

**Pacific Times Healthcare**  
**College**  
*School Catalog*



**2016-2017**

**MAIN CAMPUS:**  
90 W. Grand Blvd. Suite 107  
Corona, CA. 92882  
Office Phone: 951-734-1601  
Fax: 951-734-1602

**BRANCH:**  
14340 Elsworth Street Suite B-108  
Moreno Valley, CA 92553  
Office Phone: 951-656-4400  
Fax: 951-656-4402

Websites:  
[www.pthcedu.com](http://www.pthcedu.com)  
[www.pthealthcarepro.com](http://www.pthealthcarepro.com)  
(CEC §94909(a)(1))

2016.....	0
CATALOG UPDATE.....	3
CATALOG DISTRIBUTION.....	3
PTHC HISTORY .....	3
PTHC MISSION STATEMENT .....	3
PTHC OBJECTIVE .....	3
PTHC PHILOSOPHY.....	4
REQUIRED STATEMENTS.....	4
CAMPUS LOCATIONS.....	5
PTHC MAIN CAMPUS: CORONA, CA CAMPUS LOCATION: .....	5
CORONA OFFICE HOURS: .....	5
PHTC BRANCH:MORENO VALLEY, CA CAMPUS LOCATION: .....	5
LANGUAGE OF INSTRUCTION.....	6
ADMINISTRATION, STAFF & FACULTY.....	6
PTHC’S ORGANIZATIONAL CHART.....	6
ADMINISTRATION .....	6
PTHC FACULTY STAFF.....	7
INSTRUCTIONAL STAFF.....	7
INSTITUTIONAL ELIGIBILITY .....	8
COLLEGE FACILITIES .....	9
EQUIPMENT.....	9
POLICY OF NONDISCRIMINATION .....	11
CLASS HOURS.....	11
COURSE CLOCK HOURS.....	11
LANGUAGE PROFICIENCY .....	11
ACCEPTANCE TO THE COLLEGE .....	11
ENGLISH AS A SECOND LANGUAGE AND ENGLISH COMPETENCY .....	12
PTHC ENGLISH LANGUAGE PROFICIENCY REQUIREMENT .....	12
GED CLASSES .....	13
VISA SERVICES .....	13
TRANSFER OF CREDIT POLICY .....	13
EXPERIENTIAL LEARNING.....	13
CONDUCT & APPEARANCE.....	14
DRUG & ALCOHOL ABUSE POLICY.....	14
PERSONAL PROPERTY.....	14
FAMILY RIGHTS & EDUCATION ACT.....	14
PTHC WAIVERS: CANCELLATION/POSTPONEMENT.....	14
CANCELLATION AND WITHDRAWAL .....	14

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION.....	15
STUDENT’S RIGHT TO CANCEL:.....	16
CANCELLATION OF ENROLLMENT PRIOR TO STARTING THE PROGRAM:.....	17
CANCELLATION OF ENROLLMENT AFTER STARTING THE PROGRAM: .....	17
STUDENT SERVICES/RESOURCE ROOM .....	17
LIBRARY .....	17
TUTORING .....	18
STUDENT ADVISEMENT.....	18
HOUSING.....	18
TRANSPORTATION .....	18
JOB PLACEMENT ASSISTANCE .....	18
ACADEMIC POLICIES .....	18
SATISFACTORY ACADEMIC PROGRESS.....	18
COURSE INCOMPLETES .....	19
TEST & COURSE REPETITIONS .....	19
MAKE-UP WORK .....	19
SATISFACTORY PROGRESS REPORT.....	19
ACADEMIC INFORMATION.....	19
CLASS SIZE.....	20
ATTENDANCE & TARDY POLICY.....	20
MISSED CLASSES .....	20
LEAVE OF ABSENCE POLICY .....	20
COMPLAINTS .....	20
ACADEMIC & CONDUCT DISMISSAL .....	23
ACADEMIC PROBATION.....	23
REMOVAL OF ACADEMIC PROBATION.....	23
RE-ENTRANCE AFTER TERMINATION.....	23
STUDENT CONDUCT CODE .....	23
PROGRAMS OF INSTRUCTION .....	24
PRECEPTORSHIP/CLINICAL ROTATION REQUIREMENTS .....	24
GRADUATION REQUIREMENTS .....	24
TRANSCRIPTS.....	24
PROGRAMS SUMMARY HOURS.....	31
PROGRAM TUITION AND COSTS.....	38
FEES .....	39
STUDENT TUITION RECOVERY FUND:.....	39
FINANCIAL ASSISTANCE.....	39
PROGRAM START AND END DATES.....	41
HOLIDAY CALENDARS.....	41

**6 This catalog is valid from December 1, 2016 to November 30, 2017 (5,CCR §71810(b)(1))**

### *Catalog Update*

**2** This catalog is updated annually. (5,CCR §71810(a))

### *Catalog Distribution*

**3**

The Catalog is available and offered in the following methods: On website, provided upon enrollment electronically and upon request electronically.

PTHC will not distribute printed catalogs but will have a copy at the administration office that can be viewed for referencing at each campus.

(CEC §94909(a))

### *PTHC HISTORY*

**7** PTHC is a private institution founded in 2010, and approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate does not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. (CEC §94909(a)(2) and CEC §94897(1)(1)(2)) PTHC is a technical and vocational academic institution committed to providing quality career programs that integrate theory with clinical experiences in order to produce and to empower students to achieve their ultimate professional goals. PTHC believes that education should enrich and motivate the student's personal growth, ethics, and dignity for lifelong success.

The college's main campus is located in Corona, CA with a branch in Moreno Valley, CA. Our well designed courses reflect the most current technology in today's computerized and allied health industries. PTHC offers a variety of allied health programs that have been developed and are currently offered based on local employer needs. PTHC is registered with BPPE as a exempt private post-secondary educational institute.

### *PTHC MISSION STATEMENT*

**10**

PTHC was established to provide quality affordable education to a diverse population interested in pursuing a career in the healthcare field. PTHC continues to enhance its role in vocational and technical education by developing and improving a variety of intellectual and challenging training programs that are highly in demand. The administration, staff and faculty work together to provide its community with theoretical and practical skills required in today's complex healthcare job market.

### *PTHC Objective*

The objective of PTHC is institutional stability as the foundation for a positive learning environment through providing quality education. The training outcomes have been proven to be preparation for employment through the development of entry-level skills in an identified demand occupation and student's skills equal to or greater than industry standards, enhancement of skills for career /professional development, and life-long preparation. At PTHC the course curriculum is reviewed, not less than annually, for consistency with skills required in the workplace, with continuous improvement through the application of quality organizational techniques and the use of a standard based on an Institutional Development Plan.

(5,CCR§71810(b)(2))

## *PTHC PHILOSOPHY*

PTHC asserts that learning is a lifelong process and each diligent graduate from any of the programs offered attains a high level of professionalism and leadership. The curriculum has been designed to easily and continually adjust to changes in demand in the job market. This allows students to receive the most up-to-date technical training in a learning-teaching environment that incorporates both theory and hands-on methods to provide the very finest theoretical and practical experiences.

**8** PTHC does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that could have resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.) (CEC §94909(a)(12))

### *Required Statements*

#### **13**

“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:

Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
P.O. Box 980818, West Sacramento, CA 95798-0818  
Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897  
(916) 431-6959 or by fax (916) 263-1897.”

(CEC §94909(a)(3)(A))

#### **9**

“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.” CEC §94909(a)(3)(B)

#### **14**

“ 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 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)” (CEC §94909(a)(3)(C))

*Location of Administrative offices & Class Sessions*

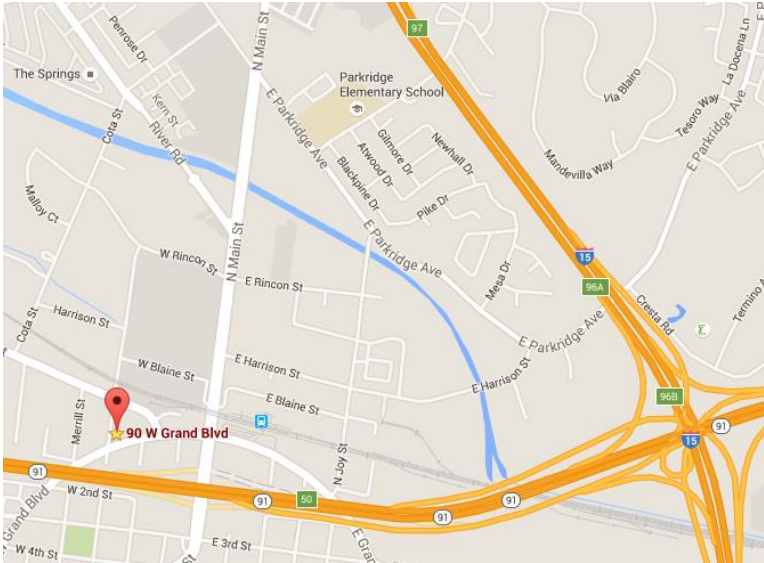
*Campus Locations*

5

Class sessions are held at: 90 W. Grand Blvd Suite 107 Corona, CA 92882 and 14340 Elsworth St. Suite B108, Moreno Valley, CA 92880 depending on where student enrolls. (CEC §94909(a)(4))

*PTHC Main Campus: Corona, CA Campus Location:*

**90 W. Grand Blvd Suite 107 Corona, CA 92882**



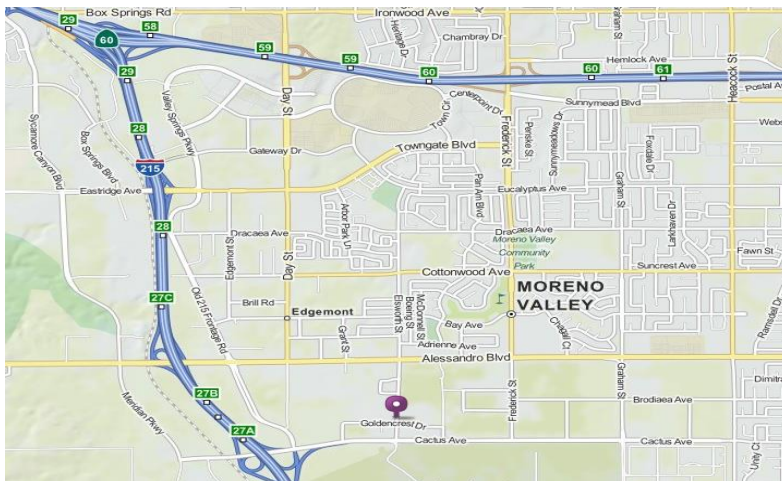
**\*Our major cross streets are W. Grand Blvd. and Railroad St.**

*Corona Office Hours:*

*Monday through Fridays from 9:00am to 4:30pm. Saturdays from 9:00am to 2:00pm. Open to Visits & Tours within these times.*

*PTHC Branch: Moreno Valley, CA Campus Location:*

**14340 Elsworth St. Suite B108 Moreno Valley, CA 92553**



**\*Our major cross streets are Elsworth and Goldencrest St.**

*Moreno Valley Office Hours: Monday through Fridays from 10:00am to 4:30pm. Saturdays by appointments only. Open to Visits & Tours within these times.*

*Language of Instruction*

**19 (c)**

All instruction is conducted in English Language. (5,CCR §71810(b)(5))

*ADMINISTRATION, STAFF & FACULTY*

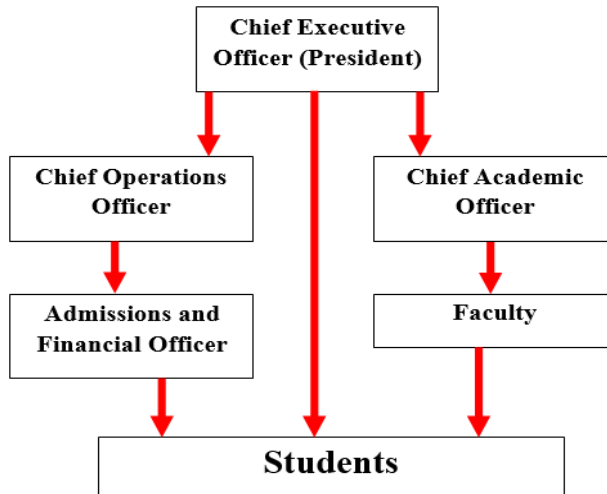
**26**

To fulfill its mission, PTHC employees' staff and faculty members who emphasize dedication, responsibility and leadership in order to assist students achieve their lifelong and career goals. Students are encouraged to contact the administrators for any questions or concerns. A list of the College's staff and faculty is provided below.

