



**NURSES'  
DEVELOPMENT  
CENTER, INC.**

**CATALOG**

January 1, 2019 - January 1, 2020

**MISSION STATEMENT:**

The mission of this institution is to provide a high quality educational experience to each enrolled student. The goal of our training programs and future training programs is to have each of our students acquire valuable knowledge and skills that will assist them in obtaining employment or advancing in one's employment. Our emphasis will be in training in health related fields.

**KIND OF TRAINING:**

We provide training programs for Nurse Assistants, Home Health Aides, Pharmacy Technicians, Medical Billing and Coding Specialists. We also offer several continuing education classes for Certified Nurse Assistants and Licensed Vocational Nurses.

**APPROVAL NOTICE:**

This institution is a private institution. The institution's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 01, 2010. Nurses' Development Center, Inc. School Code is 73078653.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

P.O. Box 980818, West Sacramento, CA 95798-0818

Website 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

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 website at [www.bppe.ca.gov](http://www.bppe.ca.gov)

**TARGETED STUDENT POPULATION:**

The student body to be served by this institution will include adult members of the general public. No particular segment or sub-set of the general population is targeted.

**SCHOOL LOCATION AND LOCATION OF ALL CLASS SESSIONS HELD:**

Nurses' Development Center, Inc.

6101 Ball Road, Suite 202

Cypress, CA 90630

Telephone #: 562-403-2115

Fax #: 562-403-2118

[www.nursesdevelopmentcenter.com](http://www.nursesdevelopmentcenter.com)

**CATALOG POLICIES:**

Rules governing student conduct, admission policies, graduation requirements, and other aspects of this institution's operations are subject to change. Please check with the School President if you have any questions regarding the content of this catalog. This institution reserves the right to adopt, amend, or repeal rules and policies that apply to students. Changes in the content of this catalog will be shown as a supplement to this catalog. This catalog does not constitute a contract or enrollment agreement, nor does it constitute a statement of the conditions of a contract between the student and this institution. The relationship of the individual student to this institution is governed by applicable state education codes, state regulations, and school policies.

Please refer to the enrollment agreement or enrollment contract for the specific terms under which you are to enroll. Changes to this catalog (which may from time to time be required by the Bureau for Private Postsecondary Education) will be initially added by means of an addendum that will appear at the end of the catalog.

Administrative policies and procedures and this catalog are reviewed and updated annually. Date of coverage for this catalog is: **January 01, 2019 to December 31, 2019.**

**COURSES OFFERED:**

1. Nurse Assistant Training Program: 150 hours (50 hours theory and 100 hours clinical hours). NATP certification examination is scheduled at the completion of the program. Books: Hartman's Nursing Assistant Care the Basics 4<sup>th</sup> Edition and Hartman's Nursing Assistant Care the Basics Workbook 4<sup>th</sup> Edition (Jetta Fuzy).
2. Home Health Aide Program: 40 hours of theory and classroom lab completion. Final examination is given by the NDCI instructor and the certificate is provided to the student after course hours and tests have been completed and passed. Book: Hartman's

Providing Home Care a Textbook for Home Health Aides 4<sup>th</sup> Edition. (William Leahy, Jetta Fuzy, and Julie Grafe).

3. Pharmacy Technician Program: 400 hours (240 hours theory and 160 hours externship). Final examination is given by the NDCI instructor. A NDCI certificate is provided upon successful completion of the 400 hours. An application page to the California Board of Pharmacy verifying the 400 hours completed is also provided for the graduate. Book: The Pharmacy Technician Foundations and Practices 1<sup>st</sup> Edition (Mike Johnston).
4. Medical Billing and Coding Specialist: 500 hours of theory and lab work. Final examination is given by the NDCI instructor. A NDCI certificate is provided upon successful completion of the required 500 hours. Books: 2016 ICD-10-CM Standard Edition, 1<sup>st</sup> Edition (Carol Buck), Medical Terminology a Word Building Approach 7<sup>th</sup> Edition (Jane Rice), and Insurance Handbook for the Medical Office 13<sup>th</sup> Edition (Marilyn Fordney).

