# Opportunity Junction



**CATALOG**

**January 1, 2025- December 31, 2025**

# Nursing Assistant Training Program

# Administrative Careers Training Program

# Medical Assisting Training Program

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Effective: January 2025 - December 2025

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## Mission:

Driven by the fundamental belief that everyone who works hard deserves the opportunity to succeed, our mission is "to help motivated Contra Costa job seekers develop the skills and confidence to launch careers that lead to financial security."

## Nursing Assistant Program Summary:

Classes are conducted: 6 Hours a day, 5 days a week for 12 Weeks for 300 Total Clock Hours

All lecture and lab sessions are held at our single site: 3102 Delta Fair Blvd. Antioch, CA 94509. Clinical hours are completed at a local Skilled Nursing Facility.

Upon completion of the Nursing Assistant program, a student can take the state exam at a third party location. As the student passes the state exam, the California Department of Health Services will issue a Certified Nurse Assistant certification. The Certification is mandatory to work in a long term care facility.

## Nursing Assistant Program Description:

This program requires 12 weeks of training. The required hours of training include hours specified by the California Department of Health Services / Licensing and Certification Section. This program exceeds the minimum requirements to prepare a student for a wider scope of medical situations which may arise in the health industry with an emphasis on person centered care

## Nursing Assistant Program Objectives:

This program is designed to provide a student with extensive instruction in allied Health Aide, career development as well as preparing the student for the Nurse Assistant Certification testing by the American Red Cross or Regional Testing Center for Certification.

## Nursing Assistant Occupational Objectives:

Graduates will be qualified for entry -level positions in the Allied Health Industry, with Hospitals, Long- term care, Clinics, Doctors' Offices, and specifically to care for patients confined to nursing facilities or the patient's home.

Job Classifications: DOL # 31-1130; 31-1131

| MODULES | CONTENTS | Theory Hours | Clinical Hours |
|---|---|---|---|
| Module 1 | Introduction | 2 | 0 |
| Module 2 | Patients' Rights | 3 | 2 |
| Module 3 | Communication/Interpersonal Skills | 2 | 0 |
| Module 4 | Prevention and Management of Catastrophe and Unusual Occurrences | 1 | 1 |
| Module 5 | Body Mechanics | 2 | 4 |
| Module 6 | Medical and Surgical Asepsis | 2 | 8 |
| Module 7 | Weights and Measures | 1 | 1 |
| Module 8 | Patient Care Skills | 14 | 40 |
| Module 9 | Patient Care Procedures | 7 | 21 |
| Module 10 | Vital Signs | 4 | 8 |
| Module 11 | Nutrition | 2 | 7 |
| Module 12 | Emergency Procedures | 2 | 1 |
| Module 13 | Long-Term Care Resident | 3 | 6 |
| Module 14 | Rehabilitative Nursing | 2 | 4 |
| Module 15 | Observation and Charting | 6 | 4 |
| Module 16 | Death and Dying | 4 | 0 |
| Module 17 | Abuse | 6 | 0 |
| | | 63 | 107 |

**PROGRAM REQUIRED PER CDPH REGULATIONS**

## Module 1: Introductions to Health Care

During this module, the student learns of the role and responsibility of the Certified Nurse Assistant. An overview of Title 22, division 5, California Code of Regulations. The requirements for nurse assistant certification, professionalism, ethics and confidentiality are reviewed.

## Module 2: Patient Rights

In this module, the student learns communications, defense mechanisms, social cultural factors, attitudes toward illness and health care and family interaction. The student is instructed in the patients' right as specified in Title 22, California Code of Regulations section 72527 and in sections 1599.1, 1599.2, and 1599.3 of the Health and Safety Code and in Title 42 Code of Federal Regulations Part 483, Sections 483.10, 483.12, 483.13, and 483.15.

## Module 3: Communication/Interpersonal Skills

The student will learn communication and defense mechanism skills when working with the Patient and the health care team. The student will be introduced to socio cultural factors, attitudes of illness and health care in the community and family interactions.

## Module 4: Prevention/Management of Catastrophic & Unusual Occurrence

During this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, the roles and procedures for Nurse Assistants, and patient safety.

## Module 5: Body Mechanics

In this module, the student learns of the basic rules of body mechanics, proper transfer techniques, ambulation, the proper use of body mechanics and positioning techniques.

## Module 6: Medical & Surgical Asepsis

The student will learn about Micro-organisms, the procedure of universal precautions used for infection control including methods to handle patients, and all materials that are soiled with body fluids from patients. The principles of asepsis and methods prescribed shall be designed to reduce risk of transmission of potentially infectious etiologic agents from patient to patient and between patients and health care workers.

## Module 7: Weights and Measures

The student will use the metric system in measuring accurately the intake and output and fluid balance, fluid intake, fluid output, forcing and restricting fluids. Measuring resident's height and weight in the bed or upright scale. The student will learn to understand the Metric system, by weight, length and liquid volume. The student will also learn military time i.e. a twenty-four (24) hour clock.

## Module 8: Patient Care Skills

During this module, the student learns the proper procedure for bathing patients and medicinal baths, dressing and undressing oral hygiene with their own teeth, dentures or to unconscious residents, hair care combing and shampooing nail care, shaving. The assistance with prosthetic devices, skin care including Decubitus ulcers, elimination needs, bowel and bladder retraining, weights and measuring the patient.

## Module 9: Patient Care Procedures

During this module, the student learns how to collect specimens, including stool, urine and sputum. Students learn to care for patients with tubing to include but not limited to gastric, oxygen, urinary, and intravenous (IV). (This care does not include inserting, suctioning or changing the tubes). Student also learns meaning of intake and output (I&O), bed making, cleansing enemas, laxative suppositories, admission, transfer and discharge, bandages and non-sterile dry dressings,

application of non-legend topical ointments to intact skin surfaces.

