



# DIALYSIS

• EDUCATION SERVICES •

## Hemodialysis Training Program Catalog January 1, 2018 to December 31, 2018

<u>Class begins</u>	<u>Days of class</u>	<u>Times of class</u>
Jan 9, 2018	Tuesday, Thursday Saturday	5:00 PM – 9:00 PM 8:00 AM – 12:00 PM
Feb 12, 2018	Monday, Wednesday, Friday	8:00 AM – 12:00 PM
March 27, 2018	Tuesday, Thursday Saturday	5:00 PM – 9:00 PM 8:00 AM – 12:00 PM
April 3, 2018	Tuesday, Thursday, Saturday	8:00 AM – 12:00 PM
May 22, 2018	Tuesday, Thursday Saturday	5:00 PM – 9:00 PM 8:00 AM – 12:00 PM
June 25, 2018	Monday, Wednesday, Friday	8:00 AM – 12:00 PM
August 7, 2018	Tuesday, Thursday Saturday	5:00 PM – 9:00 PM 8:00 AM – 12:00 PM
September 4, 2018	Tuesday, Thursday, Saturday	8:00 AM – 12:00 PM
October 2, 2017	Tuesday, Thursday Saturday	5:00 PM – 9:00 PM 8:00 AM – 12:00 PM

**CLASSES HELD AT:**     **Dialysis Education Services:**  
16925 Bellflower Blvd  
Bellflower, CA 90706  
Tel: (562).376.4181  
Fax: (562).376.4176  
[www.dialysiseducationservices.org](http://www.dialysiseducationservices.org)

Catalog updated annually as required  
Catalog is available to prospective students on company website or by mail when requested.

## GENERAL INFORMATION

**Mission and Purpose Statement** - Dialysis Education Services (“DES”) is a company focused on increasing the quality care given to patients with end stage renal disease (ESRD). Through an interdisciplinary approach to education, we prepare our students to deliver safe and effective hemodialysis treatments, while employing the ethical and empathetic behaviors needed by patients on dialysis.

**Objectives** - DES aspires to provide each of its students of the Hemodialysis Training program with the knowledge and skills necessary for entry into the career as a hemodialysis professional with a confident and positive attitude, and the integrity, respect, and compassion necessary for success in the field.

To translate these objectives into practice, Dialysis Education Services:

- Commits to training and educating each student in order to achieve the proper and necessary skills to succeed in the workplace.
- Provides the student with a comprehensive curriculum with emphasis on practical techniques.
- Maintains a highly skilled and qualified interdisciplinary instructional staff.
- Realizes that each student has worthwhile aspirations and a valuable contribution to make to the community.
- Conducts business in an ethical and professional atmosphere that is a credit to both vocational education and the health care industry.

**Authorization Disclosure Statements- Dialysis Education Services is a private institution authorized to offer Hemodialysis Training by:**

- Bureau of Private Postsecondary Education Code#19065445
- California Department of Public Health. School Number CHP-#488
- California Board of Registered Nurses CEP-#15591
- Board of Nephrology Examiners Nursing and Technology (BONENT)
- Dialysis Education Services is not authorized to accept students from other counties who are on an I-20 Visa and does not offer any visa services.
- All instruction at Dialysis Education Services is in English.
- Neither this institution nor the Hemodialysis Training programs are accredited by an accrediting agency recognized by the United States Department of Education.
  - Student enrolled in an unaccredited institution is not eligible for federal financial aid programs
- This institution does not have a pending petition in bankruptcy, and 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.).

## HEMODIALYSIS TRAINING PROGRAM DESCRIPTION

The Hemodialysis Training Program's main objective is to provide the student with an education necessary for employment in today's private and government-run dialysis centers, medical centers and hospital dialysis departments, health care offices, clinics and facilities.

The combination of introduced skills taught in **100 HOURS OF LECTURE** and **200 HOURS OF LAB/CLINICAL** will prepare students in the field of hemodialysis. Studies include modules named:

MODULE #	COURSE TITLE	HOURS
1	Today's Dialysis Environment	10
2	Person with Kidney Failure	15
3	Principles of Dialysis	15
4	Hemodialysis Devices	10
5	Vascular Access	10
6	Hemodialysis Procedures and Complications	20
7	Dialyzer Reprocessing	10
8	Water Treatment	10
SKILLS LABORATORY TRAINING		200
<b>Total Hours</b>		<b>300</b>

### Module 1: Today's Dialysis Environment

After the completion of this module, students will be able to:

1. Discuss how dialysis is paid for in the United States
2. List two quality standards for dialysis
3. Describe the four steps of continuous quality improvement (CQI)
4. Define what it means to be a professional and provide examples of professional behavior
5. Explain how a dialysis technician can become certified.