#### **ADMISSION REQUIREMENTS:**

Nurses' Development Center, Inc. has set forth the following qualifications required before admission to enroll in any of the programs. NDCI strives to maintain a high standard with entry level students to continue the success and passing rate of our student body.

To qualify for the educational programs at Nurses' Development Center, Inc., all applicants enrolled in educational programs offered must possess the following:

1. Age 16 years or older
2. Copy of high school diploma or GED
3. Speak, read and comprehend the English language
4. Photo for student ID
5. Background check and live scan (applicable to NATP and Pharmacy Technician)
6. Complete enrollment agreement with complete payment plan
7. Physical examination and a statement signed by a medical doctor, or physician's assistant or nurse practitioner that student's health does not pose any harm to self or others (applicable to NATP and HHA)
8. Negative TB test results (applicable to NATP, HHA and Acute Care)
9. CPR/BLS card by the American Heart Association (applicable to NATP, HHA and Acute Care)

#### **NON-DISCRIMINATION POLICY:**

This institution is committed to providing equal opportunities to applicants for all programs and to all applicants of employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, national origin, sex, sexual orientation, marital status,

pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School President who is assigned the responsibility for assuring that this policy is followed.

**INDIVIDUAL RESPONSIBILITY:**

It is the responsibility of each student and faculty member to be familiar with this institution's rules and regulations published in this catalog. 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 you signing the enrollment agreement.

**TUITION, FEES AND PROGRAM DESCRIPTIONS:**

**All fees are subject to change without notice.** The tuition covers the cost of all classroom instruction and clinical instruction, if applicable to the program. All fees and tuition are to be paid in advance prior to the 1<sup>st</sup> day of class according to the payment plan selected at the time of enrollment.

**NURSE ASSISTANT TRAINING PROGRAM (NATP – 150 HOURS TOTAL)**

Registration: \$100.00

Tuition: \$1,400.00

Textbooks: \$100.00

STRF: \$0

Materials/other: \$200.00

Total Cost for 150 hours of attendance - \$1,800.00

Estimated Total Charges for the Entire Educational Program - \$1,800.00

**Program Description:**

Students enrolled in this class will learn about the skills needed to perform certain tasks as a Certified Nurse Assistant (CNA). They will come to understand more about ethics, communicating with medical team members, body structure and function, assisting patients with hygiene, bowel and urinary elimination, exercise, and activity. (50 hours of theory instruction and 100 hours of clinical instruction = 150 hours total).

#### Disclosure regarding Certification Requirements:

It is required to be certified to work as a Certified Nurse Assistant. Upon enrollment in this course, and prior to patient contact, students are required to submit a “Nurse Assistant (CNA) and/or Home Health Aide (HHA) Initial Application” to the California Department of Health – Aide and Technician Certification Section (CDPH-ATCS). Students are required to submit with this application their fingerprints through live scan method. After the successful completion of the NATP, graduates must successfully complete and pass a written and skills competency exams conducted by a CDPH-ATCS approved testing vendor for their certification from the CDPH.

#### Pre-Screening Requirements:

NATP students cannot participate in the mandatory portion of training that requires direct contact with residents in long term care facilities until they have submitted an application and fingerprints through live scan to the CDPH-ATCS. Applications for certification can be denied in the pre-screening process so CDPH-ATCS recommends that every NATP applicant understands the health and conviction screening requirements before registering for training or requesting certification through reciprocity from out of state.

#### Health Screening:

Applicants must have a physical exam and provide a report prepared by a physician or physician’s assistant or nurse practitioner stating that the applicant has no health condition that would create a hazard to her/him, fellow employees, residents, or visitors. The report must describe: the applicants medical history and physical examination, and, the result of a purified protein derivative (PPD) intermediate intradermal skin test for tuberculosis, unless medically contraindicated. If a positive reaction is obtained, a chest x-ray shall be taken, unless medically contraindicated. NATP applicants may not have contact with residents or attend any clinical instruction until they obtain a report that confirms there is no health hazard for any positive skin test, with or without a chest x-ray.