## Module 10: Vital Signs

The student will learn the purpose of Vital factors affecting the vital signs, Normal ranges, methods of measuring the temperature, pulse and respiration and blood pressure... Learn abnormalities of vital sign and, recording the proper documentation.

## Module 11 Nutrition

The student learns the Principles of Basic Nutrition, Basic Four Food Groups, Religious Dietary Restrictions, The Four Major Types of Nutrients, The Importance of Water, Nutrient and Calorie Needs, Assessing Nutrition, Good vs Poor, Regular and Special (Therapeutic) Diets, Therapeutic Diets that Eliminate, Restrict, or Change the Proportion of Foods or Nutrients, Therapeutic Diet that are Served in 4 Particular Forms, Supplemental Food and Fluids, Principles of Fluid Balance, Nursing Assistant's Responsibility Relating to Client's Diet, Planning a Menu and Shopping List, Purchasing Food Wisely, Storing Food Properly, Feeding techniques for the patient, Food Preparation and diet therapy.

## Module 12: Emergency Procedure

During this module, the student will learn signs and symptoms of distress, immediate and temporary intervention and emergency codes and procedures, general safety rules, fire and disaster plans, the roles and procedures for Certified Nurse Assistants, and patient safety and emergency including overview of CPR and first aid for choking resident.

## Module 13: Long Term Care

During this module, the student learns the needs of persons with retardation, Alzheimer's, cerebral palsy, epilepsy, dementia, and mental illness. General anatomy and terminology, physical and behavioral needs and changes, community resources available, psychological, social, and recreational needs, common disease/disorders including signs and symptoms.

## Module 14: Rehabilitative Nursing

During this module, the student learns the importance of promoting patient potential, devices and equipment used in patient care, ADLs, Family interactions, complications of inactivity, ambulation and range of motion exercises, assistive devices to assist the resident to assist with their activities of daily living.

## Module 15: Observation and Charting

The student learns observation of patients and reporting responsibilities, patient care plans, patient care documentation, legal issues of charting, in depth medical

terminology for observation and charting. Introduction to medical terminologies.

## Module 16: Death & Dying

During this module, the student learns the stages of grief, the emotional and spiritual needs of the patient and family, rights of the dying patient, signs of approaching death, monitoring of the patient, and post mortem care.

## Module 17: Abuse

During this module, the student learns to identify and report signs of patient abuse.

The required CDPH modules are reinforced through lab hours. In addition, our program weaves professional skills and essential skills into the curriculum for a total hour count of 300.

## *** FINAL EXAM AND LICENSE

**Nursing Assistant students**, upon completion of the course, and completing the final exam with a grade of 80% on the final examination will be eligible to apply for the certification test given by a regional testing center.

The certification test is not given by our organization, but by the regional testing center. This organization cannot guarantee the certification.

# Administrative Careers Training Program Summary:

The Administrative Careers Training program combines computer training with career skills, paid experience, case management, mental health services, and long-term alumni services. Twelve weeks of full-time student training are followed with up to four months of paid student internship using the skills introduced during training. Alumni outcomes are tracked for 18 months and all alumni are offered lifetime services including career counseling, support, and mentoring.

All class sessions are held at our single site: 3102 Delta Fair Blvd. Antioch, CA 94509.

Classes are conducted: 5 days a week for up to 917 total clock hours through the training, career skills, and paid work experience. Total clock hours required for the Certificate of Completion is 406.

# Administrative Careers Training Program Outline

**Training & Certification:** Students spend 35 hours per week for 12 weeks acquiring high quality technical skills, industry recognized Microsoft Office Specialist certifications, and a host of professional, life and career development skills essential for job seekers in today's competitive workforce environment. Following the training phase, students spend 35 hours per week for up to 16 weeks acquiring career skills, searching for employment, and participating in a paid work experience.

The learning objectives include:

- Understanding operating systems and file management
- Understanding of Microsoft Office including advanced Word and Excel, and fundamental Outlook, Access, PowerPoint
- Understanding of office etiquette including professional dress, peer interaction, and responding to supervisors.
- Life skills
- Career Skills

Student trainee phase duration is 413 hours divided between:

| | |
|---|---|
| Lecture | 50% |
| Lab work | 21% |
| Life Skills Training | 21% |
| Test Preparation | 8% |

Student Intern phase duration is up to 504 hours divided between:

| | |
|---|---|
| Career Skills | 45% |
| Paid work experience | 55% |

**Administrative Assistant: Requirements to complete** the training phase of the Administrative Careers Training Program, student trainees must pass three computer skills assessments and one final oral presentation assessment with a grade of 75% or higher.

Microsoft Office Fundamentals

- Word
- Excel
- Project Based Final

Those who complete the course and pass the certification exam receive a credential recognized worldwide demonstrating they have the knowledge, skills, and abilities to productively use Microsoft Office. MOS enables the student to tap the full features and functionality of the

Microsoft Office system, resulting in heightened levels of individual performance, confidence, and differentiation

**Certification:** Individual certifications for Microsoft Office Specialist in Word, Excel, PowerPoint, Access, and/or Outlook **Expiration**: N/A
**Certification by:** Certiport ;**Exam Format**:Timed, Project Based Online Assessment

# The Administrative Careers Training Program Includes:

## Training & Certification

At the core of Opportunity Junction's Administrative Careers Training program is our training component. Students spend 35 hours per week for 12 weeks acquiring high quality technical skills, industry recognized Microsoft Office Specialist certifications, and a host of professional, life and career development skills essential for job seekers in today's competitive workforce environment.

## Paid Word Experience

Once the 12-week initial training is complete, Opportunity Junction hires students as paid employees providing contracted services for local businesses and administrative support for the staff. High quality training is made exponentially more effective when combined with the opportunity to actually perform the work. We hire every graduate of the student training phase to work 20 hours per week for up to 4 months. The internship lasts up to 4 months because student interns resign when they find other employment, which may occur before the completion of the internship. This real-work experience gives student interns confidence in applying their new skills to real world projects and challenges while providing relevant experience for their resumes.

