



## California Career Institute



*Your Success is our Goal*

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# SCHOOL CATALOG



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Vocational Nursing Program

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# **California Career Institute**

## **Main Campus Orange County**

12141 Brookhurst St., Suite 101

Garden Grove, CA 92840

714-539-5959

## **Auxillary Classroom**

11633 Hawthorne Blvd, Suite 201

Hawthorne, CA 90250

310-355-0512

**[www.calinstitute.edu](http://www.calinstitute.edu)**

714-539-5959

The following programs are offered at our Orange County Campus and

Auxillary Campus:

Vocational Nursing Program

Nurse Assistant Certification Training Program

Medical Assistant

8th edition

Effective July 1<sup>st</sup> 2018

Accredited by 

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

## **Mission**

Provide quality education and training in a diverse program offering to prepare and equip our graduates with the knowledge and skills necessary to succeed in their chosen programs and attain entry level employment and meet the demand of employers and diverse industries

## **Goals:**

- Excellence in Education and student services  
Provide students with the knowledge, skills and training that offer graduates best opportunity to prepare for an entry level job in their chosen careers. CCI provide the essential and key services and support through each vertical (Admissions, Financial Aid, Education and Career Services) to support students throughout their journey and post graduation to enable them to be successful and effective member of the community.
- Teamwork  
Promote and foster team environment and encourage collaborative effort during training to demonstrate the benefits of such approach in a business setting as part of their professional experience.
- Compliance and integrity:  
Promote the culture of social responsibility, integrity in the work place among staff and faculty in an effort to disseminate such culture in the classroom for more responsible graduates for the good of the community.
- Respect  
Encourage and display mutual respect among staff, faculty and student.
- Equal opportunity institution  
California Career Institute thrives to provide educational opportunity to all prospects that meet the admissions criteria without regards to race, sex, ethnicity, religion, gender or sexual orientation.

## **Vision**

Prepare students for success in the Healthcare and business sphere.

## **Philosophy**

We believe that learning is a continuous, dynamic, and interactive process that takes place in an atmosphere of support and mutual respect.

## **School History and Ownership**

In the 2006 California Career Institute (CCI) was founded by a group of healthcare professionals with extensive credentials and clinical experience. Since its commencement the school has continued to update its programs and expand its services. Currently, CCI has one campus in Garden Grove, California, and an Auxiliary classroom in Hawthorne, California.

California Career Institute is a California based Corporation. The Board of Directors comprises of the following members, Dr. Rafat Qahoush - Chief Executive Officer, Mohammed Bernas and Abdel Dr. Raheem Yosef.

The School has no pending petition in Bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, 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 (11U.S.C. Sec. 1101 est. seq.)

## **School General Information**

### **Accreditation and Approvals**

#### **State Approval**

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

#### **Accreditations**

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

**1722 N St NW, Washington DC, 20036**

**(202) 955 - 1113**

The Vocational Nursing program is approved by California Board of Vocational Nursing and Psychiatric Technicians.

**2535 Capitol Oaks Dr Ste 205, Sacramento, CA 95833**

**(916) 263-7800**

The Certified Nursing Assistant program is approved by California Department of Public Health.

#### **Class Schedule**

CCI offers year-round enrollment, classes' start dates vary by campus, see Academic calendar (insert A) for more information. CCI offers morning, evening and weekend classes. All classes are held on campus except externship and clinical rotations. Externship and clinical rotations are scheduled for various timeframes Monday through Sunday, according to the needs of the specific program and with the agreement of the hosting site. Days and time for classroom, lab, and clinical activities will vary by program and by term/quarter. To obtain exact times for classes offered, please check with the admission office prior to enrollment.

CCI limits the size of its classes to maintain quality education; class size may vary from one subject area to another and from laboratory to classroom instruction. Usually for the theory classes the class size limit is 30-45, and for the laboratory and clinical training is 15 students per group.

All the instructions throughout the programs is delivered in the English language only.

**Holidays Year 2018**

Holiday	Date(s)
Labor Day	9/3/2018
Thanksgiving Day & weekend	11/22/2018 -11/25/2018
Winter Recess (may not apply to externships or clinical rotations)	12/24/2018- 1/1/2019
New Year Day & Day after	12/31/2018 -1/1/2019
Martin Luther King, Jr Day	1/21/2019
President's Day	2/18/2019
Memorial Day	5/27/2019
Independence Day	7/4/2019
Labor Day	9/2/2018
Thanksgiving Day & weekend	11/28 – 11/29/2019
Winter Recess (may not apply to externships or clinical rotations)	12/23/2019 – 1/1/2020

**Facilities**

All CCI campuses has large classrooms, appropriately furnished with laboratory and instructional furniture for the type of work performed. Well-equipped, up todate computer labs are available for all classes, the campuses are spacious, clean, and present a professional apperance. Accessible (handicap-designated) parking is provided in CCI Parking lots and toilet stalls are equipped with safety bars in accordance with the Americans with Disabilities Act.

**Statement of Non-Discrimination**

CCI does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The school complies with title IV of Civil Right Act of 1964; as amended; title IX of the education Amendments Act of 1972; and the age discrimination Act of 1975.

CCI complies with the provision of the American with Disabilities Act (ADA) of 1990 and with section 504 of the Rehabilitation Act of 1973. Students must notify the school of his/her disability. All Inquires or complaints with these laws and regulations should be

directed to the Director of Education who will act equitably and promptly to resolve complaints.