#### Conviction Screening:

Before registering for the NATP, applicants should review the list of Penal Code Sections that result in automatic denial of their application. CDPH-ATCS can approve certification for applicants with convictions only if the applicant has obtained a Dismissal or Certificate of Rehabilitation from the county court where the conviction(s) occurred. Applicants with disqualifying convictions may send Certificates of Rehabilitation (for felonies) or Dismissals (for misdemeanors) with their applications. However, CDPH-ATCS will not make any determinations on self-declared convictions until it has received the applicant’s complete record from the Department of Justice (DOJ).

#### NATP Student Ratio to Instructor:

Ratio of student to instructor is fifteen (15) students to one (1) instructor.

**HOME HEALTH AIDE PROGRAM – (HHA – 40 HOURS TOTAL)**

Registration: \$100.00

Tuition: \$325.00

STRF: \$0

Materials/other: \$0

Total Cost for 40 hours of attendance - \$480.00

Estimated Total Charges for Entire Educational Program - \$480.00

**Program Description:**

Enrolling in the HHA program will provide students with the necessary knowledge on care giving in someone's home. Students will gain the knowledge on how to relate with clients, how to manage the client's grooming and nutrition, how to manage the client's home, environmental factors in the home and learn about safety. Students will also learn more about assessments and client and caregiver interventions. (40 hours).

**Disclosure regarding Certification Requirements:**

Being a CNA is a requirement to be enrolled and be certified to work as a HHA. Upon enrollment in this course, and prior to patient contact, students are required to submit a "Certified Nurse Assistant (CNA) and/or Home Health Aide (HHA) Initial Application" to the CDPH-ATCS. Final examination is given by the NDCI instructor. Upon successful completion of the required 40 hours, a NDCI certificate is issued to the graduate. No other certification examination or licensure is required to get the HHA certification.

**Pre-Screening Requirements:**

HHA students cannot participate in the mandatory portion of training that requires direct contact with residents in long term facilities until they have submitted an application to the CDPH-ATCS. Applications can be denied in the pre-screening process, so the CDPH-ATCS recommends that every applicant understand the health and conviction screening requirements before registering for training or requesting certification through reciprocity from out of state.

**Health Screening:**

HHA applicants must have a physical exam and provide a report prepared by a physician, or physician's assistant, or nurse practitioner stating that the applicant has no health condition that would create a hazard to her/him, fellow employees, residents or visitors. The report must describe: the applicant's medical history and physical examination and, the result of a purified protein derivative (PPD) intermediate strength intradermal skin test for tuberculosis, unless medically contraindicated. If a positive reaction is obtained, a chest x-ray shall be taken, unless medically contraindicated. HHA applicants may not have contact with residents until they obtain

a report that confirms there is no health hazard for any positive skin test, with or without a chest x-ray.

**Conviction Screening:**

Before registering for the HHA training program, applicants should review the list of Penal Code Sections that result in automatic denial of their application. CDPH-ATCS can approve certification for applicants with convictions only if the applicant has obtained a Dismissal or Certificate of Rehabilitation from the county court where the conviction(s) occurred. Applicants with disqualifying convictions may send Certificates of Rehabilitation (for felonies) or Dismissals (for misdemeanors) with their applications. However, the CDPH-ATCS will not make any determinations on self-declared convictions until it has received the applicant's complete record from the Department of Justice (DOJ).

**PHARMACY TECHNICIAN PROGRAM – (400 HOURS TOTAL)**

Registration: \$100.00

Tuition: \$2,990.00

Textbooks: \$400.00

STRF: \$0

Materials/other: \$0

Total cost for 400 hours of attendance - \$3,490.00

Estimated Total Charges for Entire Educational Program - \$3,490.00

**Program Description:**

Pharmacy Technician students enrolled in this class will learn about the skills needed to perform certain tasks as a Pharmacy Technician. The students are taught the general principles of pharmacology and prepare the students for eligibility to become Registered Pharmacy Technicians in the State of California. Drugs are discussed in the context of drug classes, mechanics of action, disease types, and body systems. The student will learn how to assist the pharmacist in packaging or mixing a prescription, maintaining client records, referring clients to the pharmacist for counseling, assisting with inventory control and purchasing, as well as collecting payment and coordinating billing. This program will provide students the skills necessary to effectively work in either retail or in patient pharmacy settings. (240 hours of theory instruction and 160 hours of pharmacy externship = 400 hours).