## Personalized Job Placement Assistance

Administrative Careers Training student interns spend 15 hours per week engaged in personalized job placement assistance activities. Opportunity Junction student interns receive the following placements services: resume writing instruction; interviewing skills and mock interviews; social media marketing training that includes how to use LinkedIn, Facebook, Twitter, and other online sources/communities to conduct job searches; professional clothing; focused career building workshops; and lifetime job placement support. Our Employer Engagement staff ensures builds employer partnerships and help ensure that employer partners are matched with candidates who have the skills and personality to succeed in each position we fill.

**Case Management**

Case managers closely support students throughout their time at Opportunity Junction and for 18 months following job placement, ensuring that each student is linked to child-care, health care, transportation, and other needed services.

**On-Site Counseling Services**

Recognizing that many of our students are in need of therapeutic counseling, our onsite counselor assesses all Administrative Careers Training students and provides referrals, counseling, and workshops. Integrating these services into the program itself helps to de-stigmatize them and facilitate participation.

# Administrative Careers Training Program Objectives:

- Providing training in the computer applications most frequently needed to succeed in the office and administrative positions employers are seeking to fill;
- Preparing participants, specifically, for Microsoft Office Specialist certification in Word and Excel, industry recognized certifications that lead to employment;
- Combining that training with life skills, paid work experience, career counseling and placement assistance, and mental-health services, to enable participants to overcome barriers to employment;
- Nurturing relationships with employers to help us refine our curriculum and place participants into positions where they will succeed; and
- Maintaining long-term relationships with our alumni so that we can track our performance and provide alumni programs that will help them climb the career ladder.

**Job Classifications**

This program prepares graduates for the following United States Department of Labor's Standard Occupational Classification codes:

43-000 Office and Administrative Support Occupations; 43-1010; 43-1011;43-2000; 43-2020; 43-2090; 43-2099; 43-3000; 43-4000; 43-4020; 43-4021; 43-4050; 43-4051;43-4060; 43-4061; 43-4070; 43-4071; 43-4080; 43-4081; 43-4170; 43-4171; 43-4190; 43-4199;43-6000;

# Medical Assisting Program Summary:

This program is designed to provide a student with extensive instruction in medical assisting and career development preparing the student for employment.

All lecture and lab sessions are held at our single site: 3102 Delta Fair Blvd. Antioch, CA 94509. Clinical hours are completed at designated medical facilities.

This program requires 11 weeks of accelerated training broken into 4 Modules. Classes are conducted: 5 Hours a day, 5 days a week for 11 Weeks for 275 Total Clock Hours and an additional 160 hours required externship.

# Medical Assisting Program Description:

Participants will develop, identify, and analyze instructional skills that will lead to job opportunities in the medical field. Through various lectures and hands on experience, students will be able to implement a variety of medical assistant skills such as following HIPAA & OSHA guidelines, general administrative duties, medical terminology, Clinical duties, billing, and coding. Life skills and job readiness training are also provided during this training course.

Participation in externship will be based upon successfully completing the first four modules of class and on instructor's recommendation. Students must pass a final clinical skills check-off (evaluation) from the Medical Assistant Instructor prior to externship. **Successful completion of externship will be required to obtain a Certification of Achievement for the Medical Assistant Training Program.** Students must maintain a 95% attendance level and a GPA of 75% and above.

# Medical Assisting Program Objectives:

Students learn medical terminology, billing, and coding; learn how to take patients' vital signs; giving injections (IM, ID, & subQ); Venipunctures; doing ECGs; dose calculations and metric conversions; receive CPR certification. Graduates are prepared for certification and are qualified for work in doctor, and optometrist offices as well as medical clinics and facilities.

# Medical Assisting Occupational Objectives:

Graduates will be qualified to perform administrative and clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding. Clinical duties may include taking/recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Graduates will be qualified for entry-level positions with Hospitals, Medical Offices, Optometrist Offices, Wellness Centers, Surgical Centers, and other Medical Specialty and Outpatient Facilities.

Job Classification, Medical Assistants: DOL # 31-9092

# Overall Instructional Outcomes:

Participants will develop, identify, and analyze instructional skills that will lead to job opportunities in the medical field. Through various lectures and hands on experience, students will be able to implement a variety of medical assistant skills such as:

- Medical Terminology
- Medical Billing & Coding
- Correspondence, Mail Processing & Distribution
- Vital Signs with Height & Weight
- General Administrative Duties & Customer Service
- Autoclave & Sterilization
- First Aid & Bandaging
- Life Skills & Job Readiness Training
- Following HIPAA & OSHA guidelines
- Assisting in Complete Physical Exam & Specialties
- Injections and Venipuncture
- Instrument Identification & Setting-Up for Surgical Procedures
- CPR Certification and EKG Procedures
- Patient Teaching through Pre-Operative & Post-Operative Instructions

| **Program Modules** | |
|---|---|
| **Module 1** | Intro to: MA Profession, Medical Laws & Ethics, Interpersonal Communication, Patient History, Exam & Treatment Areas |
| **Module 2** | Patient Education, Schedule & Financial Management, Billing & Coding, |
| **Module 3** | Clinical Skills & Assisting in Specialty Exams |
| **Module 4** | Assisting with Minor Surgery, Orientation to Lab, Sterilization Techniques, Microbiology & Diseases, Physical Therapy, Nutrition & Health |
| ***Required Externship 160 hours** | Clinical Externship at a designated Medical Facility<br>(Placement at externship is contingent upon classroom and instructional requirements. See below.) |

## Required Bureau for Private Postsecondary Education Disclosures

Catalog Update (5 CCR 71810(a)) this institution, pursuant to section 94909 of the Ed Code, annually updates this catalog. Annual updates may be made by the use of supplements or inserts accompanying this catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying this catalog.

"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 1747 N. Market Blvd., Sacramento, CA 95834, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 574-8900."