*PTHC's Organizational Chart*

*Administration*

**Stephen Musee; Master of Arts, Bachelor of Science, Associate Degree in Allied Health**



**Responsibilities for both Moreno Valley and Corona Branches**

- Chief Executive Officer**
- Chief Operative Officer**
- Chief Academic Officer**

**Juliana Kimithi; Master of Science in Nursing, Bachelor of Education, Associate Degree in Nursing**

**Responsibilities: College Administrator, Moreno Campus Branch**

*PTHC Faculty Staff*

Name of Instructor and Qualifications	Approved Area of Instruction
Juliana Kimithi, MSN, PHN. Over 20 years of experience in healthcare field. DSD Approval by CDPH.	VMC,TCC,MVC,DSD, CNA, HHA, ACNA,RNA,PCT,MA, EKG/ECG Tech, BART, IVBW, RN&RRT and Refresher,LVN Refresher, CE Courses, AHA Courses
Stephen Musee.MA, BSc, RRT, NPS. Over 16 years of experience in healthcare field. More than 20 years administrative and managerial Experience	PCT,MA, EKG/ECG Tech, BART, LVN Refresher, VMC,TCC,MTC, RN&RRT and Refresher , CE Courses, AHA Courses
Josephine Lois Favis Bautista LVN, Over 7 years of experience in healthcare field. DSD Approval by CDPH.	CNA, RNA,PCT, MAC
Ekwy Okeke BSc, RN. Over 16 years of experience in healthcare.	DSD,VMC,TCC,MTC,CNA, HHA, ACNA,RNA,PCT,MA, EKG/ECG Tech, BART, IVBW, RN Refresher ,LVN Refresher, CE Courses
Tracy Leon LVN, Over 8 years of experience in healthcare field. DSD Approval by CDPH.	CNA,RNA
Tina Stewart, LVN. Over 15 years of experience in healthcare field. DSD Approval by CDPH.	CNA,RNA,PCT
Baez, Jose LVN. Over 6 years of experience in healthcare field,	ACNA,RNA,PCT,MA,MTC,VMC,TCC
Jeanette France, BSN, PHN. Over 20 years of experience in healthcare field. DSD Approval by CDPH.	CNA, EKG/ECG,HHA, BAR, IV&BW
Micheal Daniels, LVN . Over 10 years of experience in healthcare field. DSD Approval by CDPH.	CNA,RNA,PCT
Danielle Cuthbert LVN. Over 5 years of experience in healthcare field. DSD Approval by CDPH.	CNA,RNA,PCT
Benjamin Espinoza, LVN. Over 20 years of experience in healthcare field. DSD Approval by CDPH.	CNA,ACNA,RNA,PCT
Reyes, Francine Joan LVN, Over 9 years in healthcare field. DSD Approval	CNA,RNA,PCT

*Instructional Staff*

**5 CCR §71720(a)(9)** PTHC shall maintain records documenting that each faculty member is duly qualified and was qualified to perform the duties to which the faculty member was assigned, including providing instruction, evaluating learning outcomes, evaluating graduate dissertations, theses, and student projects, and participating on doctoral committees.

**5 CCR §71720(b)(1)** PTHC shall employ instructors who possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching. If an instructor does not possess the required three years of experience, education and training in the subject area they are teaching, the institution shall document the qualifications the instructor possesses that are equivalent to the minimum qualifications.



**5 CCR §71720(b)(3)** PTHC shall not employ or continue to employ an instructor who was adjudicated in a judicial or administrative proceeding as having violated any provision of the Act or this chapter, or as having committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Profession Code.

**5 CCR §71770(c)(5)(B)** The administrator shall document the institution's periodic review of faculty evaluations to assure that the faculty written evaluations and awards of credit to comply with this section and the institution's policies and are consistent.

*CEC§94909(a)(7)*

### 38

#### ***Student Record Retention***

The identified Record Custodian will be responsible for the secure storage of student's records. PTHC will maintain student records for each student, whether or not the student completes the educational program, for a period not less than five years after the date of the student's graduation, withdrawal, or termination (with the exception of students who cancel their program before the first day of class). Student transcripts will be maintained indefinitely. The student records shall be retrievable by student name and/or social security number.

The Student records shall contain all of the following applicable information:

- Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the College

- Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid

- Copies of all tests given to the student before admission; records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation.

- A transcript showing all of the classes and courses or other educational services that were completed or were attempted but not completed and grades or evaluations given to the student

- A copy of documents relating to student financial transactions that are required to be maintained by law.

- A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.

- Any form deemed to be necessary for future reference

- A Hard copy for each student records will be maintained in the campus the student attended.

- An electronic copy of each student will be stored in both campuses for instant accessibility and as a safety measure.

- Financial and Academic records will be maintained in separate files

- All paperwork received by PTHC from students becomes the property of PTHC.

(5, CCR§71810(b)(15))

#### ***Institutional Eligibility***

The following documentations are kept in the administrative offices and are accessible to students upon request:

- 1) BPPE Approval
- 2) CDPH CNA/HHA Approval
- 3) BRN Continuous Education Approval
- 4) BVNPT Continuous Education Approval
- 5) BVNPT IV and Blood Withdrawal Approval
- 6) American Heart Association Training Site Documents
- 7) National Healthcareer Association testing site Approval
- 8) Business Registration Documents from City, State and Federal

#### **22(a)**

PTHC does not offer degree programs. (CEC §94909(a)(16) and CEC §94897(p))

## College Facilities

### 11

Pacific Times Healthcare College has two Campuses. Both campuses are in Riverside County, California. Corona Campus is the main Campus. Moreno Valley is a branch. Each Campus has a reception area and administrative office. The distance from one campus to the other is approximately 25 miles. Each Campus has a free parking area for both students and staff.

Each PTHC campus has 2 main classrooms, computer lab, a conference room and 2 skills labs.. Both campuses have a lab open to students during office hours. Both facilities are easily accessible by public transportation.

## Equipment

All Equipment is purchased and owned by PTHC. .Each Campus has its own Equipment

Both Campuses have classrooms equipped with writing boards, television with educational. The skills labs equipped with hospital beds, defibrillators, AED trainers, Manikins, and EKG machines. Weigh Scale, and . EKG: EKG monitoring system. NA/PCT: Nursing Station, manikin, BP cuffs, Weigh Scale, Patient care bed, Basins, Wheelchair, Walking cane, EKG Machine.)

Each Campus has a resource/ computer lab with computers which can be used by faculty and students.

### **MA/ Patient Care Technican/EKG Tech/ IV&BW / BA**

- Medical Examination Tables
- Patient Privacy Drapes (Screens)
- Carts
- Artificial Arm for Venipuncture
- Pair of Crutches
- Otoscope/Ophthalmoscopes (box)
- Biohazard Red Bag - 5 gallon
- Adult-Child-Infant Torsos for CPR
- 12"x16" Anatomical Posters for Class & Lab
- (Skeletal/Blood System/General) Laminated
- EKG Machines
- Venipuncture Trays
- Glucometer (Assure II - includes 1 box of 5 strips)
- Instrument Transfer Forceps
- Sharps Container
- Stethoscope
- Sphygmomanometer
- Weight & Height scale
- Snellen Eye Chart
- Distilled Water
- Snellen Eye Chart
- Gloves
- EKG Paper
- Electrodes - EKG Sensors
- Ace Bandages 3", 4" and 6"
- Autoclave Tape
- 23g x 3/4 Butterfly Sets (1 box of 50)
- 27g x1/2 TB needles w/3cc safety syringes
- Vacutainer Tubes
- Capillary Tubes (plastic)
- Lancets - 2 boxes of 50 each
- Sterile Wrapping (autoclave) smaller size 10"x12"
- Lavender Vacuum Tubes (7 ml size)
- Red Vacuum Tubes (7 ml size)
- Rubber Tourniquets (regular)
- Digital Thermometer
- Biohazard Bags
- Cotton Swabs (non-sterile)
- Pap Smear Kits (a few for show)
- Pregnancy Kit (HCG) - for show
- Isopropyl Alcohol 70%
- Betadine
- Chlorhexidine
- Soap for Students
- Soap for Instruments
- Percussion Hammer
- Disposable Scalpel
- Small Scissors (Curved)
- Suture Scissor
- Retractor
- Bandage Scissor
- Small Curved Hemostat
- Eye/Ear Metal Irrigation Syringe
- Plastic Kidney basins
- Dell PC Computers

### **NA/ PCT/DSD / HHA/Acute Care Aide/RNA/RT & Nurse Refreshers/ MVC/TCC**

- |                                |   |
|--------------------------------|---|
| Adjustable bed with side rails | Mannequin   |
| Chair                          | Privacy curtain, Screen or Door if private room     |
| Intubation Kit,                | Trac-care kit                                       |
| Signaling device               | Toilet/Bedside Commode/Collection container clearly |
| Soiled linen container         | Bedside commode                                     |
| Table, over bed                | Wastebasket with liner                              |

Wheelchair with footrests  
Basin, emesis  
Bedpan (standard)  
Blood pressure cuff  
Denture cup  
Dentures  
Knee-high elastic stockings  
Measuring container (graduated—ml's/cc's units)  
Stethoscope, dual earpiece  
Transfer (gait) belt  
Mannequin for elastic stocking application  
Alcohol swab or Alcohol and cotton ball  
Antimicrobial spray/wipes  
Drinking cup (disposable)  
Gloves, large, disposable  
Gown, Isolation (long sleeve w/neck and waist ties-  
cloth or disposable)  
Hand Sanitizer  
Hand wipes (may use wet washcloth)  
Meal tray  
Napkins/paper towels  
Paper plates  
Paper towels  
Plastic bags (for wastebasket)  
Soap, liquid in pump container (hypoallergenic and  
Spoons (disposable)  
Toilet tissue or wipes  
Toothbrush (individually wrapped)  
Toothpaste  
Linen/Clothing  
Bath blanket (optional—sheet may be used)  
Clothing protector (bib, towel or napkin)  
Gowns (patient)  
Linens: pillowcase, top and bottom sheets (fitted or  
flat)  
Pad, waterproof/incontinent (may use towel or  
drawsheet as waterproof pad)  
Pillows  
Towels  
Supportive devices (pillows, blanket rolls, wedges)  
Washcloth

**American Heart Association Courses**

Adult Manikins  
AED  
Bag masks  
Infant manikins (5, CCR§71810(b)(9))

## *Policy of Nondiscrimination*

PTHC encourages diversity and will not discriminate on the basis of socio- economical and ethnic background, color, religious beliefs, age, disability, gender, sexual orientation, marital status or veteran status in the recruitment of students or employment opportunities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

## *Class Hours*

Morning:	7:00AM to 5:30PM	Monday through Friday
Evening:	5:30PM to 10:00PM	Monday through Thursday
Weekend:	7:00AM to 5:30 PM	Saturday and Sunday

Weekend and evening classes are held on an as-needed basis.

## *Course Clock Hours*

For completion of coursework students are awarded credit units. Credit units are awarded on the following basis:

PTHC measures academic progression in quarter units of credit. One -quarter unit of credit is equivalent to 10 clock hours (1:10) of classroom instruction, 20 hours of laboratory (1:20) is equal to 1 credit and 30 hours (1:30) of externship is equal to 1 credit unit. A clock hour is one class period of approximately 60 minutes in length. 50 minutes of lecture, demonstration, faculty supervised laboratory, or similar learning activity takes place, and 10 minutes are given for a break.

Credit units are computed using the following formulas:

1 Quarter Credit Unit = 10 Lecture/Didactic Hours

1 Quarter Credit Unit = 20 Lab Hours

1 Quarter Credit Unit = 30 Clinical Hours

## *Language Proficiency*

If English is not the student's primary language, the student will receive an then explanation that the program of instruction they have selected is conducted in English only and that all materials are in English. Explain to the student that they will have to take a test to determine if they have sufficient English speaking, reading, and writing skills to succeed in their chosen field of study.