### **Admission Requirements for the Vocational Nursing Program**

CCI goal is to simplify the application and enrollment process. Potential students should apply for admission by completing the enrollment process and submit the applicable fee. The school representative will meet with the candidate and provide him/her with a campus tour and a copy of the catalog. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. Applicants are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing and enrollment agreement. Once the candidates decide which program he/she is interested in a standardized admission assessment will be administered. Students with disabilities will not be discriminated against in the admissions process. Reasonable services and adjustments will be made to accommodate students with disabilities without compromising the academic standard or inherent requirements of the program or course.

The College seeks to admit students who possess the appropriate credentials and have demonstrated capacity or potential that indicates a reasonable probability of success in completing the educational programs offered by the College. To accomplish this, the College evaluates all students and makes admissions decisions on an individual basis following the admission policies set forth in this catalog.

Students are encouraged to apply for admission as soon as possible for a specific program and start date. Applicants' families are encouraged to participate in the enrollment process so that they may have an opportunity to ask questions.

Students must complete the entire admissions process on or before the actual first day of class for the VN programs.

Students who fail to complete the admissions process prior to the first day of class may be required to reschedule to another start date.

1. Students are required to visit the College prior to enrollment to obtain a clear understanding of the College, view the facilities and equipment and meet with staff and instructors.
2. All applicants must pay a non-refundable application fee upon enrollment.
3. The minimum age to enroll at California Career Institute is 17 years of age.
4. A graduate of a high school or hold a high school equivalence certificate (GED) and provide High school diploma or an official transcript or GED certificate. If requested, provide transcripts for each school attended after completing high school; if foreign transcript or certificate (not US), must be evaluated by a transcript evaluation service to determine equivalency to US standards (for more information refer to ST Policy - High School Diploma or Transcript Verification Procedure).
5. Applicants must pass the Entrance Test at CCI with a cumulative score of 70% or above.
6. The student must meet with the Director of Nursing to determine his/her eligibility to enroll, once the DON accepts the student she will notify the Admissions Director to proceed.



7. All applicants must complete an enrollment agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).

8. The institution will process a background check for all applicants to the Vocational Nursing program to obtain a background clearance at the time of enrollment. Students must Satisfactorily pass a criminal background check with no felonies.

**Admission Requirements for the (Non VN programs) Medical Assistant Program  
Nursing Assistant Certification Training Program**

1. Be at least 17 years of age;
2. Be a graduate of a high school or hold a high school equivalence certificate (GED) and provide High school diploma or an official transcript or GED certificate. If requested, provide transcripts for each school attended after completing high school; if foreign transcript or certificate (not US), must be evaluated by a transcript evaluation service to determine equivalency to US standards.
3. Allied Health programs, Applicants must pass the WONERLIC exam with a minimum SLE of 13.

**Documentation Requirements for Grandfathering ATB Students:**

Students who were enrolled in an eligible program of study prior to July 1, 2012 may continue to establish Title IV eligibility in any eligible program under one of the ATB alternatives by using the following grandfathering test:

**Question 1:**

Did the student attend an eligible program at any Title IV institution prior to July 1, 2012? If yes, the student may be grandfathered to use any of the ATB alternatives to become eligible for Title IV. If no, continue to Question 2.

**Question 2:**

Did the student, prior to July 1, 2012, officially register at a Title IV institution, and is the student scheduled to attend an eligible program? If yes, the student may be grandfathered and use any of the ATB alternatives to become eligible for Title IV. If no, the student may not use the ATB alternatives to become eligible for Title IV.

For enrollment purposes, the applicant must either provide official results for the Wonderlic Basic Skills Test which meet the minimum scores indicated in this catalog or successfully re-test prior to enrollment.

### **Diploma Programs (non VN) graduation requirements;**

1. Must successfully meet and complete all academic requirements.
2. Must achieve at minimum a 2.0 GPA Cumulative and/or 70 % in each module.
4. Must complete the program within 1.5 times the planned program length
6. Must be in good financial standing with the school

### **Vocational Nursing Graduation Requirements**

1. Must successfully meet and complete all academic requirements (theory and clinical parts of the program) as applicable to the program.
2. Must achieve a C (2.0) or 73% in each term.
3. Must have a satisfactory in each clinical rotation (VN only).
4. Must complete the program within 1.5 times the planned program length
5. For the vocational nursing program, only, students must attend an NCLEX review course and receive a minimum score of 850 on an exit exam (VN only).
6. Must be in good financial standing with the school.

### **Programs Tuitions**

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

### **Books & Supplies**

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

Program	Tuition	Books	Material, Supplies, uniforms	Total
V. Nursing	\$27,500	\$1,400	\$890	\$29,790
MA	\$11,400	\$1000	\$100	\$12,500
CNA	\$2,000	\$0	\$0	\$2,000

### **Financial Aid Information**

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

California Career Institute participates in the following federal and state sponsored financial aid loan or grant programs: Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan Program, Federal Direct Plus, Pell Grant, Supplemental Educational Opportunities Grant, and Federal Plus Loan Program. These grants and loans are available to any student who qualifies under the specific requirements for each financing program. General information on these programs is provided below. For specific information or to apply for any of these programs, please contact our Financial Aid Director at 715-5395959 Monday through Friday 8:30am to 5:30pm.