"As a prospective student, you are encouraged to review this catalog prior to signing prior to an enrollment agreement. You are also encouraged to review the School Performance Fact signing Sheet, which must be provided to you prior to signing an enrollment agreement." 94909(a)(3)(B)

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

"The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting https://www.asar.bppe.ca.gov/"

The institution's office is located at 3102 Delta Fair Blvd., Antioch, CA 94509

Tel: (925) 776-1133; www.OpportunityJunction.org

Opportunity Junction is non-profit institution approved to operate by the Bureau for Private Postsecondary Education, and that approval to operate means compliance with the state standards as set forth in the CEC and 5, CCR.
**BPPE** Bureau for Private Postsecondary Education:

http://www.bppe.ca.gov

This institution and programs are not accredited by an accrediting agency recognized by the United States Department of Education.

**Opportunity Junction supported by CDBG.**

**CDBG** Community Development Block Grant Program: http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/programs/stateadmin.

# STUDENT'S RIGHT TO CANCEL

(Ed. Code §94909(a)(8)(B))

1. A Student has the right to cancel the agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later.
2. After the end of the cancellation period, a Student also has the right to stop school at any time; and has the right to receive a pro rata refund if a Student has completed 60 percent or less of the scheduled hours in the program through the last day of attendance. After completion of 60% or less of the program, the school earns 100% of the tuition. Cancellation may occur when the student provides a written notice of cancellation at the following address: 3102 Delta Fair Blvd., Antioch, CA 94513. This can be done by mail or by hand delivery to the Chief Academic Officer.
3. The written notice of cancelation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancelation need not take any particular form and, however expressed, it is effective if it shows that the Student no longer wishes to be bound by the Enrollment Agreement.

# Refund Policy

If the Enrollment Agreement is cancelled the school will refund the Student any money he/she paid within 10 days after the notice of cancellation is received.

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. 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 the scheduled hours in your program through the last day of attendance. After completion of 60% or more of the program, the school earns 100% of the tuition. Cancellation may occur when the student provides a written notice of cancellation at the following address: 3102 Delta Fair Blvd., Antioch, CA 94513. This can be done by mail or by hand delivery to the Chief Academic Officer.

Any applicant may cancel enrollment prior to starting class by giving written notice to the school. If cancellation occurs prior to the beginning of the class start date, the entire tuition amount will be refunded.

# Withdrawal from the Program

A Student may withdraw from the school at any time after the cancelation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current "enrollment period" in your program through the last day of attendance. **Enrollment Period** *is defined as the time period encompassed by "Program Start Date" through the "Program End Date" as they appear on the first page of the Student's Enrollment Agreement.* Any Refund will be paid to the Student (or third party payer) within 45 days of withdrawal. If the Student has completed more than 60% of their Enrollment Period all tuitions considered earned and the Student will receive no refund.

For the purpose of determining a refund under this section, a Student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The Student notifies the institution of the Student's withdrawal or as of the date of the Student's withdrawal, whichever is later.
- The institution terminates the Student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences and/or tardiness in excess of maximum set forth by the institution.
- The Student has failed to attend class after 6 days of unexcused absences. Students are expected to attend classes punctually unless extenuating circumstances exist (e.g. Verified cases of accidents, illness, or other circumstances beyond the control of the student).
- The Student fails to return from a leave of absence by the next planned session.

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

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal.

The Student may notify the institution by providing a written notice of withdrawal at the following address: 3102 Delta Fair Blvd., Antioch, CA 94513. This can be done by mail or by hand delivery to the Chief Academic Officer.

# Training Staff and Faculty Qualifications

Opportunity Junction's program instructors and staff are highly qualified to provide the intensive and comprehensive training and supportive services we promise. Each member of the training staff has a minimum of three years of experience, education, and training in current practices of the subject area they are teaching.

# Nursing Assistant Course Schedule 2025

| Start Date | End Date | Days | Times | Location |
|---|---|---|---|---|
| 1/13/2025 | 4/13/2025 | Mon - Fri | 8:30 AM – 3:00 PM | Antioch |
| 5/5/2025 | 7/25/2025 | Mon - Fri | 8:30 AM – 3:00 PM | Antioch |
| 9/8/2025 | 12/5/2025 | Mon - Fri | 8:30 AM – 3:00 PM | Antioch |

# Administrative Careers Training Course Schedule 2025

| Start Date | End Date | Days | Times | Location |
|---|---|---|---|---|
| 2/3/2025 | 8/21/2025 | Mon - Fri | 9:00 AM – 4:30 PM | Antioch |
| 6/2/2025 | 12/11/2025 | Mon - Fri | 9:00 AM – 4:30 PM | Antioch |
| 9/2/2025 | 4/16/2026 | Mon - Fri | 9:00 AM – 4:30 PM | Antioch |

# Medical Assisting Training Course Schedule 2025

| Start Date | End Date | Days | Times | Location |
|---|---|---|---|---|
| 1/13/2025 | 4/13/2025 | Mon - Fri | 8:30 AM – 3:00 PM | Antioch |
| 5/5/2025 | 7/25/2025 | Mon - Fri | 8:30 AM – 3:00 PM | Antioch |
| 9/8/2025 | 12/5/2025 | Mon - Fri | 8:30 AM – 3:00 PM | Antioch |

# Student Qualifications and Expectations

Students entering Opportunity Junction's Nursing Assistant program or Administrative Careers Training program are required to meet the following minimum qualifications:

**ADMISSION REQUIREMENTS**

- Be 18 years of age or older
- Be a resident of Contra Costa County

- Provide proof of income
- Exhibit motivation for completing the program and entering employment through:
  - Answers on the application
  - Performance in a personal interview before acceptance
  - Personal writing sample **(Administrative Careers Training program specific)**

# Institutional Policies

## Probation and Dismissal

An important part of the training includes the development of professional conduct. Students are expected to conduct themselves in a business-like manner. Students are expected to comply with institute policy regarding curriculum, testing, absences, tardiness and makeup work while displaying courtesy and consideration towards instructors, staff and other students.

