Your Success is Our Goal

This catalog applies to the following locations at which all class sessions are held:

MAIN CAMPUS - Anaheim
1240 S. State College Blvd,
Suite,150. Anaheim Ca, 92806
714-539-5959
www.calinstitute.edu

Auxiliary Classroom – Hawthorne
11633 Hawthorne Bld. Suite 201
Hawthorne, CA 90250
714-539-5959
www.calinstitute.edu

Accredited by **ACCET**

2022 SCHOOL CATALOG

EFFECTIVE DATE: JANUARY 1, 2022 to DECEMBER 31, 2022.
California Career Institute reserves the right to change the content and terms and conditions in this catalog at any time without prior notice. Information in this catalog is current at the time of publishing.

Contents

Welcome to California Career Institute (CCI), an experienced provider of career training programs. The goal of CCI faculty and staff is to make sure you receive an outstanding support during the program you choose and that you find your academic experience at CCI to be satisfying. We are experienced in working with students who come to us with all levels of academic experience and we help them strive for excellence. Our programs are designed for individuals who want to succeed in new careers.

Mission, Vision, and Philosophy

At CCI we believe that learning is a continuous, dynamic, and interactive process that takes place in an atmosphere of support and mutual respect. Our mission is to provide quality education and training using diverse program offerings to prepare and equip our graduates with the knowledge and skills necessary to succeed in their chosen programs and attain entry level employment and meet the demand of employers and diverse industries.

Our Goals

Excellence in Education and student services
Provide students with the knowledge, skills and training that offer graduates best opportunity to prepare for an entry level job in their chosen careers. CCI provide the essential and key services and support through each vertical (Admissions, Financial Aid, Education and Career Services) to support students throughout their journey and post-graduation to enable them to be successful and effective member of the community.

Teamwork
Promote and foster team environment and encourage collaborative effort during training to demonstrate the benefits of such approach in a business setting as part of their professional experience.

Compliance and integrity
Promote the culture of social responsibility, integrity in the work place among staff and faculty to disseminate such culture in the classroom for more responsible graduates for the good of the community.

Respect
Encourage and display mutual respect among staff, faculty and student.

Equal opportunity institution
California Career Institute thrives to provide educational opportunity to all prospects that meet the admissions criteria without regards to race, ethnicity, religion, gender or sexual orientation.

School Officials

Dr. Rafat Qahoush – President and CEO
Josefina Villanueva – Director of Education
Manal Alawneh – Director of Nursing
Odessa Mathis – Director of Financial Aid
Maggie Zaman – Director of Admissions

School History

In 2009 California Career Institute (CCI) was founded by a group of healthcare professionals with extensive credentials and clinical experience. Since its commencement, the school has continued to update its programs and expand its services. Currently, CCI has one campus in Anaheim, California, and an Auxiliary classroom in Hawthorne, California. California Career Institute is a California based Corporation. The Board of Directors comprises of the following members, Dr. Rafat Qahoush - Chief Executive Officer, Mohammed Bernas.

ACCREDITATION & APPROVALS

Bureau for Private Postsecondary Education
Department of Consumer Affairs

California Career Institute (CCI) is approved to operate as a private postsecondary institution in the state of California by the Bureau for Private Postsecondary Education. State approval to operate means that the Bureau has determined that this institution meets required standards established by the Bureau for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of students' achievement prior to, during, and at the end of its program.
(888) 370-7589

ACCET

California Career Institute (CCI) is accredited by the Accrediting Council for Continuing Education and Training (ACCET) a private accrediting agency recognized by the United States Department of Education. The accreditation process is voluntary for private, postsecondary institutions and consists of a detailed examination and periodic review of the educational curriculums, instructors, facilities, equipment, administration, policies and procedures, financial stability and overall management of the institution according the accrediting agency's standards and guidelines.

1722 N St NW, Washington DC, 20036
(202) 955-1113

BVNPT
BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS

The Vocational Nursing program at the California Career institute is approved by the California Board of Vocational Nursing and Psychiatric Technicians.

2535 Capitol Oaks Dr Ste 205, Sacramento, CA 95833
(916) 263-7800

CDPH
California Department of PublicHealth

The Certified Nursing Assistant program is approved by the California Department of Public Health.
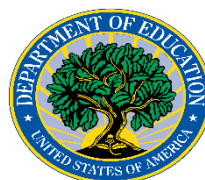
U.S. DEPARTMENT OF EDUCATION
CCI is approved by the U.S. Department of Education to offer students the option of applying for federal financial aid through the Title IV program. Students enrolling in the Vocational Nursing Program and Medical Assistant program are eligible to apply for Financial Aid.

Location and Facilities

The Anaheim campus occupies over 12,000 sq. feet, with 6 classrooms, 2 skill/simulation labs, computer lab, student break room, courtyard, reception lobby, and faculty and administrative offices.

The Hawthorne auxiliary classroom is over 2,400 sq. feet, with 2 classrooms, a skill lab, and a computer lab.

CCI classrooms can accommodate a maximum of 45 students for lecture sessions. Skills and clinical settings will maintain a 15:1 student-faculty ratio.

Program Summary

Program	Campuses	Normal Program Completion Time	Clock Hours	Credential Awarded
Dental Assistant	Anaheim, Hawthorne	40 Weeks	800 hrs	Diploma
Medical Assistant	Anaheim, Hawthorne	40 Weeks	800 hrs	Diploma
Vocational Nursing	Anaheim, Hawthorne	61 Weeks Full-Time 83 Weeks Part-Time	1574 hrs	Diploma
AAS – Vocational Nursing	*Anaheim, Hawthorne*	*Total Credit Units*:	*30 units*	*Associate Degree*

ADMISSIONS POLICIES

The Admissions Department at CCI will provide prospective students with information about the school & assist students with planning for their educational needs. An Admissions Representative will interview students prior to enrolling into a program, reviewing their educational & career goals. The Admissions Representative will assist students in finding the best training program to match their goals, will make any necessary arrangements for entrance exams, help schedule tours of the school, ensure students have access to the School Catalog and all pertinent program info, & will assist with filling and signing an enrollment agreement once a student confirms their intent to enroll in a program.

All prospective students shall be chosen for admission without regard to race, color, religion, gender, sexual orientation, or national origin. Students with disabilities will not be discriminated against in the admissions process. Reasonable services and adjustments will be made to accommodate students with disabilities without compromising the academic standard or inherent requirements of the program or course.

General Admissions Policies

1. Be at least 17 years of age.
2. Visit and tour the school.
3. Complete school interview with admissions representative.
4. Show valid proof of Social Security Card.

5. Show valid government issued ID or driver's license.

6. Complete Enrollment Agreement.

7. Attend financial aid interview and complete required financial aid paperwork.

8. If requested, Health Screening/Medical History:

    a. Physical exam report

    b. Tuberculosis screening

    c. Immunization/Vaccination Records

        i. Hepatitis B

        ii. Rubella

9. Be a graduate of a high school or hold a high school equivalence certificate (GED) and provide Highschool diploma or an official transcript or GED certificate. If requested, provide transcripts for each school attended after completing high school; if providing a foreign transcript or certificate (not US), must be evaluated by a transcript evaluation service to determine equivalency to US standards.

Additional Admissions Requirements for Vocational Nursing Program
1. Applicants must pass the Health Education Systems Inc. (HESI) Test at CCI with an average total score of 70 percent or above across the test's four components.

    Applicants may repeat any or all the components of the test for a total of three attempts. The highest score for each component between the three attempts will be used to calculate the applicants' average total score.

2.   Complete interview with Director of Nursing to determine and confirm eligibility.

3. Satisfy the requirements of a criminal background check

Graduates of a Vocational Nursing Certificate Program seeking to enroll in the Associate of Applied Science Vocational Nursing program must:

1. Provide evidence of graduating from a Vocational Nursing Certificate Program
2. Hold a Valid State License (LVN/LPN)
3. Take and pass the Wonderlic Distance Learning Risk Assessment test with less than three (3) risks identified.

GRADUATION REQUIREMENTS

For all programs, to be eligible for graduation a student must complete all program requirements, be meeting Satisfactory Academic Progress requirements, and satisfy all financial obligations with the school. Students on academic probation may qualify for graduation if, at the end of their probationary term, they meet the minimum grade requirements. Program-specific graduation requirements are as follows:

Vocational Nursing Diploma, Medical Assistant Diploma and Nursing Assistant Certificate
1. Must successfully meet and complete all academic requirements.
2. Must achieve a C (GPA 2.0 or 70%) Cumulative and/or 70 % in each module or term.
3. Must successfully complete externship or clinical with a passing grade.
4. Must complete the program within 1.5 times the planned program length
5. Must be in good financial standing with the school and attend all graduate financial aid exit interviews.
6. Must fully complete student placement file.

A diploma or certificate will be issued to students upon successful completion of all academic and graduation requirements

Associate of Applied Science in Vocational Nursing Degree
1. Complete the required credit/clock hours within the maximum number of credits attempted.
2. Must meet a minimum of 80% attendance requirement.
3. Have a cumulative average GPA of at least 2.0 at the completion of the required credits.
4. Complete all requirements within 1.5 times the program length.
5. Fulfill all financial obligation to CCI.
6. Participate in an Exit Interview and complete any required exit paperwork.

The credential awarded upon completion of the program is an Associate of Applied science in Vocational Nursing Degree.

PROGRAM TUITIONS

Program	Tuition	Books	Material, Supplies, uniforms	Total
Vocational Nursing	$32,900	N/A	N/A	$32,900
AAS – Vocational Nursing	$15,000	$1,800	$800	$17,600
Dental Assistant	$15,680	N/A	N/A	$15,680
Medical Assistant	$12,500	N/A	N/A	$12,500

Tuitions and fees are the same for in-state and out-of-state students. Acceptable methods of payment include: cash, check, major credit cards, loans, grants, or scholarships (External). Please see insert C for the programs' tuition. Delinquent accounts may result in suspension or termination from the program and may be submitted for collection with collection agencies. The method used for collecting delinquent tuition and/or monies owed is consistent for all students.

Books & Supplies

Using inclusive tuition, textbooks and training materials for the course will be supplied by the school for the student. Students must furnish their own incidental supplies such as pens, papers, notebooks, etc. Books that are lost or damaged must be replaced at the students' expense.

By opting out of inclusive tuition and agreeing to purchase textbooks themselves, the total fees charged to the students by the college at the time of enrollment will be reduced by the then-current total costs paid by the college to acquire the textbooks. Note, students who choose to opt-out of inclusive tuition are obligated to have acquired all necessary books by the first scheduled day of class.

FINANCIAL AID INFORMATION

Financial aid applicants at California Career Institute are processed using the same criteria used by the US

Department of Education (ED). Financial assistance is awarded based on financial need. The California Career Institute financial aid staff has developed an institutional packaging policy to ensure consistent, equitable, and fair distribution of financial aid funds. For more information, please refer to FA Policy 3.0: Financial Aid Information and Packaging Policy, for more information regarding eligibility please visit the Federal student aid website via the following link http://studentaid.ed.gov/resources

California Career Institute participates in the following federal and state sponsored financial aid loan or grant programs: Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan Program, Federal Direct Plus, Pell Grant, Supplemental Educational Opportunities Grant, and Federal Plus Loan Program. These grants and loans are available to any student who qualifies under the specific requirements for each financing program. General information on these programs is provided below. For specific information or to apply for any of these programs, please contact our Financial Aid Director at 714-539-5959 Monday through Thursday 10:00am-7pm, Friday 8:00am to 5:00pm.

Federal Pell Grants:
The Pell Grant program is designed to assist undergraduate students. Eligibility for this award is based on criteria set forth by the U.S. Department of Education. Pell grants are awarded to qualified students and do not have to be paid back. All students wishing financial assistance should apply for a Pell Grant.

Supplemental Educational Opportunity Grant (SEOG):
The Supplemental Educational Opportunity Grant (SEOG) is a federal program administered by California career Institute and awarded to qualified students and do not have to be repaid. Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need is determined by the financial resources of the student and parents and the cost of attending school.

Federal Direct Stafford Loan Program:
Federal Direct Loan Program or "Direct Loans", administered by the school, are provided by the U.S. Government directly to students and parents. The Direct Subsidized Stafford Loan is a loan to the student that must be paid back plus any interest. No interest is charged while you are in school at least half-time, during your grace period, and during deferment periods. Repayment begins six months after the student graduates or drops below half-time enrollment.

Federal Direct Unsubsidized Stafford Loan:
Federal Direct Loan Program or "Direct Loans", administered by the school, are provided by the U.S. Government directly to students and parents. The Direct Unsubsidized Stafford Loan is a loan to the student that must be paid back plus any interest. The student is responsible for all interest that accrues on this loan from the first date of disbursement. This student loan accrues interest while in school, and during all grace and deferment periods. Repayment begins six months after the student graduates or drops below half-time enrollment.

Federal Direct PLUS Loan:
Federal Direct Loan Program or "Direct Loans", administered by the school, are provided by the U.S. Government directly to students and parents. The Direct PLUS Loan program allows parents of dependent students to borrow funds up to the amount of the student's unmet financial need for the cost of attending a program. Eligibility for the PLUS loan depends on a modest credit check that determines whether the parent as an adverse credit history. This is a loan that must be repaid along with any interest. Repayment on the PLUS loan begins 60 days after the funds are fully disbursed.