Students applying from outside the United States: PTHC does not enroll students from outside the United States of America.

*"A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution." (Ed. Code §94902).*

*(a) An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.*

*(b) If the recruitment leading to enrollment was conducted in a language other than English, the enrollment agreement, disclosures, and statements shall be in that language. (Ed. Code §94906)*

## *Acceptance to the College*

Upon completion of all admissions requirements and after review by the PTHC enrollment representative, the applicant will be notified verbally, via mail, e-mail or telephone regarding acceptance or non-acceptance for enrollment.

All prospective students are encouraged to visit the campus to discuss their personal and professional education/career goals and review all the required documentation, including this catalog, and also to assist them in making an informed choice prior to enrolling in any of PTHC courses or signing any agreements.

## ADMISSION INFORMATION

17

To ensure the continuing success of our graduates, PTHC requires that the following be met prior to attending as a student.

1. An applicant to the college must be at least 16 years of age or older, past the age of compulsory education and be a
  - a. high school graduate
  - or
  - b. Evidence of High School diploma or GED must be on file prior to enrollment
  - or
  - c. Acceptable evidence of graduating from High School is a copy of the High School diploma, college transcript indicating date of graduation from High school or a letter from the High School registrar indicating date of High School graduation
  - or
  - d. Successfully pass the Wonderlic Scholastic Examination with a minimum score of 12.
  - or
  - e. Successfully pass the Combined English Language Skills Assessment Examination with a minimum raw score of 37 on Form 1 or a raw score of 34 on Form 2 equated to Ability to Benefit Testing with a minimum score of 97
2. The candidate must complete an interview with PTHC enrollment representative
3. Demonstration of basic English competency and basic English reading comprehension allowing the graduate to succeed in the training and in finding credible employment after graduation.
4. A display by the candidate that he or she has the motivation, career interest and determination to successfully complete the program they are enrolling in.
5. The candidate must demonstrate the time available to attend all scheduled classes as well as the competency to complete reading assignments and other projects.
6. All financial arrangements are to be completed prior to signing enrollment agreement.
7. All necessary enrollment documentation must be submitted to the office prior to or during enrollment.

All documents submitted to PTHC becomes the property of PTHC. PTHC has no obligation to provide student copies or photocopies of such.

### *English as A Second Language and English Competency*

**19(b)** PTHC does not offer English as a second language classes. All courses are taught in English. Students must be able to read, speak, write and understand English. English abilities will be determined during the interview process. (5, CCR71810(b)(4))

### PTHC English Language Proficiency Requirement

Students at PTHC must be able to read, write and speak English at a level necessary to actively pursue an academic program. Language proficiency documentation only applies if English is not your primary language. Therefore, unless English is the primary language of your country, you must provide official documentation of having met the PTHC English Language Proficiency Requirement.

A) Students can fulfill this requirement by passing/having passed one of the following exams:

- Test of English as a Foreign Language (TOEFL) administered by an Educational Testing Service (ETS) in U.S. centers
- International English Language Testing System (IELTS)

- Cambridge English
- Ability to Benefit Tests

<b>Test Name</b>	<b>Minimum Score for PTHC</b>
<b>TOEFL (Internet Based)</b>	<b>45</b>
<b>TOEFL (Paper Based)</b>	<b>450</b>
<b>IELTS</b>	<b>5.0</b>
<b>Cambridge English</b>	<b>Grade C</b>
<b>CELSA (ATB) Form</b>	<b>37</b>
<b>CELSA (ATB)Form 2</b>	<b>34</b>

B) Students can also fulfill this requirement by providing official documentation of the following:

- Completion of College Level English Course with a grade of C or higher from an accredited educational institution.
- Minimum three years' attendance at an English-speaking secondary/high school or a four-year college or university. English must be the media of instruction in these educational institutions.

Transcripts from a U.S. university/college may meet the PTHC English proficiency admission requirement. Please submit copy of your transcript for official evaluation.

*GED Classes*

PTHC does not offer General Education Development Certificate classes.

*Visa Services*

**19(a)** No visa services are provided for students from other countries. (5,CCR §71810(b)(3))

*Transfer of Credit Policy*

PTHC does not accept credits or credentials earned in another institution. The institution has not entered into an articulation or transfer agreement with any other college or university.(CEC §94909(a)(8)(A), and 5,CCR §71770

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

**15**

"The transferability of credits you earn at PTHC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of 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 PTHC to determine if your credits or certificate will transfer."

(CEC §94909(a)(15))

*Experiential Learning*

18 PTHC does not offer credit for experiential learning. (5,CCR §71810(b)(7) and 5,CCR §71770(c))

### *Conduct & Appearance*

PTHC students are encouraged to conduct themselves in a professional manner at all time with both their colleagues, with administration and the faculty. Students must keep in mind at all times that they are expected to reflect their professionalism all the time.

Students are expected to keep their appearance “professional”. Students are expected to be in dress code per their prospective course. These guidelines are in the prospective student handbook.

### *Drug & Alcohol Abuse Policy*

PTHC supports the Drug free Schools and community Act of 1989 (Public Law 101-226) and the Drug free Workplace Act of 1989 (Public Law 101-690).

### *Personal Property*

PTHC will assume no responsibility for any loss or damage to any student’s personal property or vehicle. PTHC takes every effort to assure that there are no missing personal items, but it is the student’s responsibility to ensure that there are no valuable personal items are left unsecured. PTHC cannot be responsible for any lost or stolen student property. Students are advised to bring only items needed for the course they are enrolled in.

### *Family Rights & Education Act*

Educational records of students at PTHC are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment) and the California Student Records Act. These laws prohibit the release of student records or any other information about a student to a third party without the written consent of that student. Such authorization will be made in writing prior to any records or information being released. All inquiries for student records must be made in writing and addressed to the Enrollment Advisor of PTHC. Transcripts are kept on electronic media indefinitely and other records are kept for 5 years.

### *PTHC Waivers: Cancellation/Postponement*

PTHC reserves the right to cancel or postpone any class or course prior to the start of class because of insufficient enrollment, unavailability of a qualified instructor or for any other circumstances beyond the control of PTHC. PTHC will not be held responsible for any expenses or any other difficulty to the student because of postponement or cancellation. Should a postponement occur, a new class would be rescheduled within not more than ninety (90) days. Should PTHC cancel a class the student would be refunded any collected fund within thirty (45) days from the date the class was cancelled.

## **CANCELLATION AND WITHDRAWAL**

25 The catalog shall contain cancellation, withdrawal, and refund policies, including an explanation that 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. (Ed. Code §94909(a)(8)(B))

Students have the right to cancel the ENROLLMENT AGREEMENT that a students’ signed for a program of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement. To get credit for PTHC shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit for application and registration fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

§94920(b) Cancellation shall occur when a student gives a written NOTICE OF CANCELLATION at the address of the school shown on the top of the front page of the ENROLLMENT AGREEMENT. Students can do this by mail, hand delivery, or email. The written NOTICE OF CANCELLATION, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid with date as reflected on post office stamp . The written NOTICE OF CANCELLATION need not take any particular form, and, however expressed, it is effective if it shows that students no longer wish to be bound by students’ ENROLLMENT AGREEMENT. Students will be given a

'NOTICE OF CANCELLATION' form when they enroll, but if a student chooses to cancel, the student can use any written notice that the student wishes.

*Student Drop/ Cancellation Policy*

Students may be dropped by the School from a program for any of the following: unsatisfactory academic performance (below a "C") after given a probationary period; insufficient lesson responses, failure to complete program within the maximum timeframe allowed; medical excuse from physician; failure to adhere to Student Code of Conduct; failure to pay charges when due; breach of the school's ENROLLMENT AGREEMENT. Students may be readmitted to their program of study only upon approval of the Director.

**"Notice of Cancellation**

\_\_\_\_\_  
Date

(Enter date of first class or date first lesson was mailed or received if hand delivered, whichever is applicable)

You have 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.

"If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned within 45 days following the school's receipt of your cancellation notice.

"But, if the school gave you any equipment, you must return the equipment within 5 business days of the date you signed a cancellation notice. If you do not return the equipment within this 10-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. All materials are supposed to be returned unused and sealed or in the condition they were received in.. Failure to that, PHTC will deduct the value indicated on the enrollment agreement

"To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to

\_\_\_\_\_ at \_\_\_\_\_  
(Name of institution) (Address of institution)

"NOT LATER THAN \_\_\_\_\_

"I cancel the contract for the school.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's signature)

**"REMEMBER YOU MUST CANCEL IN WRITING.** You do not have the right to cancel by just telephoning the school or by not coming to class. "If you have any complaints, questions, or problems which you cannot work out with the school write or call:

Bureau for Private Postsecondary Education  
**Physical Address: 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833 Mailing Address:**  
**P.O. Box 980818, West Sacramento, CA 95798-0818**  
**Phone Number: (916) 431-6959**  
**Toll Free: (888) 370-7589**  
**Fax Number: (916) 263-1897**



**REFUND POLICY:**

Students who have completed less than 60% of the total instructional days of a Program will be entitled to a pro-rated refund based upon the Total Tuition Cost, divided by the number of class days the student attended, or was scheduled to attend prior to withdrawal. Other fees subtracted from the refund are \$250.00 for enrollment fee minus value of books, supplies, or equipment not returned in condition student received them in.

Students will be given a chance to fit in Scrubs before issuing them. Scrubs will not be accepted back once student has either them out of the facility or worn them in class.

To receive a refund all books and supplies should be received in PTHC administrative office within 5 business days from the official class cancellation date.

If PTHC has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, PTHC shall refund the money to the student within 45 days of the student's withdrawal or cancellation. However, if PTHC has already submitted that money to a third party, the student will not receive a refund of that money.

PTHC shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. For purposes of this subdivision and section 94919(d) of the Code, "day" means calendar day.

An Example of a refund calculation:

Nurse Assistant Training Program (NATP) = \$1,850.00 (16 instructional days). There will be no tuition refund if student withdraws after the 60% of the scheduled days.

Assuming a student paid \$1,850.00 for Nurse Assistant Training Program (NATP). Student withdraws from the program on the 4<sup>th</sup> meeting day, the student is entitled to receive the following refund as explained below and assuming live scan and test fee has been forwarded to third party:

- (a) Days remaining in Program after withdrawal: 12
- (b) Total Program Cost of 1850.00 minus 27.50-7.50-105.00-70.00, with a balance of 1640.00
- (c) Daily Cost of Class Attendance: Equals the Tuition Cost, divided by the number of scheduled class meeting days:  $\$1,640.00/16 = \$102.50/\text{day}$
- (d) Daily Cost of Class Attendance multiplied by the Days remaining in Program:  $12 \times 102.50 = \$1,230.00$
- (e)  $\$1,230.000$  minus Nonrefundable \$250.00 minus \$130.00 for skills lab = \$850.00 to be refunded to student.

***STUDENT'S RIGHT TO CANCEL:***

Notice of Cancellation must be in writing and signed and dated by the student or legal guardian. Withdrawal from the Program may be effectuated by the student's or guardian's written notice or by student's conduct, including but not limited to, a student's attendance.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

**Cancellation of Enrollment Prior to Starting the Program:**

\* You may cancel enrollment for any reason prior to the start of the program. Students have 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.

**Cancellation of Enrollment after Starting the Program:**

Students who cancel enrollment or withdraw from a program shall be entitled to a prorated refund as defined by the Refund Policy below. Students who have completed more than 60 percent of the program will not be eligible for any refund.

\*\*\*Students will be responsible for any charges the College has paid on their behalf for the above stated Program including: Live-Scan Fingerprinting, student textbooks/student learning materials/handbooks/syllabi, uniforms/scrub sets, medical kit, CPR/First Aide training.

**Determination of withdrawal:** The student would be determined to have withdrawn from school on the earliest of:

Mailed withdrawal notice: Withdraw date is the date stamped on the envelope.
The date <b>Administrative office received</b> your intent to withdraw written notice if student brings the note to the office in person. Only an <b>Administrative office is</b> authorized to accept a personal hand delivered written notification of your intent to withdraw directly from a student. The date note received in office is the withdrawal date.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing. The end of second day week period is your date of withdrawal
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

**School Closure:** If the school closes subsequent to a student’s enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at schools in the neighborhood.