Professional Career Development Center defines improper conduct as follows: cursing and/or yelling at fellow students or staff; fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus or at a clinical or externship site; sexual misconduct; and disregard for institute policy. Improper conduct is cause for termination.

<u>The following infractions are cause for IMMEDIATE DISMISSAL from the Opportunity Junction program:</u>

- VIOLENCE – we have a zero tolerance policy for violence or threats of violence
- DISHONESTY - honesty is paramount
- THEFT - not allowed on premises
- WEAPONS - not allowed on premises
- DRUGS/ALCOHOL – no intoxication or use of drugs or alcohol on the premises
- SMOKING – no smoking in the building or restrooms or within 20 feet of any entranceway
- USE OF ADDICTIVE SUBSTANCES – on or off site

The following infractions will be subject to progressive discipline procedures at the discretion of the staff. All infractions will be reported to the appropriate faculty member. Each infraction will be formally written up, placed in the student's file, and discussed with the student by his/her case manager. The third written infraction for the same offense will be cause to meet with the discipline panel. The following activities constitute infractions:

- Use of cell phones during work/school hours (phones must be turned OFF)
- Personal use of email or the Internet during school/work hours

- Working on unapproved personal projects during school/work hours
- Playing unapproved games during school/work hours

The following additional rules and guidelines apply:

- Practice business etiquette at all times – behave professionally
- Respect yourself, your peers, and the staff
- Be willing to be an active part of the Opportunity Junction team
- Confidentiality regarding clients' Staffing Services projects is essential
- Comply with the dress code at all times

Progressive disciplinary actions will be "rolling". All discipline reports 30 days old will move to non-active status. In the event a participant has three (3) disciplinary actions for the same offense taken within any 30 day period, will be reviewed by a disciplinary panel.

* See the Student Grievance Procedure on Page 22

# Attendance

Punctual attendance is required at all class sessions and clinical experiences. Excused absence is expected absence reported to the instructor time stamped by phone or email before class begins. One minute late is considered **LATE!** (Excused absence still counts toward your total absences; it does not absolve the student of the below stated outline)

If you will be late or absent because of an unforeseen emergency, then you must call Opportunity Junction as soon as you know of the emergency.

Attendance at scheduled classes, examinations, and assigned clinical experiences, is crucial to meeting course and program objectives. All scheduled time missed by the student will be considered an absence. When serious illnesses and unexpected life events occur, the Instructor may grant limited excused absences on an individual basis. After an extended illness, the student is required to present written clearance from the physician to return to school. If for any reason, a student is not able to attend a scheduled class, examination or clinical experience, the student should:

**Nursing Assistant Program**:

- Call the business office and text your instructor at least one hour prior to the scheduled arrival time to report the absence.
- No more than 18 absence hours may be accrued during the first 10 weeks of the program. Students who have not made up all required CDPH hours by the end of training will not graduate and will not be eligible for state testing.
- If calling to report an absence for a clinical experience, the student must also report to the

assigned clinical Instructor at least one hour prior to the scheduled clinical time.

- Failure to follow the procedure for reporting off from a clinical experience will result in a notation on the clinical performance evaluation. A second failure to follow the procedure for reporting off from a clinical experience in a single semester will result in termination from the program.

### Administrative Careers Training Program:

- 6 absences allowed in the 12-week training phase, 7th is a grounds for dismissal
- 6 absences allowed in the internship phase, 7th is a grounds for dismissal
- Students dismissed due to attendance may request a hearing with the Program Manager.

### Medical Assisting Training Program:

- 6 absences allowed in the 11-week training phase, 7th is a grounds for dismissal
- 160 hours of externship are required. All missed hours must be made up.

# Make-up Policy for Missed Time (NATP ONLY)

**Nursing Assistant Training Program:** Students who have missed time from theory class or clinical experience will be required to complete make-up as determined and scheduled by the Instructor.

Acceptable Methods for make-up include:

Theory: View a computer based video of the actual theory class.

Case studies, independent study, written examination, and research reports

Clinical: Performance evaluation in skills laboratory or additional time in the clinical area performing skills

# Leave of Absence

A student may request a leave of absence from the program via a written request in a formal letter addressed to Opportunity Junction, Attention to the Chief Academic Officer dated and signed by the student within seven business days from the last day of attendance. A leave of absence request submitted after the seven-day grace period will only be granted for approved health or proven emergency reasons.

Leave of absence status allows the student to come back the next session of the Nursing Assistant program. If the student chooses to not comeback the following session the program is

offered, the leave of absence status is forfeited.

No refunds will be made to students requesting a leave of absence and all paid dues will be credited for the following semester in which the student is expected to return from the leave of absence.

# Financial Aid

This agency does not accept financial aid, but if the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student defaults on a federal or state loan, both the following may occur:

1. 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 entitles to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

# Student Grievance Procedure

If a student disagrees with a write-up or has any other classroom related concern, the student should request a meeting with the instructor to discuss the situation and seek a resolution.

If a resolution is not reached, the student may escalate his/her grievance to the Chief Academic Officer who will listen to both parties and will mediate in good faith to find a resolution.

If a resolution is not reached at this stage the student may request to have his/her grievance escalated to the Chief Executive Officer who will listen to all parties and mediate in good faith to find a resolution.

# Information for Faculty

All faculty members are urged to cooperate fully at every stage of any grievance in which they are involved within reason. Direct any questions to your direct supervisor.

# Retention of Student Records

Opportunity Junction will permanently maintain all academic student application and enrollment information in a locked steel file cabinet on the Institute’s premises for each student, whether or not the student completes the educational service, withdraws, or terminates. All transcript information will be maintained on a secure electronic storage system through a customized Salesforce.com database. The student records shall be retrievable by student name and shall

contain all of the following applicable information:

1. Copies of all documents signed by the student, including enrollment agreements and fact sheets.
2. Copies of all tests given the student before admission;
3. Records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation with completion status.
4. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.
5. Copies of any official advisory notices or warnings regarding the student's progress;
6. Any complaints received from the student, including all correspondence, notes, memoranda, or telephone logs relating to a complaint.
7. If Opportunity Junction closes, the institution and its owner are responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and this chapter for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under state regulations, during normal business hours by any entity authorized by the Act to inspect and copy records.