CCI also participates with several lending institutions that offer private loans. To qualify, a student must be

a US citizen, a US national, or a permanent resident and must be creditworthy. A student has no credit history, he or she may still qualify for a loan by applying with a creditworthy co-borrower, the application process and more information is available with the financial services staff at CCI campuses.

Cal Grant

Cal Grant (A, B and C) is a state-funded educational opportunity grant program administered by the California Student Aid Commission (CSAC) to assist students in paying for a college education. All Cal Grant payments are credited to the student's account to cover outstanding tuition, fees, books, and supplies. Cal Grants may be renewed if the recipient continues to meet the income, asset, unmet need found on the established eligibility requirements and information based on the results of a current Free Application for Federal Student Aid (FAFSA). To be considered for a Cal Grant award, FAFSA and GPA Verification forms must have completed by March 2, 2022, to meet the CSAC's deadline. Students must be enrolled at least half-time and meet Cal Grant requirements in the semester or term in order to receive this disbursement.

Cal Grant A

Cal Grant A is awarded to students based on financial need and GPA.

Cal Grant A is for students enrolled in a program of instruction of not less than two academic years that leads to an associate or baccalaureate degree requiring 48 semester units or that results in eligibility for transfer from a community college to a baccalaureate degree program.

There are three Cal Grant A awards:

- Cal Grant A Entitlement Award
  - Graduating high school senior who has at least a 3.0 high school GPA
  - California resident at the time of graduation
  - Meets the March 2 deadline

- Cal Grant A Transfer Entitlement Award
  - High school seniors who graduate after June 30, 2000
  - Attend a California Community College, and then transfer to a qualifying baccalaureate degree-granting institution may be eligible for a California Community College Transfer Entitlement Cal Grant A
  - Must have at least a 2.4 community college GPA (of at least 24 semester units, or the equivalent, of degree credit)
  - Meet the financial and eligibility requirements
  - Are no more than 27 years of age during the time of transfer
  - Meets the March 2 deadline

- Cal Grant A Competitive Award
  - Other students who meet all the Cal Grant eligibility requirements and who have at least a 3.0 GPA may compete for a Cal Grant A Competitive award. Selection is based on a composite score that takes into consideration of family income, parents' educational level, GPA, time out of high school, high school performance standards and other factors, such as whether the student comes from a single-parent household or is a former foster youth

Cal Grant B

The Cal Grant B awards for most first-year students covers living expenses, books, supplies and transportation, but not tuition and fees. When renewed or awarded beyond the freshman year, the grant expands to also covers tuition and fees. The tuition and fee award amounts are the same as those for Cal Grant A. Award amounts are determined through the state budget process and may change annually. Coursework must be for at least one academic year, and students must be enrolled at least half time.

There are three Cal Grant B awards:

- Cal Grant B Entitlement Award
  - Every graduating high school senior who has at least a 2.0 high school GPA
  - California resident at the time of graduation
  - Meets the March 2 deadline

- Cal Grant B California Community College Transfer Entitlement Award
  - High school seniors who graduate after June 30, 2000
  - Attend a California Community College and then transfer to a qualifying baccalaureate-degree granting institution may be eligible for a California Community College Transfer Entitlement Cal Grant B
  - Must have at least a 2.4 community college GPA (of at least 24 semester units, or the equivalent, of degree credit), meet the financial and eligibility requirements
  - Are no more than 27 years of age during the time of transfer
  - Meets the March 2 deadline

- Cal Grant B Competitive Award
  - Other students who meet all the Cal Grant eligibility requirements and who have at least a 2.0 GPA may compete for a Cal Grant B Competitive award. Selection is based on a composite score that takes into consideration family income, parents' educational level, GPA, time out of high school, high school performance standards and other factors, such as whether the student comes from a single-parent household or is a former foster youth

Cal Grant C

The Cal Grant C award is tied to the Competitive program category, and they assist with tuition and supplies costs for occupational, technical, and vocational programs. Funding is available for up to two years, depending on the length of the program. Once a student has used their initial award eligibility, they may apply and compete for a second Cal Grant C award.

To qualify, students must enroll in an occupational, technical, or vocational program that is at least four months in length, but no longer than twenty-four months, at a California Community College, an independent college, or a vocational/career school.

Cal Grant C participants must meet the Cal Grant general, financial and program eligibility criteria and be attending a school that has Cal Grant C eligible programs. Even though a GPA is not required to apply for a Cal Grant C, students are encouraged to submit theirs as it can only help their chances of receiving an award.

Initial Cal Grant C award selection is made from students not selected for Cal Grant A or B who are attending an eligible school and who have stated their degree goal on the FAFSA or Dream Act Application as "Occupational or Technical." The degree goal can either be an AA or AS or certificate.

Verification Policies & Procedures:

California Career Institute has developed the following policies and procedures for the verification of information provided by applicants for Federal Title IV student financial aid.

1. Only those students selected for verification by the U.S. Department of Education (ED) or those with conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and a Federal Tax Return Transcript (and a Federal Tax Account Transcript if an amended tax return was filed) from the prior year (e.g., 2018 calendar year for the 2019-2020 processing year, etc.). Any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.

2. No Federal Pell Grant, Campus-Based aid, or Subsidized Direct Stafford Loan funds will be disbursed prior to the completion of verification.

3. A Direct Stafford Loan will not be originated until all verification has been completed.

4. Students eligible to receive a Pell Grant, Campus-Based aid or a Subsidized Direct Loan will have until 120 days after their last day of attendance or by the deadline published in the Federal Register each year (deadline is usually around the end of September) whichever is earlier, to complete verification. However, in the interim, the student must have arranged with the school for payment of all tuition and fees due, or risk termination from the school. After the aforementioned period, all financial aid that might have been due is forfeited.

5. All students will be notified on a timely basis if they were selected for verification and what supporting documentation is required. At that time, the student will be informed of the time parameters and the consequences of not completing the verification process. The institution will notify the student of the results of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate and will notify the student via award letter if an award changes. The institution will use as its reference the most recent Verification Guide supplied by ED.

6. If the student receives an overpayment based on inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after being counseled by the institution, the school will refer the case to ED for resolution. Unless required by ED, no further Federal financial aid will be disbursed to the student.

7. The financial aid file must be documented with the date that verification is completed.

California Career Institute follows the procedures below for the secondary citizenship confirmation process when Title IV financial aid applicants indicate they are eligible non-citizens or permanent residents of the United States.

1. If the primary confirmation process does not confirm eligible Title IV applicant status, and the student submits reasonable evidence of eligible status, the school will initiate the secondary confirmation process.

2. All students who indicate an eligible status, but whose eligible status is not confirmed by the U.S. Department of Education's (ED) Central Processing System output document, will be given a copy of these Procedures.

3. Students have 30 days from the later of the date the student receives document, or the date the institution receives the ED's Central Processing System output document to submit documentation for consideration of eligible non-citizen status.

4. Failure to submit the information by the deadline prevents the institution from disbursing any Title IV funds or certifying the student as eligible for any funds.

5. The institution will not make the decision regarding "Eligible non-citizen" status without giving the student the opportunity to submit documentation supporting claims for eligibility.

6. Students must submit documentations of their current immigration status to the FA Office. The documents must be official documents from the U.S. Citizenship and Immigration Services. In order to initiate the required process, students must submit USCIS documents which are legible and demonstrate their latest status.

7. The institution will initiate the secondary confirmation within 10 business days.

8. Students will be provided and instructed to use the applicable address listed on the USCIS website to determine where they must submit the Form G-845.

Methods of Disbursement

CCI makes financial aid disbursements to eligible students after receiving the funds via G5. Student Accounts are credited for Student Financial Aid funds as students become eligible. If students incur a credit balance the credit balances are paid at the time of occurrence.

Timing of Disbursements

Timing of Disbursements Timing for Disbursements is processed by using the anticipated disbursements schedule that relates to the payment period. The payment periods for the Vocational Nursing and Medical Assisting programs are as follows:

Vocational Nursing (Two Academic Years)		
Payment Periods	Hours	Weeks
1st	0-450	15
2nd	451-900	15
3rd	901-1237	11
4th	1238-1574	11
Total	1574	52

Medical/Dental Assisting (One Academic Year)		
Payment Periods	Hours	Weeks
1st	0-400	20
2nd	400-800	20
Total	800	40

Non-Term Disbursements

For the first disbursement, the Financial Aid Office reviews students' eligibility prior to authorizing originated Title IV Funds to student's accounts. As part of this review, the Financial Aid Office confirms that the student:

    1. Is enrolled for the number of hours and weeks required for each payment period for which an award has been made.

    2. Has fulfilled all financial aid program requirements and submitted all required documentation forms.

For second disbursements in an academic year the Financial Aid Director confirms that the student has successfully completed half of the clock hours and half of the weeks of instruction in the academic year for the second payment period maintaining a grade of at least 70%.

Satisfactory Academic Progress (SAP)

For students to maintain financial aid eligibility they must remain within Satisfactory Academic Progress as outlined by the California Career Institute. SAP uses two metrics to measure student progress: **Qualitative Progress (Academic Grades)** and **Quantitative Progress (Pace)**.

Grading Policy - Qualitative Progress (Academic Grade)

The student's cumulative grade point average is reviewed to determine qualitative progress. The minimum GPA required is 2.0.

Didactic and Theory Grading Policy

Grade	Numerical Value	Quality Points
A	90-100	4.0
B	80-90	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0

Passing grade for theory/didactic courses is "C" (70% minimum. which is 2.0)

Remediation of Quizzes and Final Exam

I. Student Theory mastery is an ongoing evaluation and measured by their ability to satisfactorily achieve a passing grade on their quizzes. If the student is not performing satisfactorily:
   a. The instructor may provide warning to student and/or advise him/her to access tutoring services. Documentation of such warning will be provided to the program Director.
   b. If the student continues to underperform academically and is deemed to be high risk by the instructor, the student will be referred to program Director for an improvement plan
   c. After a student is placed on an Improvement plan, performance will be monitored by the Instructor/Director until satisfactory performance at passing standard is established.

II. A Periodic Student academic evaluation is conducted by the program Director at the mid-term point of the program and again post final examination. To ensure that students are informed of their progress on a regular and timely basis, evaluation periods or increments for academic purposes may be no longer than 25% of the program or 25% of the academic year, whichever is less.

III. If the cumulative grade for the quizzes is below 70%, the student will be allowed the opportunity to take a remediation exam that encompasses all previous quizzes.

IV. The student remediation must be completed within one week of determination.

V. Students failing the term final exam will be allowed the opportunity to remediate and retake a different version exam the following week.

Clinical/Skills Grading Policy

Clinical/Skills evaluation is derived from student demonstration of developing practical skills and knowledge in the clinical and campus laboratory areas that indicate an integration and utilization of theory to provide medical care. This requires considerable personal responsibility and skills of critical thinking on the part of the student. Behaviors include performance that may be tested and evaluated, achievement of objectives, preparation for clinical assignment and aspects of personal responsibility, such as appropriate participation in conferences, punctuality, etc.

Skills practice is evaluated as a Pass (P) or Fail (F).
Students must receive a minimum total score of 70 out of 100 in the skills segment to receive a Pass (P).

An evaluation of Fail (F) indicates that the applied skills are judged to be unsafe and not effective. Any

student who fails to achieve a Pass (P) in the skills segment of the program must retake the whole module.

Ongoing Clinical Evaluation

Clinical skills evaluation is validated through instructor observance of demonstration of key patient care skills delivered safely and as appropriate to the clinical situation in skills lab and then daily throughout the clinical rotation. Students receive feedback in clinicals during and after observed experiences and with discussion in the clinical conference.

The student performance is evaluated and must be found satisfactory in skills lab testing prior to going to the clinical practice for these key skills. Students who do not perform to satisfactory level will be remediated and retested prior to attendance at a clinical site. This must be completed prior to or on the next scheduled skills date.

A formal student clinical evaluation report is given to students at the end of each course. The report represents the general evaluation of the student's performance in the clinical portion of the given course. Student Clinical Evaluation Reports will be signed by the instructor, the student and the Program Director. A copy of the report will be given to the student while the original copy will be placed in the student's file.

To complete a course, students must pass both the Clinical/Skills and Theory/Didactic portions. If the student receives an evaluation of Fail (F) in the clinical, the student must retake the course theory and clinical components. In the student's transcripts, the theory as well as the clinical grades will show for each term.

Clinical Skills Validation Process

Attainment of basic skills proficiency is a progressive process which is organized throughout the student experience to provide developing mastery. Certain key skills must be demonstrated utilizing the principles of safe and effective care following the standards of clinical practice prior to the student assignment in a clinical practice setting.

Instructor and student resources include detailed criteria listing necessary skills covered by chapter to ensure each student has the resources necessary to review for the evaluated criteria and skills.

In addition, a Skills Checklist Binder is available with the skills printed for reference and is available for copy and printing to use in skills labs. Students who do not perform to satisfactory level will be remediated and retested prior to attendance at a clinical site.

Grading Policy - Quantitative Progress (Pace)

Quantitative progress is defined as the clock hours achieved divided by the clock's hours attempted. To be making Satisfactory Academic Progress, a student's Quantitative Progress must be at least 70% of the clock hours attempted. At the point when the student's scheduled clock hours for the payment period have elapsed, regardless of whether the student attended them.

Grades of "F" and "I" are counted as hours attempted but not achieved and have a 0.00 value toward the GPA. Repetitions of course work are counted as hours attempted. The lowest grade will be dropped, and the highest grade will be used to calculate the GPA.