### Module 2: The Person with Kidney Failure

After the completion of this module, students will be able to:

1. Label the structures and list the functions of a normal kidney
2. Explain the difference between acute and chronic kidney disease.
3. List five symptoms of uremia
4. List at least four health problems that often occur due to kidney failure
5. Describe treatment options for kidney failure
6. Discuss the role of each member of the care team
7. Describe three communication skills used with patients
8. State the goal of rehabilitation and define your role in it

### Module 3: Principles of Dialysis

After the completion of this module, students will be able to:

1. Define these words: solution, semipermeable membrane, diffusion, osmosis, filtration, ultrafiltration, and convection.
2. Explain how diffusion, osmosis, filtration, ultrafiltration and convection help to remove fluid and waste during dialysis.
3. Describe the principles of fluid dynamics and how they relate to dialysis.

#### Module 4: Hemodialysis Device

After the completion of this module, students will be able to:

1. Describe how dialyzers are made.
2. Explain why two concentrates are used to make dialysate.
3. List three basic functions of the dialysis delivery system.
4. Explain how the air detector and blood leak detector work.
5. Name the five parts of the extracorporeal blood circuit.
6. Explain the steps to protect patient safety when dialysate is made.

#### Module 5: Vascular Access

After the completion of this module, students will be able to:

1. List the three main types of vascular access.
2. Describe the steps for observing a fistula or graft before a hemodialysis treatment
3. Identify the signs of infection, clotting, and stenosis and state how to prevent each problem
4. Explain how to place needles in a fistula or graft
5. Describe the steps for using a central venous catheter for HD.

#### Module 6: Hemodialysis Procedures and Complications

After the completion of this module, students will be able to:

1. Explain your role in preventing the spread of infection in the dialysis clinic.
2. Describe how, when, and why to wash your hands in the dialysis clinic.
3. List five times that you would change your gloves in the dialysis clinic.
4. Define “body mechanics” and explain how you will use them in patient care.
5. Describe how to set up the hemodialysis machine and extracorporeal circuit.
6. Explain the start, monitoring, and end of a routine treatment.
7. List the vital signs we monitor before, during, and after treatments.
8. Explain how to draw up and give intravenous medications.
9. Describe three ways to draw a blood sample.
10. List three reasons why it is vital to document patient care.

#### Module 7: Dialyzer Reprocessing

After the completion of this module, students will be able to:

1. Discuss the history of dialyzer reprocessing.
2. Explain why dialysis clinics reprocess dialyzer.
3. List the steps, in order, for dialyzer reprocessing

4. Discuss the hazards to patients and staff that can occur with dialyzer reprocessing.
5. Describe the documentation needed for dialyzer reprocessing

### Module 8: Water Treatment

After the completion of this module, students will be able to:

1. Explain why we treat water for dialysis.
2. List the parts of a dialysis clinic's water treatment system.
3. Discuss the pros and cons of water softeners, carbon tanks, reverse osmosis, deionization, and ultraviolet irradiation in water treatment for dialysis.
4. Describe how to test the water treatment system for bacteria.
5. Outline a typical water treatment monitoring schedule

A final exam will be given after the completion of all modules. A score of 80% or higher is needed in order to pass the program.

### Skills Laboratory Training

After the completion of this training. Students will be able to acquire and conceptualize skills necessary in providing the best care possible for a patient. At the end of the training, students will be able to:

1. Prepare treatment for individual patient
2. Set up equipment including rationale
3. Collect pre-dialysis data
4. Prepare and evaluate patient's access
5. Initiate Dialysis
6. Proper monitoring during treatment
7. Discontinue treatment
8. Collect post-dialysis data collection and discharge
9. Disassemble and clean equipment
10. Respond appropriately to emergencies

In addition to studying concepts and hands-on applications required of today's dialysis personnel, students will also gain an understanding of diagnostic and procedural terminology as it relates to the field of hemodialysis.

At the end of the skills laboratory training, student is to go through a thorough evaluation and signed off by a registered nurse.