Opportunity Junction courses do not accrue college credits.

# Student Records and Right to Privacy

The Federal Right of Privacy Act of 1964 provides for the right of all students and parents or guardians of minors to review their academic records, to include grades, attendance and counseling reports. Student records are confidential and only Accrediting Agencies or other individuals authorized under applicable state/federal laws are allowed access without first obtaining the written permission of the student, parents or guardians of minors. State law requires that the School maintain these records for no more than a five (5) year period. Students may request to review their records by writing to the Director of the School and all such review sessions will be scheduled during regular School hours and in the presence of an administrative representative. Further, the school must obtain written permission from the student to publish personal information in a student directory.

**Opportunity Junction discloses education records without a student's prior written consent under the following FERPA exceptions:**

- 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.

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

The transferability of credits you earn at Opportunity Junction is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earning the Nursing Assistant Program, the Administrative Careers Training Program, or in the Medical Assisting Training Program is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of Completion that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Opportunity Junction to determine if your Certificate of Completion will transfer.

# Total Course Charges

**(estimated charges for entire educational program is the same as the total charges for a period of attendance)**

### Nursing Assistant Program: Training Program:

| **Tuition** | **$3,000** |
|---|---|
| Subject to Refund | $3,000 |
| **Non Refundable Fees** | |
| STRF | $0 |
| **Total Non-Refundable Fees** | **$0** |
| **Total charge for the entire educational program** | **$3,000** |

### Administrative Careers Program:

| **Tuition** | **$4,500** |
|---|---|
| Subject to Refund | $4,500 |
| **Non Refundable Fees** | |
| STRF | $0 |
| **Total Non-Refundable Fees** | **$0** |
| **Total charge for the entire educational program** | **$4,500** |

## Medical Assisting Training Program:

| **Tuition** | **$6,500** |
|---|---|
| Subject to Refund | $6,500 |
| **Non Refundable Fees** | |
| STRF | $0 |
| **Total Non-Refundable Fees** | **$0** |
| **Total charge for the entire educational program** | **$6,500** |

# TUITION FUNDING

Opportunity Junction does not offer State and Federal financial aid. However, Opportunity Junction's mission commits us to making our programs completely accessible to low-income job seekers. As a private institution and nonprofit organization, we raise money from foundations, corporations, and private citizens to ensure that the full cost of the program is covered. Some funders include, but are not limited to:

- Contra Costa County Community Development Block Grant Program
- Contra Costa County, City of Antioch, and City of Pittsburg Community Services Block Grant Program

We commit to developing the funding through private and government sources so that no student pays for tuition out of pocket or by obtaining a loan.

Students eligible for tuition funding through other sources (CalWORKs/WIOA or State and Private Vocational Rehabilitation) are asked to have their counselors call the School directly. The Student understands that if a separate party is financing his/her education, that the Funder, and the Funder alone, is directly responsible for all payments and monies owed to the school listed on this agreement.

Opportunity Junction has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

# Facilities and Equipment

Opportunity Junction's building is approximately 7,000 square feet in a facility located at 3102 Delta Fair Blvd, Antioch CA 94509. The building has (1) classroom, (1) large skills lab, (1) computer lab, offices, a breakroom, and a lobby and reception area. The occupancy level of each classroom is 20 students.

The classrooms and labs are equipped with Audio/Visual equipment and computers. The facilities are readily accessible for students requiring physical accommodations, and the campuses have convenient access to public transportation and freeway access.

# Grading and Assessment Policy

Opportunity Junction uses an alphabetical grading system. The final grade for a course will be based on the assignments completed and the scores for the student received on the tests administered during the session. In order to receive a passing grade in the course, students must achieve a minimum score of 70%.

Any student who has attended class the entire quarter and received a passing grade in the tests administered, but failed to complete all class assignments by the end of the quarter may, at the instructor's discretion, receive an "incomplete" for that course. The student must complete all the course assignments by the end of the first week of the following session in order to receive a passing grade. Any student failing to complete the unfinished course work within the required time will receive a grade of "F".

A "W" will be recorded as the grade for any student withdrawing from a course before the end of the third week. A "W" does not earn credits or grade points. Any student withdrawing from a course between the fifth and twenty-sixth weeks will receive a grade of "F" for that course.

# English Language Services

Opportunity Junction does not provide English language support in the classroom. If the Student needs further language support, the Student is referred to an English learning support partner (LEAP, The English Center, or Second Start Literacy).

# English as a Second Language Instruction

Opportunity Junction does not provide English as a second language instruction. Opportunity Junction does not provide training in other languages other than English. Prior to enrollment in a program, any prospective student without a high school diploma will be administered the CASAS (Comprehensive Adult Student Assessment Systems) assessment in order to meet the requirement of the ability to read at the 7$^{th}$ grade level in English.

# Students from other countries

Opportunity Junction only accepts students with the right to work in the United States. We do not provide Visa services.

# Policies and Practices Regarding Student Information Disclosures

The Family Educational Rights and Privacy Act (FERPA) of 1974 (the Buckley Amendment) insures students of the right to privacy and confidentiality with respect to their educational and financial records. With a student's written consent, the Registrar (or designee) may disclose any confidential information on file to any individual or agency named by the student.

Written consent will be kept permanently on file, and the Custodian of Records will release information regarding the student's academic record to those person(s) who have been designated on this form. If for any reason a student decides to cancel this release, he/she must submit a letter withdrawing the consent, indicate the person(s) affected, and send or deliver the written notice to Brianna Robinson, Brianna@OpportunityJunction.org (925) 776-1133, 3102 Delta Fair Blvd. Antioch, CA 94509 www.OpportunityJunction.org

# Policy and Procedure for the Award of Credits from prior Institutions

Opportunity Junction does not award credits for prior experiential learning.
Opportunity Junction does not accept credits earned at other institutions.