Students who withdraw from a course or the program will receive a grade of "W", which has no impact on the GPA. The credit hours for the courses are counted as attempted but not achieved.

ATTENDANCE POLICY

During all phases of the program, attendance is extremely significant due to the nature of the material presented and the involvement and commitment of outside resources (clinical training site, instructors, etc.). During the didactic (aka theory) portion of the program, lectures and skills are based on material from prior lectures and skills sessions. Without having a strong foundation in this prior material, it is extremely difficult to attain and master the new material or skills.

The Clinical rotation daily goals are formatted to augment didactic objectives. Therefore, clinical rotations are also dependent on the foundation developed from didactic instruction.

Students are expected to call the school when they will not be in attendance, so the instructor can be advised. Students reporting absences during their clinical period must notify both the clinical instructor and the school.

Consecutive Absences

A student who is absent for (14) fourteen consecutive calendar days without an approved leave of absence will be terminated.

Dismissal

Any student dismissed for attendance related reasons—consecutive absences, failure to maintain minimum cumulative clock hour requirements, failure to meet the terms of attendance probation, or failure to return from a leave of absence—may reapply for readmission.

Tracking

Attendance is tracked in every session (theory, laboratory, clinical) using the CourseKey application. Students and instructors are required to download and utilize the application after being trained by IT staff. CourseKey will be used at the beginning (check-in) and the end of the session (check-out). Students who fail to check in or check out will be considered absent for the entire session. If a student is late more than 10 minutes to any session, they will be considered absent for 60 minutes and will be required to make that time up. If a student has their camera off during a synchronous session for more than 10 minutes, they will be considered absent for 60 minutes and will be required to make that time up. Students who do not turn their cameras on during synchronous sessions will be considered absent for the entire session.

The cumulative attendance information is contained on the term progress report given to all students each term. In addition, the progress report inclusive of the cumulative attendance will be generated and given to the student each month. If the student does not agree with any of the attendance data, the student must submit a written appeal to the Program Director within one week of the progress report distribution. At the end of the term and after the one-week period, the term attendance data becomes permanent and can no longer be challenged.

Program Specific Attendance

Allied Health

A student is required to achieve a minimum 80% of cumulative clock hours in each module in order to complete the program. Students failing to maintain the minimum 80% of total cumulative clock hours accounted for will be placed on attendance probation.

The attendance probation will include a specific action plan and progress timeline to ensure that the student will have achieved the minimum clock hours requirement by the end of the didactic portion of the module and by the end of the entire program. An action plan may include scheduling make-up hours, coaching,

tutoring, and other learning sessions and activities that may be scheduled during the times different from the student's regularly scheduled class-time.

Make Up Hours:
Students placed on attendance probation can make up to 10% of module hours per module. Make up hours must be scheduled to be completed prior to the end of the respective module for which the hours are missed. Make-up hours are designed to be comparable and equivalent to the missed content and time.

A minimum of 80% of total clock hours in each module must be accounted for to graduate from the program. If a student achieves below minimum required clock hours of 80% by the end of the last module, the student will be required to repeat a module(s) with low attendance to achieve the required program minimum, even if the student has passed the module(s) academically.

Repeated modules are counted as attempted modules in assessment of program completion within a maximum of 150% the program length. Clock hour percentage and a new academic grade from the repeated module will replace the original clock hour percent and the academic grade from the same module. Based on module availability, students may be asked to take repeated module(s) during the class time that is different from their original schedule.

Program Specific Attendance (Vocational Programs)
Vocational Nursing, Nursing Assistant
As a requirement of the Board of Vocational Nursing & Psychiatric Technicians (BVNPT), the school requires the following minimum for graduation from the Nursing Assistant and Vocational Nursing Programs: 100% of clock hours accounted for in all parts of the program (classroom, skills lab, and clinical) within 1.5 times the published program length.

- 100% of clock hours must be accounted for at the end of each term to progress and to graduate from the program
- Student attendance is evaluated at each Term Midpoint. Students who fall below the threshold for a total of 90% of clock hour attendance by each Term Midpoint will receive a warning and will be referred by the registrar to the DON to create an action plan to complete make-up work in a timely manner

Make-Up Hours
Make-up hours must be prearranged with the Director of Nursing and must be completed outside of normally scheduled class hours. Only time spent on instructor-approved supervised activities at the school will count as make-up hours.

Time Limits for Make Up
1. Student will be expected to arrange for absence makeup within 1 week of accrual to maintain didactic to clinical content correlation and to complete make up within 2 weeks.
   a. If the student fails to complete makeup within 2 weeks of its occurrence, the DON may grant 1 additional week for completion for a maximum time of 3 weeks to complete make up from time of is occurrence.
   b. Failure to complete assigned makeup within the allotted time may result in disciplinary action.

Approved Theory Make up: Make-up is to be comparable and equivalent to the missed content, time, and delivery of the missed hours . Such activities may include completing class exercises, viewing class tapes, or other course-related assignments including study guide assignments/on-line homework assignments.

Approved Clinical make-up hours: Clinical Makeup must be scheduled through the DON/Clinical Coordinator (See Make up Contract)

     i.   Equivalent hours at clinical rotation location as assigned; relevant missed content will be assigned and communicated to clinical instructor.

    ii.   Student will be signed off by clinical instructor for missed clinical content objectives.

   iii.   Skills Lab may be assigned for clinical content skills objectives if total owed hours do not exceed 4 hours. (If student owes hours greater than 4 hrs. – Make up must be assigned to clinical setting)

Vocational Attendance Probation

If a student does not achieve 100% of clock hours accounted for at the end of any term, he/she will be placed on Attendance Probation for the next term. The student must meet with the Program Director and abide by the terms outlined in the Attendance Probation notice. At the end of the term on Attendance Probation, the student must be making progress toward meeting the 100% clock hour requirement and have met all the terms of the Attendance Probation. Failure to do so may result in termination from the program.

After no more than two terms on attendance probation, the student must again meet the 100% clock hour requirement, or he/she will be dismissed from the program.

Externship Attendance for Diploma Programs

For most programs, the final module of training is externship and is a requirement for graduation. Externships are designed to be instructional in nature by providing students with hands-on experience. While the institution, secures externship sites for students, externships are a cooperative effort between the institution, the students, and the externship facilities. Students must be prepared to travel to their externship assignments. The institution will make every effort to secure sites that are within an appropriate distance from the institution, and that are convenient for the students. Students who decline sites may locate their own site. In such event, the institution makes no assurance as to when or if the student's selected site will be available and may result in a student being withdrawn from the program due to nonattendance.

Externships are held at approved off campus sites/affiliate sites. Students in all programs which include an externship are expected to complete their externship hours at a rate of 40 hours per week. Additionally, students are required to attend the hours scheduled until the externship is 100% complete. Students should expect to spend eight hours per day, five days a week during externship and will need to make plans accordingly. While the school will try to accommodate any special scheduling needs, the school does not guarantee evening or weekend externship sites. If, for any reason, the student must miss hours during externship, the student must call the externship site and notify the school prior to the absence and is required to make up the missed hours in order to successfully complete the externship. Students who are unable to secure an externship site within 14 consecutive calendar days will be dropped from the program.

Maximum Time Frame

The school requires 100% of required hours completed in all parts of the program (classroom, skills lab, clinicals) at minimum for graduation in all vocational programs and 80% for non-vocational programs. This clock hour requirement must be attained within 150% of the published program length. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Program	Normal Program Completion Time	Clock Hours	Minimum Hours Required	Maximum Time Frame
Dental Assistant	40 Weeks	800 hrs	640 hrs	1200 hrs
Medical Assistant	40 Weeks	800 hrs	640 hrs	1200 hrs
Vocational Nursing	61 Weeks Full-Time 83 Weeks Part-Time	1574 hrs	1574 hrs	2361 hrs

The completion charts below will be used to assess and determine a student's rate of completion to ensure he/she will successfully complete the program within 150 percent of the published program length.

Diploma Program SAP Schedule

Student Satisfactory Academic Progress will be assessed at the end of each module

Modules Attempted	1	2	3	4	5	6	7	8	9	10	11	12
Minimum Modules Completed	0	1	1	2	2	3	3	4	5	6	7	8

Vocational Nursing Program

Hours	Rate of Progress	Minimum GPA
0-390	25%	2.0
391-786	50%	2.0
787-1183	75%	2.0
1184+	100%	2.0

LVN SAP Schedule

To deliver quality and timely academic planning and direction, California Career Institute utilizes the following SAP schedule for the VN program:

Interval	Milestone
1	Mid Term I
2	End of Term I
3	Mid Term II
4	End of Term II
5	End of VN 310
6	Mid Term III VN 320
7	End of Term IIII VN 340
8	End of Term III VN 350

Leave of Absence Policy

The institution permits students to request a leave of absence (LOA), as long as the leaves do not exceed a total of 180 days, or half of the program hours, whichever is shorter, during any 12-month period (does not apply to military leave of absence). An LOA requires documentation of a legitimate reason that require the students to interrupt their education. Such circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student or family member. For a student to be granted a LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Program Director.

Extension of LOA
A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the program director provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave
- There is a reasonable expectation the student will return
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave
- Appropriate Terms required for completion of the program will be available to the student on the date of return

Failure to Return from a Leave of Absence
A student who fails to return from a LOA on the date indicated in the written request will be terminated from the program, and the institution will begin the cancellation/refund policy.
The student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under state, or institutional policy.

Effects of Leave of Absence on Satisfactory Academic Progress
Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:
- Students returning from a leave of absence are not guaranteed that the courses required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate course to be offered
- They may be required to repeat the entire course/term from which they elected to withdraw prior to receiving a final grade

When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation, and the original grade is not counted in the GPA calculation.

Military Leave of Absence
For those being placed into active military service, requests must be accompanied by a copy of military orders indicating the induction date. Requests should be submitted to the Registrar and **a leave of up to one year may be granted**. In the case students are called for active military service, the Institute will authorize withdrawals throughout the term. Students can register for subsequent terms without proceeding through the normal admissions process. Under the 180-day LOA limitation (Subsection (a)(2)(B) of 484B, Higher Education Act of 1965 (20 U.S.C. 1091b)) the student shall **not** be treated as withdrawn unless the student

fails to return upon the completion of the military leave of absence.

Financial Aid Probation and Appeals

FA Warning
If a student fails to maintain the required academic progress at the end of any payment period, he/she will be placed on FA warning for the next payment period. The student must attain the minimum required GPA (2.0) and/or number of achieved clock hours during the warning period or he/she will be become ineligible to receive Title IV funds.

FA Probation
If a student fails to meet SAP at the end of the subsequent payment period from which they were placed on FA warning, he/she will be become ineligible to receive Title IV funds. In order to regain eligibility for Title IV funds a student must successfully appeal the ineligibility for Title IV funds to be placed on FA probation.

Appeal Process
Any student not attaining the required GPA or achieved hours during the warning period will be deemed ineligible for Title IV funds. The student may submit a written appeal of his/her Title IV Ineligibility within five calendar days of their receipt of the Title IV Ineligibility notice. The appeal should be addressed to the program director. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. The Appeals Committee, composed of the Program Director, the School President, and the Director of Finance, will examine all appeals. The student will be sent the committee's written decision within five days of the program director's receipt of the appeal. The decision of the committee is final.

Students reinstated upon appeal are on an FA probation status for the next payment period, during which time they must meet the terms and conditions set out in the committee's letter granting the appeal which will include an academic plan that the student must follow to regain satisfactory academic progress. At the end of payment period, and at the end of every payment period thereafter, the student's academic status will be reviewed. The student may continue probation as long as he or she meets the terms of the probation, until such time as satisfactory academic progress status is regained.

Academic Plans
Students who successfully appeal a determination that he or she is not meeting SAP standards must work with the Director of Education to develop an academic success plan. Academic Success Plans must be developed on a student-by-student basis and designed in such a way that, if followed, the student will be meeting SAP standards by the next evaluation period. Plans may be as simple as a mathematical calculation that specifies the percentage of coursework the student must complete or as detailed as a course by course plan toward degree or certificate completion.

Transfer and Readmitted Students
Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at this school. Students transferring from one program to another within this school will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institution. Transfer credits will impact a student's maximum timeframe for completion of the program. Transfer credits will count towards those credits attempted and completed.

For students who failed courses the failed grades will count towards the qualitative standard for measuring

SAP. California Career Institute does not award incomplete grades and does not affect SAP.

School Policies
Dress Code:
This dress code serves as an outline for students to make good decisions concerning professional attire. Appropriate attire is necessary to instill a professional attitude among students and create a professional appearance for visiting instructors, potential employers, prospective students, and other health care professionals. Students must comply with the general policy listed below as well as the specific guidelines for the clinical and field internship agencies, those students not complying with the dress code policies will be sent home from clinical or class, be given an absence, and school policies regarding absence will be in effect.

1. All students while at the didactic or clinical must wear nametags.

2. All students must be neatly groomed with clean hair, nails and clothing. Appropriate use of cosmetics is required. Students will avoid excessive use of perfume, cologne and after-shave lotion. Fingernails must be clean, neatly trimmed and not too long to interfere with job duties. Nail polish, if worn, must be kept in good condition.

3. Conservative jewelry only (i.e. Necklace, finger ring, and earring) is permitted.

4. Shoes and socks must be worn. Shoes must be polished, shoelaces, stockings or socks must be clean. White athletic shoes are acceptable. Thongs, clogs, excessively high heels (more than 2 inches) and slippers are not acceptable at any time.

