

Facilities and Equipment

The School facilities and equipment comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety, and health. Facilities are accessible to disabled individual.

The School is conveniently located near public transportation and is easily accessible from Freeways 805, 5, and 54. Free parking is available.

All classes are held at 2345 East 8th Street Suite 102, National City CA 91950.

The Nurse Group Education Center is 1,284 square foot suite on ground level and consists of one classroom, one simulation laboratory, a student lounge, a resource center, and administrative offices. The simulation laboratory has an electric hospital bed, a mannequin for demonstration and supplies needed for actual patient care demonstration.

Practicum and clinical training take place at several off-campus locations. All off-campus sites will be equipped with all of the necessary equipment conducive to teaching and learning for training. Off campus sites will be as close to the campus as possible. Clinical training facilities are approved by the California Department of Public Health.

Clinical Sites	
Bella Vista Health Center 7922 Palm St, Lemon Grove, CA 91945 (619) 644-1000	Lemon Grove Care Center 8351 Broadway Lemon Grove, CA 91945 619-463-0294

Equipment

The Nurse Group Education Center is equipped with instructional equipment that is in good working order and sufficient to meet the needs of the current student body. Equipment and materials used for instruction include but not limited to: audiovisual, hospital beds, linens, mannequin, bedside and overhead table, personal protective equipment, wheelchair, cane, scale, bedside commode, disposable supplies, computers and software and video camera.

Program of Study and Course Descriptions – Nurse Assistant

The program of study currently offered at The Nurse Group Education Center is the nursing assistant training program which is designed to lead to employment in the health care setting such as long term care setting, skilled nursing facility, board and care facilities and/or assisted living facilities.

Students learn to assist patients with the activities of the daily living; able to measure and record vital signs; prepared to assist nursing staff with patient care; know how to change bed linens and supplies; understand nursing vocabulary and acronyms; conduct themselves

professionally with patients and their family; admitting and transferring and discharging residents; death and dying care; restorative nursing and time management. Once students complete the program they are qualified to take the certification examination through the National Nurse Aide Assessment Program (NNAAP) to be employed as Certified Nursing Assistant.

The nursing assistant training program is under the general supervision of the Program Director who is duly approved by CDPH. The instructors are licensed registered nurses, and licensed vocational nurses with Director of Staff Development Certificate, and actively employed in the field.

Equipment and materials used for the instruction include: 1 hospital bed, linens, 1 mannequin, bedside table, personal protective equipment, wheelchair, scale, bedside commode, blood pressure equipment, stethoscope, thermometer; pulse oxymeter, disposable supplies.

The Nurse Group Education Center applied and developed the five core competencies in our training program. These are:

Communication: Effectively communicate findings/observations and work collaboratively with the interdisciplinary team.

Health, Safety and Security: Nursing assistant student understands their responsibility in ensuring the safety, health promotion and security of and in their residents.

Service Improvement and Quality: Nursing assistant student participation in simulation lab training to promote skills, increase confidence and develop critical thinking abilities to provide the best care for the residents. "Always do your best even when no one is watching."

Cultural Diversity: Nursing assistant student Learn and develop the appreciation and understanding of the cultural diversity. Graduates will be able to provide and demonstrate culturally competent care.

Personal and People Development: Nursing assistant students are encouraged to be lifelong learners. Students develop the understanding and appreciation of the art of human caring through all five competencies.

Instructional Methodology

The class is conducted through interactive presentation by using powerpoint presentation and audiovisuals to facilitate group learning, discussion and presentation. For example, video camera is used during simulation laboratory to record students performing skill demonstration for self-improvement leading to mastery of the skills.

Examinations are given to assess student learning and understanding of the instructions. Take home assignments and activities are given to students to enhance learning and reinforcement.

COURSE DESCRIPTIONS

Module	Course Title	Theory Hours	Clinical Hours
1	Introduction	2	0
2	Patient Rights	2	1
3	Communication/Interpersonal Skills	2	0
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	49
9	Patient Care Procedures	7	20
10	Vital Signs	3	6
11	Nutrition	2	6
12	Emergency Procedures	2	1
13	Long Term Care Resident	4	0
14	Rehabilitative Nursing	2	4
15	Observation and Charting	4	4
16	Death and Dying	2	0
	Review	8	7
	Simulation Lab Hours	20	
	Total	80	112

Module 1 – Introduction

The purpose of this unit is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.

Module 2 – Patient Rights

The purpose of this unit is to introduce the Nurse Assistant to patient/resident rights. The fundamental principle behind resident rights is that each resident is a member of a family and of society as a whole and must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.

Module 3 – Communication/Interpersonal Skills

The purpose of this unit is to introduce concepts and skills required for the nurse assistant to communicate effectively and interact appropriately with residents, residents' families and guests, and other members of the health care team.

Module 4 - Prevention and Management of Catastrophe and Unusual Occurrences

The purpose of this unit is to introduce the student to the concepts and procedures related to the resident's safety including environmental emergency issues. The nurse assistant's role in creating a safe environment for the resident is discussed.

Module 5 – Body Mechanics

The purpose of the unit is to provide students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting residents and will implement these principles when providing resident care.

Module 6 – Medical and Surgical Asepsis

The purpose of this unit is to present information about asepsis and the control of infection. Procedures and precautions to protect residents, health care workers and others from infection are presented, including standard precautions, transmission-based precautions and bio hazardous waste management.

Module 7 – Weights and Measures

The purpose of this unit is to introduce a measuring system for weight, length, and volume used by nursing assistant in the clinical setting.

Module 8 – Patient Care Skills

The purpose of this unit is to teach the students skills needed to support and/or assist the resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The nurse assistant should assist with or perform personal care only when residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the resident.

Module 9 – Patient Care Procedures

The purpose of this unit is to provide learning experiences that will prepare the nurse assistant to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.