**Note:** Academic transcripts or proof of completion will not be released until tuition charges are paid in full.

§94909(a)(8)(B)

**STUDENT SERVICES/RESOURCE ROOM**

(5,CCR §71810(b)(12))

35

Library

12 Currently available resources have been supplemented with additional materials acquired to ensure the Library resources meet the learning and teaching needs of the school. Those students who wish to checkout a book can do so with the receptionist in the PTHC Administrative Office. Library hours are as follows:

Monday- Friday	10:00am to 4:30pm
----------------	-------------------

The library hours are listed in the school catalog and announced by the instructor as part of orientation at the beginning of each instructional program period.

Additional materials available for check out include Textbooks, Study Guides, and Gait belts, and Anti-Embolic Stockings. (5,CCR §71810(b)(12))

### *Tutoring*

PTHC offers tutorial assistance to students from 10:00 am to 4:00pm Monday through Friday with appointment and Saturday 9:00am to 2:00 pm with appointment only.

This tutoring generally falls into three categories:

- a) Students who need assistance to maintain satisfactory academic progress.
- b) Students who need assistance with a particular element in the training program.
- c) Students who desire to obtain training, which exceeds the training curriculum in order to prepare for some higher-level goal.

### *Student Advisement*

PTHC does not provide personal counseling. PTHC does provide academic advisement. In those cases where students may require services not provided by PTHC, the student will be referred to general local services in their area. Students are encouraged to maintain their own healthcare insurance.

### *Housing*

#### **37**

PTHC is nonresidential. PTHC does not have dormitories at either campuses and does not offer housing arrangement services for its students. It is suggested that students utilize local Internet/newspaper/publication advertising, private advertising, rental agents/agencies or rental companies.

Nearby residential living may include room or apartment rental or private housing rental with costs varying \$550 upwards per month. In addition, Corona and Moreno Valley offers abundant motel and hotel accommodations. PTHC does not have any responsibility to assist a student in finding housing.

(5,CCR §71810 (b)(13)(A)(B)(C))

### *Transportation*

PTHC employees, including instructors, does not provide students with transportation. PTHC does not make arrangements regarding student's transportation. However, there is public transportation which could be used by students to commute to both campuses.

### *Job Placement Assistance*

**36** PTHC does participate with job placement by providing job leads. However PHTC does not guarantee job placement. (CEC §94909(a)(13))

## **ACADEMIC POLICIES**

### *Satisfactory Academic Progress*

Satisfactory academic progress is expected of each and every student at PTHC.

Student academic progress will be measured by the following criteria:

1. Written Examinations
2. Laboratory Examinations/Projects
3. Clinical evaluation by instructor
4. Classroom/Laboratory Participation

Unsatisfactory academic progress is a violation of the Student Conduct Code and may be the cause for a verbal or written reprimand, probation or dismissal from PTHC. Students will receive Progress Reports with grades at the end of each module. Satisfactory Academic Progress is defined as the following:

Working towards specific educational objectives leading to a Diploma or a certificate

- 1) Maintaining a cumulative Grade Point Average (GPA) of no lower than 2.0
- 2) Maintaining at least 80% attendance. Some programs require 100% attendance per Regulating body agencies

3) Completion the program within 150% of the planned program length

Grade	Score	Interpretation	Grade Point
A+	97-100	Excellent	4.0
A	93-96		4.0
A-	90-92		3.7
B+	87-89	Good	3.3
B	83-86		3.0
B-	80-82		2.7
C+	77-79	Average	2.3
C	73-76		2.0
C-	70-72		1.7
D+	67-69	Below Average	1.3
D	65-66		1.0
F	Below 65	Failing	0.0
INC	0	Incomplete	0.0
W	0	Withdrawal	0.0
CR		Credit by Examination	0.0

Grades

**30**

All grades are based on the result of assignments and examinations as illustrated in the Satisfactory Academic Progress above. Final grades are at the end of each class or module and are recorded in the student files.

*Course Incompletes*

A course incomplete is defined as a student’s progress being below the required “C” or 2.0 level or assignments not completed. Removing a course incomplete from a student’s record is left to the discretion of the instructor or school director. For a student to remove an incomplete from their record, the student must make arrangements with the Program Director to repeat an examination or training module. At successful completion of the module or examination, the incomplete will be replaced with the grade earned. A final grade will be recorded at the time the work is completed or when the time limit for the work has expired. A work extension can only be authorized by the Program Director.

*Test & Course Repetitions*

If a student has received a grade lower than a “C” on a test required for graduation or has a Progress Report that indicates a grade lower than that required for graduation, there is one (1) retake of that examination allowed. Any cases requiring a student to repeat a course or module or a time extension beyond the normal time allowed must have written authorization from the Program Director. In either event, the student receives the higher grade earned. The PTHC policy is that the repetition of any class will have no effect on the student’s grade. This is equally true for withdrawals, incompletes, leaves of absence, or a student’s drop of the course. The California Education Code requires that classes be taken in the sequence required by the institution. PTHC classes, with the exception of the first class in the series, require each previous class as a prerequisite for the subsequent class.

*Make-up Work*

The student is responsible to initiate the procedure to make-up any and all classroom/lab assignments missed for whatever reason. Students must make arrangements with the program director or instructor to make up any and all assignments missed. Assignments missed due to instructor or school responsibility are the only exception to this rule.

*Satisfactory Progress Report*

Student academic progress is evaluated approximately monthly at the end of each module. Satisfactory Progress reports are issued upon request and only when the minimum work completed is determined to be satisfactory. The following are the requirements for receiving a satisfactory Progress Report:

1. Grade Point Average 2.0 or Higher
2. Consistent Professional Dress
3. Attendance of no less than 80%, including being Tardy
4. Professional Behavior/Ethics
5. Motivation

The minimum requirement for each of these categories must be met for a student to receive a satisfactory Progress Report.

(5,CCR §71810(b)(8))

**ACADEMIC INFORMATION**

### *Class Size*

To provide effective learning, PTHC tries to maintain small class sizes.

- Maximum number of students in clinical rotation under one instructor is equal to or less than 15.
- Maximum number of students for theory under one instructor is equal to or less than 32.

### *Attendance & Tardy Policy*

**31** Students are required to attend all classes as scheduled. A minimum of 80% is required for completion. Some programs, per state issuing guidelines, requires 100% attendance. This will be communicated prior have to signing an enrollment agreement. If a student misses three (3) consecutive days, unexcused, the student will be advised. If there is no improvement, then the Program Director may suspend or dismiss the student. Re-admittance will occur only when the conditions causing the reprimand or suspension have been resolved. A student that comes to class more than five minutes late is considered tardy. Four (4) times coming late to class is equal to one (1) absence.

### *Missed classes*

All theory, lab and clinical absences must be made up.

Students will be financially responsible for payment of instructor for one-on-one teaching for any missed day.

The College shall charge the student \$25 per instructional hour for each hour of MISSED THEORY, LAB, OR CLINICAL TIME. EXAMPLE: the student missed an eight (8) hour clinical day; therefore, the student will require eight hours of for the missed day; the student will be responsible for owing to the College a total of \$200 for the instructional time.

$$\underline{\$25 \times 8 \text{ hrs} = \$200}$$

*§94909(a)(8)(D)*

### *Leave of Absence Policy*

**33** A Leave of Absence (LOA) may be granted in the circumstances of a documented emergency. Students are responsible for informing the institute in writing for a Leave of Absence. These forms are available in the academic office. A Leave of Absence may be granted for up to 180 days during any 12-month period. If a student fails to return at the agreed upon time after the LOA, the student will be considered to have withdrawn from PTHC. The PTHC policy is that a student has 150% of the clock hours scheduled for each program to complete that program.

*§94909(a)(8)(E)*

### *Complaints*

#### **34**

PTHC is committed to student learning. Issues may arise that provide the need for a grievance procedure.

The institution has developed and implemented the following Complaint procedure, which includes the Student Complaint Designee, identified in this catalogue. A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or advisor. The recipient of the complaint is required to transmit the complaint as soon as possible to the student complaint designee or shall attempt to resolve a complaint if it is related to that person's duties. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period of time or before the student files a second complaint, the student complaint designee, in the name of the institution, shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the institution's complaint policy. If a student complains in writing, the student complaint designee, in the name of the institution, must provide the student with a written response, including a summary of the investigation. If the complaint is rejected as a result of the investigation, the student must be informed in writing of that disposition and the reasons for the rejection.

The student's participation in the complaint procedure and the institution's disposition does not limit or waive any of the student's rights or remedies. A student may not orally or in writing waive any of the rights provided in the California Private Postsecondary Education Act of 2009 or those provided in the California Code of Regulations. The institution has identified the persons listed below as the Student Complaint Designee to

receive and resolve student complaint.

Corona Campus

**Printed Name/Title:** Mr. Stephen Musee, CEO/President  
**Mailing Address:** 90 W. Grand Blvd Suite 107  
Corona, CA 92882  
**School Telephone:** (951) 734-1601  
**Fax:** (951) 734-1602

Moreno Valley Campus

**Printed Name/Title:** Juliana Kimithi, MorenoValley Campus Branch Administrator  
**Mailing Address:** 14340 Elsworth St. Suite B 108  
Moreno Valley, CA 92553  
**School Telephone:** (951) 656-4400  
**Fax:** (951) 656-4402

The designee will be regularly accessible for reasonable periods of time before or after class sessions and during the range of time in which student are scheduled to attend the institution. The designee will have the duty and authority to do all of the following:

- a) Investigate Complaint, including interviewing all people and reviewing all documents that relate or may potentially be related to the complaint.
- b) Reject the complaint if after investigation it is determined that the complaint is unfounded. In addition, the designee may compromise or resolve the complaint in any reasonable manner, including the payment of a refund.

If the complaint is found to be valid, involves a violation of law, and is not resolved within 30 days after it was first made by the student, the designee must notify the Bureau and any other applicable and law enforcement authorities of the complaint, investigation, and resolution. A person who has a duty to provide notice under this paragraph is not required to disclose any matter to the extent of that person's privilege under Section 940 of the Evidence Code. if the authorized person does not provide all of the information required by this paragraph because of a claim of privilege under Section 940 of the Evidence Code, the institution must appoint another person, who may not lawfully claim that privilege, to provide the omitted information. If the complaint is valid the institution is required to do the following:

- a. Determine if any other students may have been affected by the same or similar circumstances and provide an appropriate remedy for those students.
- b. Implement reasonable policies or procedures to avoid similar complaints in the future.
- c. Communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution of the complaint (see C.C.R. 73740).
- d. Record a summary of the complaint, its disposition, and the reasons for the disposition. A copy of the summary with related document will be placed in the student's file.
- e. An appropriate entry will be made in the Student Complaint Log (C.C.R. 73870).
- f. A person designated with the duty and authority to resolve complaint under this section cannot be terminated from employment or suffer any diminution in compensation as a result of the appropriate and good faith discharge of duties under this section.

If the complaint is rejected, the institution will notify the student in writing. The student may choose to notify the Bureau, any applicable accreditation association, and law enforcement authorities of the complaint, investigation, and resolution or lack of resolution at any time during this process.

(5,CCR §71810(b)(14))

**COMPLAINT FORM**

Name of Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

School City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**INSTRUCTIONS**

Please attach a statement describing the nature of the complaint. The statement should include a description of the events or circumstances upon which the complaint is based and the names and titles (if any) of the individuals involved.

**STATEMENT GRANTING PERMISSION TO FORWARD COMPLAINT TO SCHOOL**

**I certify that the information I have provided is correct to the best of my knowledge and grant permission for the complaint to be forwarded to the school for a response.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The response and the complaint will be kept on file for future reference.

**SUBMIT TO:**

**Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798**

**May also send a copy to the campus student is enrolled at.**

*Student may submit their complaint directly to the State regulatory agency.*

## *Academic & Conduct Dismissal*

### **32**

Dismissal is defined as the condition wherein the student is formally expelled from PTHC pertaining to the student's academic performance or any other unacceptable behaviors relating, but not limited to, the Student Conduct Code. The procedure is as follows:

1. PTHC will inform the student of his/her being on Probation for a specified period of time.
2. If, at the end of the probationary period of time, the student has shown no improvement or progress, the school may proceed to expulsion process.
3. At the end of the first or any additional probationary periods of time, a thorough academic and/or behavioral evaluation will take place. If the conclusions from the evaluation determine that substandard academic/behavior performance continues, the student will be separated from PTHC.
4. At the time of dismissal, the student will be notified through writing of the student's status.