### **Federal Pell Grants:**

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

### **Supplemental Educational Opportunity Grant (SEOG):**

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

### **Federal Direct Stafford Loan Program:**

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

### **Federal Direct Unsubsidized Stafford Loan:**

Federal Direct Loan Program or “Direct Loans”, administered by the school, are provided by the U.S. Government directly to students and parents. The Direct Unsubsidized Stafford Loan is a loan to the student that must be paid back plus any interest. The student is responsible for all interest that accrues on this loan from the first date of disbursement.

This student loan accrues interest while in school, and during all grace and deferment periods. Repayment begins six months after the student graduates or drops below half-time enrollment.

### **Federal Direct PLUS Loan:**

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

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

### **Scholarships**

Academic Excellence Scholarship:

This scholarship of \$500 is available to California Career Institute students only. Students must submit a scholarship application to Financial Planning. If awarded, the student must be actively enrolled at the time the scholarship is credited to student’s account

- First generation college students
- Students with academic excellence with cumulative GPA 3.5 or higher for the first three modules
- Perfect attendance in the first term (VN) and first three modules (MA).
- Those who are Pell Grant eligible are encouraged to apply.

This scholarship cannot be used in conjunction with any other tuition reduction programs.

Community Scholarship

This scholarship of \$500 is available to students and to be credited towards the tuition when he/she enrolls and start school while an immediate family member is currently enrolled at California Career Institute and actively attending or is a graduate of the school. This scholarship cannot be used in conjunction with any other tuition reduction programs.

HESI Star Scholarship

The HESI scholarship is to promote student success in the NCLEX examination to attain their state license. This scholarship of \$250 is available to California Career Institute students only. Students must submit a scholarship application to Financial Planning. If

awarded, the student must be actively enrolled at the time the scholarship is credited to student's account

- Student with a 1100 score or above on the First attempt of the Exit HESI Exam
- Students with academic excellence with cumulative GPA 3.5 or higher.

This scholarship cannot be used in conjunction with any other tuition reduction programs.

### Peace Scholarship

This scholarship of \$500 to be credited towards student tuition. To qualify for this scholarship, the applicant must meet the following criteria

- A qualified veteran • Active duty military
- Uniformed Services members
- Fire Fighters
- Reservists
- Uniformed Services or Veterans Eligible dependents.

Students must submit a scholarship application with a written narrative illustrating military service and outlining future educational and professional goals. This scholarship cannot be used in conjunction with any other tuition reduction programs.

## School Policies

### Dress Code:

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

1. All students while at the didactic or clinical must wear nametags.
2. All students must be neatly groomed with clean hair, nails and clothing. Appropriate use of cosmetics is required. Students will avoid excessive use of perfume, cologne and after-shave lotion. Fingernails must be clean, neatly trimmed and not too long to interfere with job duties. Nail polish, if worn, must be kept in good condition.
3. Conservative jewelry only (i.e. Necklace, finger ring, and earring) is permitted.
4. Shoes and socks must be worn. Shoes must be polished and shoelaces, stockings or socks must be clean. White athletic shoes are acceptable. Thongs, clogs, excessively high heels (more than 2 inches) and slippers are not acceptable at any time.
5. Students are required to appear in the classroom and the clinical facilities in complete uniform unless otherwise designated. Uniforms must be clean, neat, wrinkle-free and professional. Uniform color may vary by program.

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

## **Student Conduct**

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

1. CCI students are the future health care professionals. Thus, a student is bound by the highest standards of professional conduct and ethics. The vocational programs will not tolerate a breach of these standards by its students.
2. The student is to maintain professional appearance and behavior throughout didactic, clinical, and laboratory training programs. This includes, but is not limited to, stealing, cheating, and breach of a patient's confidentiality.

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

## **ATTENDANCE POLICY for Vocational Nursing;**

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

Clinical experience too is dependent on the foundation of the didactic instructions. The Clinical rotation daily goals are formatted to augment the didactic objectives.

As a requirement of the Board of Vocational Nursing & Psychiatric Technicians (BVNPT), the school requires the following minimum for graduation: 100% cumulative attendance in all parts of the program (classroom, skills lab, and clinical).

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

## **TRACKING**

Attendance is tracked in every class period by the instructor, to the nearest hour. If the student misses more than 10 minutes of any class period, the student will be marked absent for the whole hour. Each day the instructor submits the class attendance records to the Registrar who records the data in the student's electronic records System. The cumulative attendance information is contained on the term progress report given to all students each term. In addition, the progress report inclusive of the cumulative

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

### **TARDINESS AND EARLY DEPARTURES**

California Career Institute expects students to be in class on time every day. When the student arrives late to class, they not only miss the material that has been presented, but they disrupt both the instructor and their fellow students.

1. If a student arrives late more than 10 minutes for class, the instructor will record a Tardy.
  - a. If the student misses more than 10 minutes of any class period, the student will be marked absent for the whole hour.
2. If a student leaves before the instructor dismisses class, the instructor will record a Left Early.
3. Students are required to make up Tardy/Early Departures within one week of accrual unless an alternative schedule for makeup has been arranged in writing with the DON.

### **ATTENDANCE PROBATION**

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

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

### **MAKE-UP HOURS**

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

1. Approved Theory Make up: Such activities may include completing class exercises, viewing class tapes, or other course-related assignments including study guide assignments/on-line homework assignments.
2. Approved Clinical make-up hours:
  - a. Clinical Makeup must be scheduled through DON/ Clinical Coordinator or DOE (See attached Make up Contract)
    - i. Equivalent hours at clinical rotation location as assigned-missed content will be assigned and communicated to clinical instructor.
    - ii. Student will be signed off by clinical instructor for clinical content objectives.