# Articulation and Transfer of Credits

Opportunity Junction does not have articulation agreements with other educational institutions to transfer credits.

# Library and other Learning Resources

We provide all educational materials for students needed for completing our programs and preparing for the state exam (Nursing Assistant program) or Microsoft Office Specialization certificates (Administrative Careers Training program).

The computer labs are accessible from 8:30 AM to 9:00 PM Monday-Thursday and 8:30 AM to 5:00 PM Friday. The computers have Microsoft Office, Internet access, and Mavis Beacon typing software. There is a breakroom area students often use for study groups or as a reading room.

A library of resources is available to students and is stored on a bookshelf in the office of the Chief Academic Officer. The books are on topics such as computer skills, leadership, resume writing, personal work style, dealing with difficult people, and business ethics.

Additional resources including a description of community services and low-income resources are stored at the front of our building near the reception desk.

We maintain a list of web available employment resources with labor market information and links to the employment sites for the largest local employers. This list is available to all students by request to the Chief Academic Officer.

# Student Services

Faculty will work with the student interns in their professional development skills. These skills include but are not limited to the following:

1. Resume and cover letter writing
2. Interviewing preparation training, mock interview events and interview clinics
3. Job search assistance
4. Social & professional networking
5. Professional attire

Faculty will work with student interns to refine these skills as part of the job placement assistance program. This will involve conducting regular individual coaching sessions outside the classroom environment and conducting interview clinics to assist student interns in refining their interviewing skills and will provide feedback to the student interns and monitor progress in those areas.

# Student Housing Information

Opportunity Junction does not have dormitory facilities. We do not provide student housing assistance.

There is large availability of housing located reasonably near our facilities. Within 2 miles of the office at 3102 Delta Fair Blvd, there 13 apartment buildings with regular vacancies. The price range of these apartments is $1500-$2500 per month with an average $1,989 rent for a 2 bedroom 1-1.5 bath apartment.

## UNDERSTANDINGS INITIAL

1. **Catalog:**
   Information about Opportunity Junction is published in a school catalog that contains a description of certain policies, procedures, and other information about the school. Opportunity Junction reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Opportunity Junction, the Student agrees to abide by the terms stated in the catalog and all school policies.

   _____

2. **Diploma/Certificate:**
   I understand that I will be awarded a Certificate when I have completed all of the program attendance requirements and have satisfied all academic obligations. If I am in default of my fee obligations, my Certificate may be withheld until the fees are paid. There will be a $25 charge for replacement Certificates.

   _____

3. **Career Services:**
   Placement assistance is provided. However, it is understood that Opportunity Junction does not and cannot promise or guarantee employment or level of income or wage rate to any Student or Graduate. Students participate in the following placement assistance activities: 1) Preparation of resumes and cover letters; 2) Interviewing techniques; 3) Job referrals. Participation in the education program includes Students actively developing their own leads from the direction provided by the faculty. Graduates may continue to utilize Opportunity Junction's placement assistance program at no additional cost.

   _____

4. **Grounds for Dismissal:**
   Any Student may be permanently dismissed from Opportunity Junction for any one of the following: 1) disruptive behavior and/or a lack of common courtesy and respect for the instructor and/or his/her fellow Students; 2) behavior that could be interpreted as sexual harassment; 3) behavior that could be related to alcohol or drug use; 4) failure to pay fees when due; 5) failure to adhere to the dress code, and; 6) failure to maintain academic progress.

   _____

5. **Books/Equipment:**
   All supplies for the program selected will be provided by Opportunity Junction at no charge.

   _____

6. **Questions:**
   Any questions a Student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the 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) 574-8900; Toll Free: (888) 370-7589; Fax Number: (916) 263-1897; www.bppe.ca.gov.

   _____

7. **Disciplinary Action**:
   A Student may appeal any disciplinary action in writing to the instructor who will submit it to the Chief Academic Officer for a binding decision within 48 hours. Upon the decision of the CAO, if the Student believes that further review is necessary then the appeal will be submitted by email and reviewed in the following order: Chief Executive Officer to the Board of Directors.

   _____

8. **Complaints:**
   A Student or any member of the public may file a complaint about this institution with 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.

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**9. Arbitration:**

Any dispute arising from enrollment at Opportunity Junction, no matter how described, pleaded or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association ("AAA") at San Francisco, California, under its Commercial Rules. All determinations as to the scope, enforceability of this Arbitration Agreement shall be determined by the Arbitrator, and not by a court. The award rendered by the arbitrator may be entered in any court having jurisdiction.

_____

**10. Financial Aid:**

Although Opportunity Junction does not offer financial aid; Students may be eligible for financial aid through other sources. Students eligible for CalWORKs/WIOA or State and Private Vocational Rehabilitation should have their counselors call the School directly. The Student understands that if a separate party is financing his/her education, which the Funder, and the Funder alone, is directly responsible for all payments and monies owed to the school listed on this agreement.

_____

**11. Notice Concerning Transferability of Credits and Credentials Earned at our Institution**

The transferability of credits you earn at Opportunity Junction is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Opportunity Junction to determine if your certificate will transfer.

_____

**12. Student Tuition Recovery Fund Payment (STRF):**

"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 1747 N. Market Blvd. Ste. 224, Sacramento, CA 95834, (916) 574-8900 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."