**Disclosure regarding Certification Requirements:**

Final examination will be given by the NDCI instructor. Upon successful completion of the required 400 hours, a NDCI certificate will be issued to the graduate along with the application page to the California Board of Pharmacy verifying the successful completion of the 400 hours.





No other certification examination or licensure is required to be a registered Pharmacy Technician with the California Board of Pharmacy.

**Conviction Screening:**

Applicants for the Pharmacy Technician program should review the list of Penal Code Sections that result in automatic denial of their application. The California Board of Pharmacy can approve certification for applicants with convictions only if the applicant has obtained a Dismissal or Certificate of Rehabilitation from the county court where the conviction(s) occurred. Applicants with disqualifying convictions may send Certificates of Rehabilitation (for felonies) or Dismissals (for misdemeanors) with their applications. However, the California Board of Pharmacy will not make any determination on self-declared convictions until it has received the applicant's complete record from the Department of Justice (DOJ).

**MEDICAL BILLING AND CODING SPECIALIST – (500 HOURS)**

Registration: \$100.00

Tuition: \$4,020.00

Textbooks: \$205.00

STRF: \$0

Materials/other: \$185.00

Total cost for 500 hours of attendance - \$4,510.00

Estimated Total Charges for Entire Educational Program - \$4,510.00

**Program Description:**

The Medical Billing and Coding Specialist students will get an introduction to the field of health care professionals. They will learn topics in medical history, law and ethics, telephone techniques, patient scheduling, as well as training in written and oral communication skills necessary to be successful in the professional environment. Development of entry level computer skills will be stressed. This course will also provide the students with entry level knowledge of the body's organization and the identification of anatomical locations and body planes. Word structure and word parts will be stressed along with medical terminology and medical abbreviations. The students will study the management of patient records, including the legal and ethical issues involved. (500 hours).

**Disclosure regarding Certification Requirements:**

The final examination is given by the NDCI instructor. Upon successful completion of the required 500 hours, a NDCI certificate is issued to the graduate. No other certification examination or licensure is required for this program.

**GRADES AND SATISFACTORY PROGRESS:**

Student performance is graded by percentage. Students must maintain a 70% average to progress from one level to the next. Final grades are issued on a letter grade basis.

A = 90% to 100%

B = 80% to 89%

C = 70% to 79%

D = 60% to 69%

F = 0% to 59%

**LANGUAGE OF INSTRUCTION:**

All class instructions for all courses/programs offered will be held in the English language only.

**ENGLISH LANGUAGE PROFICIENCY:**

The student must have satisfactory knowledge of the English language to support effective oral and written communication and to function in a regular educational setting without special assistance.

Students needing support with English speaking, reading, and writing skills may benefit from an English as a Second Language (ESL) class. The student will be directed to enroll from any institutions at their own expense.

**TITLE IV AND FINANCIAL AID:**

Nurses' Development Center, Inc. does not participate and cannot accept federal or state financial aid programs.

**LOANS:**

If the student obtains a loan to pay for one of Nurse's Development Center, Inc. programs, the student will have the responsibility to repay the whole amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student aid program funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

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

**VISA SERVICES:**

Nurses' Development Center, Inc. does not offer any visa services.

**PLACEMENT SERVICES:**

Nurses' Development Center, Inc. does not offer any placement services.

**DEGREE PROGRAM AND ACCREDITATION:**

Nurses' Development Center, Inc. does not offer any degree granting programs and is not accredited by an accrediting agency recognized by the United States Department of Education.

**STRF DISCLOSURES AND STATEMENTS:**

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

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

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

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

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

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

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

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

#### **REFUND OF TUITION:**

The student has the right to cancel this agreement, without further obligation, and obtain a full refund of all amounts paid less a registration fee of \$100.00, if notice of cancellation is given to this school before midnight of the seventh business day following the date of enrollment or through attendance at the first class session whichever is later.