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

### **TIME LIMITS FOR MAKE UP**

1. Students will be expected to make arrangements for absence makeup within 1 week of accrual to maintain didactic to clinical content correlation and to complete make up within 2 weeks.
  - a. If the student fails to complete makeup within 2 weeks of its occurrence, the DON may grant 1 additional week for completion for a maximum time of 3 weeks to complete make up from time of its occurrence.
  - b. Failure to complete assigned makeup within the allotted time may result in disciplinary action.
2. If the student exceeds 5% of any term for makeup hours, the student will be subject to disciplinary action and may be placed on probation.
3. A student can make up no more than 10% of the term hours, if the student has to make up more than 10% of the term hours the student will fail the term and has to retake it.

### **CONSECUTIVE ABSENCES**

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

### **DISMISSAL**

Any student dismissed for attendance related reasons—consecutive absences, failure to maintain the 100% cumulative attendance, failure to meet the terms of attendance probation, or failure to return from a leave of absence—may reapply for readmission.

### **Attendance Policy (non-Vocational Nursing Programs):**

Attendance Requirements at California Career Institute designed to promote presence in classroom and auxiliary facility as prescribed for the ultimate benefit from the program of choice, all students to attend class on a regular and consistent basis by adhering to the following attendance policy:

**Cumulative Attendance Progress** A student is required to achieve a minimum cumulative attendance of 80% by the midpoint of the program (approximately the end of the fifth module).

If a student achieves below 80% cumulative attendance at the midpoint of the program, the student will be placed on attendance probation. The attendance probation will include a specific action plan and progress timeline to ensure that the student will have achieved



the minimum attendance requirement by the end of the didactic portion of the program and by the end of the entire program. An action plan may include coaching, tutoring, and other learning sessions and activities that may be scheduled during the times different from the student's regularly scheduled class-time.

#### Overall Cumulative Attendance (Didactic)

In programs with an externship module, students required to achieve a specific minimum cumulative attendance percentage as a prerequisite for the externship module.

Tardies and leaving early are counted against student attendance.

a. If the student achieves below the minimum program-specific required cumulative pre-externship attendance for the didactic portion of the program, the student will be required to repeat the module(s) with low attendance to achieve the required pre-externship minimum, even if the student has passed the module(s) academically.

b. Repeated modules are counted as attempted modules in assessment of program completion within the maximum 150% program length. Attendance percentage and a new academic grade from the repeated module will replace the original attendance percentage and the academic grade from the same module.

c. Based on module availability, students may be asked to take repeated module(s) during the class time that is different from their original schedule.

#### Overall Cumulative Attendance for the Program:

Students must achieve minimum of 80% of overall program attendance in order to graduate. The overall program attendance includes the externship module, as applicable. If a student achieves below minimum required cumulative program attendance of 80% by the end of the last module, the student will be required to repeat a module(s) with low attendance to achieve the required program minimum, even if the student has passed the module(s) academically.

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

1. If a student is absent from school for 14 consecutive calendar days (excluding school-scheduled holidays, non-scheduled school days based on the school calendar and non-scheduled externship days), the student will be dropped from school.

2. The 14-consecutive calendar day maximum applies to all program modules (in-school and externship) and for students awaiting placement on an externship site.

#### Tardy:

If a student is tardy for class, as defined below, points will be deducted from the daily scheduled hours and time missed will be counted toward the total hours missed.

Definition of a tardy:

Arriving late for class, (recorded in 15 minutes' increments) including returning late from breaks or leaving early from class.

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

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

Students who are unable to secure an externship site within 14 consecutive calendar days will be dropped from the program.

## **LEAVE OF ABSENCE POLICY**

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 120 days during any 12-month (or half of the program hours, whichever is shorter) period and as long as there are documented, legitimate reason that require the students to interrupt their education. Such circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student or a spouse, child or parent. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Program Director.

### **Administrative Leave of Absence:**

The institution permits a student to request an Administrative Leave of Absence due to module/Term non-availability.

When there is an interruption in a student's schedule due to module non-availability for a

period of not less than five (5) consecutive calendar days and a period of not more than thirty-five (35) consecutive calendar days, the student will be placed on an Administrative Leave of Absence (ALOA). An ALOA will only be approved and processed under the following circumstances:

- a. Class consolidation
- b. Curriculum alignment
- c. Change in the student's class sequence
- d. Change in class session

An ALOA is approved only upon the student's written consent. The student must sign a request, and the applicable School Official must approve and sign the request prior to the start date of the ALOA. Students who fail to return from an ALOA on the scheduled return date will be withdrawn from the program. Students receiving Veterans' Administration (VA) educational benefits are not eligible for an ALOA and Federal funds cannot be disbursed to a student's ledger during an ALOA.

### **Re-admission Following a Leave of Absence**

Upon return from leave, the student will be required to repeat the Term and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has reentered. The student will not be charged any fee for the repeat of courses from which the student took leave or for reentry from the leave of absence. The date the student returns to class is normally scheduled for the beginning of a Term.

### **Extension of LOA**

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

- The student submits a completed LOA Extension Request Form before the end date of the current leave
- There is a reasonable expectation the student will return
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 120 calendar days in any twelve (12) month period calculated from the first day of the student's first leave
- Appropriate Terms required for completion of the program will be available to the student on the date of return

If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn, and the withdrawal date will be the student's last date of attendance (LDA).

### **Failure to Return from a Leave of Absence**

A student who fails to return from an LOA on the date indicated in the written request will be terminated from the program, and the institution will invoke the cancellation/refund policy.