Module 10 – Vital Signs

The purpose of this unit is to prepare students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

Module 11 – Nutrition

The purpose of this unit is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a resident to meet nutrition and hydration needs.

Module 12 – Emergency Procedures

The purpose of this unit is to introduce the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the nurse assistant in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

Module 13 – Long Term Care Resident

The purpose of this unit is to introduce the student to the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

Module 14 - Rehabilitative Nursing

The purpose of this unit is to introduce the Nurse Assistant to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The Nurse Assistant assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

Module 15 – Observation and Charting

The purpose of this unit is to prepare students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

Module 16 – Death and Dying

The Nurse Assistant is introduced to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.

17 – Review

Review day is to help prepare students for the NNAAP written and practicum test. Counselors and teachers will also assist students with job preparation such as writing resume and interview skills.

Length of Program

The Nurse Group Education Center has met more than the required hours of training for the nursing assistant program. The program has a total of 192 clock hours of training, of which 52 hours are the theoretical component of the training based on the Nurse Assistant Training and Assessment Program (NATAP); twenty hours for the simulation laboratory activities; 112 hours for the clinical training at the contracted, state approved clinical sites; and 8 hours of review class.

There are three class schedules offered at the Nurse Group Education Center: AM class and PM class and weekend class. The AM class is 24 days to completion. Nine days are didactic in the classroom and 14 days of clinical training off campus site and 1 day review class in the classroom.

The PM class is 18 days of lectures in classroom, from 6pm-10pm Monday through Friday. Clinical training is 14 days on Saturday and Sunday; and 1 day of review class.

The weekend program schedule is held every Saturday and Sunday, 8 hour/day lecture and clinical days.

Day Class

192 Clock Hours

Instructor to Student Ratio: 1:15

Theory and Lab Schedule:

AM class: Monday through Friday 8:00 am to 4:30 pm

Clinical: Monday through Friday 6:30am to 3:00pm

PM Class

PM class: Theory: Monday through Friday 6pm to 10pm

Clinical: Saturday and Sunday 6:30am to 3:00pm

Weekend Class

Theory: Saturday and Sunday 8am to 4:30pm

Clinical: Saturday and Sunday 6:30am to 3:00pm

Clinical Schedule:

AM class: Monday through Friday 6:30 am to 3:00 pm

PM class: Saturday and Sunday 6:30am to 3:00pm

Clock hours are defined as follows:

A clock hour is a minimum of 50 minutes in which lecture, demonstrations, and similar class activities are conducted

Class Size

The student to instructor ratio will be limited to 15:1 for demonstration of skills and clinical training.

Eligibility for Certification

The nurse assistant program is approved by the California Department of Public Health (CDPH). At the completion of the training program, the students are qualified to take the certification exam through The NNAAP (National Nurse Aide Assessment Program). Upon successfully passing the certification examination, the candidate will receive a CNA license from the CDPH, and can practice as a CNA in the state of California.

The school will schedule the students for the first available certification exams through the Regional Testing Center for the NNAAP.

Program of Study and Course Descriptions – Home Health Aide

The home health aide is a 40 hour model curriculum building upon the knowledge, skills and ability that individuals already gained and possess nurse assistant certificate. The class instruction is supervised by a Registered Nurse with student to teacher ratio is not to exceed fifteen to one (15:1).

Home health aide is employed by a home health agency or hospice program, and provides personal care services in the patient's home. Home health aide service includes providing personal care services provided under a plan of treatment prescribed by the patient's physician and surgeon who is licensed to practice medicine in the state.

Course Description

Subject Title	Total Hours	Class Hours	Clinical Practice Hours
Introduction to Aide and Agency Role	2	2	0
Interpretation of Medical and Social Needs of People Being Served	5	5	0
Personal Care Services	20	5	15
Nutrition	8	5	3
Cleaning and Care Tasks in the Home	5	3	2
Total	40	20	20

Introduction to Aide and Agency Role

Objectives of this module: Define terminology; identify State and Federal regulations and requirements for HHA certification; Describe the purpose and goals of home care; Identify members of the home health care team, their functions, and how they interact; Describe the role and responsibilities of the certified home health aide. Discuss common observations and documentation to be completed by the HHA; Describe key steps involved in the communication

process and methods used in communication; Describe key steps to accommodate communication with clients who have hearing or speech disorder; Describe effective techniques for communication with home health team members; Describe ways to have effective communication in learning about your client; Describe how to access community agencies to meet client needs; Identify organizational and time management techniques for a daily work schedule.

Interpretation of Medical and Social Needs of People Being Served

Define the terminology; Identify the basic physical and emotional needs of clients in each age group in the life span; Recognize the role of HHA in maintaining client and family rights and privacy; Relate client and family rights to Maslow's hierarchy of needs; Discuss how culture, lifestyle, and life experiences of the client and family can influence care provided; Describe common reactions to illness/disability and its effect on the individual and family, including techniques to support adjustment; Describe basic body functions and changes that should be reported; Identify diseases and disorders common in the home care client and their signs and symptoms; Describe common emotional and spiritual needs of terminally ill clients and their families and identify appropriate interventions

Personal Care Services

Define the terminology; Describe the steps and guidelines for common personal care skills; Explain the importance of improvising equipment and adapting care activities in the home; Discuss personal care delivery in home care; List examples of home equipment that can be utilized to provide personal care; Discuss the benefits of self care in promoting wellness; Describe key principles of body mechanic; Explain how to adapt body mechanics in the home setting; Describe adaptations that can be made in the home for ambulation and positioning; Identify the purpose of passive and active Range of Motion exercises; Relate the chain of infection to the home care setting; Describe infection control measures to use in the home care setting; Describe the role and responsibilities of the HHA in assisting the client to self-administer medications.