#### *Academic Probation*

##### *§94909(a)(8)(C)*

A student will face a 7 day Academic Probation from the following:

1. Attendance below 80%
2. A cumulative GPA below 2.0
3. Three consecutive unexcused absences
4. Failure to comply with school/program policies.

#### *Removal of Academic Probation*

A student will have the Academic Probation removed for the following:

1. Attendance for a 7 day period meeting the required 80% attendance
2. Maintaining a 2.0 GPA for a 7 day period
3. Showing overall academic or behavioral improvement which do the instructor and the Program Director determine

#### *Re-entrance after Termination*

A student wishing to re-enter after termination must petition to the Program Director for re-admittance and must demonstrate that the conditions leading to termination have been resolved.

#### *Student Conduct Code*

The following behaviors are cause for suspension or termination:

- Dishonesty, i.e. cheating or giving false information to PTHC.
- Disorderly, lewd, indecent, obscene or offensive language, conduct or behavior.
- Obstruction or disruption of classroom or any other PTHC activity.
- Theft or damage to property of PTHC, any affiliates, students or personnel.
- Disobedience to direction from PTHC staff.
- Possession or use of flammable materials, firearms, knives or any other items or substances that could be deemed weapons or weapon-like.
- Unauthorized entry or use of PTHC property, facilities or equipment.
- Smoking, eating or drinking in areas where these activities are prohibited.
- Verbal, physical, mental, emotional, sexual or any other type of harassment of staff, students or any other persons on the premises or in attendance at any PTHC activity.
- Unsatisfactory attendance or academic progress.
- Under the influence of or in possession of any non-prescription or non-prescribed drugs or alcohol at PTHC or at any event relating to the institution.
- Failure to follow externship guidelines as reflecting on student handbook.

##### *CEC §94909(a)(8)(C)*



## PROGRAMS OF INSTRUCTION

20

(CEC §94909(a)(5))

All programs are offered at both facilities.

<i>Students will receive a certificate at the satisfactory completion of these courses.</i>		
<b>Program Name:</b>	<b>Program Type</b>	<b>Instruction Type</b>
Nurse Assistant Training	Certification	Traditional Classroom Instruction
Medical Assistant Training	Certification	Traditional Classroom Instruction
EKG/ECG Technician	Certification	Traditional Classroom Instruction
Home Health Aid	Certification	Traditional Classroom Instruction
Acute Care Nurse Assistant Training	Certification	Traditional Classroom Instruction
Patient Care Technician Training	Certification	Traditional Classroom Instruction
Restorative Nurse Assistant	Continuous Education	Traditional Classroom Instruction
Basic Arrhythmia Recognition	Continuous Education	Traditional Classroom Instruction
Ventilator Management Training	Continuous Education	Traditional Classroom Instruction
Tracheostomy Care Training	Continuous Education	Traditional Classroom Instruction
Director of Staff Development Training	Continuous Education	Traditional Classroom Instruction
Medical Terminology	Continuous Education	Traditional Classroom Instruction
RN Refresher	Continuous Education	Traditional Classroom Instruction
LVN Refresher	Continuous Education	Traditional Classroom Instruction
RT Refresher	Continuous Education	Traditional Classroom Instruction
IV and Blood Withdrawal	Continuous Education	Traditional Classroom Instruction
RN, LVN, CNA, RRT CEUs	Continuous Education	Traditional Classroom Instruction
American Heart Association Classes	Continuous Education	Traditional Classroom Instruction

### *Preceptorship/Clinical rotation Requirements*

Applicants accepted into the program that require clinical experience with direct patient care:

Some programs will require Health and Physical Examination with clearance from communicable diseases, infections, physical, psychological disorders before the student comes into direct contact with patients. The health examination and clearance must be done by a licensed physician, physician assistant or nurse practitioner and must be submitted to the prior to patient contact:

Courses regulated by California Department of Public Health with a direct patient care clinical component will also require disclosure of any convictions of any crimes other than minor traffic violations plus a Live-scan done before direct patient contact. This will be communicated before signing the enrollment agreement.

### *Graduation Requirements*

To be eligible for graduation a student must complete all of the required courses with a minimum GPA of 2.5 and a minimum of 80% attendance. (If externship is a requirement for your program, all externship hours and original documentation must be submitted to the office.) Some courses will require 100% attendance per licensing body requirement. In addition, all financial obligations must be fulfilled prior to graduation. After completing all of the above requirements, the student will be awarded the appropriate certificate.

### *Transcripts*

Transcript requests must be made in writing or in person in the office of the campus the student attended. If you have an outstanding financial balance with the institution, official or unofficial transcripts will not be issued. Arrangements to offset the balance must be made with the administrative office prior to requesting the transcripts. Transcripts will take a minimum of 5 business days to be ready.

## Certified Nurse Assistant Program

The objective of this Program is to prepare the nurse assistant for Certification by the State of California as an entry-level healthcare worker on a health care team in a long-term care facility and home care setting. The curriculum covers both theory and practical application on skills needed to function as a Nurse Assistant.

Minimum Admission Requirements: California Department of Health requirements: At least 16 years of age. Minimum education level is 5<sup>th</sup> grade. Ability to speak, write, read and understand English Language. Refer to PTHC admission policies for details. .

Completion Requirements: A minimum of 55 hours theory and 100 hours clinical in a skilled nursing facility. Must score a minimum average of 73% in theory on each written test from all the 16 modules. Pass in clinical (Clinical are pass or fail). Upon successful completion of the course, the student is eligible to take California State Examination to become a certified Nurse Assistant.

Module #	Content	Theory Hours	Lab Hours	Clinical Hours
MODULE 1:	Introduction	2.5	0	0
MODULE 2:	Patients' Rights	2	0	1
MODULE 3:	Communication / Interpersonal Skills	2.5	0	0
MODULE 4:	Prevention and Management of Catastrophe and Unusual Occurrences	2	0	1
MODULE 5:	Body Mechanics	2.5	0	4
MODULE 6:	Medical and Surgical Asepsis	2.5	0	8
MODULE 7:	Weights and Measures	1	0	1
MODULE 8:	Patient Care Skills	14	.5	44
MODULE 9:	Patient Care Procedures	7	.5	20
MODULE 10:	Vital Signs	3	.5	6
MODULE 11:	Nutrition	2	0	6
MODULE 12:	Emergency Procedures	2	0	1
MODULE 13:	Long-Term Care Patient	3	0	0
MODULE 14:	Rehabilitative Nursing	3	.5	4
MODULE 15:	Observation and Charting	4	0	4
MODULE 16:	Death and Dying	2	0	0
Total # of hours		55	2	100

## The Home Health Aide (HHA) Program

The objective of this comprehensive HHA training is to provide the NA with the necessary knowledge and skills needed to be able to deliver direct patient care to home based clients with acute and chronic illness. The course will emphasize critical thinking and problem solving skills, prioritization, and collaboration with different interdisciplinary healthcare workers, family members, effective communication, and documentation, and legal ethical issues.

The Home Health Aide Training Program was developed following California Department of Public Health (CDPH) guidelines.

Admission Requirements for HHA: Satisfactory completion of the CNA course, and/or successful completion of the CNA State Exam and/or previous certification as a CNA. A prospective Student may enroll for both CNA and HHA at the same time or Certified Nurse Assistant may enroll for HHA only.

Program Completion Requirements: A minimum of 20 hours theory and 20 hours clinical in a skilled nursing facility. There is no state exam for the HHA. Must score a minimum average of 73% in theory on written test and a pass in clinical (Clinical are pass or fail).

Module #	Subject Title	Total Hours	Class Hours	Clinical Practice Hours
MODULE 1:	Introduction to Aide and Agency Role	2	2	0
MODULE 2:	Interpretation of Medical and Social Needs of People Being Served	5	5	0
MODULE 3:	Personal Care Services	20	5	15
MODULE 4:	Nutrition	8	5	3
MODULE 5:	Cleaning and Care Tasks in the Home	5	3	2
Total		40	20	20

### Acute Care Nurse Assistant (ACNA) Program

The objective of this comprehensive nurse training is to provide the CNA with the necessary knowledge and skills needed to be able to deliver direct patient care to adults with complex and acute illness in acute healthcare settings. The course will emphasize critical thinking and problem solving skills, prioritization, and collaboration with different interdisciplinary healthcare worker's effective communication, and documentation, and legal ethical issues.

Admission Requirements for ACNA: Satisfactory completion of the CNA course, and/or successful completion of the CNA State Exam and/or previous certification as a CNA.

Program Completion Requirements: A minimum of 20 hours theory and 4 hours in a skilled lab and at least 24 hours home study/assignments . There is no state exam for the ACNA. Must score a minimum average of 73% in theory on written test and a pass in clinical.

Module#	Content	Class Hours	Lab Hours	Home Study/Assignment
MODULE 1	Introduction to Acute Care Setting Infection Control	2	1	1
MODULE 2	Human Anatomy & Physiology	3	0	4
MODULE 3	Acute Care NA Responsibilities	3		1
MODULE 4	Common Diseases	3	0	6
MODULE 5	Medical Terminology: Word Analysis	3	0	4
MODULE 6	Body Systems and terminologies	3	0	6
MODULE 7	Common Acute care skills	0	3	2
MODULE 8	HIPAA, Documentation and Final Exam	3		0
Total Hours		20	4	24

### Medical Assisting (Back and Front office) Program

The objective of PTHC Medical Assistant Program is to provide students with extensive and comprehensive training in body structure and the functions of the various body systems. Students will develop a working knowledge of specimen collection and various laboratory procedures to include infection control, EKG, injections, and sterilization. Students will also learn proper techniques in assisting in minor surgical procedures and preparation of patients for diagnostic tests.

Admission Requirements for Medical Assistant Program: Interest in working in the healthcare field. Meet PTHC minimum admission requirements as set forth in PTHC admission policies.

Program Completion Requirements: Program Completion Requirements: A minimum of 134 hours theory, 26 skills lab and 160 hours in a medical clinic/facility which see outpatient patients. Must score a minimum average of 73% in theory on written test and a pass in clinical (skills/clinical are graded as pass or fail).

There is no California state examination for Medical Assistants. However, there are several bodies which offer MA national Medical Assistants examination and certification. PTHC is a testing center for one of the testing bodies, the National Healthcareer Association (NHA).

Course ID #	Content	Theory Hours	Lab Hours	Clinical Hours
HMA101	Introduction to Medical Assisting	4	2	0
HMA102	Anatomy and Physiology	28	6	0
HMA103	Clinical Duties	26	8	0
HMA104	The Art of Assisting	8	6	0
HMA105	Medical Specialties	16	0	0
HMA106	Administrative Duties	26	2	0
HMA107	Medical Insurance and billing	12	2	0
HMA108	Professionalism & Legal Concepts	14	0	0
HMA 109	Clinical Rotation	0	0	160
	Total number of hours	134	26	160

Clinical Hours: Student will be required to do 160 non-paid hours in a clinical facility. The student will be working with a facility medical assistant personnel.

## Patient Care Technician (PCT) Program

The objective of this comprehensive nurse training is to provide the student with the necessary knowledge and skills needed to be able to deliver direct patient care to adults with complex and acute illness in acute healthcare settings. The course will emphasize critical thinking and problem solving skills, prioritization, and collaboration with different interdisciplinary healthcare workers effective communication, and documentation, and legal ethical issues.

This course has 2 sections. PCT I is basic patient care covered under the NA Coursework. PCT II is advanced skills which entails EKG and blood withdrawal.

### Completion Requirements

Section 1: A minimum of 55 hours theory and 100 hours clinical in a skilled nursing facility. Must get a minimum average of 73% in theory on each written test from all the 16 modules. Pass in clinical (Clinical are pass or fail). Upon successful completion of the course, the student is eligible to take California State Examination to become a certified nurse assistant.

Section 2: A minimum of 20 hours theory and 5 hours in a skilled lab and a minimum of 19 hours doing homestudy/assignments . There is an optional National exam administered by American Healthcare Association no state exam for the PCT. Must score a minimum average of 73% in theory on PTHC written test and a pass in skills lab.