5. Students are required to appear in the classroom and the clinical facilities in complete uniform unless otherwise designated. Uniforms must be clean, neat, wrinkle-free and professional. Uniform color may vary by program.

6. If the student arrives to clinical or theory session with no complete uniform the instructor may dismiss the student **(particularly in clinical sessions)** and the student must make up that session.

Student Conduct
The following are the ethical standards expected by students while in attendance in the program:

1. CCI students are the future health care professionals. Thus, a student is bound by the highest standards of professional conduct and ethics. The vocational programs will not tolerate a breach of these standards by its students.

2. The student is to maintain professional appearance and behavior throughout didactic, clinical, and laboratory training programs. This includes, but is not limited to, stealing, cheating, and breach of a patient's confidentiality.

Any breach of the school rules , or improper behavior will result in placing the student on probation and or student termination from the program, at the discretion of the Director of Education.

Disciplinary Actions
Probation – Academic and Administrative
1. Students may be placed on probation for a non-academic or administrative reason including but not limited to:
    a. Repeated and/or non-approved absence(s) (according to attendance policy.)
    b. Repeated and/or non-approved tardiness (according to attendance policy.)
    c. Failure to comply with dress or behavior codes.
    d. Inappropriate/unprofessional conduct or behavior.

2. Students may be placed on probation for an academic reason including but not limited to:
   a. Failure to pass the final term/module exam.
   b. Failure to completing the clinical competencies.
   c. Any combination of failures at the discretion of the program director including being unprepared for class.

3. A student will be advised about inappropriate conduct or failure(s). Documentation summarizing the student counseling will be kept in the student's individual file. Departments who are sponsoring students in the program will also be notified if one of their students is placed on probation.

4. A student on probation who fails to comply with the course requirements will be terminated from the program.

Termination – Academic and Administrative
A student will be terminated from the program for not satisfying the academic or administrative policies outlined in this manual. A strong academic and behavioral foundation must be created in the didactic component in order to successfully move onto the clinical and field settings. Students may be placed on probation for a non-academic or administrative reason including but not limited to:

1. Repeated absences or tardiness as outlined in the attendance policy.
2. Inappropriate or unprofessional conduct as outlined in the conduct/behavior/and ethics policy.
3. Failure to meet academic standards as outlined in the grading policy.
4. Failure to meet course requirement after being placed on administrative or academic probation.
5. Failure to meet course requirements during the clinical and field internship.

Upon termination, students (and their sponsoring agencies, if applicable) will be notified in writing of the reasons surrounding the termination. This documentation will also be placed in the student's file and the program director may request to have and exit interview upon enactment of the termination.

Credit Granting

California Career Institute (CCI) may grant credit for completion of certain courses taken within the last five years by the student at other approved post-secondary institution.

Credit Granting Application Requirements:
- Completed Credit Granting Request Form (Contact Admissions Representative for forms)
- Sealed official transcripts. Official transcripts must be submitted at the time of application to the program in order to apply for credit granting.
- Official course descriptions (from syllabi or a school catalog)

Allied Health Programs
No course grade less than a 70% or course GPA of 2.0 as calculated by the granting institution will be accepted. Courses must be taken within the last five years to be eligible for credit granting.

Vocational Nursing Program

Application for credit granting should include an official transcript reflecting the courses to be considered for transfer with a minimum passing grade of 80% or course grade GPA of 2.5. All courses must be completed within the last five years to be eligible for credit granting. Courses eligible for credit granting include:
- Approved vocational or practical nursing courses
- Approved registered nursing courses
- Approved psychiatric technician courses
- Armed Services nursing courses

- Approved certified nurse assistant courses
- Other approved courses the program Director determines are equivalent to courses inthe program

The program Director reviews credit applications to determine equivalency of program courses to completed credits. The maximum number of credit hours that canbe accepted is 30% of the program credit hours. The tuition will be calculated based on the percentage of the credit hours granted, for example if 30% of credit accepted the tuition will be 70% of the program tuition. If no credits granted can be mapped to equivalent program courses, a financial credit may still be applied instead.

To appeal credit granting decisions applicants can request a meeting with the director to review the credit granting process and the determination of the final credit granting decision.

CCI does not charge any fee for evaluating or accepting transfer credit. Students may waive their rights for credit granting by signing a waiver form. The right to waive the credit granting process does not apply to VA students who have completed Armed Service Nursing courses. For VA students a record of past education and training is required.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution.
The transferability of credits you earn at CCI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Vocational Nursing Program is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some for all of your course work at the institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CCI to determine if your certificate will transfer.

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

Policy and Programs Changes
CCI catalog is current as of the time of printing. The institution reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. CCI reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. CCI reserves the right to cancel any scheduled class in which there is an insufficient number of students enrolled. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this catalog.

Withdrawal and Refund Policy
Voluntary Withdrawal:
1. A student wishing to voluntarily withdraw from the program must discuss his/her decision with the Program Director in the form of an exit interview.
2. Requests for withdrawal may be made verbally or in writing.
3. All requests for withdrawal will be processed on the requested date.
4. After completing the withdrawal process, a student wishing to comeback to a future program must formally reapply to re-enter and will be subject to the campus official's approval.

Notice of Student Rights

1. You may 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 (except the application fee of $75.00).

2. Read the Cancellation form for an explanation of your rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

3. After the end of the cancellation period, you also have the right to stop school at any time; and **you have the right to receive a pro rata refund if you have completed 60 percent or less of your program through the last day of attendance**. Your refunds rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

4. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

5. 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:

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Bureau for Private Post-Secondary Education
Physical Address: 1747 N. Market Blvd. Ste. 225, Sacramento, CA 95834
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

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Refund Policy:

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 (except the application fee of $75.00).

Should California Career Institute cancel a class after a student has been accepted, all money paid by that student shall be refunded in full; including application fee.

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 per the institution's attendance policy.

Students not accepted by the school and students who cancel this contract by notifying the school through attendance at the first class session, or during the seven days after enrollment, whichever is later are entitled to refund 100 percent of the amount paid for institutional charges (except the application fee of $75.00).

In the case of students withdrawing after the end of cancellation period, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The school will retain the application fee plus a percentage of tuition and fees, which is based on the percentage of the clock hours attended, as the examples described in the table below. The institution will pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Sample Refund Calculation

Total Program Cost	Books & Supplies	Tuitions (Year 1)	Clock Hours	Hourly Charges	Number of hours student attended	The Amount Owed (Hours Attended X Hourly Charges)	Payment Received	The Amount to be Refunded = Payment received- Books & Supplies- Amount Owed
$31,790	N/A	$18,177	900	$20.20	304	$6,140.00	$8,201.00	$2,061 Refund

Total Program Cost	Books & Supplies	Tuitions (Year 2)	Clock Hours	Hourly Charges	Number of hours student attended	The Amount Owed (Hours Attended X Hourly Charges)	Payment Received	The Amount to be Refunded = Payment received- Books & Supplies- Amount Owed
$31,790	N/A	$13,613	674	$20.20	0	$0	$0	N/A

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

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

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The Student may not be eligible for any other federal student financial aid to another institution or other government assistance until the loan is repaid.

In case of prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the school shall make a settlement that is reasonable and fair to both parties.

Students may repeat a course. If the student should withdraw from the program for any reason, based on the refund policy the weeks in attendance for repeating a course will be used in the program completion percentage calculation in determining the student's financial obligation to the school.

For programs longer than one (1) academic year, the aforementioned cancellation and refund policy shall apply to the stated program price attributable to each academic year. All stated program prices attributable to the period beyond the first academic year will be refunded when the student terminates during the first academic year.

If a student officially withdraws or is expelled from school, any refund that is due will be paid within

45 days after the student's withdrawal date. If a student drops out of school, any refund that is due will be paid within 45 days of the earliest of the (i) date on which the school determines that the student dropped out; (ii) expiration of the academic term in which the student withdrew; or (iii) expiration of the period of enrollment for which the student has been charged.

If upon withdrawal a refund is due and any portion of your tuition was paid from proceeds of a federal loan, the refund will be sent to the lender or to the agency that guaranteed the loan. Any amount of the refund in excess of the unpaid balance of the federal loan of the federal loan will be first used to repay any federal/state/private student financial aid program from you received benefits, in proportion to the amount of the benefits received. Any remaining amount greater than $5.00 will be paid to you. If there is a balance due, you will be responsible for paying that amount.

Return to Title IV Policy

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. If a student does not begin training, the R2T4 formula does not apply. For official withdrawals, a student's withdrawal date is the date the school received notice from the student that they are withdrawing.

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the Director of Education and/or the Director of Nursing. The notification may be in writing or orally. The date the notification is received is the date of determination. The Director of Education must initiate the process for the Registrar to post the status change must begin the withdrawal process.

For unofficial withdrawals, a student's withdrawal date is their last day of physical attendance. The school's determination that a student is no longer in school for unofficial withdrawals is determined after 14 days of non-attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Stafford Loans or Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student's

permission before crediting their account.

The following Title IV refund distribution is used for all FA students due a refund:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Direct PLUS Loan
6. Federal Pell Grant
7. FSEOG

Refunds will be made to the federal programs within 45 days of the student's date of determination.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

Grievance Policy:

The purpose of this procedure is to allow for the resolution of student grievances alleging violations of California Career Institute Course policies.

Arbitration

Any controversy, dispute or claim which cannot be resolved through the school's internal dispute resolution process shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. Furthermore, your enrollment requires that you agree that any dispute or claim that you may bring against CCI will be brought solely in your individual capacity. You may not be a plaintiff or participate as a class member in any purported class action, representative proceeding, mass action, or consolidated action, whether in a court of law or in arbitration.

Resolution

Students who believe that the Training Program or any administrative subdivision or employee thereof, including clinical preceptors, has acted in violation of the Training Course Policies are encouraged to attempt to resolve the matter informally. The student should seek such resolution directly with the affected unit (i.e. Instructor, Clinical Coordinator, and Preceptor).

Thereafter, if the matter remains unresolved, the Student may report the complaint to the Program Director, who is empowered to investigate the matter and the attempt to bring about a resolution.

Appeal

If the complaint involves termination or allegations of discrimination and in the event that resolution is not successful, the student may file an appeal with the Program Director within seven (7) days of the time at which the student could be reasonably expected to have knowledge of the alleged violation. Such a complaint must include an explanation of the specific action being grieved, the specific policy and/or regulation alleged to be violated, and the remedy requested.

Upon receipt of the formal complaint, the Program Director will furnish a copy of the complaint to the head of the affected unit in which the alleged violation purportedly occurred for investigation. The investigation

will be completed within fourteen (14) days and a summary of the investigation and decision on the complaint will be provided to the student at that time.

Within ten (10) days of receipt of the summary and decision, the student will notify the Campus Director in writing if a hearing is requested. If a hearing is requested, the Managing Director will arrange a hearing on a date mutually agreeable to all parties and to be conducted by the campus management.

Within fourteen (14) days of the close of the hearing, a report with the findings of fact as to the complaint will be produced and sent to the student with a decision. The decision will be based on a Preponderance of the Evidence presented.

In the event the complaint or concern has not been resolved at the school level, the student may consider contacting the school's accrediting entity.

Unresolved complaints may also be directed to the Department of Consumer Affairs,
    P O Box 980818, West Sacramento, CA 95798-0818.

Students 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.

ACCET
1722 N St NW, Washington DC, 20036
Phone: (202) 955-1113
complaints@ACCET.org

BVNPT
2535 Capitol Oaks Dr Ste 205, Sacramento, CA 95833
Phone: (916) 263-7800

STUDENT SERVICES

Placement Services

CCI encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While CCI cannot guarantee employment, however CCI provides the graduating students with the following placement assistance services:

- Preparation of resumes and letters of introduction–an important step in a well-planned job search
- Interviewing techniques. Students acquire effective interviewing skills through practice exercises
- Job referral by Career Services Department for employer openings in the area.

All students are expected to participate in all career services activities, and failure to do so may jeopardize these privileges. Participation in the job assistance program includes students actively developing their own job leads from the direction provided by the Career Services Staff. Graduates may continue to utilize the College's placement assistance program at no additional cost.

Academic Advisement

CCI faculty and staff are available to advise students on academic challenges, and if needed provide a referral to special counseling services when required.

Computer lab and Online Library

The school has computer laboratory with online library and test preparation services, during the first term/module of study each student will receive a password and username to access the online resources.

Students Activities

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. CCI believes that participation in these activities is an important part of the educational process, and student involvement is encouraged.

Housing

The school does not offer housing and has no responsibility to find or assist a student in finding housing. CCI does not have a dormitory facility under its control.

Transportation Services

CCI maintains information on public transportation and a list of students interested in car-pooling.

Field Trips

CCI believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

Students Recognition

CCI believes that through recognition comes a stronger sense of community and self-importance. The ability to help build positive self-esteem is the most powerful tool a recognition program can provide. Students may aspire to be recognized for perfect attendance, academic excellences, and additional awards. Please contact the Director of Education for more information.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) grant students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 10 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the

student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    *   School officials with legitimate educational interest;
    *   Other schools to which a student is transferring;
    *   Specified officials for audit or evaluation purposes;
    *   Appropriate parties in connection with financial aid to a student;
    *   Organizations conducting certain studies for or on behalf of the school;
    *   Accrediting organizations;
    *   To comply with a judicial order or lawfully issued subpoena;
    *   Appropriate officials in cases of health and safety emergencies; and
    *   State and local authorities, within a juvenile justice system, pursuant to specific State Law.