After successful completion of the ***300 Clock Hour*** course of study, consisting of lecture topics (100 hours) and practicum (200) the student will be issued a certificate of completion. The entire course must be repeated with applicable tuition and lab fees if a student does not complete within 150% of the scheduled time.

## **Hemodialysis Training Program *Staff and Faculty Listing***

- ***School Director-*** Michael Morales, MHA/ED, CHT, CHBT, CDWS, CCHT-A
  - 20+ years of dialysis experience with a graduate degree in healthcare administration and education. Patient care, biomedical, and water certifications. Highly published in the nephrology community.
- ***Educator/Evaluator-*** Jae Young Yu, RN Instructor
  - 10+ years as charge nurse in dialysis facility and 5+ in education.
- ***Educator/Evaluator-*** Doreen Manalo, RN Instructor
  - 10+ years as charge nurse in dialysis facility and 5+ in education.
- ***Educator/Evaluator-*** Elizabeth Castro, CHT, RN Instructor
  - 10 years in dialysis, 5 as CHT, 5 as charge nurse and education.
- ***Preceptor-*** Takehiro Sanjyo, CHT
  - 5 years in dialysis 3 as preceptor
- ***Preceptor-*** Lauritzen Eugenio, CHT
  - 2 years in dialysis 6 months as assistant preceptor
- ***School Administration-*** Chris Gonzales, Sharon Morales

## **FACILITIES**

The Dialysis Education Services campus is located at 16925 Bellflower Blvd. Bellflower, CA 90706, where all classes are held. The campus is located north of the Artesia freeway on Bellflower Blvd just before Flower St. The area of the institute is approximately 6000 sq. ft. with an entrance into the administrative area and the classroom. The campus is divided into administrative offices, a laboratory/classroom, and a lobby/rest area. Restrooms are available on site. Instruction is provided in the primary laboratory/classroom.

The class is equipped with eight dialysis stations, including dialysis machines, venipuncture simulators, ancillary supplies, and devices used to maintain and repair dialysis machines.

The facility and equipment utilized in the program comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

**Library** - The schools reference library is open to all students where they have access to reference texts and materials useful in completing the Program of study. Materials are to be used on campus and are available during normal class hours. Students must request access to library from front reception. Students will also be set up an online testing center to practice exam questions.

**Administrative Office Hours** - Business office hours are Monday through Friday from 9:00 AM to 5:30 PM. Class sessions vary and are described in the course information section that accompanies each program. Dialysis Education Services observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided at the back of this catalog.

**Average class size** - The teacher / student ratio will be a maximum of 15 students per one instructor in a lecture setting and a maximum ratio of 15 students per one instructor in lab/clinical classes.

## **STUDENT ACHIEVEMENT**

### **Program objectives: The graduate will be able to:**

- ✓ Demonstrate accepted professional, communication and interpersonal skills specific to the hemodialysis setting.
- ✓ Recognize and demonstrate knowledge of how to utilize and maintain equipment and supplies specific to dialysis.
- ✓ Demonstrate skills and knowledge necessary to perform dialysis.
- ✓ Practice infection control following universal precautions.
- ✓ Practice accepted procedures of transporting specimens.
- ✓ Practice quality assurance and safety.

### **Graduation requirements:**

- ✓ 100 hours of theory
  - 80% Minimum on final written exam
- ✓ 200 hours clinical training
  - Demonstrate Clinical Competency as verified by DES Checklist
    - Hands on evaluation of skills
    - Articulation of rationale for procedures
- ✓ CPR certification
- ✓ Fulfill attendance and financial requirements

### **Job titles to which this program may lead:**

- Patient Care Dialysis Technician – **Occupational Code 29-2099 (Must have certification to perform patient care in CA)**
  - California- Certified Hemodialysis Technician (CHT)

- Requirements
  - HS diploma or equivalent
  - Successful completion of a CDPH approved program
  - Passage of a national or state approved examination
  - Application with California Department of Public Health (CDPH)
- Certified Hemodialysis Technician (CHT)
  - Requirements
    - HS diploma or equivalent
    - Successful completion of a Centers for Medicare and Medicaid Services (CMS) compliant program
    - Passage of CHT examination
    - Application with Board of Nephrology Examiners Nursing and Technology (BONENT)
- Certified Clinical Hemodialysis Technician (CCHT)
  - Requirements
    - HS diploma or equivalent
    - Successful completion of a CMS compliant program
    - Passage of CCHT examination
    - Application with Nephrology Nursing Certification Commission (NNCC)
- Certified Clinical Nephrology Technologist (CCNT)
  - Requirements
    - HS diploma or equivalent
    - Successful completion of a CMS compliant program
    - Passage of CCNT examination