Module #	Content	Theory Hours	Lab Hours	Clinical Hours
MODULE 1:	Introduction	2.5	0	0
MODULE 2:	Patients' Rights	2	0	1
MODULE 3:	Communication / Interpersonal Skills	2.5	0	0
MODULE 4:	Prevention and Management of Catastrophe and Unusual Occurrences	2	0.5	1
MODULE 5:	Body Mechanics	2.5	0.5	4
MODULE 6:	Medical and Surgical Asepsis	2.5	0.5	8
MODULE 7:	Weights and Measures	1	0	1
MODULE 8:	Patient Care Skills	14	0.5	44
MODULE 9:	Patient Care Procedures	7	0	20
MODULE 10:	Vital Signs	3	0	6
MODULE 11:	Nutrition	2	0	6
MODULE 12:	Emergency Procedures	2	0	1
MODULE 13:	Long-Term Care Patient	3	0	0
MODULE 14:	Rehabilitative Nursing	3	0	4
MODULE 15:	Observation and Charting and HIPAA	4	0	4
MODULE 16:	Death and Dying	2	0	0
Module #	Content	Theory Hours	Lab Hours	Home Study Hours/Assignments
MODULE 17:	Cardiac Anatomy & Physiology EKG Monitoring Equipment Wave Measurements	2	1	3
MODULE 18:	Analyzing EKG Rhythms	5	1	6
MODULE 19:	Blocks; BBB, Mobitz I&II, 3rd DHB  Lethal Rhythms	3	0	4
MODULE 20:	Blood Withdrawal	3	3	3
MODULE 21:	Oxygen Therapy	3	0	3
MODULE 22:	Review/final Exam(Includes 2 hrs National exam)	4	0	0
Total # of hours		75	7	119

## EKG Technician Program

The objective of the EKG Technician Course is to provide graduates with the skills and knowledge that will enable them to qualify as an entry-level ECG/EKG Technician or Telemetry Technician in a medical facility, physician office, clinic, or rehabilitation center.

Admission Requirements for EKG/Monitor Technician: Interest in working in the healthcare field. Meet PTHC minimum admission requirements as set forth in PTHC admission policies.

Program Completion Requirements: Program Completion Requirements: A minimum of 30 hours theory, 6 hours in a skills lab and a minimum of 24 hour homestudy/assignments. Must score a minimum average of 73% in theory on written test and a pass in clinical (skills/clinical are graded as pass or fail).

There is no California state examination for EKG/Monitor Technician. However, there are several bodies which offer EKG/Monitor Technician examination and certification. PTHC is a testing center for one of the testing bodies, the National Healthcareer Association (NHA).

MODULE#	Content/Outline	Theory Hours	Lab Hours	Home Study Hours/Assignments
MODULE 1	Anatomy & Physiology of the Cardiovascular System EKG Monitoring Equipment Wave Measurements	2	1	3
MODULE 2	Analyzing EKG Rhythm Strips	5	1	6
MODULE 3	Blocks; BBB, Mobitz I&II, 3rd DHB Lethal Rhythms	3	0	3
MODULE 4	Review and EKG Exam	3	0	3
MODULE 5	EKG changes- MI ischemia, Injury, Infarction	3	0	3
MODULE 6	Patient care: Prepare Pt for monitoring Apply electrodes	2	1	0
MODULE 7	EKG Performance	1	1	0
MODULE 8	Holter monitoring Stress test Telemetry monitoring Patient Education	2	1	3
MODULE 9	Documentation: Strip reading and mounting	3	0	3
MODULE 10	HIPAA and Reporting	2	0	0
MODULE 11	Review and Final Exam (Includes 2 hr optional national test)	4	1	0
Total Hours		30	6	24

## Restorative Nursing Assistant (RNA) Program

The objective of PTHC major goal of restorative nursing is to assist the client attain optimum functional level. By the end of this program, the RNA will be able to demonstrate safe body mechanic techniques and assist clients with application and use of special rehabilitation equipment.

Admission Requirements for RNA Program: Satisfactory completion of the CNA course, and/or successful completion of the CNA State Exam and/or previous certification as a CNA. As student may register for both CNA and RNA at the same time.

Program Completion Requirements: A minimum of 6 hours theory, 2 hours in a skilled lab and 4 hours clinical in a sub/acute or acute or skilled nursing facility. There is no state exam for the RNA. Must score a minimum average of 73% in theory on written test.

Module#	Content/Outline	Theory Hours	Lab Hours	Clinical Hours(Optional)
MODULE 1	Philosophy of RNA	0.5	0	0
MODULE 2	Aging Process	0.5	0	0
MODULE 3	Body Mechanics	1	0.5	1
MODULE 4	Activities of Daily Living	1	0	1
MODULE 5	Range of Motion	0.5	0	0
MODULE 6	Mobility Restorative Training	1	1	2
MODULE 7	Stroke and Communication Restoration	1	0	0
MODULE 8	Reporting and Documentation	0.5	0.5	0
Total number of hours		6	2	4

**Basic Arrhythmia Recognition (Continous Education)**

The objective of this program is designed to prepare students for positions as in critical care settings. Upon completion of this program the student should be able to:

- Identify basic normal EKG waveform morphology.
- Describe the normal physiology of cardiac conduction.
- Distinguish between basic dysrhythmias.
- Describe the distinguishing features and associated treatments for each basic dysrhythmias.

Admission Requirements for Basic Arrhythmia Recognition & Treatment: Interest in working in a cardiac monitored unit in the healthcare field.

Program Completion Requirements: A minimum of 10 hours theory and 2 hours in skills lab and a minimum of 12 Home Study Hours Must score a minimum average of 73% in theory on written test and a pass in clinical (skills/clinical are graded as pass or fail). There is no California state examination for Basic Arrhythmia Recognition & Treatment. Certification is issued by PTHC.

MODULE#	Content/Outline	Theory Hours	Lab Hours	Home Study Hours
MODULE 1	Anatomy & Physiology of the Cardiovascular System EKG Monitoring Equipment Wave Measurements	2	1	3
MODULE 2	Analyzing EKG Rhythm Strips	5	1	6
MODULE 3	Blocks; BBB, Mobitz I&II, 3rd DHB Lethal rhythms	1	0	3
MODULE 4	Review and EKG Exam	2	0	0
Total number of hours		10	2	12

**Medical Terminology Certification (Continous Education)**

Medical terms and jargon is often complicated and can be confusing. PTHC Medical Terminology course helps in increasing understanding Common Medical Terminologies.

Admission Requirements for Medical Terminology Certification: Healthcare employees or healthcare school graduate.

Program Completion Requirements: A minimum of 10 hours theory plus 12 hour home study and assignments. Must get a minimum average score of 80% in theory on written test.

There is no California state examination for this Training. A continous Education Certificate is of Completion is issued by PTHC

Module#	Content	Class Hours	Home Study/Assignment
Module 1	Word Analysis	3	3
Module 2	Body Systems and terminologies	3	6
Module 3	Body Planes	2	3
Module 4	Review and Final Exam	2	0
Total Hours		10	12

**Ventilator Management Training (Continous Education)**

Course Objectives: This course is designed for Healthcare workers who want to refresh/shapen their knowledge in taking care of patients on ventilators.

Admission Requirements: A copy of certificate of completion or license from a state approved educational institution.

Completion Requirements: Attend all sessions and complete all assignments as agreed on registration form.. Attain a minimum score of 73% theory and pass both skill and clinical if indicated.

There is no California state examination for this Training. A continous Education Certificate is of Completion is issued by PTHC

Module#	Content	Theory Hours	Lab Hours	Clinical Hours
Module 1	Types of Airways	0.5	0	0
Module 2	Implications for Mechanical Ventilation	0.5	0	0
Module 3	Ventilator Modes	0.5	1	0
Module 4	Identifying Signs of Respiratory Distress	0.5	0	0
Module 5	Sterile Suctioning	0.5	1	0
Module 6	Criteria for extubation	0.5	0	0
Module 7	Post-Extubation Care/Trouble shooting	0.5	0	0
	Review and Exam	1	0	0
Total number of hours		4.5	2	0

**Tracheostomy Care Training (Continous Education)**

Course Objectives: This course is designed for Healthcare workers who want to refresh/shapen their knowledge in taking care of patients with trachestomies.

Admission Requirements: A copy of certificate of completion or license from a state approved educational institution.

Completion Requirements: Attend all sessions and complete all assignments as agreed on registration form.. Attain a minimum score of 73% theory and pass both skill and clinical if indicated.

There is no California state examination for this Training. A continous Education Certificate is of Completion is issued by PTHC.

Module#	Content	Theory Hours	Lab Hours	Clinical Hours
Module 1	Basic Airway Anatomy	0.5	0	0
Module 2	Tracheostomy Tubes	0.5	0	0
Module 3	Indications of Tracheostomy	0.5	0	0
Module 4	Identifying Signs of Respiratory Distress	0.5	0	0
Module 6	Indications for Mechanical Ventilation	0.5	0	0
Module 7	Tracheostomy Care	0.5	1	0
Module 8	Sterile Suctioning	0.5	1	0
Module 10	Trouble shooting	0.5	0	0
Total number of hours		4	2	0

**LVN Refresher Course (Continous Education)**

Customised Curricullum to fit student area of need.

Course Objectives: This LVN refresher course is designed for LVNs who want to refresh/shapen their knowledge. May be taken to fulfil lisencing board requirement.

Admission Requirements: A copy LVN/LPN certificate of completion or license from a state approved institution.

Completion Requirements: Attend all sessions and complete all assignments as agreed on registration form.. Attain a minimum score of 73% theory and pass both skill and clinical if indicated. Hours minimum 12 maximum 120 based on student need. Could be theory, in skills lab or healthcare facility.

There is no California state examination for this Training. A continous Education Certificate is of Completion is issued by PTHC

**RN Refresher Course (Continous Education)**

Customised Curricullum to fit student area of need.

Course Objectives: This RN refresher course is designed for RNs who want to refresh/shapen their knowledge. May be taken to fulfil lisencing board requirement.

Admission Requirements: A copy RN certificate of completion or license from a state approved institution.

Completion Requirements: Attend all sessions and complete all assignments as agreed on registration form.. Attain a minimum score of 73% theory and pass both skill and clinical if indicated. Hours minimum 12 maximum 120 based on student need. Could be theory, in skills lab or healthcare facility.

There is no California state examination for this Training. A continous Education Certificate is of Completion is issued by PTHC.

**RT Refresher Course (Continous Education)**

Customised Curricullum to fit student area of need.

Course Objectives: This RT refresher course is designed for RTs who want to refresh/shapen their knowledge. May be taken to fulfil lisencing board requirement.

Admission Requirements: A copy RTs certificate of completion or license from a state approved institution.

Completion Requirements: Attend all sessions and complete all assignments as agreed on registration form.. Attain a minimum score of 73% theory and pass both skill and clinical if indicated. Hours minimum 12 maximum 120 based on student need. Could be theory, in skills lab or healthcare facility.

There is no California state examination for this Training. A continous Education Certificate is of Completion is issued by PTHC

**IV and Blood Withdrawal Course (Continous Education)**

The course includes the theory and practice of the administration of intravenous fluids with emphasis on fluid and electrolyte balance, indications for the use of intravenous therapy, use of equipment, blood withdrawal and venipuncture. The course is approved by the Board of Vocational Nursing and Psychiatric Technicians and is suitable for continuing education hours for LVN's only.

This 36 hour course in intravenous and blood withdrawal is designed for

- RNs/LVNs who would like to sharpen/update their skills in IV Therapy
- California BVNPT certification for IV Therapy and blood withdrawal for LVNs
- VN or RN enrolled in an approved Educational Institution.

Admission Requirements: Copy of RN or LVN license/certificate of completion or proof of enrollment in an approved Healthcare Educational Institution.

Hours: minimum 6 maximum 36 based on student most recent RN or LVN experience or per specific board guidelines. Mode of instruction could be in theory and in skills lab.

Completion Requirements: Attend all sessions as indicated on the enrollment agreement. Complete all assignments. Attain a minimum score of 73% theory and pass skills.