CCI may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Directory Information

CCI has designated certain information contained in the education records of its students as Directory Information for purposes of FERPA. Directory Information at this institution includes:

- Name, Address, Telephone numbers
- Major and/or minor fields of study
- Diploma/Degree sought
- Expected date of program completion, and Expected date of graduation
- Diplomas/Degrees conferred
- Awards and Honors
- Dates of attendance
- Previous institutions attended
- Participation in officially recognized activities
- Photograph

Directory information may be disclosed by this institution for any purpose, without the prior consent of a student, unless the student has forbidden disclosure of such information in writing. Students wishing to prevent disclosure of the designated directory information must file written notification to this effect with the Registrar's Office. In the event that such written notification is not filed, the institution assumes that the student does not object to the release of the directory information.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the

Family Policy Compliance Office,
U.S. Department of Education,
400 Maryland Avenue, SW,
Washington, DC 20202

Additional FERPA information is available from the institution's admission Office.

Retention of Student Records

CCI shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

CCI shall maintain, for each student granted a degree or certificate by that institution, **permanent records** of all the following:

1. The degree or certificate granted and the date on which that degree or Certificate was granted.
2. The courses and units on which the certificate or degree was based.
3. The grades earned by the student in each of those courses.
4. In case of school closure, all permanent student's records should be transferred to BPPE approved record custodian service.

No Weapons Policy

CCI prohibits all persons who enter CCI property from carrying a handgun, firearm, illegal knives, or other prohibited weapons of any kind regardless of whether the person is licensed to carry the weapon or not. Failure to abide by this policy will lead to dismissal from CCI.

Copyright Policy

California Career Institute does not condone or tolerate the unauthorized copying of licensed computer software by staff, faculty, or students. CCI shall adhere to its contractual responsibilities and shall comply with all copyright laws and expects all members of the CCI community to do so as well. Members of the CCI community who violate this policy may be subject to discipline through standard CCI procedures. An individual or CCI department engaged in the unauthorized copying or use of software may also face civil suit, criminal charges, and/or penalties and fines. Subject to the facts and circumstances of each case, such individuals or departments shall be solely responsible for their defense and any resulting liability.

If you have questions about this policy, please contact us.

Follow this link for more information on U.S. copyright law >> http://copyright.gov

Students Right-To-Know Act

California Career Institute is pleased to provide the following information regarding our institution's graduation and completion rates. The information is provided in compliance with *the Higher Education Act of 1965*, as amended. Students *Right-to-Know Act* is a federal policy which mandates that all schools participating in Title IV programs provide the information to its students. To review the school's Annual Report and Performance Fact Sheet, please see the disclosure page published on the school's website.

CAMPUS SAFETY AND SECURITY REPORT

California Career Institute (CCI) strives to ensure the safety of all students, faculty, staff, and clients of our institution. Should any student, faculty, staff or clients witness a crime, become a victim of a wrongful act either while attending school or at a school event, or feel that their individual safety may be in danger, they should immediately contact the local Campus Director, who will in turn inform the local authorities to investigate and take any necessary action to address the issue.

This information is being provided to you as part of California Career Institute (CCI) commitment to safety and security on campus and is in compliance with the requirements of the crime awareness and *Campus Security Act of 1990*.

The *Jeanne Clery Act* requires institutions of Higher Education receiving federal aid to report specified crime statistics on college campuses and provide other safety and crime information to members of the campus community. The crime statistics report is prepared in cooperation with the police agencies surrounding each campus, and is available each year by October 1st, and contains three years of campus crime statistics. The Crime Statistics report is compiled from the following categories:

- Murder/negligent/non-negligent manslaughter
- Forcible/Non-Forcible Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Drug abuse/Liquor law violations
- Illegal weapons possession

The security report contains information related to security, an explanation of the *Clery Act,* and details about crime prevention on campus and more.

Annual Campus Safety Report
In Compliance with the Federal law, CCI publishes annual campus Safety Reports on its website disclosures which provides statistics on arrests for criminal offenses that have occurred on campus during the previous year. As of the date of this publication, no criminal arrests have been on campus since the school began operation. To request a copy of the safety report please contact the Director of Education.

Access to campus buildings is restricted during non-business hours. Campus buildings are opened by a school official at approximately 8:00 am (students will be permitted to go to their assigned classroom starting at 8:30 am) and are closed at approximately 10:00 pm. On weekends, buildings are opened and closed by department personnel for scheduled classes and events only. It is the responsibility of each staff and faculty member on campus to ensure that all doors allowing access to their offices, rooms and other areas are secured at the end of their workday.

Reporting Crimes and Emergencies
All crime victims and witnesses are strongly encouraged to immediately report any crime to school employees and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Security Officers have the authority to:
- Ask individuals on campus for identification and to determine whether or not individuals have legitimate reasons for being on campus.
- Address and report possible violations of institutional policies committed by the students to the School Director which can be sanctioned to disciplinary process.

Students are encouraged to promptly report any criminal activity or emergency they observe. If you see a suspicious activity or a person seen in the parking lot, loitering around vehicles, or inside buildings, or around residential halls, or should you witness a crime in process or are a victim of a crime, California Career Institute (CCI) requests that you follow the following:
Contact
- **Campus Director or any other staff member (non-emergencies only)**
- **Dial 9-1-1 (emergencies only).**

Campus Security Authority
The *Clery Act* is a federal law that requires the institution to identify individuals and organizations that meet the definition of a campus security authority. Campus Security Authorities have an important role in complying with the law. A campus Security Authorities must report any crimes or incidents that occur. Campus Security Authority crime reports are used by the school to:

1. Fulfill its responsibility to annually disclose *Clery* crime statistics, and
2. To issue timely warnings for *Clery* crimes that pose a serious or continuing threat to the campus community.

If an individual reporting an incident needs assistance, a Campus Security Officer or Authority should explain how to get help. In the midst of an emergency situation, such as a physical assault, however, a Campus Security Authority should call 911, as appropriate.

Title IX Coordinator and Campus Security Authority
Josefina Villanueva, MBA
California Career Institute
1240 S State College Blvd. Suite 150, Anaheim, CA 92806
Tel: 714-539-5959
Email: jvillanueva@calinstitute.edu

Daily Crime Log
To ensure the accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from involved parties and witnesses and all reported emergency or criminal incidents. The written statements are included as part of a written report: such statements may be used by campus security personnel (if applicable) and local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention. Criminal Incidents may also be reviewed by the institution's administrative staff for the purpose of disciplinary action.

All crimes that are reported will be posted in the School Bulletin Board within two business days of the reporting.

Timely Warning and Emergency Notification
In the event that a situation arises, either on or off campus, that may constitute an immediate or continuing threat to the campus community, upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students and employees, a campus wide "timely warning" will be issued. The warning can be issued through the School Director and/or Campus official. Some examples of significant emergencies or dangerous situations are:

- Outbreak of a serious illness
- Approaching tornado
- Hurricane
- Gas leak

- Terrorist attack
- Armed intruder
- Bomb threat
- Civil unrest

- Rioting
- Explosion
- Hazardous waste or chemical spill

Campus Sex Crimes Prevention Act
In accordance to *The Campus Sex Crimes Prevention Act of 2000*, which amends *The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act*, the *Jeanne Cleary Act* and *the Family Educational Rights and Privacy Act of 1974*, requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. Registry information provided shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. The following link can be used to search for registered sex offenders in California http://www.meganslaw.ca.gov/

Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

Sexual Assault Policy
California Career Institute (CCI)is committed to maintaining an academic environment free from any form of sexual assault. For purposes of this policy, sexual assault is defined as sexual contact without consent, rape, acquaintance rape, forcible and non-forcible sex offenses.

The Violence Against Women Act

The Violence Against Women Act (VAWA) is a landmark piece of federal legislation that sought to improve the criminal justice and community-based responses to domestic violence, dating violence, sexual assault and stalking in the United States. The passage of VAWA in 1994, and its reauthorization in 2000, 2005, and again in 2013 has changed the landscape for victims of domestic violence, dating violence, sexual assault and stalking. California Career Institute prohibits domestic violence, dating violence, sexual assault, and stalking;

Dating violence

A. The term "dating violence" means violence committed by a person—
who is or has been in a social relationship of a romantic or intimate nature with the victim; and
B. where the existence of such a relationship shall be determined based on a consideration of the following factors:
   (i) The length of the relationship.
   (ii) The type of relationship.
   (iii)The frequency of interaction between the persons involved in the relationship.

Domestic violence

The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Stalking

The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—(A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Sexual assault

- Forcing or attempting to force, any other person to engage in sexual activity of any kind without her or his consent.
- Having impaired substantially the ability of the other person to appraise or control conduct by administering or employing drugs or intoxicants without the knowledge or against the will of the other person
- Intimidation, forced or threatened
- Is physically incapable of resisting or communicating an unwillingness to participate

The following sanctions will be imposed regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses for any student who individually participates or attempts to participate in a sexual offense, regardless of whether it takes place on or off campus. This will be subject to disciplinary actions, not-withstanding any action that may or may not be taken by the Police Department. Both the victim and the accused will have the opportunity to present testimony and witnesses. Each will be allowed to argue their case through a representative. Both the victim and the accused shall be informed of the outcome of any school disciplinary proceedings. Sanctions the school may impose following final determination include suspension or dismissal.

Victims of a sexual assault are advised to adhere to the following guidelines:

- Get to a safe place as soon as possible
- Call 911 and/or Campus Security
- Contact someone you trust to be with you and help you deal with the trauma of having been violated
- Try to preserve all evidence. Do not throw away clothes, wash, douche or change. If you must change clothing, put all of the clothing you were wearing at the time of the assault in a paper bag. Document any injury you suffered either by photograph or by showing someone you trust
- Get medical attention as soon as possible to treat any physical injury
- Seek counseling if needed

The following counseling services are available:

Sexual Assault Victim Services for North Orange County:(714) 834-4317

Sexual Assault Victim Services for South Orange County:(949) 752-1971

Rape Crisis Hotlines – 24 Hour Counseling:

(714) 957-2737

(949) 831-9110

L.A. Commission on Assaults Against Women: (310) 392-8381

Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the Institutional System or the criminal justice system, you may want to consider making a confidential report. With your permission, a Campus Security Authority can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the safety of yourself and others. With such information, the Institution can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Student Responsibility to Campus Safety

The purpose of this plan is to ensure the safety of all students, staff and visitors in the event of a real, threatened or impending danger. All students are informed about Campus Security procedures and practices on orientation day or the first day of class at the school premises. Students should remember that safety begins with you.

Crime Prevention Tips

- Be alert. Look around and be aware of your surroundings before entering or exiting a building or vehicle.
- Try not to walk alone and avoid parking lots, secluded pathways, or alleyways.
- Walk in public areas. Do not take shortcuts with little or no lighting.
- Do not carry large amounts of cash.
- Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables.
- If you see something suspicious, call campus security. If you are unable to reach an officer, call the police department.
- Be alert of your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or groups of people.
- If you see someone sitting in a vehicle or standing near your vehicle, turn around, go back inside, and call for an escort.

- If someone has entered your vehicle and told you to drive, then drive your vehicle into anything available: walls, buildings, curbs, or other vehicles. Never drive off.
- Never let someone force you into a vehicle. Your chances of survival significantly decrease after you are inside a vehicle. If grabbed, let your body go limp. Fall to the ground and scream. Dead weight is hard to lift and is difficult to move. Stretch your arms out to grab onto anything, but try to keep out of the vehicle. If you are forced into the trunk, kick out a taillight and push your hand out, waving it.
- If confronted, surrender your valuables, including your purse. Toss your purse or wallet away from you and run in opposite direction.
- Scream or shout if attacked.
- Use self-defense techniques, if necessary.
- Report all thefts and property losses immediately to campus security.
- Keep a record or copy of your credit card numbers, identification cards, and checking account numbers. Never write down your PIN number.
- Be security conscious at all times

Emergency Response and Evacuation Procedure

Below are the procedures the institution will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on campus.

Medical Emergency - Serious Illness or Injury
• If injury/illness is life threatening call 911 immediately
• Describe the nature of the circumstance to emergency personnel
• Advise the Campus Director that an emergency 911 call has been made
• Stay at the location of emergency until emergency personnel arrives
• Contact the victim's emergency contact and family member immediately
• Acquire a copy of the Emergency Medical Report
• Complete an Accident Report

Fire Safety
In the event of a fire, staff assigned by the Campus Director will escort all students, staff and visitors. The emergency evacuation route guidelines (posted in classrooms and offices) will be as follows:
- When you hear the fire code you are to immediately stop what you are doing and exit calmly to the nearest exit. Evacuation routes are posted around the campus.
- Once you are out of the building, you are to stand at least 500 feet from the building. Remain quiet and calm. Look for all fellow classmates.
- The instructor will be taking roll call after insuring the building is clear of students and customers.
- Do not re-enter building until declared safe by Police, Fire, and/or Campus Director.