- Application with National Nephrology Certification Organization (NNCO)
- Biomedical Dialysis Technician – **Occupational Code 17-2031 (Voluntary certification)**
  - Certified Biomedical Nephrology Technologist (CBNT)
    - Requirements
      - HS diploma or equivalent
      - Passage of CBNT examination
      - Application with National Nephrology Certification Organization (NNCO)
  - Certified Dialysis Water Specialist (CDWS)
    - Requirements
      - HS diploma or equivalent
      - Passage of CDWS examination
      - Application with National Nephrology Certification Organization (NNCO)
  - Certified Hemodialysis Biomedical Technologist (CHBT)
    - Requirements
      - HS diploma or equivalent
      - Successful completion of a BONENT approved program
      - Passage of CHBT examination
      - Application with Board of Nephrology Examiners Nursing and Technology (BONENT)
- Dialysis Nurse if licensed (**Voluntary certification**)
  - Certified Nephrology Nurse (CNN)
    - Requirements
      - RN license

- BSN
- Passage of CNN examination
- Application with Nephrology Nursing Certification Commission (NNCC):
- Certified Dialysis Nurse (CDN)
  - Requirements
    - RN license
    - Passage of CDN examination
    - Application with Nephrology Nursing Certification Commission (NNCC):
- Certified Hemodialysis Nurse (CHN)
  - Requirements
    - RN license
    - Passage of CHN examination
    - Application with Board of Nephrology Examiners Nursing and Technology (BONENT)
- (Certified Peritoneal Dialysis Nurse (CPDN)
  - Requirements
    - RN license
    - Passage of CPDN examination
    - Application with Board of Nephrology Examiners Nursing and Technology (BONENT)

### **ADMISSIONS POLICIES**

**Admission Requirements** - To be eligible for admission to the School, a prospective student must meet the following requirements:

- ✓ Be at least 18 years of age;

- ✓ Be able to read, write, speak and understand English language;
- ✓ Provide proof of their High School Diploma or G.E.D or
- ✓ No prior criminal record or drug abuse problem;
- ✓ Submit health standards documentation prior to lab course participation (see Health Standards Policy);

**Non-Discrimination Policy** - Dialysis Education Services is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements. The Director is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

**Procedures for Admissions** - The application and enrollment process begins with an initial interview with an admissions representative. A prospective student is encouraged to call the school and make an appointment with an admission representative to discuss the program and arrange for a tour of the school's facilities.

All applicants are required to have a personal interview with an admissions representative and complete a facility tour before acceptance into a training program. The interview usually lasts approximately one hour. During that time, the admission representative will discuss the various aspects of the training program offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date. Applicants are encouraged to observe classes if they desire. Applications require the written approval of the Director.

**Credit Evaluation and Challenge Procedures** - Dialysis Education Services does not accept credit from other schools or programs. The institution has not entered into an articulation or transfer agreement with any other school or university at this time. Dialysis Education Services does not award credit for experiential learning.

**“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”** - The transferability of credits you earn at Dialysis Education Services is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Hemodialysis Training 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 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 Dialysis Education Services to determine if your certificate will transfer.

**English Proficiency** - “Students must have the ability to read and write English at the level of a graduate of an American high school as demonstrates by the possession of a high school, diploma, GED, or passage of the California high school proficiency exam.”

Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.

DES does not offer any English language services such as ESL or translators

**The Application Process and Disclosures** - The application for admissions process is as follows:

- 1) Complete an admissions application.
- 2) Complete a personal interview with an admissions representative.
- 3) Tour the school facilities with an admissions representative.
- 4) Receive and read all required pre-enrollment disclosures.
  - ✓ School Catalog with the Program Description
  - ✓ Drug Free School Disclosure
  - ✓ A School Performance Fact Sheet
  - ✓ Campus Security Statistics Disclosure
  - ✓ Read the Enrollment Agreement before signing
  - ✓ Make financial arrangement to cover tuition and fees

The Director has the responsibility to review and approve an Enrollment Agreement and to ensure that the applicant has met the proper criteria in accordance with admission standards. Applicants who are denied admission are notified promptly and any fees paid are refunded.