Nutrition

Define the terminology; Recognize the key principles of nutrition; Identify potential nutritional problems for home health clients; Demonstrate basic understanding of therapeutic diets; Discuss key principles of safe food handling and storage; Discuss adaptations necessary for feeding the home care client; Describe the importance of fluid balance and monitoring intake and output; Identify community resources for meeting nutritional needs.

Cleaning and Care Tasks in the Home

Define the terminology; Describe the HHA's role and responsibility for maintaining a clean, safe, and healthy environment; Describe key principles for maintaining a safe home environment; Identify appropriate procedures, equipment, and supplies for household tasks including alternatives to use when resources are limited; Discuss the procedure for washing and drying dishes; Describe methods of laundering household and personal items; Identify guidelines for organizing household tasks.

Distance Education

The Nurse Group Education Center does not currently offer Distance Education classes.

Self-monitoring procedures

The training program maintains a policy and procedure that is reviewed by the business managers, program director and instructors annually. The major responsibility of program is compliance with the requirements of the state and the BPPE.

Program monitoring will include quarterly report of the class completion pass rate, certification pass rate, and gainful employment. Program satisfaction survey from the students will also be included.

Faculty

The faculty at The Nurse Group Education Center is qualified to educate and counsel. The instructors, at minimum, are licensed vocational nurses with Director of Staff Development Certificates, who are actively employed in the field. The program director supervises and monitors the program.

Marco Martinez RN BSN DSD
United States University, Chula Vista

Dolores Quiogue, RN, Program Director
University of Santo Tomas, Philippines
La Salette University, Isabela Philippines

Leslie Exconde, RN, DSD, instructor
Golden West College

Marvin Lagac, LVN, DSD, Full-time instructor
Southwestern College

Elvia McDaniel, LVN, DSD, Part-time instructor
Grossmont Health Occupations {ROP}

Gemma Porsuelo, BSN, RN, PHN, MSN, A/G NP-BC Post Master's Nurse Educator Certificate

Program Counselor
California State University, Long Beach
Missouri State University

Sherry Do, BSN, RN, PHN, MSN, NP-C
Program Counselor
California State University, Long Beach

Mary Candice Garcia Student Coordinator; Administrative Assistant

ADMISSIONS AND ACCEPTANCE

Admission Policies

- A. Must be at least 18 years of age with a High School diploma or equivalent.
- B. Must pass Live Scan and criminal background screening prior to start of the program training. Certain criminal convictions preempt licensure. A list of these crimes will be provided to each applicant prior to admission to the program. If an applicant fails to disclose a conviction and the background check reveals a critical conviction, the applicant will be expelled from the program, even if he/she has been accepted and has paid tuition and fees. No refunds will be permitted if student is expelled for failure to disclose criminal conviction information.
- C. Must possess a valid California ID and Social Security Number
- D. Must pass a physical exam
- E. Must complete and pass a TB screening
- F. If a positive reaction is obtained, a chest x-ray shall be required.
- G. Students must be able to do physical requirements for patient care. Nursing assistant students must be able to do patient care without physical, emotional or psychological limitations. The following activities are examples of physical activities to perform while in training:
 - a) Moderate to heavy lifting and carrying
 - b) Pushing, pulling, bending and kneeling around patients using various types of hospital equipment such as wheelchairs, gurneys, lifting devices and specialized beds.
 - c) Fine motor skills such as manipulating a variety of instruments and assessment devices, such as graduated cylinder.
 - d) Extensive periods of walking and standing.

- e) Rapid mental processing and simultaneous motor coordination, for example transferring patients.
- f) Working with frequent hand washing.
- g) Casts, splints and braces are not allowed in clinical setting
- h) A report signed by the examiner shall indicate that the student does not have any health condition that would create a hazard to self, fellow employees, or patients.

H. The school does not accept Ability-to-benefit applicants.

Graduation requirement:

A student is eligible to receive the certificate, the following must be met:

- A. Satisfactory completion of the classroom/laboratory/clinical hours (172 hours total) with a cumulative grade point of 75% or better.
- B. Students are prepared for the written examinations and are expected mastery of skills to assist clients with activities of daily living.
- C. All students must take and pass the competency evaluation administered by the National Nurse Assistant Assessment Program to become a Certified Nursing Assistant in the State of California.
- D. Have cleared financial obligations.

Admission Procedure

- A. Appointment with Admissions Representative for screening and acquisition of student catalog and School Performance Fact Sheet
- B. Interview with Director
- C. Faculty assessment evaluation
- D. Appointment with the Administrative Assistant for financial payment arrangements.

Enrollment Procedure

- A. After being granted admission, a prospective student is required to sign an enrollment agreement detailing the specific training the student will receive, the costs the student will incur, and when the student will begin classes.

Visa/foreign students

The Nurse Group Education Center does not offer visa services to prospective students from other countries or English language services.

Transfer / experiential credit and advance standing requirements for the nurse assistant program

The Nurse Group Education Center does not accept hours or credit earned at other institutions, through challenge examinations or achievement tests, or experiential learning.

Transfer or Articulation Agreements

The Nurse Group Education Center has not entered into a transfer or articulation agreement with any other college or university.

Class Cancellation

To achieve full range program enrichment, a minimum number of students are required. If this is unmet, the class may be rescheduled until the minimum number is attained. If the class is cancelled due to class size, all monies received will be refunded in full.

Notice concerning transferability of credits and credentials earned at our institution

The transferability of credits you earn at The Nurse Group Education Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in The Educational Programs is also at the complete discretion of the institution to which you may seek to transfer. If the 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 may seek to transfer after attending The Nurse Group Education Center to determine if your certificate will transfer.