Upon completion of this course and passing the NCLEX® Exam, the LVN or RN student will receive certification of having satisfactorily completed the training required by California Code of Regulations, Section 2854, 2860.5 and 2544.3. Psychiatric Technicians will only receive 6 contact hours for the blood withdrawal portion only.

### **Director of Staff Development (DSD) Certification (Continuous Education)**

#### 24 Hour Certification Training

The objective of The Director of the Staff Development Program is to prepare licensed nurses for duties as the Director of Staff Development in a Skilled Nursing Facility or as an instructor in a precertification program for certified nursing assistants.

DSD qualifications: To qualify as a DSD, the candidate must be an RN or LVN and satisfy one of the following -

Option 1: Have one-year experience as a licensed nurse providing direct patient care in a long-term care facility, in addition to having one-year of experience planning, implementing and evaluating educational programs in nursing (for a total of two-years).

Option 2: Have two-years full time experience as a licensed nurse, at least one of which must be in the provision of direct patient care in a nursing facility

Admission requirements: Be interested in meeting the criteria for the Director of Staff Development (DSD) position in accordance with the California Code of Regulations, Title 22, Division 5, Chapter 2.5, Section 71829.

Program Completion Requirements: A minimum of 12 hours theory and 12 hours home study. Must score a minimum average of 73% in theory on written test and a pass in clinical (skills/clinical are graded as pass or fail).

There is no California state examination for Director of Staff Development Certification is issued by PTHC.

Module#	Content	Theory Hours	Lab Hours	Home study/Assignments
Module 1	Characteristics of the Adult Learner	2	0	2
Module 2	Elements of an Instructional Objective	2	0	2
Module 3	CNA training requirements in Long-term Care Facilities	2	0	2
Module 4	Instructional methods for Preparing and Presenting Lesson Plans	4	0	4
Module 6	Teacher behaviors that affect Student Classroom Interaction	2	0	2
Total number of hours		12	0	12

Optional 8 hour Clinicals available at no extra cost.

### **Continuing Education Approvals** *PTHC is approved as a CE provider by:*

California Department of Public Health (CDPH)  
Licensing and Certification Program (L&C) Aide and Technician Certification Section (ATCS)  
MS 3301, P.O. Box 997416 Sacramento, CA 95899-7416 Phone: (916)327-2445 Fax: (916) 552-8785  
EMAIL: cna@cdph.ca.gov

California Board of Vocational Nursing and Psychiatric Technicians  
2535 Capitol Oaks Drive, Suite 205  
Sacramento, CA 95833  
Tel# (916) 263-7800.

California Board of Registered Nursing  
1747 North Market Boulevard, Suite 150  
Sacramento, CA 95834  
Tel#(916) 322-3350



Course Objectives: By the end of the course, the student will receive a certificate of completion which could be used to renew professional license. Since education is life long, these classes could be used for personal growth.

Admission Requirements: Based on the requirements of the licensing body.

Completion Requirements: Attend all sessions as indicated on the enrollment agreement. Complete all assignments. Attain a minimum score of 73% theory and pass skills if indicated.

Course hours: minimum 2 maximum 80 based on student demand.

### **Continuous Education Courses –CNAs.**

Wide Range of Topics Covering almost all topics included in the entire CNA practice. Curriculum developed based on student.

These classes follow CDPH approved guidelines..

Course objectives: Upon successful completion of each specific course, the student will be able to apply the contents learned in that specific class.

Admission Requirements: Copy of CNA Certification.

Completion Requirements: Student must attend all sessions According to CDPH guidelines. Minimum course hours 3-12 educational units/day.

### **General Continuous Education Courses-LVNs**

Wide Range of Topics Covering almost all topics included in the entire LVN practice. Curriculums developed based on student.

These classes follow BVNPT approved guidelines..

Course objectives: Upon successful completion of each specific course, the student will be able to apply the contents learned in that specific class.

Admission Requirements: Copy of LVN Lisence or Certificate of Completion of an approved LVN program.

Completion Requirements: Student must attend all sessions According to CA BVNPT guidelines. Minimum course hours 3-12 educational units/day.

### **General Continuous Education Courses-RNs**

Wide Range of Topics Covering almost all topics included in the entire RN practice. Curriculum developed based on student.

These classes follow CA BRN approved guidelines..

Course objectives: Upon successful completion of each specific course, the student will be able to apply the contents learned in that specific class.

Admission Requirements: Copy of RN Lisence or Certificate of Completion of an approved RN program.

Completion Requirements: Student must attend all sessions According to CA BVNPT guidelines. Minimum course hours 3-12 educational units/day.

### **American Heart Association (AHA) Classes:**

These classes follow AHA guidelines. All the Curriculums; Study material, mode and hours of instruction, tests and skills and certifications are all designed by AHA.

Course objectives: Upon successful completion of each specific course, the student will be able to apply the skills learned in that specific class.

Admission Requirements: No restrictions since they are lifesaving skills with an exception of the advanced skills which are tailored for critical care healthcare practitioners.

Completion Requirements: Student must attend all sessions According to AHA guidelines. Attain the minimum scores set by AHA. Perform skills following AHA guidelines. Course hours: minimum 2.5 maximum 12.5 as set forth by AHA.

*Programs Summary Hours*

Course Name	Theory	skills Lab	Clinical	Home Study/Assignments	Total Clock hours	Credit Hours	Number of weeks
Nurse Assistant Training (Weekday)	55	2	100	0	157	8.5	4
Nurse Assistant Training (Weekend)	55	2	100	0	157	8.5	8
Home Health Aid	20	0	20	0	40	3	1
Acute Care Nurse Assistant Training	20	4	0	24	48	3.5	2
EKG/ECG Technician	30	6	0	24	60	4	6
Patient Care Technician Training (WD)	75	7	100	19	201	10.5	6
Patient Care Technician Training (WE)	75	7	100	19	201	10.5	8
Medical Assistant Training	134	26	160	0	320	19.5	16
Restorative Nurse Assistant CE	6	2	4	0	12	5	6
Basic Arrhythmia Recognition CE	10	2	0	12	24	2	1
Ventilator Management CE	4.5	2	0	0	6.5	0.5	1
Tracheostomy Care CE	4	2	0	0	6	0.5	1
Director of Staff Development CE	12	0	8 *Optional	12	24	2	1
Medical Terminology CE	10	0	0	12	22	2	1
*RN Refresher CE	12-120	0-16	10-40	0-48	12-60	Varies	1-8
*LVN Refresher CE	12-120	0-16	10-40	0-48	12-60	Varies	1-8
*RT Refresher CE	12-120	0-16	10-40	0-48	12-60	Varies	1-8
*IV and Blood Withdrawal CE	6-36	3-9	0	0	6-36	Varies	1-4
*General Continuous Education Classes CNAs, LVNs, RNs	12-48	0	0	0-48	12-48	Varies	1-8
*American Heart Association Classes	2.5-12.5	Varies	0	0-12.5	2.5-12.5	Varies	1-4

(CE refers to Continuous Education)

\*The indicated courses have varied hours. The length of course depends on the student's years of experience and needs.

(CEC§94909(a)(5))

<i>Course</i>	<i>Minimum # of Instructors Needed</i>	<i># of Instructors Contracted</i>	<i>Curriculum Developed by:</i>
Nurse Assistant Training	2	9	American Red Cross
Home Health Aid Training(HHA)	2	2	California Department of Public Health
Acute Care Nurse Assistant Training	2	5	Juliana Kimithi, MSN, PHN, RN
Patient Care Technician Training	2	11	Stephen Musee , M Arts, Bsc, RRT, NPS Juliana Kimithi, MSN,PHN, RN
Medical Assistant Training	2	6	Stephen Musee , M Arts, Bsc, RRT, NPS Juliana Kimithi, MSN,PHN, RN
EKG/ECG Technician	2	5	Stephen Musee , M Arts, Bsc, RRT, NPS Juliana Kimithi, MSN,PHN, RN Jeanette France, BSN,PHN,RN
Basic Arrhythmia Recognition and Treatment (BART)	2	5	Stephen Musee , M Arts, Bsc, RRT, NPS Juliana Kimithi, MSN,PHN, RN Jeanette France, BSN,PHN,RN
RT Refresher	2	4	Stephen Musee , M Arts, Bsc, RRT, NPS Juliana Kimithi, MSN,PHN, RN Jeanette France, BSN,PHN,RN
RN Refresher	2	4	Stephen Musee , M Arts, Bsc, RRT, NPS Juliana Kimithi, MSN,PHN, RN Jeanette France, BSN,PHN,RN
LVN Refresher	2	5	Stephen Musee , M Arts, Bsc, RRT, NPS Juliana Kimithi, MSN,PHN, RN Jeanette France, BSN,PHN,RN
IV and Blood Withdrawal(IVBW)	2	2	Juliana Kimithi, MSN,PHN, RN Jeanette France, BSN,PHN,RN
General Continuous Education Courses	1	3	Stephen Musee , M Arts, Bsc, RRT, NPS Juliana Kimithi, MSN,PHN, RN
American Heart Association Courses	1	2	Stephen Musee , M Arts, Bsc, RRT, NPS Juliana Kimithi, MSN,PHN, RN

## Occupational Outcomes

20

(CEC §94909(a)(6))

Nurse Assistant Training	
<i>Possible Employers</i> Skilled Nursing facilities Acute Care Hospitals Home health agencies Medical/Doctors Clinical offices Educational centers	<i>Employment Opportunities</i> Nursing Assistant Patient Care Technician Home care Medical Assisting Assistant Healthcare Educators
Home Health Aid	
<i>Possible employers</i> Home Health Agencies Private home based employers Group homes	<i>Employment opportunities</i> Home Health Aide Home Care Aide Companions

Day care facilities Rehab Care facilities	
<b>Acute Care Nurse Assistant Training</b>	
<i>Possible Employers</i> Skilled Nursing facilities Acute Care Hospitals Patient Care Technician Home care Medical/Doctors Clinical offices Educational centers Home health agencies	<i>Employment Opportunities</i> Nursing Assistant Patient Care Technician Home care Medical Assisting Assistant Healthcare Educators
<b>Restorative Nurse Assistant</b>	
<i>Possible Employers</i> Skilled Nursing facilities Acute Care Hospitals Home health agencies Medical/Doctors Clinical offices Educational centers	<i>Employment Opportunities</i> Nursing Assistant Patient Care Technician Home care Medical Assisting Assistant Healthcare Educators
<b>Patient Care Technician Training</b>	
Acute care Hospitals Medical/Doctors Clinical offices Educational centers	<i>Employment Opportunities</i> Administrative duties Medical assistant Monitor technicians Cardiac Patient Technician/Assistant Cardiac Patient Technician/Assistant EKG Technician Telemetry Technician Medical Assistant Unit secretaries Data entry clerk File clerk Educational facilities Patient Care Technician
<b>Medical Assistant Training</b>	
Acute care Hospitals Medical/Doctors Clinical offices Educational centers	<i>Employment Opportunities</i> Administrative duties Medical assistant Monitor technicians Cardiac Patient Technician/Assistant EKG Technician Telemetry Technician Medical Assistant Unit secretaries Data entry clerk File clerk Educational facilities Patient Care Technician
<b>EKG/ECG Technician</b>	
<i>Possible Employers</i> Acute care Hospitals Medical/Doctors Clinical offices	<i>Employment Opportunities</i> Monitor technicians Cardiac Patient Technician/Assistant EKG Technician Telemetry Technician Medical Assistant

Basic Arrhythmia Recognition	
Acute care hospitals Medical clinics Doctors' offices	<i>Critical care nurses</i> <i>Telemetry nurses</i>
RT Refresher	
Acute care hospitals Medical clinics Doctors' offices Home Health Agencies Sleep Center Center	<i>Critical care RTs</i> <i>Telemetry RTs</i> <i>Medical surgical RTs</i> <i>Home Health RTs</i>
RN Refresher/ TCC/VMC/MTC	
Acute care hospitals Medical clinics Doctors' offices Home Health Agencies	<i>Critical care nurses</i> <i>Telemetry nurses</i> <i>Medical surgical nurses</i> <i>Home Health Nurses</i>
LVN Refresher	
Acute care hospitals Medical clinics Doctors' offices Home Health Agencies	<i>Critical care nurses</i> <i>Telemetry nurses</i> <i>Medical surgical nurses</i> <i>Home Health Nurses</i>
IV and Blood Withdrawal	
Acute care hospitals Medical clinics Doctors' offices Home Health Agencies	<i>Critical care nurses</i> <i>Telemetry nurses</i> <i>Medical surgical nurses</i> <i>Home Health Nurses</i>
Continuous Education Classes/DSD	
Acute care hospitals Medical clinics Doctors' offices Home Health Agencies	<i>Critical care nurses</i> <i>Telemetry nurses</i> <i>Medical surgical nurses</i> <i>Home Health Nurses</i>
*American Heart Association Classes	
All Healthcare Facilities	<i>Healthcare Occupations and Emergency personnel</i>