Further, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, if the student completes only 150 hours of a 450 hour course and paid \$5,625.00 tuition, the student would receive a refund of \$3,750.00.

Refund example:  $\$5,625.00$  (amount paid for program instruction)  $\times$   $300$  (clock hours of instruction paid for but not received) /  $450$  (clock hours of instruction for which the student has paid) =  $\$3,750.00$  (refund amount)

The school will also refund money collected for sending to a third party, on the student's behalf, such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all the charges. Refunds will be paid within 30 days of cancellation or withdrawal.

#### **CANCELLATION POLICY:**

The student has the right to cancel the agreement, without further obligation, and obtain a full refund of all amounts paid less a registration fee of \$100.00, if notice of cancellation is given to

this school before midnight of the seventh business day following the date of enrollment or through attendance at the first class session whichever is later. Business day means a day on which the student is scheduled to attend a class session. The student may cancel this agreement and obtain a refund by giving written notice to the school at the address shown at the top of the first page of the agreement. If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from the federal student financial aid program funds. The student may do this by mail, by hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail, properly addressed with postage pre-paid. The student should keep a record of the date, time and place of mailing any notice of cancellation.

### **WITHDRAWAL POLICY:**

The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The institution shall also provide a pro-rata refund of non-federal student financial aid program money paid for institutional charges to student who have completed 60% or less of the period of attendance.

A student has the right to withdraw from the program of instruction at any time, and receive a refund of tuition and amounts paid for equipment. If the student withdraws from the program of instruction after the expiration date of the time for canceling this agreement, the student is obligated to pay only for educational services rendered and any equipment not returned, plus a non-refundable registration fee of \$100.00. For example, if a student enrolls in a 100 hour program and withdraws after receiving 35 hours of instruction, and if the student paid a \$100.00 registration fee and \$2,000.00 tuition, the school would deduct the \$100.00 registration fee from the amount received, divide the remaining \$2,000.00 by the number of hours in the program ( $\$2,000/100=20$ ) and multiply that hourly amount times the number of hours received by the student ( $35 \times 20 = \$700.00$ ). The amount paid in excess of that amount would be the amount of the refund ( $\$2,000.00 - \$700.00 = \$1,300.00$  refund amount). In addition, the refund would include any amount paid for equipment which is subsequently returned in good condition.

### **STUDENT GRIEVANCE PROCEDURES:**

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or the School President. The instructor or School President will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve 3 steps: 1). an effort to define the problem, 2.) an effort to identify acceptable options for resolution, and 3). an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the School President who will work to resolve the matter. The School President will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the student file.

The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The School President will notify the student of the decision reached.

At any time, the 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 website [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **STUDENT CONDUCT:**

Students are expected to behave professionally and respectfully at all times. Students are subject to immediate dismissal for any activity or action that endangers another or for unethical conduct or violation of the rules of conduct.

### **SEXUAL HARASSMENT:**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment.

No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at the school location. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

### **ATTENDANCE POLICY:**

It is the goal of Nurses' Development Center, Inc. to train and prepare students for professional work. To accomplish this, the following attendance policy is practiced. Attendance records are regularly maintained by the school through the use of sign in/sign out sheets.

Students are expected to attend all classes and other academic exercises regularly. Students must attend classes according to the established schedules. Attendance is required at all theory and clinical instructions including all clinical conferences, all examinations, and all mandatory program activities. Frequent tardiness and/or absences are cause for disciplinary action.

If questions arise about this policy, the student is to contact the School President.

Absence policies are enforced for the following reasons except for the NATP that does not allow absences:

1. Whenever a student misses a class, copying notes or getting update from classmates is never a satisfactory substitute
2. If clinical skills are missed, it may be difficult to make them up in a timely manner, causing delay in the completion of the program

3. The school has zero tolerance for absenteeism and the following internal policies are in place for that purpose.

#### Tardiness/Leaving Early:

Tardiness is a disruption of a good learning environment and is strongly discouraged. It may be cause for disciplinary action. Students arriving 15 minutes late or leaving 15 minutes early respectively may be cause for disciplinary action. Five (5) such incidences will add up to one (1) absence and will cause the student to be dropped from the program.