ACADEMIC POLICIES

Policy and Program Modification

Changes to a program of study

The Nurse Group Education Center, without prior notice to students, may change or modify the curriculum, change or substitute instructors, change or modify instructional materials and instructional methods, or change, modify or increase tuition or fees in order to maintain and update the instructional programs. These changes and/or modifications will not diminish in any manner the value of the instructional program and may require prior notification and/or approval by the Bureau for Private Postsecondary Education, California Department of Public Health, or another licensing body. For currently enrolled students, any changes in tuition and fees will not be affected by the changes or modification.

Hours of Operation

Campus Administrative Office Hours

Regular business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Evening and weekend administrators and staff support are available in a limited capacity to students requiring assistance.

The Nurse Group Education Center reserved the right to change the administrative office hours of operation without notice.

Calendar and Holidays:

The following Legal holidays are recognized:

- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas
- New Year's Day

ACADEMIC AND PROGRESS STANDARD

Method of Instruction

The program is conducted through power presentation, demonstrations, case scenario presentation, and class activities.

Simulation laboratory utilizes skill demonstration and return demonstration for mastery of the skills. The simulation training prepares students on procedures, safety precautions, charting/recording and time management.

Student's performance is graded using a percentage system in the theory class. Letter symbols and grade points are used to calculate and communicate the overall performance of a student.

Clinical and practicum training is graded using a satisfactory or unsatisfactory system.

Grading Policy (theory)

A	100% - 92%
B	91 % - 83%
C	82% - 75%
D	74% - 66%
F	65% - 0%
W	Withdrawal
I	Incomplete
R	Repeat

W = Withdrawal, a "W" grade is designated when a student leaves the course due to a leave of absence or is withdrawn from the school prior to the scheduled completion of a course. A "W" grade is not calculated into the grade point average.

I = Incomplete, an "I" grade will be designated when a student and instructor develop a written plan to be completed no later than two weeks prior to the end of the training program. An "I"

grade is not calculated into the grade point average. An “I” grade will be changed to an “F,” after two weeks of the end of the course if the written plan is not completed.

R = Repeat, an R will be designated when a student repeats the training program. A grade of “F” (Fail) or “W” (Withdrawal) is required to be repeated. Any course with an “R” grade is not calculated into the grade point average. However, courses will be considered hours / credit hours attempted for the purpose of determining maximum time frame.

Grading Policy – Clinical

S = Satisfactory

U = Unsatisfactory

The instructor is the final authority on assignment of grade. Any questions regarding grades are to be discussed with the instructor.

Final grade point average for program is based upon an average of all final grades in theory

Grading Procedures

Theory

Exams are given, corrected and discussed for reinforcement of learning.

Students are encouraged to keep a record of all grades.

Grades are recorded and are available to the student.

Missed exams must be made up by next class day to receive full credit. Students not making up exams by the next class day will receive a zero “0”, unless prior arrangements are made with the instructor and/or Director.

Assignments must be completed during designated make up time.

Assignments must be submitted as designated by the instructor.

Clinical

Evaluation forms are developed and reflect student proficiency.

A student instructor conference is held, the evaluation is discussed and the form is signed by both student and instructor.

The completed evaluation form is reviewed with the student by the instructor. The original copy is maintained in the student file and a copy is provided to the student.

Evaluation of an individual student may be performed more often if deemed necessary by the instructor.

Students must achieve a “S = Satisfactory” in clinical in order to progress to the next course.

Students who do not receive a passing grade in clinical will be terminated. Those students wishing to readmit and continue their studies must go through the readmissions process for consideration of re-admittance. Students who are readmitted must repeat the clinical requirements previously failed.

Minimum Grade Point Average

Students must maintain a minimum grade point average of 75% on a scale of 100%. Students who fail to complete a course due to incomplete course work or hours will be assigned a grade of fail.

Leave of Absence

In case of serious illness, family bereavement, short-term military obligations or other emergency circumstances, a student may apply for a leave of absence. Requests for a leave of absence will be considered on an individual basis and must be approved by the Director.

A leave of absence must be requested in writing by the student.

A leave of absence may not exceed a total of 120 days in any 12 month period.

The School does not charge a student during or for the leave of absence.

Acceptance back into School from an approved leave of absence is dependent upon class space and class availability.

Students returning from a leave of absence must repeat the entire term in which they began their leave of absence, regardless at what point during the term the leave of absence was granted.

A student who fails to return to class on the scheduled date will be considered withdrawn and the refund requirements will apply. The withdrawal date is the last recorded date of class attendance as documented by the School.

A physician's statement must be provided upon return from a maternity or medical leave stating that the student can resume studies without restrictions.

Effects of a Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors might affect their eligibility to graduate within the maximum program Completion time:

- Students returning from a leave of absence are not guaranteed that the course required to maintain their normal progression in their training program will be available at the time they reenter.
- They may have to wait for the appropriate course to be offered.
- They may be required to repeat the entire course from which they elected to withdraw prior to receiving a final grade.

Maternity Leave

A student who becomes pregnant during her School enrollment may continue in the program for whatever time she and her physician determine is advisable. A physician's statement will be required stating "*the student is under no restrictions during her pregnancy*". Every effort will be made on the part of the School to enable her to continue safely in the program and still receive the required learning experience. Students may not return to School following a pregnancy leave until released from her physician's care and must return with a signed release from her physician indicating she may return to School with "*no restrictions*".

Bereavement

In the event of death in students immediate family the student may have up to three School days to handle family affairs and to attend the funeral. Immediate family is defined as: father, mother, brother, sister, spouse, domestic partner, child, mother-in-law, father-in-law, grandparents, grandchildren and grandparents-in law. Students must make up any days absent due to bereavement leave. Bereavement days off apply towards allowed days absent in a term. Students missing School due to bereavement will be required to make-up all missed work, test and/or quizzes, and be given full credit for missed work.

Language of instruction

All instruction will be in the English language. Students must possess a high school diploma or GED.