Bomb Threat
In the event of a bomb threat, the individual receiving such threat will contact the Campus Director. The Campus Director will contact the local Police Department and begin evacuation of the building. The following guidelines should be performed:
- Campus Director or Police Officer will instruct students to their valuables and walk to the assigned area, usually 500 feet away from the building.
- Do not run, rush the stairwells, or use the elevators.
- Once safe, instructors will take attendance and report student count to the Campus Director.
- Instructors will wait with students until the search for the bomb has been conducted.
- Do no re-enter the building until the "all clear" signal is given.

- In times of severe weather or a prolonged search, students may be moved to a pre-arranged re-location site.

Tornado Warning

In the event of a tornado warning, if a tornado has been sighted, the Campus Director will notify students, staff and faculty of the possible danger. The following guidelines should be followed:

• If you are indoors, do not leave the building.

• If you are outside, move immediately to the nearest designated shelter location.

• Stay away from exterior walls, doors and windows.

• Students would be advised to exit their classrooms and go into an interior hallway.

• Students on the upper floor should be moved to the lower level hallway.

• Do not use elevators.

• If tornado is close to school ground move to small interior rooms (ex: bathrooms, closets).

• Get under a piece of furniture if possible (ex: sturdy table, desk).

• Kneel down, bend head toward wall and cover any exposed area with coat or covering.

• After Tornado students will be instructed to calmly exit the building.

• Building property will be inspected for safety and when an "all clear" has been issued, students can return to class.

Hurricane Warning

In the event of a Hurricane warning the following guidelines should be performed:

- The Campus Director will notify all students that a hurricane is expected within 36 hours.
- The school will be closed, and the telephone system will be placed on emergency mode. The telephone system will state the emergency and will notify all parties when the emergency situation has passed.
- When the Hurricane has passed, or danger is not evident, the Campus Director along with a designated school official will visit the schools to ensure the safety of all concerned.
- When an all clear is evident, the Campus Director will notify staff of the proceeds of resuming the normal schedule and updating the telephone system.

For information on the opening or closing of the school during inclement weather, students as well as employees can contact the school *Emergency Hotline number at 714-539-5959*

Emergency Lockdown

In the event of a disaster situation, such as an armed intruder or any other life-threatening acts, the following guidelines should be performed:

- Immediately notify police and appropriate law enforcement agencies (911)
- Initiate action and secure building
- Remain calm and encourage others to remain calm
- Proceed to a room that can be locked or barricaded (classroom, office, closet, etc.)
- If the room cannot be locked, determine if there is a nearby room that you can safely get to that can be locked. Consider barricading the door if you cannot lock it.
- Turn out the lights.
- Move away from all doors and windows and sit down on the floor.
- Ignore all knocks.
- Remain quiet (silence all cell phones).
- Remain in place until an "all clear" is given by an authorized person or law enforcement official.
- In case of an immediate life- threatening event, each individual should take whatever actions are necessary to protect his or her own life.
- If possible, to flee the area safely and avoid danger, do so.

How Students and staff will be alerted:

One or more of the following methods may be used to alert the campus community of a lockdown. The use of any particular method will depend on the circumstances presented.

Word of Mouth
If the situation safely permits, the staff may provide word of mouth notification to individual present on campus that a lockdown has been initiated and to take shelter.

Public Announcement by Campus Phone& Fire system:
The institute phone system is equipped with an announcement feature to offer alerts. All offices and classrooms with phones/speakers have the capacity to receive announcements via this system. All members of the campus community should be attentive to all alerts broadcast over this system and act accordingly.

Email
The institute may send emergency alerts via email.

Evacuation: indicates the need to evacuate the classroom immediately and exit though the nearest exit
Lockdown: is a lock down situation, students and staff are to remain calm and not leave the classroom

Drug and Alcohol Abuse Prevention Program
Drug Policy
California Career Institute has a policy of maintaining a drug and alcohol-free learning environment. All employees and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the school's learning environment. The employees and students must notify the school of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the *Drug-Free Workplace Act of 1988* and *The Drug-Free School and Communities Act of 1989* as amended, required all Higher Learning Institutions to certify to the U. S Department of Education by October 1, 1990, that they adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

Substance abuse is a widespread problem that not only seriously affects an individual's work performance, but may also pose potential health, safety and security risks. Our policy is, designed to provide a drug-free, healthy, safe and secure learning/work environment.

Non-Compliance will result in the following action being taken by the school:
• The employee and student will be required to actively participate in a drug or alcohol abuse assistance or rehabilitation program approved by federal, state or local health, law enforcement or another appropriate agency.
• Community service with one of the above stated agencies.
• Termination of enrollment and/or employment.

Student use of marijuana, LSD, amphetamines, sedatives, tranquilizers, stimulants, synthetic drugs, or other dangerous drugs or controlled substances (as defined by law) is a matter of concern to this educational institution. The institute is also concerned about student abuse of alcohol, prescription medications, and inhalants. Alcohol and other drug-related accidents are a leading cause of death of people age 18-24 years old. As an educational institution, CCI endeavors to protect and assist students by providing reliable information about the hazards of illegal drugs and alcohol.

Health risks include, but are not limited to, adverse modification of one or more body systems, such as the nervous, cardiovascular, respiratory, muscular, endocrine, and central nervous systems; toxic, allergic, or other serious reaction; unfavorable mood alteration, and addiction. Physiological and psychological dependency, which manifests itself in a preoccupation with acquiring and using one or more drugs, may cause severe emotional and physical injury.

For more information about the common drugs names and affects refer to *Table 1: Controlled Substances-Uses & Side Effects*

Liquor Law Violation Policy
The violation of state or local laws, or ordinance prohibiting the manufacture, sale, purchases, transportation, possession, or use of alcoholic beverages, not including driving under the influence, fall under this policy.

Observance of the law is the responsibility of each student. Failure to obey the law may subject the student to prosecution by law enforcement authorities, both civil and criminal. It may also subject a student to judicial action on campus including but not limited to expulsion from campus. Being under the influence of alcohol shall not excuse any student from the legal and disciplinary consequences of offenses, disorderly, or unlawful conduct.

Students who violate the alcohol policy are subject to the following sanctions:
1. **First offense**: Possible sanctions include required participation in an alcohol education activity, notification of parents for students under 21 years of age and/or mandatory participation in the "Minor in Possession" course, which has a fee. Appropriate restrictions and restitution will be assessed if applicable.
2. **Second offense**: An alcohol assessment is required and parents of students under 21 years of age will be notified. Additional sanctions may include conduct probation for up to one semester, up to 50 hours of supervised community service in an alcohol education activity and restitution if applicable.
3. **Third offense**: Conduct action may include suspension for a minimum of one semester or expulsion; notification of parents for students under 21 years of age; Proof of an alcohol-related health assessment and compliance with counselor recommendations. The student must have proof of compliance to be reinstated after suspension.

Alcohol Uses and Effects
Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases incidents of a variety of aggressive acts, including spousal and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and health issues. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol may lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal syndrome, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Counseling, Rehabilitation and Assistance Program

Cornerstone of Southern California
13682 Yorba St. Tustin, CA
(714) 730-5399
www.cornerstonesocal.com

Phoenix-House
1207 E Fruit St. Santa Ana, CA
(800) 251-0921
https://www.phoenixhouse.org/

Program Breakdowns

Dental Assistant Program
Program Objectives and Career Outcomes

Dental Assistants are key professionals of the dental office team. The Dental Assistants perform a wide range of clinical, administrative and laboratory procedures. As dental procedures continue to expand and patient awareness of dental services increases, Dental Assistants will continue to be indispensable contributors to dental health care and the community. Our Dental Assisting program provides graduates with the skills and knowledge necessary to qualify for an entry level position as a Dental Assistant. Graduates may also secure employment in other areas of dental specialties, such as Orthodontic Dentistry, or as a Back-Office Assistant, and may work for public health facilities, hospital dental departments, correctional facilities, schools/universities, clinics, and dental suppliers.

Type of Credential: Diploma Dental Assisting

The Coronal Polishing, Pit & Fissure and Radiography (X-Ray) certification are provided through a CA Dental Board approved third party vendor while attending our program, emphasis is placed on the Dental Assistant (DA) practical and written examinations throughout the student's coursework. Students are encouraged to sit for these exams upon successful completion of the program and after gaining 15-month work experience in a dental office.

APPLICATION FOR RDA EXAMINATION AND LICENSURE (QUALIFICATION THROUGH SATISFACTORY WORK EXPERIENCE): California Career Institute dental program prepare graduates to secure an entry level job, once the graduates gain 15-month work experience "Satisfactory work experience" which includes credit for graduation from a postsecondary educational institution approved by the Department of Education or other authorized educational provider he/she will be able to sit for the RDA exam. Orthodontic Assistant Permit can also be obtained, please review DBC link https://www.dbc.ca.gov/applicants/become_licensed_dsa_oa.shtml for eligibility requirements.

Students practice techniques and procedures in our modern dental laboratory to learn and become proficient in those competencies. In addition, equipment, materials, and instruments comparable to those used in an actual dental facility are used in our clinical laboratories and classrooms. The training program is delivered into 7 stand-alone modules. Upon successful completion of the classroom and laboratory training, students are required to complete a 170-hour externship.

The program includes instruction on the California Dental Practice Act and infection control in accordance with the requirements of the Dental Board of California. Completion of the program is acknowledged by the awarding of a diploma. Students also receive a total of 12 hours in Infection Control, Dental Practice Act and CPR where they are awarded those certificated to proceed to the didactic portion of the program.

Program Length:

Six-hundred thirty (630) hours of theory & skills lab and one-hundred seventy (170) hours of supervised clinical training externship.

Dental Assistant Course Schedule

Course Module Number	Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours
DA 001	Introduction to Dental Assisting and Dental Terminology	45	45	-	90
DA 002	Chairside Assisting	45	45	-	90
DA 003	Dental Radiography	45	45	-	90
DA 004	Orthodontics and Dental Specialties	45	45	-	90
DA 005	Dental Materials and Restorative Dentistry	45	45	-	90
DA 006	Preventative Dentistry	45	45	-	90
DA 007	Administrative Dental Assisting	45	45	-	90
DA 008	Externship	-	-	170	170
Totals		**315**	**315**	**170**	**800**

Academic Clock to Credit Hour Conversion

	Semester Credits	Quarter Credits
Lecture	15 Clock Hours to 1 Semester Credit	10 Clock Hours to 1 Quarter Credit
Lab	30 Clock Hours to 1 Semester Credit	20 Clock Hours to 1 Quarter Credit
Externship	45 Clock Hours to 1 Semester Credit	30 Clock Hours to 1 Quarter Credit

Program Outline – Modules:

DA 001/ Introduction to Dental Assisting and Dental Terminology (90 hours) – 45 lecture/45 lab.

This module includes introduction to the DA profession, the dental health team, law and ethics, and expected levels of professionalism. The anatomy and physiology of the head and neck as it relates to the practice of dentistry is included. Use and care of dental equipment and the operatory are emphasized.

Legal aspect of Dentistry, Dental Terminology and familiarizing students with the technicalities of the profession will also be introduced to great details. This module will also introduce the student to chart dental caries and restorations on both geometrical and anatomical charts. Infection control will be reviewed and practiced.

Chapter 1, 2, 3,4

DA 002/ Chairside Assisting (90 hours) – 45 lecture/45 lab.

Basic knowledge in Microbiology is covered through pathogens and modes of disease transmission. Infection control and safe practices is delivered to ensure staff and patient safety and wellbeing. Special emphasis will be placed on the proper methods of infection control including OSHA regulations and the disease transmission process. Periodontics theory and practice will be addressed. Infection control will be reviewed and practiced.

Students practice instrument sterilization adopting multiple techniques using approved sterilization agents and methods, such as operatory, material and instruments disinfection using approved agents and methods. Proper positioning of the patient and staff during dental procedures is taught with an emphasis on the principles of four-handed dentistry. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines. Introduction of tooth morphology, oral structures, and students will also be exposed to various dental diseases and oral pathology.

Chapter 5, 6, 7, 8, 10

DA 003/ Preventative Dentistry (90 hours) – 45 lecture/45 lab.

This module focuses on the importance of preventative care. The goal of preventative care is to achieve optimum oral health. Student learns the importance of tooth brushing and the different methods of brushing that are recommended in the dental field. Additionally, students learn the importance of daily flossing and the proper method to floss your teeth. Students will also learn how to give oral instructions and assure that patient education is effectively understood.

Nutrition will also be a focus on this module as it relates to preventive dentistry and oral health. The process of how dental disease occurs will also be covered and how preventive dentistry can reduce this occurrence. In addition, students will learn the importance of oral prophylaxis and the various methods of removing plaque and dental stains. Proper positioning of both patient and operator will be practiced in order to assure maximum efficiency during procedures. The students will also learn the importance of pit and fissure sealants as it relates to preventative dentistry.

Chapter 4, 10, 17, 18

DA 004/ Orthodontics and Dental Specialties (90 hours) – 45 lecture/45 lab.

This module discusses Orthodontics and the various Dental specialties. Orthodontics is covered with the different phases of orthodontic treatments and classification of malocclusion. Students will also learn

about the various impression materials utilized in the dental field. Student will be exposed to a variety of impression materials as well as producing primary impressions.

Periodontics, students will learn what periodontal disease is the signs symptom, the surgical treatments procedures and alternative procedures that are available to treat this disease. In Endodontics the students will learn about the diagnosis process, testing pulp vitality, endo-cultures, drying root canals and instrumentation setups for root canal therapy.