The student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under state, or institutional policy.

### **Effects of Leave of Absence on Satisfactory Academic Progress**

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the courses required to maintain the normal progress in their training program will be available at the time of reentry;
- They may have to wait for the appropriate course to be offered;
- They may be required to repeat the entire course/term from which they elected to withdraw prior to receiving a final grade;

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

### **Grading Policy**

#### **Theory Grading Scale:**

The following grading policy is in effect:

<b>Grade</b>	<b>Numerical Value</b>	<b>Quality Points</b>
A	90-100	4
B	80-89	3
<b>C</b>	<b>73-79</b>	<b>2</b>
D	60-72	1
F	0-59	0

I: incomplete, Cr: Credited Granted, W: Withdrew

**Passing grade for theory courses is "C" (73% minimum. which is 2.0)**

The theory course grade will be based on the following:

#### **Grade Weights**

Class Participation	5% grade weight
Online HESI Case Studies Exams	5% grade weight
Written Quizzes	30% grade weight
Final Test	40% grade weight
HESI Exit	20% grade weight

**Clinical Grading Policy:**

Clinical evaluation is derived from student demonstration of developing practical skills and knowledge in the clinical and campus laboratory areas that indicate an integration and utilization of theory to provide safe and effective nursing care. This requires considerable personal responsibility and skill of critical thinking on the part of the students. Behaviors include performance that may be tested and evaluated for achievement of objectives, preparation for clinical assignment and aspects of personal responsibility, punctuality and appropriate participation in clinical conferences, etc. Clinical practice is evaluated as: SATISFACTORY (S) or UNSATISFACTORY (U), which translates into a Pass (P) or Fail (F).

An evaluation of UNSATISFACTORY indicates that the quality of nursing practice is judged to be unsafe and not effective. Any student who fails to achieve a “P” (pass) in the clinical segment of a course must retake both theory and clinical portions of the course failed.

**Ongoing Clinical Evaluation:**

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

**Term I Key Clinical Skills Objectives:**

The student performance is evaluated and must be found satisfactory in skills lab testing prior to going to the clinical practice for these key skills.

Students who do not perform to satisfactory level will be remediated and retested prior to attendance at a clinical site. This must be completed prior to or on the next scheduled skills date.

A formal student clinical evaluation report is given to students at the end of each course. The report represents the general evaluation of the student’s performance in the clinical portion of the given course.

Student Clinical Evaluation Report will be signed by the instructor, the student and the Program Director. Copy of the report will be given to the student while the original copy will be placed in the student's file.

For Each course the student must pass the theory as well as the clinical to be able to pass the course, if the student receive an evaluation of UNSATISFACTORY in the clinical, the student must retake the course theory and clinical components. In the student's transcripts, the theory as well as the clinical grades will show for each term.

### **Failed Courses:**

The limits on the number of failed courses allowed is twice for each term after which the student may be withdrawn and will be eligible to re-enter the program, Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame, which is 150% (1.5) of the published length of the program.

### **Clinical Skills Validation Process**

Attainment of basic nursing skills proficiency is a progressive process which is organized throughout the student experience to provide a progressive mastery. Certain key skills must be demonstrated utilizing the principles of safe and effective care following the standards of nursing practice prior to the student assignment in a clinical practice setting. To ensure that each student has resources for review of the criteria being evaluated for skills attained, instructor and student resources included detailed criteria listed for skills by chapter through evolve online resources.

In addition, a Skills Checklist Binder is available with the skills printed for reference and is available for copy and printing to use in skills labs.

Upon the beginning of skills Lab, students are given the "Clinical Skills Checklist" booklet (See attachment. The instructor signs off the students' skills.

New Process:

For each Term, certain KEY Skills are identified. In Term I, Students practice and demonstrate the most basic of skills utilizing mannequins and role playing during skills Lab as scheduled. The student performance is evaluated and must be found satisfactory in skills lab testing prior to going to the clinical practice for these key skills.

Students who do not perform to satisfactory level will be remediated and retested prior to attendance at a clinical site.

#### **1- Student Academic Progress Evaluation (Remediation of quizzes)**

- a. Student Theory mastery is an ongoing evaluation and measured by their ability to satisfactorily achieve a passing grade on their quizzes. If the student is not performing satisfactorily:
  - i. The instructor may provide warning to student and/or advise him/her to access tutoring services. Documentation of such warning will be provided to the DON.

- ii. If the student continues to underperform academically and is deemed to be high risk by the instructor, the student will be referred to DON for improvement plan
- iii. After a student is placed on an Improvement plan, performance will be monitored by the Instructor/DON until satisfactory performance at passing standard is established.
- b. Periodic Student academic evaluation is conducted by the DON at two points each term, one at mid-term point and the other is post final examination.
- c. If the cumulative grade for the quizzes is below 73%, the student will be allowed the opportunity to take a remediation exam that encompasses all previous quizzes.
- d. The student remediation is to be completed within one week of determination.

## **2- Final exams remediation**

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

## **3- The online Exit Exam remediation**

- a. The purpose of the Online Exit Exam is to show mastery of the cumulative program content and predict the student's NCLEX testing readiness.
  - i. Students are afforded the opportunity to take multiple practice exams with review of rationales for online exams to prepare for the Exit Exam.

Students will be allowed to retake the final exit exam a maximum three times, where they must attend the NCLEX /Exit review class before they sit for the retake.