Non-Credit / Remedial Courses

The Nurse Group Education Center does not offer non-credit or remedial courses

Quantitative Measurement

Rate of Progress - Maximum Time Frame

All students are expected to complete their program within an acceptable period of time. The maximum time frame for the completion of a program is 150% of the published length of the program. Hours include all hours that would appear on a student's academic transcript at the end of the program

Student's failing to complete their program of study within the maximum time frame will be terminated from the program, and are not eligible for reinstatement. Failures, withdrawals, incompletes or other designations, are not considered successful completion. Incompletes, withdrawals, and repeated or failed classes count towards the maximum time frame. A leave of absence is not counted as part of the 150% time frame

Successfully completed hours include meeting the minimum grade point average.

Satisfactory Progress Evaluation

Satisfactory progress is evaluated when a student reaches mid-point at 86 hours.

Probation

Students failing to make satisfactory progress, whose average grade between 72% and 74% will be placed on program probation. When a student is placed on probation he/she will be notified in writing. The letter will include the factor(s) of why the student is on probation and the requirements to be removed from probation. Only one probationary event will be allowed for the entire program.

Probation Appeal

Students that have been placed on probation may request an appeal with the Academic Review Committee within one (1) working of days of being placed on probation, to develop an academic plan that will ensure the student is able to meet passing score by a specific time frame. The students' academic plan will be reviewed with the student during the probationary period as stated on the plan.

Probation Appeal Procedure

In order for an appeal to be considered, the student must provide the Academic Review Committee with a letter that includes: information about the circumstances or events which prevented the student from attaining satisfactory grade, and a corrective action plan is instituted for the student to be successful.

The Academic Review Committee will then review the appeal and any documentation submitted to support the appeal to determine whether the student is eligible for an academic plan and can regain satisfactory score within the maximum timeframe. The student will be notified in writing, within one (1) working day, of the final decision. There are no additional appeals processes.

If the student is unsuccessful with the appeal, probation status conditions will continue until the student meets the passing requirements, fails to meet the probation terms or reaches the maximum timeframe to complete the course and is withdrawn.

A student will be allowed one appeal of probation status for the length of the program.

Satisfactory Academic Progress - Termination Policy

Students, who have below a 75% score, fail to meet satisfactory academic progress or to successfully remove oneself from probation will be terminated from the program.

Reinstatement Appeal

A student who fails to make satisfactory progress and is terminated has the right to appeal. Appeals for reinstatement must be based on unusual or extenuating circumstances, including but not limited to death of a relative, illness, hospitalization, or injury of the student. There is no guarantee for approving an appeal and each appeal is resolved on a case by case basis. The student must submit a written appeal to the Director petitioning for reinstatement at least one month prior to the start of the new program.

Appeals based on unusual or extenuating circumstances must include an explanation of the circumstances beyond the student's control that affected academic progress and a detailed plan for success. Such appeals must include official/professional documentation (i.e. medical records, court documents, or any other documentation which would support an appeal) which supports written explanation.

The written appeal will be reviewed and considered by the Director and approved or denied based on the student's individual circumstances, past academic record, and his or her proposed course of action to make satisfactory academic progress in the future.

Appeals may be deferred pending additional documentation from the student.

The Director reserves the right to place conditions which the student must meet in order to be considered for reinstatement on a probationary basis into a course.

The Director will provide a formal response and decision to the student within five business days.

The determination of the Director is final

Reinstatement is based on class and space availability.

Students who are reinstated and required to repeat a course must satisfactorily complete the repeated course. Students are responsible for and required to pay a "repeat fee".

Students must be current on any outstanding debt with the School and cannot be in default on any loan for reinstatement.

Failure to achieve satisfactory progress and complete the terms of probation, will result in termination from the program.

Appeals Process

Re-admission to the school following withdrawal for any reason will be at the discretion of the Program Director. Students may petition in writing for reinstatement within one year of dismissal. The petition must be filed at least two weeks before the beginning of a module. The Director will review the student's previous progress records and his/her current situation in making a decision for reinstatement. The student will then be notified of the Director's decision. Students accepted for readmission will be entitled to the same rights and privileges and are subject to the same regulations as any student. Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion length.

Attendance

The program emphasizes the need for all students to attend classes as scheduled to acquire and develop the skills, knowledge and attitude to become a successful nursing assistant. Absences are to be made up hour per hour. Missing 3 days of classes may be ground for termination.

Student Records

The Nurse Group Education Center will maintain retain a separate academic and financial Student records are kept locked file cabinet for a period of five years, transcripts are kept permanently.

Student records located at:

2345 East Street, Suite 102
National City, CA 91950

FINANCIAL POLICIES

The Nurse Group will require a minimum deposit of \$250.00 or an agreement of payment at the time of enrollment in order to guarantee placement in a specific cohort. Students who fail to make prompt payments or fail to make a good faith effort to catch up on their account in a timely manner may be subject to disciplinary action up to termination. Students who have been dismissed for non-payment of tuition will not be readmitted until all delinquent payments have been paid in full. When student leaves the School without fulfilling their financial obligation, certificate will be held until the loan obligations are paid in full.

Late Fees and Returned Check Fee

It is the student responsibility to make all tuition payments as agreed upon. Students, who issue personal checks, which are returned by banks, will be charged a \$25.00 service fee in addition to the \$25.00 late fee. Checks, which have been returned for non-payment must be replaced with a cash, certified check or money order. Students who have had checks returned will not be allowed to pay any further payments by check.

Financial Aid

The Nurse Group Education Center does not participate in Federal Financial Aid programs including but not limited to FASFA, Title IV, and Pell Grants.