_____

**NOTICE**

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF INSTRUCTION ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS SCHOOL, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

# Sample Enrollment Agreement

# Enrollment Agreement

## Nursing Assistant Enrollment Agreement

Enrollment Agreement Date:

**PLEASE PRINT OR TYPE**

☒ New Student ☐ Re-Entry Student

Applicant Legal Name:

Social Security #: Date of Birth:

Home Telephone: ( Cell:

Address: City: State: Zip:

Email:

### A. EDUCATIONAL SERVICE

Program: **Nursing Assistant** Total Clock Hours: **300** No. of Weeks: **12**

Enrollment Agreement Period: Start Date: **MM/DD/YYYY**

Completion Date: **MM/DD/YYYY**

Hours: **8:30 AM to 3:00 PM** Monday-Friday

Instruction to be provided at Opportunity Junction, 3102 Delta Fair Blvd., Antioch, CA 94509

Upon completion of the course, and completing the final exam with a grade of 80% on the final examination will be eligible to apply for the certification test given by the American Red Cross or Regional Testing Center.

The certification test is not given by the Center, but by the American Red Cross or Regional Testing Center. This Center cannot guarantee the certification

## B. SCHOOL PERFORMANCE FACT SHEET AND SCHOOL CATALOG

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

**I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.**

**(_____) School Catalog** **(_____) School Performance Fact Sheet**

## C. ITEMIZATION AND TOTAL TUITION FEES

Tuition: $3,000

Funded by 3rd Party: ($ 0.00) Name: _____

Non-Refundable Fees:

STRF: $ 0 Student Tuition Recovery Fund ($0 for every $1,000 rounded to the nearest $1,000.00)

OJ Scholarship: $3,000.0 Scholarship per CDBG income guidelines covers all fees and tuition. Student is responsible for paying $0 for the entire program.

_____

Total Non-Refundable Fees: $ 0.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: $ 0

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $ 0

**THE TOTAL CHARGES THE STUDENT IS OBLIGATTED TO PAY UPON ENROLLMENT:** $ 0

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT, A COPY OF OPPORTUNITY JUNCTION CATALOG AND SCHOOL PERFORMANCE FACT SHEET. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT. THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.

**I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agree to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.**

Signature of Student Date

Signature and Title of School Official Accepting Enrollment Date

# Enrollment Agreement

## Administrative Careers Training Enrollment Agreement

Enrollment Agreement Date:

**PLEASE PRINT OR TYPE**

☒ New Student ☐ Re-Entry Student

Applicant Legal Name:

Social Security #: Date of Birth:

Home Telephone: ( Cell:

Address: City: State: Zip:

Email:

### A. EDUCATIONAL SERVICE

Program: **Administrative Careers** Total Clock Hours: **917*** No. of Weeks: **28**

Enrollment Agreement Period: Start Date: **MM/DD/YYYY**

Completion Date: **MM/DD/YYYY**

Hours: **9:00 AM to 4:30 PM** Monday-Friday

Instruction to be provided at Opportunity Junction, 3102 Delta Fair Blvd., Antioch, CA 94509

A Certificate of Completion will be issued after the certification of the training program and all tuition fees are paid in full or otherwise accounted for.

*Note: Total Clock Hours includes all hours through the training, career skills, and paid work experience. Total clock hours required for the Certificate of Completion is 406.

## B. SCHOOL PERFORMANCE FACT SHEET AND SCHOOL CATALOG

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

**I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.**

**(_____) School Catalog** **(_____) School Performance Fact Sheet**

## C. ITEMIZATION AND TOTAL TUITION FEES

| | |
|---|---|
| Tuition: | $4,500 |
| Funded by 3rd Party: | ($ 0.00) |
| Non-Refundable Fees: | |
| STRF: | $ 0 |
| Scholarship: | $4,500 |
| Total Non-Refundable Fees: | $ 0.00 |

Name: _____

Student Tuition Recovery Fund
($0 for every $1,000 rounded to the nearest $1,000.00)

Scholarship per CDBG income guidelines covers all fees and tuition. Student is responsible for paying $0 for the entire program. Students receiving the scholarship do not pay STRF.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: $ 0

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $ 0

**THE TOTAL CHARGES THE STUDENT IS OBLIGATTED TO PAY UPON ENROLLMENT:** $ 0

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT, A COPY OF OPPORTUNITY JUNCTION CATALOG AND SCHOOL PERFORMANCE FACT SHEET. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT. THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.

**I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agree to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.**

_____
Signature of Student Date

_____
Signature and Title of School Official Accepting Enrollment Date

# Sample Enrollment Agreement

# Enrollment Agreement

## Medical Assisting Enrollment Agreement

Enrollment Agreement Date:

**PLEASE PRINT OR TYPE**

☒ New Student ☐ Re-Entry Student

Applicant Legal Name:

Social Security #: Date of Birth:

Home Telephone: Cell:

Address: City: State: Zip:

Email:

### A. EDUCATIONAL SERVICE

Program: **Medical Assisting** Total Clock Hours: **275** No. of Weeks: **12**

Enrollment Agreement Period: Start Date: **MM/DD/YYYY**

Completion Date: **MM/DD/YYYY**

Hours: **8:30 AM to 3:00 PM** Monday-Friday

Instruction to be provided at Opportunity Junction, 3102 Delta Fair Blvd., Antioch, CA 94509

**B. SCHOOL PERFORMANCE FACT SHEET AND SCHOOL CATALOG**

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

**I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.**

**(_____) School Catalog** **(_____) School Performance Fact Sheet**

**C. ITEMIZATION AND TOTAL TUITION FEES**

Tuition: $6,500

Funded by 3rd Party: ($ 0.00) Name: _____

Non-Refundable Fees:

STRF: $ 0 Student Tuition Recovery Fund ($0 for every $1,000 rounded to the nearest $1,000.00)

OJ Scholarship: $6.500 Scholarship per CDBG income guidelines covers all fees and tuition. Student is responsible for paying $0 for the entire program.

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Total Non-Refundable Fees: $ 0.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: $ 0

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $ 0

**THE TOTAL CHARGES THE STUDENT IS OBLIGATTED TO PAY UPON ENROLLMENT:** $ 0

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT, A COPY OF OPPORTUNITY JUNCTION CATALOG AND SCHOOL PERFORMANCE FACT SHEET. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT. THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.

**I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agree to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.**

Signature of Student Date

Signature and Title of School Official Accepting Enrollment Date