Oral Surgery and Maxillofacial Surgery is the study of surgeries of the oral cavity and advantages and disadvantages of various corrective procedures. In Pedodontics, students will learn pediatric procedures and emphasizes will be placed on both preventive and restorative techniques.

Chapter 24, 25, 26, 27, 28

DA 005/ Dental Materials and Restorative Dentistry (90 hours) – 45 lecture/45 lab.

This module covers characteristics and properties of dental materials. Students will learn proper mixing techniques and proper handling of various dental materials. Students will learn the difference between temporary and permanent restoration. Student will become familiar with amalgam, composite, dental bases and dental cements. Student will also learn instruments, headpieces and accessories required for restorative dentistry. Additionally, students will learn proper mixing techniques of cements, composite, amalgam and dental bases.

Students will also learn how to properly mix impression materials and how to select tray size for a patient. Students will learn how to effective take preliminary impressions with alginate material on typodont. Students will also learn how to properly pour diagnostic models utilizing model plaster and dental stone. Strong focus on trimming and finishing diagnostic cast will be required. Students will learn proper water to powder ratios and setting times for preliminary impression material.

Chapter 19, 20, 21, 22

DA 006/ Dental Radiography (90 hours) – 45 lecture/45 lab.

Basic principles of dental radiology including theory and techniques will be presented. Emphasis will be placed on operating the x-ray equipment, safety practices, capturing, uploading and evaluation of dental radiographs. Basic principles of head and neck anatomy, as well as radiographic anatomical landmarks, will be covered. This module introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs.

Hands-on care of equipment, and related infection control steps during film exposure. Students will learn the parts of an x-ray machine, the properties of x-radiation and factors that affect the density and contrast of an x-ray. Hands-on experience is given in radiographic techniques and processing of x-rays including basic principles of intraoral radiography. Students are also introduced to digital radiography.

Chapter 7, 15, 16

DA 007/ Administrative Dental Assisting (90 hours) – 45 lecture/45 lab.

During this module the students will be introduced to dental office management with an emphasis on the front office role. Skills included are computer skills, keyboarding, appointment scheduling, telephone techniques, inventory control and insurance and billing procedures. Students are fully trained in the HIPAA guidelines. Career skills, career readiness & success, professional development, basic keyboarding, and computer skills taught as they relate to the dental office.

Chapter 1, 2, 3, 5, 7, 8, 10, 12, 13, 14, 15, 18

DA 008/ Externship (170 hours)

The externship course gives students the opportunity to demonstrate and reinforce the knowledge and skills presented and practiced throughout the training program. Externs work under the direct supervision of qualified personnel at the externship site and under general supervision of the College staff. Externs are evaluated by the dental personnel at the supervisory level; such evaluation is communicated to the institution and placed in the student's file/ record. Dental students must complete 100% of their externship training to fulfill program requirements.

 Prerequisite: DA001, DA002, DA003, DA004, DA005, DA006, DA007.

Medical Assistant Breakdown

Program Objectives and Career Outcomes

The Medical Assistant Program (diploma) is offered as a hybrid in person and online program designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

Type of Credential: Diploma Medical Assisting

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller

Program Length:

Five-hundred sixty (600) hours of theory & skills lab and one-hundred sixty (200) hours of supervised clinical training

Medical Assistant Course Schedule

Course Number	Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Clock Hours	Academic Credits
Module MA-001	Laws and ethics, and Human Behavior	40	40	-	80	4
Module MA-002	Pharmacology & Surgical Procedures	40	40	-	80	4
Module MA-003	Front office, Medical Insurance, & Bookkeeping	40	40	-	80	4
Module MA-004	EKG & Phlebotomy Cardiopulmonary and Electrocardiography	40	40	-	80	4
Module MA-005	Medical Office Lab	40	40	-	80	4
Module MA-006	Endocrinology, Obstetrics and Gynecology.	40	40	-	80	4
Module MA-007	Communication & Clinical Procedures	40	40	-	80	4
Module PD-001	Professional Development	40	-	-	40	2.66
Externship MA		-	-	200	200	4.44
Totals		**280**	**280**	**200**	**800**	**35**

Academic Clock to Credit Hour Conversion

	Semester Credits	Quarter Credits
Lecture	15 Clock Hours to 1 Semester Credit	10 Clock Hours to 1 Quarter Credit
Lab	30 Clock Hours to 1 Semester Credit	20 Clock Hours to 1 Quarter Credit
Externship	45 Clock Hours to 1 Semester Credit	30 Clock Hours to 1 Quarter Credit

Program Outline – Modules:

MA 001/ Law and Ethics and Human Behavior (80 hours) – 40 lecture/40 lab.

Module 001 covers the history and science of the medical field, as well as the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception in the medical office and preparing for the day. Students become familiar with that it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician.

Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs.

Basic principles of psychology are discussed, as well as psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed.

Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections.

Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success.

MA 002/ Pharmacology and Surgical Procedures (80 hours) – 40 lecture/40 lab.

Module 002 stresses the importance of asepsis and sterile technique in today's health care environment.

Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility.

Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included.

Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system.

Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well organized cover letter, resume, and job application.

MA 003/ Front Office, Medical Insurance and Bookkeeping (80 hours) – 40 lecture/40 lab.

Module 003 introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries.

Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office.

Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients. Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system.

Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist them in being successful in the medical field.

MA 004/ EKG and Phlebotomy Cardiopulmonary and Electrocardiography (80 hours) – 40 lecture/40 lab.

Module 004 examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, and diseases, disorders, and diagnostic tests associated with these systems.

Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught with enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration.

Students study essential medical terminology, build on their keyboarding and word-processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately.

MA 005/ Medical Office Lab (80 hours) – 40 lecture/40 lab.

Module 005 introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed.

Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system, and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems.

Students perform common laboratory tests, check vital signs, and perform selected invasive procedures.

Students study essential medical terminology, build on their keyboarding and word-processing skills, and become familiar with the self-directed job search by learning how to set their own career goals.

MA 006/ Endocrinology, Obstetrics and Gynecology (80 hours) – 40 lecture/40 lab.

Module 006 covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine, and reproductive systems.

Students learn about child growth and development, and how hereditary, cultural, and environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements, and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures.

Students study essential medical terminology, build on their keyboarding and word- processing skills, and become familiar with the self-directed job search process by learning all about how to become a mentor and learn from mentoring.

MA 007/ Communication and Clinical Procedure (80 hours) – 40 lecture/40 lab.

Module 007 emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system.

Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person.

Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems.

Students study essential medical terminology, build on keyboarding and word-processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe, and identifying the strategies it takes to become the best in their new job so that they can advance in their career.

PD 001/ Professional Development (40 hours) – 40 lecture/00 lab.

Module 007 emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system.

Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person.

Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems.

Students study essential medical terminology, build on keyboarding and word-processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe, and identifying the strategies it takes to become the best in their new job so that they can advance in their career.

Externship/ Medical Assisting Externship (200 hours)

Upon successful completion of Modules 1 through 7, Medical Assisting students participate in a 200-hour externship at an approved facility.

The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients.

Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 100-hour and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience to fulfill requirements for graduation.

Prerequisite: MA001, MA002, MA003, MA004, MA005, MA006, MA007.

Vocational Nursing Program

Program Objectives and Career Outcomes

The main goal of this program is to provide high quality education to prepare the graduates with the knowledge, skills, and judgment needed to sit for the national licensing examination for vocational nurses NCLEX-PN and upon successful completion of the exam, to be licensed as a Vocational Nurse and provide safe and effective nursing care under the direction of a registered nurse or a licensed physician.

Type of Credential: Diploma in Vocational Nursing.

The vocational nursing program at CCI is designed to provide high quality education to prepare the graduates with the knowledge, skills, and judgment needed for an entry-level vocational nurse position in a medical office, clinic, HMO, acute care hospital, long-term care facility and other health care settings.

VN Licensure requirements by the Board of Vocational Nursing:

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent.
3. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. *Note: A License will not be issued until the board receives the background information from DOJ.*
4. Successful passing of a computerized examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX PN)

Program Length:

Term I
One-hundred seventy-eight (178) hours of theory & skills lab and one-hundred twelve (112) hours of supervised clinical training

Term II
One-hundred eighty-eight (188) hours of theory & skills lab and one-hundred twelve (264) hours of supervised clinical training

Term III
Two-hundred seventy (270) hours of theory & skills lab and four-hundred sixty-two (462) hours of supervised clinical training

Total
Seven-hundred thirty-six (736) hours of theory & skills lab and eight-hundred thirty-eight (838) hours of supervised clinical training

Vocational Nursing Course Schedule

TERM I

Course Number	Course Title	Theory Hours	Lab Hours	Clinical Hours	Total Hours
VN100T	Fundamentals of Nursing I & II Theory	162	-	-	162
VN100L	Fundamentals of Nursing I & II Lab	-	116	-	228
VN100C	Fundamentals of Nursing I & II Clinical	-	-	112	
Total		162	116	112	390

TERM II

Course Number	Course Title	Theory Hours	Lab Hours	Clinical Hours	Total Hours
VN200T	Medical Surgical Nursing I Theory	176	-	-	176
VN200L	Medical Surgical Nursing I Lab	-	12	-	276
VN200C	Medical Surgical Nursing I Clinical	-	-	264	
Total		176	12	264	452

TERM III

Course Number	Course Title	Theory Hours	Lab Hours	Clinical Hours	Total Hours
VN300T	Maternal-Neonatal Health Theory	24	-	-	72
VN300C	Maternal-Neonatal Health Clinical	-	-	48	
VN310T	Pediatric Nursing Theory	24	-	-	72
VN310C	Pediatric Nursing Clinical	-	-	48	
VN320T	Medical Surgical Nursing II Theory	136	-	-	340
VN320C	Medical Surgical Nursing Clinical	-	-	204	
VN330T	Mental Health Nursing Theory	24	-	-	24
VN340T	Senior Practicum Theory	24	-	-	186
VN340C	Senior Practicum Clinical	-	-	162	
VN350T	Integration Course	38	-	-	38
Total		270	-	462	732
Total Program		**608**	**128**	**838**	**1574**

Academic Clock to Credit Hour Conversion

	Semester Credits	Quarter Credits
Lecture	15 Clock Hours to 1 Semester Credit	10 Clock Hours to 1 Quarter Credit
Lab	30 Clock Hours to 1 Semester Credit	20 Clock Hours to 1 Quarter Credit
Externship	45 Clock Hours to 1 Semester Credit	30 Clock Hours to 1 Quarter Credit

TERM I: Vocational Nursing Practice in Wellness & Illness I

The main goal for term one is to provide the nursing students with a foundation of vocational nursing practice. It will include an orientation to the program policies and procedures, the role of the vocational nursing student, and an introduction to the wellness and illness model and the practice of nursing according to National League for Nursing.

This term will include an introduction to the nursing process, basic nursing skills and concepts of patient care in wellness and illness.

VN 100

Fundamentals of Nursing I: This course will include the basic knowledge that is essential for providing safe, knowledgeable, and effective nursing care such as basic nursing concepts, basic nursing skills, and basic nursing interventions.

The course includes the following topics:
- Introduction to Vocational Nursing
- Developmental and Sociocultural Considerations
- Communication & Nurse – Client Relationship
- Nursing Process
- Vital Signs
- Physical Assessment
- Documentation
- Selected Basic Nursing Skills
- Life Cycle of Older Adult Client
- Client & Family Education

Fundamentals of Nursing II: This course will provide a basic knowledge that is essential for understanding further courses. An introduction to anatomy, physiology, nutrition, and clinical pharmacology will be provided. In addition, an introduction to the concepts of nursing care of the surgical client will be provided.

TERM II: Vocational Nursing Practice in Wellness & Illness II
Term Description

The main goal for term II is to provide the students with knowledge and the clinical practicum in the field of adult medical surgical nursing. The theory part is divided according to body systems and the clinical practicum provides the student with opportunities to integrate and apply Medical skillsets.

VN 200

The Medical Surgical Nursing I: This course will provide students with the knowledge and skills needed to provide safe and effective care for client with selected disorders.

This course covers some body systems, each individual system will be studied in scope of anatomy and physiology, a physical assessment, incidence, lab & diagnostic methods and treatment modalities, and nursing care for adult with major illness such as respiratory disorders, cardiovascular disorders, reproductive disorders, renal and urinary disorders, and endocrine.

The role of the practical nurse in caring for aging clients both at home and health care facility is discussed through each system.

TERM III Vocational Nursing Practice in Wellness & Illness III
Term Description

The main goal for term III is to offer the students theoretical knowledge and clinical experiences in medical surgical and other specialty area such as Maternity, and Pediatric.

New body systems will be introduced, and anatomy and physiology will be included for each system. Maternal-

Neonatal Nursing & Pediatric Nursing will provide student with the knowledge and skills needed to provide safe and effective care for clients in the maternity and pediatric units. Mental Health Nursing course will introduce the students to basic concepts related to mental health in wellness and illness. Integral to Term III is development of leadership and supervision knowledge and skills.

VN 300

Maternal-Neonatal Health: This course covers the following topics structure and function of the reproductive system, family planning, infertility, menopause, fetal development, maternal adaptation during pregnancy, prenatal care, labor process, pain management during labor, assisted delivery and cesarean birth, postpartum nursing care, newborn nursing care, pregnancy related complication, labor at risk, postpartum at risk, and newborn at risk.