## **Satisfactory Academic Progress (SAP)**

**In order for students to maintain financial aid eligibility they must remain within satisfactory academic progress as outlined by California Career Institute.**

California Career Institute Vocational Nursing program is 1574 clock hours, divided into two academic years and into four payments periods. Effective October 1<sup>st</sup> 2013 the academic year became 900 hours/30 weeks. At the end of each payment period all students are evaluated for satisfactory academic progress.

Payment periods are as follows:

Effective October 1<sup>st</sup>, 2013 the academic year became 900 hours/30 weeks and the payment periods are as follows:

- 1<sup>st</sup> Payment Period: 0-450 clock hours
- 2<sup>nd</sup> Payment Period: 451-900 clock hours
- 3<sup>rd</sup> Payment Period: 901-1237 clock hours



4<sup>th</sup> Payment Period: 1238-1574 clock hours

70% of the scheduled clock hours

#### Quantitative (Pace)

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

#### Qualitative (Grade)

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

Grades of "F" and "I" are counted as hours attempted but not achieved and have a 0.00 value toward the GPA. Repetitions of course work are counted as hours attempted. The lowest grade will be dropped, and the highest grade will be used to calculate the GPA. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame, which is 150% of the published length of the program.

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

#### **FA Warning**

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

#### **Appeal Process**

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



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

### **FA Probation**

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

### **Academic Plans**

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

### **Maximum Time Frame**

The Vocational Nursing Program is 1574 clock hours in length, must be completed within 2361 attempted clock. The full-time version of the LVN program takes 52 weeks in length therefore 150% in weeks for the full time program 78 weeks. The part time program takes 78 weeks to complete in order to finish within 150% of the program students will have 117 weeks.

### **Transfer and Readmitted Students**

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

For students who failed courses the failed grades will count towards the qualitative standard for measuring SAP. California Career Institute does not award incomplete grades and does not affect SAP.

The quantitative requirement remains 70% for all students, but the maximum time frame is based on the number of credits the student must complete in the current program. If the student transfers in 390 clock hours, and therefore must complete 1184 clock hours in the vocational nursing program at CCI, the maximum time frame is 1184 x 150%, or 1776 attempted clock hours (88.8 weeks' part time, 59.2 weeks' full time).

## **Verification Policies & Procedures**

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

1. Only those students selected for verification by the U.S. Department of Education (ED) or those with conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and a Federal Tax Return Transcript (and a Federal Tax Account Transcript if an amended tax return was filed) from the prior year (e.g., 2014 calendar year for the 2015-2016 processing year, etc.). Any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.
2. No Federal Pell Grant, Campus-Based aid, or Subsidized Direct Stafford Loan funds will be disbursed prior to the completion of verification.
3. A Direct Stafford Loan will not be originated until all verification has been completed.
4. Students eligible to receive a Pell Grant, Campus-Based aid or a Subsidized Direct Loan will have until 120 days after their last day of attendance or by the deadline published in the Federal Register each year (deadline is usually around the end of September) whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the school for payment of all tuition and fees due, or risk termination from the school. After the aforementioned period, all financial aid that might have been due is forfeited.
5. All students will be notified on a timely basis if they were selected for verification and what supporting documentation is required. At that time, the student will be informed of the time parameters and the consequences of not completing the verification process. The institution will notify the student of the results of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate and will notify the student via award letter if an award changes. The institution will use as its reference the most recent Verification Guide supplied by ED.
6. If the student receives an overpayment based on inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after being counseled by the institution, the school will refer the case to ED for resolution. Unless required by ED, no further Federal financial aid will be disbursed to the student.
7. The financial aid file must be documented with the date that verification is completed.

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

1. If the primary confirmation process does not confirm eligible Title IV applicant status, and the student submits reasonable evidence of eligible status, the school will initiate the secondary confirmation process.
2. All students who indicate an eligible status, but whose eligible status is not confirmed by the U.S. Department of Education's (ED) Central Processing System output document, will be given a copy of these Procedure.
3. Students have 30 days from the later of the date the student receives document, or the date the institution receives the ED's Central Processing System output document to submit documentation for consideration of eligible non-citizen status.
4. Failure to submit the information by the deadline prevents the institution from disbursing any Title IV funds or certifying the student as eligible for any funds.
5. The institution will not make the decision regarding "Eligible non-citizen" status without giving the student the opportunity to submit documentation supporting claims for eligibility.
6. Students must submit documentations of their current immigration status to the FA Office. The documents must be official documents from the U.S. Citizenship and Immigration Services. In order to initiate the required process, students must submit USCIS documents which are legible and demonstrate their latest status.
7. The institution will initiate the secondary confirmation within 10 business days.
8. Students will be provided and instructed to use the applicable address listed on the USCIS website to determine where they must submit the Form G-845.

### **Disciplinary Action:**

#### **Probation – Academic and Administrative**

1. Students may be placed on probation for a non-academic or administrative reason including but not limited to:
  - a. Repeated and/or non-approved absence(s) (according to attendance policy.)
  - b. Repeated and/or non-approved tardiness (according to attendance policy.)
  - c. Failure to comply with dress or behavior codes.
  - d. Inappropriate/unprofessional conduct or behavior.
2. Students may be placed on probation for an academic reason including but not limited to:
  - a. Failure to pass the final term/module exam.
  - b. Failure to completing the clinical competencies.
  - c. Any combination of failures at the discretion of the program director including being unprepared for class.