#### Leave of Absence Policy except for the NATP:

Should your circumstances be such that a leave of absence is needed, please submit an application for a leave of absence to the School President. At his/her discretion, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of the program, the School President or his/her assignee may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

#### Clinical Attendance:

Attendance at clinical is required. Consistent with an emphasis on professional integrity, the student has a responsibility to inform instructors before missing a clinical session. Student should call the instructor before time to report for the clinical instruction. Missing clinical instruction can result in delays of program completion or dismissal from the program. Missing a day of clinical instruction for the NATP is not allowed and will cause the NATP student to be dropped from the program and be re-enrolled in the next class if space is available. Absence is not allowed for the NATP.

#### Make-up Criteria for all Programs except for the NATP:

Attendance in all theory classes and clinical instruction is critical to the student's success in the program. Proficiency in all clinical tasks must be demonstrated since many skills are integrated with previous skills learned. Make-up work must be completed for all absences except for the NATP that does not allow any make-up classes. Absence is not allowed for the NATP.

There may be no more than five (5) absences in all programs. All absences must be made up within the week from absence for all programs except for the NATP that does not allow any absence from the program.

### **STUDENT RECORDS:**

Student records for all students are kept for five (5) years. Students may inspect and review their educational records. To do so, submit a written request identifying the specific information you would like to review. Should you find, upon your review, that there are records that are

inaccurate or misleading, you may request the errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, you may ask that a meeting be held to resolve the matter. It is our intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of your financial, academic and other records. We will not release such information to any individual without having first received your written request to do so, or unless otherwise required by law.

All student files and records for the NATP shall be kept available for CDPH inspection for a minimum of four (4) years.

**TRANSCRIPTS:**

Each student's file will contain student's academic progress record and evidence of certificates issued by this institution. Should a student need a copy of an official transcript, the first copy will be provided at no charge. Subsequent copies are available upon payment of a fee of \$15.00. Transcripts will only be released to the student upon receipt of a written and signed request. No transcripts will be issued until all tuition and other fees due the institution are paid current. Transcripts are maintained indefinitely.

**EXPERIENTIAL CREDIT:**

Nurses' Development Center, Inc. does not offer credit for experiential learning in any course/programs that we currently offer.

**ADMISSIONS AND ACCEPTANCE OF CREDITS:**

Nurses' Development Center, Inc. has not currently entered into any articulation or transfer agreement with any other college or university.

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

The transferability of credits you earn at Nurses' Development Center, Inc. is at the complete discretion of an institution to which you may seek to transfer. If the certificate you earn at this institution are not accepted by the institution to which you seek to transfer, you may be required to repeat some or all of your course work 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 Nurses' Development Center, Inc. to determine if your certificate will transfer.



**ACADEMIC FREEDOM:**

This institution is committed to assuring full academic freedom to all instructors. Confident in the qualifications and expertise of its instructors, the school encourages its instructors to exercise their individual judgements regarding the content of the assigned courses, organization of all topics and instructional methods, providing only that these judgements are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution.

This institution's ownership believes that the most important diversity that can accrue to the benefit of students is the diversity of thought that results from free discussion, the open expression of view-points and opinions on the subject matter at hand, and the diversity of thought that results from the free exercise of research and original thinking in the academic fields related to the institution's course offerings.

This institution therefore, supports and encourages instructors and students to engage in discussion and dialogue. Students and instructors alike are encouraged to freely express views as long as they believe it would advance understanding in the program being studied.

**BANKRUPTCY STATUS OF NDCI:**

Nurses' Development Center, Inc. has not had a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in the reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et. seq.).

**FACILITIES AND EQUIPMENT:**

Nurses' Development Center, Inc. is located in a suite of an office building. The school has a library, clinical/skills lab, three classrooms, a lounge room plus an outside sitting on the 2<sup>nd</sup> floor, an administrative office and common male and female bathrooms outside of the unit in the building hallway. Classrooms are equipped with projectors and white boards.