LOANS:

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

PROGRAM COST

NURSING ASSISTANT

Tuition	\$ 2,499.00
Registration - Non refundable	\$ 250.00
STRF (non-refundable) 0.50 x/\$1,000	\$ 1.00
Certification Fees, Student Blanket policy, Supplies, & Equipment	All inclusive
Total charges for the entire educational program	\$ 2,750.00

HOME HEALTH AIDE

Tuition	\$ 500.00
Registration fee – Non refundable	\$ 100.00
STRF (non-refundable) 0.50 x/\$1,000	\$.50
Total charges for the entire educational program	\$ 600.50

OTHER Miscellaneous Cost

Students are responsible for paying for their Physical Examinations, TB test, chest x ray (if needed) and Live Scan fee.

Please retain copies of your TB and physical. TNG will charge \$10.00 for any requested copies.

Financial Assistance

The school does not provide financial assistance. The school accepts third party payer such as ETPL, MyCAA, or any other government or non government agency. Student must sign enrollment agreement and is responsible for ensuring that the third party payer will follow through on their payment obligation. Refunds for student enrolled in programs paid by third party agencies will be sent to the agency and not to the student.

Other Miscellaneous Cost

Students are responsible for paying for their Physical Examinations, TB test, chest x-ray (if needed) and Live Scan fee.

Please retain copies of your TB and physical. The school will charge \$10 for any requested copies.

STUDENT'S RIGHT TO CANCEL:

1. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment whichever is later less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250). The Nurse Group Education Center shall refund 100 % of the amount paid for institutional charges, the institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

2. Cancellation may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Withdrawal or cancellation may occur when the student provides a written notice of cancellation at the following address:

The Nurse Group Education Center
 2345 East 8th Street Suite 102
 National City, CA 91950
 TEL: 619 475 8800 FAX: 619 475 8800

3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

Withdrawal and Refunds

The Nurse Group Education Center shall refund unearned institutional charges if the student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

Students are obligated to pay only for educational services rendered (including fees associated with those services), and for unreturned books, materials or equipment. Students will be charged tuition based on the number of quarter credit hours he/she attended, multiplied by the hourly tuition rate as shown on the student’s enrollment agreement. The amount the student has paid for tuition will be subtracted from the amount of tuition the student owes. Charges for unreturned books, materials, and equipment will be deducted from the amount of the refund. If the amount that the student has paid is more than the amount that the student owes for the time he/she attended, then a refund will be made within thirty days (45) of the withdrawal. If the amount that the student owes is more than the amount that the student has already paid, then the student will have to make arrangements with the training program to pay it. The exact amount of prorated refund will be based on the formula listed below. The following table provides the estimated amount of refund at each point of withdrawal:

Percent of Attendance	10	20	30	40	50	60	Over 60
Tuition Refund	90	80	70	60	50	40	0

Hypothetical Refund Example	
Tuition for course	\$2,500.00
Divided by 192 (Program hours)	÷192
Hourly cost	\$13.02
Multiply by 60 (actual hours attended in term through last day attended)	*60
Tuition earned through pro-rated attendance	\$781.25
Add Registration fee	+\$250
Total amount owed	\$1,031.25
Minus amount paid by student for the current term	-\$1,468.75
Amount overpaid	\$1,468.75
Amount to be refunded	\$1,468.75

Note:

If a student has completed more than 60% of the scheduled hours in the current term (actual hours attended divided by total training hours), then he/she will owe the full amount of tuition charged for the term including, unreturned equipment, books, materials and copy charges.

Determination of the Withdrawal Date

The student's withdrawal is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution's attendance records.

Institution in Default

An institution shall be considered in default of the enrollment agreement when an educational program is discontinued or canceled or the institution closes prior to completion of the educational program. When an institution is in default, student institutional charges may be refunded on a pro rata basis if the bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the students beyond the amount of the total charges in the original enrollment agreement. If the institution does not make that provision, a total refund of all institutional charges shall be made to students.

Academic Advising

Academic advising may be initiated by the instructor or the student when the need is identified. The school provides students support in academic and vocational guidance. The Nurse Group is committed to the success of each and every learner; faculty and staff are available to assist student during office hours.

Students are encouraged to discuss any academic concerns with their instructor. The program maintains an open door policy. The instructors and counselors are very proactive in their approach to each student.

The college may provide tutoring for students having academic difficulties. Tutoring sessions will take place outside of scheduled class times and will be lead by experienced faculty or staff.

Student Services

Housing

The Nurse Group does not maintain any form of housing (dormitory) for its students, the availability of housing located and estimation near the Nurse Group facility is approximately \$800-\$900 per month. **The college assumes no responsibility for student housing.**

Transportation

Public transportation is available with stops located close to campus. The local transportation system has student passes available at a weekly or monthly rate. Schedule and rates information can be obtained at the local transportation offices and their web pages.

Free daily parking is available at all campuses. Students are responsible for observing parking regulations and signs and for parking costs associated with use of an automobile. The Nurse Group Education Center is not responsible for damage or theft to or from students' vehicles. The Nurse Group Education Center is not responsible for transportation to and from classroom, clinical or practicum sites.

The Nurse Group Education Center is not responsible for transportation to and from classroom, clinical or practicum sites.

Library and Reference Materials

The Nurse Group Education Center does not have a library. Library access is not required to support the educational requirements of the programs offered. However, The Nurse Group Center maintains a number of reference books and other pertinent publications for use of students and faculty. Reference materials are available at the school location.

In addition, the school is able to provide students and faculty with access and instruction to online reference materials such as the directory of open access journals, Wikibooks, and Wikiversity. Students and faculty may access materials from nearby public libraries where the library hours are posted.

Placement Assistance

The school will make every effort to assist graduates in developing job-obtaining skills such as resume and cover letter development, interviewing skills and appropriate post-interview follow-up activities. Instructors and or counselors will also prepare letter of recommendations as needed. The school cannot and does not guarantee employment or salary, but makes every effort to assist each graduate in his/her job search.

Student code of conduct

The code of student conduct is established to foster and protect the core missions of our educational center, to foster the civic responsibility of the students in a safe and secure learning environment, and to protect the people, properties and processes that support our school and its missions. The core missions of this center are teaching and learning, and service.