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

### ***Termination – Academic and Administrative***

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

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

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

### **Credit Granting**

California Career Institute (CCI) should grant credit for completion of certain courses similar in scope and content taken within the last two years by the student at other post-secondary institutions accredited by an agency recognized by either the US Department of Education or the Council for Higher Education Accreditation.

This includes the following courses:

1. Accredited vocational or practical nursing courses.
2. Accredited Medical assistant courses
3. Other accredited courses the school determines are equivalent to courses in the program

The student should submit an application for credit granting with an official transcript reflecting the courses to be considered for transfer with a minimum passing grade of 70%. In addition to the transcript, the student should submit a copy of the course syllabus and course outline in order for the director to be able to compare the program content to the program in which the student will enroll. The course outline should be comparable in order for the director to accept credits.

The director of the program should review the request and decide on how many credits earned at another post-secondary institution will be granted. The maximum number of credit hours that can be accepted is 30% of the program credit hours. The tuition will be calculated based on the percentage of the credit hours granted, for example if 30% of credit accepted the tuition will be 70% of the program tuition.

To appeal the director's decision, the student can request a meeting with the director of Education to discuss the process of credit granting and the director must explain to the student how the decision was made,

Students may waive their rights for credit granting, the student must sign the waiver form. CCI does not charge any fee for evaluating or accepting transfer credit.

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

The transferability of credits you earn at CCI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Vocational Nursing Program is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CCI to determine if your certificate will transfer. CCI has not entered into an articulation or transfer agreement with any other college or university.

### **Policy and Programs Changes**

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

### **Withdrawal and Refund Policy**

#### **Voluntary Withdrawal:**

1. A student wishing to voluntarily withdraw from the program must discuss his/her decision with the Program Director in the form of an exit interview.
2. Requests for withdrawal may be made verbally or in writing.

3. All requests for withdrawal will be processed on the requested date.
4. After completing the withdrawal process, a student wishing to comeback to a future program must formally reapply to re-enter and will be subject to the campus official's approval.

### **Notice of Student Rights**

1. You may cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later (except the application fee of \$75.00).
2. Read the Cancellation form for an explanation of your rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
3. After the end of the cancellation period, you also have the right to stop school at any time; and **you have the right to receive a pro rata refund if you have completed 60 percent or less of your program through the last day of attendance.** Your refunds rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
4. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.
5. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Post-Secondary Education

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

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

Phone Number: 916-431-6959

Toll Free: 888-370-7589

Fax Number: 916-263-1897

### **Refund Policy:**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later (except the application fee of \$75.00). Should the California Career Institute cancel a class after a student has been accepted, all money paid by that student shall be refunded in full.

A notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

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

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

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

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

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

### **Return to Title IV Policy**

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

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

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

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



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

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

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

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

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

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

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

### **Arbitration**

Any controversy, dispute or claim which cannot be resolved through the school's internal dispute resolution process shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

### **Grievance Policy:**

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



## **Resolution**

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

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

## **Appeal**

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

Upon receipt of the formal complaint, the Program Director will furnish a copy of the complaint to the head of the affected unit in which the alleged violation purportedly occurred for investigation. The investigation will be completed within fourteen (14) days and a summary of the investigation and decision on the complaint will be provided to the student at that time.

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

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

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

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

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

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

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

### **Placement Services**

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

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

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

### **Academic Advisement**

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

### **Computer lab and Online Library**

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

### **Students Activities**

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

### **Housing**

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

### **Transportation Services**

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

### **Field Trips**

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

### **Students Recognition**

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

### **Family Educational Rights and Privacy Act**

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

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

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

**3.** The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State Law.

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

### **Directory Information**

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

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

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

**4.** The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW,

Washington, DC 20202

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

### **Retention of Student Records**

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

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

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

### **No Weapons Policy**

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

### **Copyright Policy**

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

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

**[Follow this link for more information on U.S. copyright law >>](http://copyright.gov)** <http://copyright.gov>

### **STUDENTS RIGHT-TO-KNOW ACT**

California Career Institute is pleased to provide the following information regarding our institution's graduation and completion rates. The information is provided in compliance

with the *Higher Education Act of 1965*, as amended. Students *Right-to-Know Act* is a federal policy which mandates that all schools participating in Title IV programs provide the information to its students. Following is the schools' **completion rate, passing rate and placement rate.**

School Year	Student Tested	Completion Rate	Pass rate	Placement Rate	Average salary
2012	23	72%	65%	80%	30k-35k/year
2013	27	72%	74%	79%	30k-35k/year
2014	36	73%	53%	80%	30k-35k/year
2015	33	79.5%	78.7%	71%	30k – 35k/year

## **CAMPUS SAFETY AND SECURITY REPORT**

### **Introduction**

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

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

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

- Murder/negligent/non-negligent manslaughter
- Forcible/Non-Forcible Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

- Drug abuse/Liquor law violations
- Illegal weapons possession

The annual security report includes other information related to security, including explanation of the *Clery Act* and details about crime prevention on campus and more.