**Health Standards Policy in Healthcare and Dialysis** - Medical documentation must state that you are in good health, have no contagious diseases, and no physical restrictions. Please attach lab results to the physical exam form. Facilities will not permit staff to work that does not meet the health standards. Health standards are as follows:

1	Hepatitis B surface antibody blood test (Anti-HBs)	A positive hepatitis B surface antibody test implies exposure to the hepatitis B virus. This occurs if you are immune or have had the vaccine series which makes you immune to Hepatitis B.
2	Hepatitis B surface antigen blood test (HBsAg)	A positive hepatitis B surface antigen test implies hepatitis B virus infection. This test is to be done within ninety (90) days of the program start date. If this test is positive, see #3.

3	A Positive Hepatitis B surface antigen test	If this test is positive, you must submit the following additional information: a negative blood test for the Hepatitis B “e” antigen (HBeAg). This test determines if you are infectious. And a letter from a physician that specializes in infectious diseases and/or liver disease stating that you are not infectious. You will not be allowed into the clinical areas without this documentation. Be advised, the corporate medical director will review all data. Submitting a note scribbled on a prescription form will require you to make another trip to the physician to obtain a formal letter legibly signed by the physician
4	ALT/SGPT blood test	Must be within normal limits. To be done within ninety (90) days of the program start date. If this blood test is elevated, follow the protocol below.
5	Tuberculin (TB) skin test or chest film	Must be negative within twelve (12) months of the program start date.
6	Physical examination	Performed within ninety (90) days of the program start date. To be completed by your physician or qualified nurse practitioner stating that: 1 You are in good health. 2 You have no contagious diseases. 3 You have no physical limitations.

Students are encouraged to be vaccinated with the Hepatitis B vaccine series prior to entering the dialysis program, if your Anti-HBs are negative. You are advised to make copies of all documents prior to submitting them to the school. Future employers will be asking for this documentation.

### ACADEMIC POLICIES

Dialysis Education Services’ attendance policy approximates the expectations found in a work situation. It is essential that each student learn the discipline of regular and prompt attendance as well as the skills involved in the workplace. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job.

**Attendance Policy** - The faculty and staff of the school consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured. Students who are absent 10% of classroom hours will be placed on academic probation without notice. If the student is absent 20% of classroom hours, the student will be expelled from the Program. Students will not be readmitted without approval of the primary instructor and Director. If a student is absent for a test he/she will be given an opportunity to retest at the earliest convenience of the instructor. Makeup classes may be required at the discretion of the instructor and with approval of the Director. A student is considered tardy when arriving 10 minutes or more after the start of class, or leaving 10 minutes or more before the end of class. Tardiness and early departures are included in the student’s attendance record of absences.

- ✓ One tardy equals one hour of absence;
- ✓ One early departure equals one hour of absence;

- ✓ One tardy and one early departure on the same day equal one day absence.

**Attendance Probation** - At least once a week, the Director monitors the student attendance cards of all active students and calls those students that have missed one or two days during that week. Students are required to have an overall attendance rate of more than 80% to meet the minimum attendance requirement of the program. A student who has consecutively missed more than one-third of the scheduled class hours in any given level or module or 10% of scheduled Section hours will be put on probation until the end of the next scheduled level, module, or Section. A probation letter will be sent to that student.

**Grading and Evaluation Procedures** - Grade reports are issued to students at the completion of each course. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. The grading scale is as follows:

We use a cumulative grade point average system to evaluate academic performance. Grading is based on classroom performance, outside assignment, and periodic examinations.

Grade point average required for certifying completion of each course is a minimum cumulative passing grade of 80%.

**Course Retake Policy** - The course retake policy is offered to students who have unsuccessfully completed a course and received less than 80%.  
The student will be charged tuition at the appropriate rate.

**Maximum Time in Which to Complete** - Students are not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

**Leave Of Absence** - Students are entitled to take only one leave of absence during any academic year. The duration of the leave of absence may not exceed sixty days. Requests for leave must be submitted in writing to the Director and must include an anticipated return date and be signed by the student. Failure to return to school as scheduled without prior written notification to and approval from the Director will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The Director may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

**Make-Up Work** - Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.

**Unofficial Withdrawal** - If the student fails to attend school for more than 10 consecutive days, the school will consider the student a drop and automatically withdraw him/her from the program.