Summary of PTHC Programs and Continuous Education Courses

Program	Must be State Licensed/Certified to work? Y/N	Requirements for Licensure
Nurse Assistant Program	Y	At least 16 years of age. Minimum education level is 5th grade. Ability to speak, write, read and understand English Language.
Home Health Aid Program	Y	Nurse Assistant Training requirements met along with having the CNA Certification.
Acute Care Nurse Assistant Program	N	Same as Nurse Assistant Training requirements
Patient Care Technician Program	N	Same as Nurse Assistant Training requirements
EKG/ECG Technician	N	Same as Nurse Assistant Training requirements
Medical Assistant Program	N	Same as Nurse Assistant Training requirements
Restorative Nurse Assistant (Continuous Education)	N	Same as Nurse Assistant Training requirements
Basic Arrhythmia Recognition (Continuous Education)	N	Must be Certified or licensed as an LVN,RN or working on monitored unit
Ventilator Management (Continuous Education)	N	Must be Certified or licensed as an LVN,RN or working with ventilator dependent patient unit
Tracheostomy Care (Continuous Education)	N	Must be Certified or licensed as an LVN,RN or working on trached patient unit
Director of Staff Development (Continuous Education)	N	LVN or RN
Medical Terminology (Continuous Education)	N	Seeking employment in healthcare. Other conditions same as CNA
RN Refresher (Continuous Education)	N	RNs or having graduated from an RN program.
LVN Refresher (Continuous Education)	N	LVNs or having graduated from an LVN program
RT Refresher (Continuous Education)	N	RTs or having graduated from an RT program
IV and Blood Withdrawal (Continuous Education)	N	LVNs or having graduated from an BVNPT program
General Continuous Education Classes	N	CNA, HHA, RN, RTs graduates and licensed /All healthcare providers
American Heart Association Classes	N	Life -saving classes. Open to all interested

Programs are intended to lead the students to a health professions. Continuous Education Certifications are for requirements for maintaining/renewing license or sharpening skill.

Program Tuition and Costs

23

Course	Non-Refundable Registration (Applied towards Total Tuition Fee)	Textbooks	Uniform/ Student ID + Live Scan (if required)	Supplies and Lab Fee (Applied towards Total Tuition Fee)	Exam Fee	Tuition Fee for Period of Instruction	STRF	Estimated schedule of total charges for the entire educational program
Nurse Assistant Training	\$250.00	\$75.00*Optional	\$35.00 + Live Scan \$70.00	\$175.00	\$105.00	\$2265.00	\$0	\$2475.00
Home Health Aid	\$250.00	\$60.00*Optional	\$35.00	\$150.00	N/A	\$1465.00	\$0	\$1500.00
Acute Care Nurse Assistant Training	\$250.00	\$80.00*Optional	\$35.00	\$130.00	N/A	\$1940.00	\$0	\$1975.00
Restorative Nurse Assistant	\$250.00	\$60.00*Optional	\$35.00	\$30.00	N/A	\$410.00	\$0	\$445.00
Patient Care Technician Training	\$250.00	\$115.00*Optional	\$35.00 + Live Scan \$70.00	\$275.00	State \$105.00 National \$220.00	\$4020.00	\$0	\$4450.00
Medical Assistant Training	\$250.00	\$180.00*Optional	\$35.00	\$375.00	\$360.00	\$7605.00	\$0	\$8000.00
EKG/ECG Technician	\$250.00	\$115.00*Optional	\$35.00	\$175.00	\$185.00	\$2,355.00	\$0	\$2575.00
Basic Arrhythmia	\$250.00	\$60.00*Optional	N/A	\$30.00	N/A	\$720.00	\$0	\$720.00
Ventilator	\$150.00	\$60.00*Optional	N/A	\$30.00	N/A	\$380.00	\$0	\$380.00
Tracheostomy Care	\$150.00	\$60.00*Optional	N/A	\$30.00	N/A	\$300.00	\$0	\$300.00
Director of Staff	\$250.00	\$60.00*Optional	N/A	N/A	N/A	\$650.00	\$0	\$650.00
Medical	\$250.00	\$60.00*Optional	N/A	N/A	N/A	\$520.00	\$0	\$520.00
RN Refresher	\$250.00	\$60.00*Optional	N/A	\$30.00	N/A	\$2500.00	\$0	\$2500.00
LVN Refresher	\$250.00	\$60.00*Optional	N/A	\$30.00	N/A	\$2500.00	\$0	\$2500.00
RT Refresher	\$250.00	\$60.00*Optional	N/A	\$30.00	N/A	\$2500.00	\$0	\$2500.00
IV and Blood	\$250.00	\$60.00*Optional	N/A	\$30.00	N/A	\$360.00	\$0	\$360.00
General Continuous Education Classes	\$30.00	\$60.00*Optional	N/A	N/A	N/A	\$10/unit (min 12)	\$0	\$120.00
<b>American Heart Association Classes</b>								
First Aide	\$30.00	N/A	N/A	N/A	N/A	\$55.00	\$0	\$55.00
CPR Certification	\$30.00	N/A	N/A	N/A	N/A	\$50.00	\$0	\$50.00
BLS Certification	\$30.00	\$30.00 Optional	N/A	N/A	N/A	\$70.00	\$0	\$100.00
ACLS Certification	\$50.00	\$60.00 Optional	N/A	N/A	N/A	\$190.00	\$0	\$250.00
PALS Certification	\$50.00	\$60.00 Optional	N/A	N/A	N/A	\$195.00	\$0	\$255.00

NOTE: All tuition is calculated in US dollar. Prices are subject to change without notice.

\*Students have an option to purchase a book at 60.00 or borrow a book at no extra cost with a promise to return it “as it is” on the last day of class.

+Students have the option of purchasing scrubs from facility and are non-refundable once purchased.

Fees that are not included:

Physical Examination Fee

TB Immunization Fee

Retesting Exam Fees

(CEC §94909(a)(9))

## ***Fees***

PTHC Fees: PTHC reserves the right to change any and all fees at any time. Should a fee change occur, the new course fees would be posted thirty (30) days prior to going into effect. Fee change will not apply to students who have started their program. In case PTHC reduces fee, for example, as a promotional discount, the new course fee will not apply to students who have already started the program.

Third Party Fees: Fees set by third parties, for example, testing fees made to testing bodies could change at any time. The information of change of fees by third parties will be communicated to the student's within the soonest possible time.

### *Student Tuition Recovery Fund:*

#### **24**

“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.” (CEC §94909(a)(14))

“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 programs 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 the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

(5,CCR §76215(a) and 5,CCR §76215(b))

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

Questions regarding the STRF may be directed to:

**Bureau for Private Postsecondary Education**  
**P.O. Box 980818**  
**West Sacramento, CA 95798**  
**Telephone: (916) 431- 6959**

### *Financial Assistance*

(5,CCR §71810(b)(6))

**29** PTHC does not offer financial assistance. 5, CCR§71810(b)(6)

**27** PTHC does not participate in federal, or government related financing agencies. All students will either chose to pay privately or some may quialify for state assistance or other third party organizations. Students which are funded by third parties may not qualify for PTHC grants. (CEC §94909(a)(10))

**28** If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds. (CEC §94909(a)(11))





## Pacific Times Healthcare College

90 W. Grand Blvd. Suite 107     14340 Elsworth Street Suite B-108/109  
 Corona, CA. 92882    Moreno Valley, CA 92553  
 Office Phone: 951-734-1601    Office Phone: 951-656-4400  
 Fax: 951-734-1602    Fax: (951)-656-4402  
 Web: [www.pthcedu.com](http://www.pthcedu.com) Text (951) 858-4639  
 Email: [info@pthcedu.com](mailto:info@pthcedu.com)

### PTHC Payment Plan

Today's Date: \_\_\_\_\_ Course Start date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_

Although I might qualify for my tuition/program payments such as WIA, Cal jobs and any other Third Party Payers, I do understand that:

- As the direct consumer of Education, I am responsible for all unpaid debts; be it partial or in full, irrespective of whether I complete my education or not
- Pacific Times Healthcare College may use all legal forms to ensure payment is received from the student.

First two payments along with payments done prior to course have no fee charge. There will be a \$10.00 convenience fee added to all other payments made after the first 2 payments done after program starts.

All payments must be cleared prior to starting clinical hours, unless approved by administration. I understand that PTHC may dis-enroll me if I do not keep my account current. There is no penalty for making payments in advance.

There is a free CPR class. Student will have to pay an extra \$30.00 for card processing if student would like the BLS for Healthcare providers. The payment must be received before the end of the course

---

Total Program Fees: \$..... - Grant amount: \$..... = Amount to be paid: \$.....

---

Enrollment fee: The first \$250.00 is Non-refundable. (It is applied towards Total Tuition Fee)

---

Final payment includes State Examination fee and must be paid before certain dates. These dates

---

	Date to be paid:	Amount:	Date Paid:	Amount Paid:	Balance:	Admin Initials
1.						
2.						
3.						
4.						

---

By signing below, I agree that the above schedule of payments is an acceptable resolution to help towards the clearance of my program fees with PTHC, and I remain current with this payment plan. I promise to keep my account current in order to continue with the program.

---

Student Signature: _____	Date: _____	Tel # _____
--------------------------	-------------	-------------

---

Payment plan approved by: \_\_\_\_\_  
 PTHC Representative                      Signature                      Date

Since PTHC does not offer financial aid, it allows for the option of creating a payment plan. The payment plan will be set to be cleared and paid off before clinicals is started.

### PTHC Grants:

You may qualify for grants which might be used towards your final portion of your total tuition fee.

The following guidelines will be used to determine grant approval

- Completion of a grant Application form
- Meet PTHC minimum admission requirement guidelines
- Student must be paying the school directly or through a private loan
- Through a financial plan, show how payments are to be made to meet specific course deadlines
- Student making less than \$50,000 per year will be considered
- Evidence through interview that the student does not have enough financial resources to cover payments
- Hold a conference with a PTHC admission representative

As a student or a payee (including 3rd Party payees), you are encouraged to call the school in case of any questions regarding awarding of PTHC grants.

Payments done prior to course have no convenience fee but it will be added after 2 payment that occur after the program starts. It is encouraged to finalize financial obligations before the program so there are no interruptions. If the students falls behind on payments, student has agreed that he/she will discontinue class until payments become current.

*Program Start and End Dates*

These dates are tentative and are subject to change. The dates are specific to the course student intends to take. These dates will be indicated on the enrollment agreement form.

*Holiday Calendars*

Every academic school year classes are not held in observance of the approved holidays.

<b>Observed Holiday</b>	<b>Classes On</b>	<b>Office Open</b>
New Year's Day	<b>NO</b>	<b>NO</b>
Martin Luther King Jr. Day	<b>NO</b>	<b>*YES</b>
President's Day	<b>NO</b>	<b>NO</b>
Memorial Day	<b>NO</b>	<b>NO</b>
Independence Day	<b>NO</b>	<b>NO</b>
Labor Day	<b>NO</b>	<b>*YES</b>
Veterans' Day	<b>NO</b>	<b>*YES</b>
Thanksgiving Day	<b>NO</b>	<b>NO</b>
Christmas Day	<b>NO</b>	<b>NO</b>

\*At the discretion of the administration, the office might open for a few hours or not open at all on holidays. It is advisable to call the school to confirm status in advance.

**\*Christmas Break. 12- 24-2017 through 01- 01-2018. Call office to confirm time open.**

**\*PTHC goal is to integrate your family life with school. On certain special days such as mother's day, the class might have to vote on whether to take off and do a make up on another day.**