Prohibited conduct

Any student found to have engaged, or attempted to engage, in any of the following conduct while in the training program will be subjected to disciplinary action by the school.

1. Dishonesty is the most serious violation of student conduct. Dishonest conduct, including, but not limited to, knowingly reporting a false emergency; knowingly making false accusation of misconduct; misuse or falsification of school documents by actions such as forgery, alteration, or improper transfer; submission to a school official of information known by the submitter to be false.
2. Cheating is the unauthorized use of study aids, examination files, and other related materials and receiving unauthorized assistance during any academic exercise.
3. Theft/unauthorized use of property Theft, or the unauthorized use or possession of school property or services, or the property of others
4. Fabrication is the falsification or invention of any information in an academic setting.
5. Drugs Use, production, distribution, sale, or possession of drugs in a manner prohibited under law.
6. Endangering Behavior Taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action, whether intentionally or as a result of recklessness or gross negligence.
7. Dangerous weapons or devices Use, storage, or possession of dangerous weapons or devices including, but not limited to, firearms, ammunition, or fireworks unless authorized by an appropriate university official or permitted by a university policy, even if otherwise permitted by law.
8. Sexual Misconduct. Physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent, including but not limited to:
 - a. Sexual harassment. Examples of sexual harassment include but are not limited to the following:
 - b. Unwelcome requests or demands for sexual favors. This may include subtle or blatant expectations, pressures, or requests for any type of sexual favor, including repeated unwelcome requests for dates, whether or not accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment or student status.
 - c. Unwanted and repeated verbal abuse or kidding that is sexual in nature, such as unwelcome sexual jokes or innuendos, graphic verbal commentaries about an individual's body, sexually degrading words, or the display of offensive or sexually suggestive items.
 - d. Unwelcome or unwanted sexual advances. This may include patting, pinching, hugging, cornering, kissing, fondling, or any other similar physical conduct of a sexual nature.
 - e. Indecent exposure, defined as the exposure of the private or intimate parts of the body, in a lewd manner, in public or in private premises, when the accused may be readily observed.
 - f. Sexual exploitation defined as taking non-consensual, unjust or abusive sexual advantage of another example includes, but not limited to touching patients in malicious manner and inappropriate places.

Traits of a Nursing Assistant Student:

1. Accept assigned duties and responsibilities.
2. Demonstrate a well-rounded personality and professional competence while completing their graduation requirements.
3. Demonstrate initiative and productivity.
4. Demonstrate sensitivity, compassion and a caring attitude towards your peers and patients.
5. Demonstrate strong ethical character.
6. Follow the College Rules of Conduct which are based on the California Administrative Code.
7. Maintain professional grooming and personal hygiene at all times.
8. Treat people as you would like to be treated.

Violation of the Code of conduct may lead to dismissal from the school and/or probation. The administration will review the complaints and interview the person(s) involved. Action will be determined based on the review findings which may include dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from The Nurse Group Education Center. The school reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the school.

Sexual Harassment Policy

Students should immediately report, in writing or orally, any incident in which he/she believes sexual harassment has occurred. Complaints should be presented to the student's instructor. If the problem recurs, or if for any reason the student does not wish to discuss the problem with his/her instructor, contact a member of management.

Substance Abuse Prevention Policy

The Nurse Group Education Center stands very firm on no unlawful possession, use or distribution of illicit drugs and alcohol by the students and staff/faculty within the premise of the school. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion, even for a first offense. The administration, staff and faculty are dedicated to providing education, awareness, treatment referrals, along with the legally mandated reporting and criminal sanctions.

Re-entry Policy

Students who have been terminated for violating the attendance policy may be re-entered through the appeal process.

Summary of Termination/Reinstatement Policies

Those who fail to maintain the required policies described under the sections related to satisfactory academic/attendance progress requirements, leave of absence, conduct, dress code, substance abuse and/or financial obligations included within this catalog may be subject to termination. Examples include, but are not limited to, the following:

- Violation of the attendance policy.

- Failure to maintain satisfactory academic progress.
- Violation of personal conduct standards.
- Inability to meet financial obligations to the school.

Expulsion

The following practices are causes for expulsion:

- **Cheating** – The unauthorized use of study aids, examination files, and other related materials, and receiving unauthorized assistance during any academic exercise.
- **Fabrication** – The falsification or invention of any information in an academic exercise.
- **Facilitating Academic Dishonesty** – The intentional helping or attempting to help another student to commit an act of academic dishonesty.
- **Plagiarism** – The intentional or conscience representation of words, ideas, or work of others as one's own in any academic exercise.

Grievance Policy and Procedure

The purpose of the grievance policy is to provide a prompt and equitable means of resolving student grievances. This procedure is available to any student or applicant for admission, who believes a School decision or actions, has adversely affected his or her status, rights, and/or privileges. The School strongly urges students who have a grievance to pursue the grievance until a satisfactory resolution is reached. Most grievances can be resolved at their origin and it is suggested that students utilize the following procedure:

Discuss the problem with the person directly involved.

If the concern is not resolved to the student's satisfaction, he or she should submit the grievance in writing, and by appointment, meet with staff/ faculty members regarding the unresolved concern.

If the grievance is not resolved to the student's satisfaction, the student should submit the concern in writing, and by appointment, meet with the Director.

If at this time the grievance is not resolved, the Director shall recommend a hearing before a grievance committee, consisting of two alumni representatives, two faculty members, and a moderator. Students who request a hearing must do so within four days of the incident and the grievance must be submitted in writing. The grievance committee meeting shall be held within five working days following the student request.

Copies of the findings and recommendations of the grievance committee and the final decision will be submitted to the Director and mailed to all concerned parties within five days, thereby closing the grievance proceedings.