**Automatic Withdrawal/dismissal**- A student will automatically be withdrawn from the program for the following reasons:

- ✓ Failure to attend school for 10 consecutive class days.
- ✓ Failure to return from an approved leave of absence on the scheduled return date
- ✓ Failure to maintain satisfactory progress for two consecutive modules.
- ✓ Failure to fulfill financial agreements
- ✓ Failing any course in the program twice during the one enrollment period

**Student Conduct Requirements** - Students are expected to dress and act properly while attending classes. At the discretion of the school administration, a student may be dismissed from school for a serious incident or repeated incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, or any other stated or determined infractions of conduct.

**Graduation Requirements** - To be eligible for graduation a student must have passed all courses required in the program of study

- ✓ 100 hours of theory-80% Minimum on final written exam
- ✓ CPR certification
- ✓ 200 hours clinical training-Demonstrate Clinical Competency as verified by RN's Checklist

A certificate is awarded to students who fulfill all educational, financial, and administrative requirements of the program. These requirements include the timely submission of financial documentation, clearance from the accounting office that all financial obligations have been met, and all academic projects have been completed. A certificate certifies that the student has maintained the required academic average and has demonstrated proficiency in all the courses (didactic, clinical/practical) taken.

**STUDENT SERVICES** - This institution does not provide orientations, airport reception services, housing assistance or other services often afforded entering freshman at other institutions. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

**Academic Advisement** - There are a limited number of issues that a student will encounter. Since we offer only one certificate program, and since the course requirements are clearly presented in the institution's catalog. It is the student's responsibility to coordinate any make-up work if the student can not comply with the chosen program of the student and any alteration to any program offered by school has to be preauthorized by the school director.

**Career Development Services** - The Career Development staff serves as a liaison between the graduates and the business/medical community. Information on job search techniques is provided to students and graduates based on the current needs of local businesses and industry. However, no employment information or placement assistance provided by the school should be considered either expressly or implied as a guarantee or promise of employment, a likelihood of employment, an indication of the level of employment or compensation expected, or an indication of the types or job titles of positions for which students or graduates may qualify.

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are taught towards the end of each program.

- ✓ Preparing resumes and developing job interviewing skills
- ✓ Identifying job position openings and following up with employers after interviews
- ✓ Negotiating wages and benefits
- ✓ Maintaining employment and securing opportunities for advancement once hired
- ✓ Developing and utilizing a network of professional contacts who can aid the job search effort

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the school's assistance will, in all probability and likelihood, be an entry-level position.

Throughout their program, students receive instruction on resume preparation, market research techniques and interviewing skills. While in training, students are constantly advised regarding opportunities for job interviews, how to prepare and appear at job interviews, and how to conduct themselves during job interviews. Students compose resumes and letters of introduction. The school will offer helpful reference sources to assist students in locating firms and geographic areas offering employment opportunities related to their training.

**DES attempts to offer and arrange formal clinical externships for every qualified graduate but in no way represents that such externships are a part of this program.**

## **GENERAL TERMS AND CONDITIONS**

**Dress Code** - The standard of dress is designed to ensure maximum comfort and uniformity in appearance. Apparel worn should be clean, neat and appropriate to classroom and clinical setting. Students in attire that is unbecoming of the standards of dress for health care professionals will be dismissed from class and will not be allowed remain for clinical practice.

**General Conduct** - Students are expected to comply with school policy regarding curriculum, testing, absences, tardiness and makeup work while displaying courtesy and consideration towards instructors, staff and other students. Dialysis Education Services defines improper conduct as the following: fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on



campus; sexual misconduct; and disregard for school policy. Improper conduct is cause for suspension or expulsion.

The school reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. Students will be duly notified and compensated, if applicable. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days. The school reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

**Liability** - Dialysis Education Services assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds or on a field trip.

**Retention of Records** - Dialysis Education Services will maintain student records for five years, as required by state law. Student transcripts will be maintained for fifty years. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. All transcripts of training will be kept for a period of at least 5 years upon completion or withdrawal of the student. Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. The institution reserves the right to issue transcripts for training for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training for which the student has not paid.

All records and documentation required by the Reform Act of 1989 will be maintained at the main administrative office for a minimum period of five years. Thereafter, all official student transcript records will contain the names of all programs into which students have enrolled, the names of all courses attempted, whether or not completed, the academic grade earned, the year and quarter, and the number of units of credit earned and will be maintain for a minimum period of fifty years. Transcripts will provide to students upon written request.

**Transcripts** - A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The School reserves the right to withhold an official transcript, if the student's financial obligation to the School is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The School also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the second copy.

Diplomas and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar.