**LIBRARY:**

The library list of books and student access to the library is available upon request. The library and the clinical/skills lab are accessible and open for use during normal business hours of 9 AM to 5 PM five days a week.

**SERVICES:**

Student services include counseling and tutoring. The office support staff is available to assist the students with all issues that are non-academic related issues. The students may see and ask the office support staff for any assistance or questions related to housing, transportation, child and family care, and any other issues or need that they may have at the time. Tutorial services are available to all students. If the student require special help or additional instruction, the student is encouraged to see one of the support staff. Tutorial time must be scheduled in advance with the theory instructor or remediation instructor.

**HOUSING:**

Nurses' Development Center, Inc. has no responsibility to find or assist a student in finding housing. Nurses' Development Center, Inc. does not own or offer any dormitory services. Housing near the school location includes apartment facilities, single family residences and multi-unit housing. The average cost for housing in this area is \$1,256.00 for a studio, \$1,500.00 for a one bedroom, \$1,900.00 for a two bedroom, and \$2,075.00 for a three bedroom.

**THE FACULTY:****Arminda Crockett**

President/Owner of Nurses' Development Center, Inc.  
Bachelor of Science in Accounting  
St. Paul College, Manila, Philippines

**Mary Juliano, MSN-Ed, RN**

VN Program Director/Instructor approved by the BVNPT  
MSN – Grand Canyon University, Phoenix, AZ  
BSN – Chamberlain College of Nursing, Addison, IL  
ADN – Saddleback College, Mission Viejo, CA  
Course Assignment: VN Director and Instructor

**Laarni Sarmiento, RN**

NATP RN Program Director  
Instructor approved with CDPH  
BSN – University of Santo Tomas, Manila, Philippines  
DSD – California Association of Health Facilities, Glendale, CA  
Course Assignment: NA Theory and Clinical, NCLEX-RN and NCLEX-PN review, HHA

**Rosemarie Burio, RN**

Instructor approved with CDPH  
BA – UST, Santo Tomas, Philippines  
MA – Cambridge College, Ontario, CA

Public Health Nurse- Cal State University, Dominguez Hills, CA  
Course Assignment: Home Health Aide and Director of Staff Development

**Rosemarie Llorin, VN**

Instructor approved with DHS  
AA – Long Beach City College, Long Beach, CA  
Vocational Nursing Program – Concorde Career College, Garden Grove, CA  
Course Assignment: NA Theory and Clinical

**Marichu Parcasio**

BS Pharm – UST, Santo Tomas, Philippines  
Licensed Pharmacy Technician, State of California  
Course Assignment: Pharmacy Technician Instructor

**Mary Grace Lomiteng, VN**

Instructor approved with CDPH  
Vocational Nursing Program – Everest College  
Course Assignment: NA Theory and Clinical

**Anne Washington, RN**

Instructor approved with CDPH  
Vocational Nurse Program – American Career College, Anaheim, CA  
BA/RN – Cerritos College, Norwalk, CA  
Course Assignment: NA Theory and Clinical

**Jean-Guy Cote, VN**

Instructor approved with CDPH  
Vocational Nurse Program – Board Certified  
BSN – Algonquin College, Ottawa Ontario, Canada  
Course Assignment: NA Theory and Clinical

**Irene Igual, RN**

Instructor approved with CDPH  
BA/RN – California State University, Long Beach  
Course Assignment: NA NCLEX review, Pharmacology and IV/BW Therapy

**Gorden Farinas**

Instructor approved with BPPE  
Vocational Nurse Program – Board Certified  
BSN – Ortanez University, Philippines  
Course Assignment: Pharmacology, NCLEX review

**Josephine Bautista, VN**

Instructor approved with CDPH  
AA- Associate in Science – Mt. San Jacinto College, San Jacinto, CA  
Vocational Nurse Program – Charter College, Canyon Country, CA  
Course Assignment: C. N. A. Theory and Clinical and Pharmacology

**ANNUAL PERFORMANCE FACT SHEET:**

*\*\*\*Salary is as reported by student. Not all graduates reported salary.*

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

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), Phone: (916)431-6959 or Fax: (916)263-1897.