VN 310

Pediatric Nursing: This course covers growth and development from infancy to adolescent, foundations of pediatric health care includes assessment of the child, care of hospitalized child, dying child, and nursing care for child with major illness such as sensory/neurological disorders, respiratory disorders, cardiovascular disorders, gastrointestinal disorders, endocrine disorders, genitourinary disorders, musculoskeletal disorders, integumentary disorders, communicable diseases, and psychosocial disorders.

VN 320

The Medical Surgical Nursing II: This course will provide student with the knowledge and skills needed to provide safe and effective care for client with the following disorders: integumentary disorder, musculoskeletal disorder, gastrointestinal disorder, gallbladder, liver, biliary tract, or exocrine pancreatic disorder, visual or auditory disorder, neurological disorder, immune disorder, HIV/AIDS, and cancer

VN 330

Mental Health Nursing: This course covers legal and ethical issues, mental health concepts, therapeutic communication, crisis intervention, individual psychotherapy, group therapy, family therapy, psychopharmacology, electroconvulsive therapy, major mental disorders, and addressing the psychological aspects of care provided for physically ill client.

VN 340

Leadership, Supervision, & Senior Practicum: This course covers the following topics; overview of the health care system, the health care team, ethical issues in health care, legally responsible nursing practice, leadership skills and supervision skills. This course will provide student with clinical opportunity to provide safe and effective care for three clients include performing client assessment, administering medications, and utilizing the nursing process in providing comprehensive nursing skills as applied to the following systems: Obstetrics, Pediatrics, Integumentary, Musculoskeletal, Gastrointestinal, Sensory & Neurology, Immunology, and Oncology.

VN 350

Integration Course: The purpose of the course is to integrate the knowledge base from each of the different core specialties in nursing by reviewing material in a case study and scenarios format. The course follows the competition of the program terms (I, II, and III) with a comprehensive assessment to ensure student preparation for success in taking the NCLEX examination. This course provides the student with competencies and strategies to enhance transition from student to vocational prepared nurse. Students gain understanding of the role of the National Council of State Boards of Nursing (NCSBN) in developing and administering the Vocational Nurse (LVN) licensing examination.

Associate of Applied Science in Vocational Nursing Degree Program

Program Objectives and Career Outcomes

The AASVN Degree program builds on the Vocational Nursing Diploma by adding fully online General Education and Science courses for graduates of the Vocational Nursing diploma program. This post-licensure program aims to educate and develop Vocational Nurses to become more well-rounded professionals through undergraduate General Education courses.

Type of Credential: Associate Degree of Applied Science in Vocational Nursing

Associate of Applied Science in Vocational Nursing Course Schedule

Course Number	Course Title	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Semester Credits
ENG 100	Introduction to Composition	45	0	0	45	3
MTH 125	Intermediate College Algebra	45	0	0	45	3
SOC 100	Introduction to Sociology	45	0	0	45	3
COMM 100	Introduction to Public Speaking	45	0	0	45	3
PSYCH 100	Introduction to Psychology	45	0	0	45	3
BIO101	Anatomy and Physiology I	60	30	0	90	5
BIO102	Anatomy and Physiology II	60	30	0	90	5
BIO103	Microbiology	60	30	0	90	5
AAS-VN Total		405	90	0	405	30
Program Total with Vocational Nursing Program	VN Term I VN Term II VN Term III General Education	1013	218	838	2069	93.41

Academic Clock to Credit Hour Conversion

	Semester Credits	Quarter Credits
Lecture	15 Clock Hours to 1 Semester Credit	10 Clock Hours to 1 Quarter Credit
Lab	30 Clock Hours to 1 Semester Credit	20 Clock Hours to 1 Quarter Credit
Externship	45 Clock Hours to 1 Semester Credit	30 Clock Hours to 1 Quarter Credit

GENERAL EDUCATION COURSE DESCRIPTION

ENG 100 Introduction to Composition: This course is a general introduction to the principles of effective writing with an emphasis on the writing process, thesis, context, purpose, and audience. By completing this course, the student will acquire the ability to write effective sentences, paragraphs, and themes and the ability to read with an understanding of rhetorical forms and devices with critical awareness. The course aims to build sequentially on students' ability to read both written and cultural texts closely and critically and to analyze those texts in ways that also engage and problematize students' own experience, the perspectives of "experts," and the world they live in.

MTH 125 Intermediate College Algebra: The course focuses on topics such as basic treatment of algebraic expressions, solving linear equations and inequalities, graphing linear equations and inequalities, polynomial operations, positive and negative integral exponents, factoring, systems of linear equations, radical and rational expressions, quadratic equations and various application problems.

COMM 100 Introduction to Public Speaking: The course explores how people interact verbally and non-verbally and teaches basic principles of interpersonal communication, including perception, self-concept, persuasive communication, nonverbal communication, semantics, roles and norms, and communication barriers. Activities include participating in groups, pairs, and interactive communication situations.

SOC100 Introduction to Sociology: This course explores sociological processes that underlie everyday life. The course focuses on globalization, cultural diversity, critical thinking, modern technology, and the growing influence of mass media.

PSYCH 100 Introduction to Psychology: This course covers the foundations of human behavior. It includes the study of the theories and concepts of psychology, including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning and memory, emotion, states of consciousness, personality theories, cognition, and lifespan development, and applied psychology**.**

BIO 101 Anatomy and Physiology I: This course is a two-course sequence in which human anatomy and physiology are studied using a body systems approach. This course emphasizes interrelationships between form and function at the gross and microscopic levels of the organization. Students will learn basic anatomical and directional terminology, fundamental concepts and principles of cell biology, histology, and the integumentary, skeletal, muscular, and nervous systems. This course includes one semester credit hour of the virtual lab.

BIO 102 Anatomy and Physiology II: This course is the second of a two-course sequence in which human anatomy and physiology are studied using a body systems approach. Covered content includes the following body systems: Lymphatic, Blood, Cardiac, Vascular, Respiratory, Urinary, Gastrointestinal, Reproductive systems, and the Endocrine system. Each body system is discussed in terms of the major anatomical structures and functions, including how each system participates in the body's homeostasis. The student will also be provided with content and opportunity for discussion related to selected major pathologies, changes that occur in the disease process, causes, and diagnostic procedures. This course includes one semester credit hour of the virtual lab.

BIO 103 Microbiology: The course covers basic concepts of microbiology, with emphasis on medically important microorganisms and infectious diseases. The studied topics include microscopy, microbial growth and genetics, antimicrobial agents, epidemiology, and immune system responses to pathogens. Lab exercises emphasize aseptic techniques, isolation, and culture of microorganisms, microscopy, and staining techniques. This course includes one semester credit hour of the virtual lab.

California Career Institute

Insert A: Academic Calendar, Breaks & Operating Hours

OPERATING HOURS (Note: Operating Hours may be affected by the COVID-19 Pandemic)

Anaheim Campus:	**Monday through Thursday** **8:30 am to 9:00pm** **Friday** **8:00am to 5:00pm**

Hawthorne Campus:	**Monday through Thursday** **8:30am to 9:00pm** **Friday** **8:00am to 5pm**

Academic Holiday Calendar Jan 2022 – December 2022

Martin Luther King Jr. Day	01/17/22
Presidents' Day	02/21/22
Memorial Day	05/30/22
Independence Day	07/04/22
Labor Day	09/05/22
Thanksgiving Holiday	11/24/22 to 11/27/22
Winter Break	12/23/22 to 1/2/23

California Career Institute

List of Staff and Faculty – Insert B

Corporate President and Chief Executive Officer: Dr. Rafat Qahoush, RN, PhD.
Director of Nursing: Manal Alawneh RN, MSN
Director of Education/Career Services/Title IX Co-Ordinator: Josefina Villanueva, MBA
Director of Financial Aid: Odessa Mathis
Career Services Coordinator: Maria Hernandez
Director of Admissions: Miguel Beltran
Student Accounts Administrator: Elizabeth Rodriguez
Registrar: Yara Alsukhni
Financial Aide Assistant: Fatima Alquran
Administrative Assistant: Adel Saadeh
Financial Analysis-Project Management: Mohammad Qahoush

Faculty
Nursing:
Dr. Manal Al Atrash , RN, PHD
Dr. Samer Kashkoul, MD
Marilyn Desper, LVN
Joan Tanida, R. N., BSN
Phuong Nguyen RN, NP
Edmundo Falcon RN
Ellen Falcon RN
Dr. Qudsia Tabishyat MD LVN
Dr. Mahmoud Altawalbih RN, PHD
Rawan Altawalbih RN, MSN
Dr. Murder Alkrisat RN, PHD
Anh Nguyen RN
Brandy Loyola RN, MSN
Theresa Canlas RN
Maria Flick LVN
Hatem Abukhalef RN, MSN
Sean Ashby RN
Ahmad Subhi RN
Elham Fahmawi RN, MSN
Firas Abed RN, MS
Princeloida Hernandez RN

Medical Assistant:
Wanda Miranda
Qudsia Tabishyat MD LVN
Willie Rodriguez

Student Tuition Recovery Fund

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste. 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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 Physical Address: 1747 N. Market Blvd. Ste. 225, Sacramento, CA 95834
> 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 Web site Address: www.bppe.ca.gov

California Career Institute

Insert C: Program Length and Tuition

Tuition Effective Nov 1st 2021

TOTAL COST FOR VOCATIONAL NURSING PROGRAM IS $33,057.50
Registration Fee* $75.00

Program	Program Length/months
Vocational Nursing (FT/PT=full time/part time)	1574 hours

1ST Academic Year (900 Hours)	2nd Academic Year (674 Hours)
Tuition: $18,812.00	Tuition: $14,088.00
Textbooks*: Included	Textbooks*: N/A
Materials & Supplies, Uniforms, and Live scan*: Included	Materials & Supplies and Uniforms* : N/A
STRF Assessment**: 82.50	
TOTAL: $ 18,894.50	TOTAL: $14,088.00
	TOTAL PROGRAM COST: $33,057.00

*Non-Refundable
**STRF assessment is currently not being collected by the State of California (Effective 07/01/2016)

By opting out of inclusive tuition and agreeing to purchase textbooks themselves, the total fees charged to the students by the college at the time of enrollment will be reduced by the then-current total costs paid by the college to acquire the textbooks. Note, students who choose to opt-out of inclusive tuition are obligated to have acquired all necessary books by the first scheduled day of class

*Fees vary by program, and include items such as customized uniforms, classroom consumables, administrative and technology fees. For clinical program, it also includes fees associated with clinical site services, test preparation, HESI package e.g. Case Study, HESI exams, online services and examinations.

Due to the nature of the service provided by the HESI provider, the HESI package and online services is non-refundable once activated by the student.

Total Cost of the AASVN Program is: **$17,720.00**

Registration Fee*: $75.00

Associate of Applied Science in Vocational Nursing Program Length	48 Weeks – 30 Credit Units
Cost of Tuition	$500/credit
Total Tuition	$15,000.00
Books and Supplies	$1,800.00
Lab Fees	$500.00
Student Technology Fee	$300.00
Registration	$75.00
STRF Assessment**:	$45.00
	TOTAL PROGRAM COST: $17,720.00

Tuitions and fees are the same for in-state and out-of-state students. Acceptable methods of payment include cash, check, major credit cards, loans, or grants. Delinquent accounts may result in suspension or termination from the program and may be submitted for collection with collection agencies. The method used for collecting delinquent tuition and/or monies owed is consistent for all students.

You are responsible for this amount. If you get a student loan, you are responsible for repaying the loan amount plus any interest, less the amount of any refund.
I understand that this is a legal binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and the institution's cancellation and refund polices have been clearly explained to me. The enrollment agreement is legally binding when signed by the student and accepted by the institution.

TOTAL COST FOR THE DENTAL ASSISTANT PROGRAM IS $15,795.00

Registration Fee* $75.00

Program	Program Length
Dental Assistant	40 weeks, 20 hours per week, 800 clock hours

Tuition	$ 15,680.00
Books*	$0 (Included)
Supplies & Materials*	$0 (Included)
Uniform(s)*	$0(Included)
STRF (Non-Refundable) **	$40.00
Total DA Program Cost	**$15,795.00**

*Non-Refundable
**STRF assessment is currently not being collected by the State of California (Effective 07/01/2016)

By opting out of inclusive tuition and agreeing to purchase textbooks themselves, the total fees charged to the students by the college at the time of enrollment will be reduced by the then-current total costs paid by the college to acquire the textbooks. Note, students who choose to opt-out of inclusive tuition are obligated to have acquired all necessary books by the first scheduled day of class

TOTAL COST FOR THE MEDICAL ASSISTANT PROGRAM IS $12,607.50

Registration Fee* $75.00

Program	Program Length
Medical Assistant	40 weeks, 20 hours per week, 800 clock hours

Tuition	$ 12,500
Books*	$0 (Included)
Supplies & Materials*	$0 (Included)
Uniform(s)*	$0(Included)
STRF (Non-Refundable) **	$32.50
Total MA Program Cost	**$12,607.50**

*Non-Refundable
**STRF assessment is currently not being collected by the State of California (Effective 07/01/2016)

By opting out of inclusive tuition and agreeing to purchase textbooks themselves, the total fees charged to the students by the college at the time of enrollment will be reduced by the then-current total costs paid by the college to acquire the textbooks. Note, students who choose to opt-out of inclusive tuition are obligated to have acquired all necessary books by the first scheduled day of class

"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: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
 Web site Address: www.bppe.ca.gov
Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 574-8900 or by fax (916) 263-1897