Deliberation of the grievance committee shall be confidential

Students Rights

- Students have the right to review their own academic records.
- Fair and effective teaching and grading at the advertised grade level
- Due process and an impartial hearing in any disciplinary matter
- Information privacy
- Fair and effective teaching and grading at the advertised grade level

Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated through the appeal process. Upon reinstatement, the student will be placed on probation. At the end of the first module after reinstatement, the following standards must be achieved: a cumulative GPA of 75% and 85% cumulative attendance.

Student Tuition Recovery Fund

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

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay 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 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.



School Catalog Acknowledgement

This is to acknowledge that I have received a copy of The Nurse Group Education Center Catalog prior to signing the enrollment agreement. I understand that it contains important information on the School's general policies and procedures and on my privileges and obligations as a student. I acknowledge that I am expected to adhere to these policies and procedures and will familiarize myself with the material in this catalog. I also understand that this catalog covers policies and procedures in effect at this time and that the School may change, rescind or add to any policies, benefits or practices described in this guide at its sole discretion but only in writing and signed by the Director. I am aware that no one has the authority to modify this catalog orally or in writing except with the written approval of the Director.

ACKNOWLEDGED:

Signature Date

Print Name

Please sign one copy and return to your instructor. This will be placed in your academic file. The other copy remains in your catalog for reference



Student Confidentiality Agreement

I understand that in the performance of my duties as nursing assistant student, I may have access to confidential patient related information and that I have no right to read any medical record or portion of a medical record that does not relate to the performance of my duties. I also understand that personnel information, reports to regulatory agencies, and conversations between or among health care professionals regarding patient matters are considered confidential, and should be treated with utmost confidentiality.

I agree as a student of The Nurse Group Education Center and a student at the assigned clinical facilities, I will not make any voluntary disclosures of such confidential information except to authorized persons.

I understand that a violation of confidentiality may result in disciplinary action up to termination.

I certify by my signature that I concur with the terms of this agreement.

Signature Date

Print Name

Please sign one copy and return to your instructor. This will be placed in your academic file. The other copy remains in your catalog for reference

Disqualifying Penal Code Sections

If they have been convicted of any of the penal codes listed, CNA/HHA applicants will be automatically denied certification or ICF/DD, DDH, or DDN applicants will be denied employment.

All CNA/HHA applicants should review this list carefully to avoid wasting their time, effort and money by training, testing and submission of fingerprints since they cannot receive the required criminal background clearance if they have been convicted of any of these violations.

Section

- 187 Murder
- 192(a) Manslaughter, Voluntary
- 203 Mayhem
- 205 Aggravated Mayhem
- 206 Torture
- 207 Kidnapping
- 209 Kidnapping for ransom, reward, or extortion or robbery
- 210 Extortion by posing as kidnapper
- 210.5 False imprisonment
- 211 Robbery (Includes degrees in 212.5 (a) and (b))
- 220 Assault with intent to commit mayhem, rape, sodomy, oral copulation
- 222 Administering stupefying drugs to assist in commission of a felony
- 243.4 Sexual battery (Includes degrees (a) - (d))
- 245 Assault with deadly weapon, all inclusive
- 261 Rape (Includes degrees (a)-(c))
- 262 Rape of spouse (Includes degrees (a)-(e))
- 264.1 Rape or penetration of genital or anal openings by foreign object
- 265 Abduction for marriage or defilement
- 266 Inveiglement or enticement of female under 18
- 266a Taking person without will or by misrepresentation for prostitution
- 266b Taking person by force
- 266c Sexual act by fear
- 266d Receiving money to place person in cohabitation
- 266e Placing a person for prostitution against will
- 266f Selling a person
- 266g Prostitution of wife by force
- 266h Pimping
- 266i Pandering
- 266j Placing child under 16 for lewd act
- 266k Felony enhancement for pimping/pandering
- 267 Abduction of person under 18 for purposes of prostitution
- 273a Willful harm or injury to a child; (Includes degrees (a)-(c))
- 273d Corporal punishment/injury to a child (Includes degrees (a)-(c))
- 273.5 Willful infliction of corporal injury (Includes (a)-(h))
- 285 Incest
- 286(c) Sodomy with person under 14 years against will
- (d) Voluntarily acting in concert with or aiding and abetting in act of sodomy against will
- (f) Sodomy with unconscious victim
- (g) Sodomy with victim with mental disorder or developmental or physical disability
- 288 Lewd or lascivious acts with child under age of 14
- 288a(c) Oral copulation with person under 14 years against will
- (d) Voluntarily acting in concert with or aiding and abetting

(f) Oral copulation with unconscious victim
(g) Oral copulation with victim with mental disorder or developmental or physical disability
288.5 Continuous sexual abuse of a child (Includes degree (a))
289 Penetration of genital or anal openings by foreign object (Includes degrees (a)-(j))
289.5 Rape and sodomy (Includes degrees (a) and (b))
368 Elder or dependent adult abuse; theft or embezzlement of property (Includes (b)-(f))
451 Arson (Includes degrees (a)-(e))
459 Burglary (Includes degrees in 460 (a) and (b))
470 Forgery (Includes (a)-(e))
475 Possession or receipt of forged shares (Includes degrees (a) - (c))
484 Theft
484b Intent to commit theft by fraud
484d-j Theft of access card, forgery of access card, unlawful use of access card
487 Grand theft (Includes degrees (a)-(d))
488 Petty theft
496 Receiving stolen property (Includes (a)-(c))
503 Embezzlement
518 Extortion
666 Repeat convictions for petty theft, grand theft, burglary, carjacking, robbery and receipt of stolen property
Certification of applicants with convictions on this list MAY be reconsidered by ATCS only if misdemeanor actions have been dismissed by a court of law or a Certificate of Rehabilitation has been obtained for felony convictions. Any other convictions, other than minor traffic violations, must also be reviewed by ATCS.