**Federal Right of Privacy Act of 1964** - The Federal Right of Privacy Act of 1964 enables all students to review their academic records, including grades, attendance and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without permission of the student. State law requires the school to maintain these records for at least a five-year period. A student may request a review of their records by writing to the Director.

**Housing Services** - Dialysis Education Services does not offer or coordinate housing. Listings of nearby apartment complexes are available as a resource aid. Dialysis Education Services has no responsibility to find or assist a student in finding housing. Students and their parents are responsible for housing arrangements.

Dialysis Education Services is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa, therefore Dialysis Education Services cannot accept applications from students from abroad who are on an F-1 or M-1 visa. Dialysis Education Services does not offer any visa services and will not vouch for a student status.

**Schedule of Student Charges, Financial Aid and Loans**

Program Name	Registration	Course costs	STRF	Total Cost
	Non- Refundable	Refundable	Non- Refundable	
Hemodialysis Training Program	\$250	\$6,750.00	\$0	\$7,000

**\* Course costs can be broken into for equal monthly payments throughout program, due on start on each new month of the course**

**SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE:**

Refundable	
100 Theory Hours	\$2,250.00
200 Skills Laboratory Hours	\$4,475.00
Non-Refundable	
Registration Fee	\$ 250.00
Book	\$ 25.00
STRF	\$ 0.00
 Program Cost Total	 \$7,000.00

Please note that Dialysis Education Services does not participate in federal and state financial aid programs.

A student enrolled in an unaccredited institution is not eligible for financial aid programs.

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

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

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

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

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

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Education.

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

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

**Cancellation and Refund Policies** - You have the right to cancel the Enrollment Agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement and on the first day of

class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30 day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less the registration fee \$250.00 and Student Tuition Recovery Fund fee of \$0, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

- (A) Deduct the registration fee (\$250) and the Student Tuition Recovery Fund fee (\$0) from the total tuition charge from the total tuition charge.
- (B) Divide this figure by the number of days in the program.
- (C) The quotient is the daily charge for the program.
- (D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.
- (E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.
- (F) The refund amount shall be adjusted for equipment, if applicable.

If you obtain books or equipment, as specified in the enrollment agreement and return them in good condition within 30 days following the date of their withdrawal, the school shall refund the charge for the books or equipment paid by you. If you fail to return books or equipment in good condition within the 30 day period, the school may offset against the refund the documented cost for books or equipment exceeding the prorated refund amount.

Other supplemental books, tools, supplies, medical/health certifications, Professional Organization fees, and certification exam fees required by the program must be furnished by the student at his/her own expenses. The cost of books and supplies specified above (included in the total cost of program) is an estimated cost, subject to change based on supplier prices and curricula. Any books, tools, and supplies purchased from the school are not returnable and the cost is nonrefundable, except as expressly specified in the refund policy section of this catalog and the enrollment agreement.

Dialysis Education Services reserves (and will publish a schedule of changes that will itemize all charges.), the right to change tuition and fees, make curricular changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect students who are already in attendance or enrolled. Registration fee and STRF are not refundable.

**Payment Policy** - At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third party financial plan. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing. Dialysis Education Services accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or personal or third party checks.

**Student Grievance Procedure** - From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students & staff to communicate any problems that arise directly to the individual (s) involved. If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of “discussing” differences will resolve the problem. In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing. If a complaint cannot be resolved after exhausting the institution’s grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education or Agency for Veterans Education.

**Academic Calendar** - The school has an open enrollment period and start dates are assigned upon the number of students enrolled.

### **Holidays 2017**

New Year’s Day	January 1
Martin Luther King Day	January 15
President’s Day	February 19
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Veterans Day	November 11
Thanksgiving Day	November 22
Friday after Thanksgiving	November 23

Winter Holidays will last from December 22, 2018 until January 6, 2019. Class will resume on January 7, 2019

Students wishing to be absent on other nationally recognized holidays must request so in writing to the Program Director at least three school days prior to the holiday.

***BPPE Approval Statement*** - DES's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. DES is a private institution and is approved to operate by the bureau. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

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:

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

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

Internet Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Phone Number: (916) 431-6959

Toll Free: (888) 370-7589

Fax Number: (916) 263-1897

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

**As a prospective student, you are encouraged to review this Catalog prior to signing an Enrollment Agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an Enrollment Agreement.**

**I have received a copy of the school catalog that contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.**

Print Name:

Signature