## **Annual Campus Safety Report**

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

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

## **Reporting Crimes and Emergencies**

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

### ***Security Officers have the authority to:***

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

Students are encouraged to promptly report any criminal activity or emergency they observe. If you see a suspicious activity or a person seen in the parking lot, loitering around vehicles, or inside buildings, or around residential halls, or should you witness a crime in process or are a victim of a crime, California Career Institute (CCI) requests that you follow the following:

### ***Contact***

- ***Campus Director or any other staff member (non-emergencies only)***
- ***Dial 9-1-1 (emergencies only).***

## **Campus Security Authority**

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

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

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

### ***List of Campus Security Authority***

1. **Garden Grove** – Dr. K Alshammiry (Corp. Director of Operation /Acting Campus President) 619/675-9816

### **Daily Crime Log**

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

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

### **Timely Warning and Emergency Notification**

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

- Outbreak of a serious illness
- Approaching tornado
- Hurricane
- Gas leak
- Terrorist attack
- Armed intruder



- Bomb threat
- Civil unrest
- Rioting
- Explosion
- Hazardous waste or chemical spill

## **Campus Sex Crimes Prevention Act**

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

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

### **Sexual Assault Policy**

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

## **The Violence Against Women Act**

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

### **Dating violence**

The term “dating violence” means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship.

- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

### **Domestic violence**

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

### **Stalking**

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress

### **Sexual assault**

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

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

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

- Get to a safe place as soon as possible
- Call 911 and/or Campus Security
- Contact someone you trust to be with you and help you deal with the trauma of having been violated
- Try to preserve all evidence. Do not throw away clothes, wash, douche or change. If you must change clothing, put all of the clothing you were wearing at the time of the

assault in a paper bag. Document any injury you suffered either by photograph or by showing someone you trust

- Get medical attention as soon as possible to treat any physical injury
- Seek counseling if needed

The following counseling services are available:

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

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

Rape Crisis Hotlines – 24 Hour Counseling:

- (714) 957-2737
- (949) 831-9110

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

### **Confidential Report**

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

### **Student Responsibility to Campus Safety**

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

### **Crime Prevention Tips**

- Be alert. Look around and be aware of your surroundings before entering or exiting a building or vehicle.
- Try not to walk alone and avoid parking lots, secluded pathways, or alleyways.
- Walk in public areas. Do not take shortcuts with little or no lighting.
- Do not carry large amounts of cash.
- Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables.
- If you see something suspicious, call campus security. If you are unable to reach an officer, call the police department.

Be alert of your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or groups of people.

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

### **Emergency Response and Evacuation Procedure**

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

### **Medical Emergency - Serious Illness or Injury**

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

### **Fire Safety**

In the event of a fire, staff assigned by the Campus Director will escort all students, staff and visitors. The emergency evacuation route guidelines (posted in classrooms and offices) will be as follows:

- When you hear the fire code you are to immediately stop what you are doing and exit calmly to the nearest exit. Evacuation routes are posted around the campus.
- Once you are out of the building, you are to stand at least 500 feet from the building. Remain quiet and calm. Look for all fellow classmates.
- The instructor will be taking roll call after insuring the building is clear of students and customers.
- Do not re-enter building until declared safe by Police, Fire, and/or Campus Director.

### **Bomb Threat**

In the event of a bomb threat, the individual receiving such threat will contact the Campus Director. The Campus Director will contact the local Police Department and begin evacuation of the building. The following guidelines should be performed:

- Campus Director or Police Officer will instruct students to their valuables and walk to the assigned area, usually 500 feet away from the building.
- Do not run, rush the stairwells, or use the elevators.
- Once safe, instructors will take attendance and report student count to the Campus Director.
- Instructors will wait with students until the search for the bomb has been conducted.
- Do not re-enter the building until the “all clear” signal is given.
- In times of severe weather or a prolonged search, students may be moved to a pre-arranged re-location site.

### **Tornado Warning**

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

- If you are indoors, do not leave the building.
- If you are outside, move immediately to the nearest designated shelter location.
- Stay away from exterior walls, doors and windows.
- Students would be advised to exit their classrooms and go into an interior hallway.
- Students on the upper floor should be moved to the lower level hallway.
- Do not use elevators.
- If tornado is close to school ground move to small interior rooms (ex: bathrooms, closets).
- Get under a piece of furniture if possible (ex: sturdy table, desk).
- Kneel down, bend head toward wall and cover any exposed area with coat or covering.
- After Tornado students will be instructed to calmly exit the building.
- Building property will be inspected for safety and when an “all clear” has been issued, students can return to class.

### **Hurricane Warning**

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

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

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

### **Emergency Lockdown**

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

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

**How Students and staff will be alerted:**

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

**Word of Mouth**

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

**Public Announcement by Campus Phone& Fire system:**

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

**Email**

The institute may send emergency alerts via email.

**Evacuation:** indicates the need to evacuate the classroom immediately and exit through the nearest exit

**Lockdown:** is a lock down situation, students and staff are to remain calm and not leave the classroom.

## **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

### **Drug Policy**

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

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

### ***Non-Compliance will result in the following action being taken by the school:***

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

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

Health risks include, but are not limited to, adverse modification of one or more body systems, such as the nervous, cardiovascular, respiratory, muscular, endocrine, and central nervous systems; toxic, allergic, or other serious reaction; unfavorable mood alteration, and

addiction. Physiological and psychological dependency, which manifests itself in a preoccupation with acquiring and using one or more drugs, may cause severe emotional and physical injury.

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



## **Liquor Law Violation Policy**

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

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

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

## **Alcohol Uses and Effects**

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

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

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

**Counseling, Rehabilitation and Assistance Program**

**Cornerstone of Southern California**

13682 Yorba St. Tustin, CA

(714) 730-5399

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

**Phoenix-House**

1207 E Fruit St. Santa Ana, CA

(800) 251-0921

[www.phoenixhouse.org](http://www.phoenixhouse.org)

**Able to Change Recovery**

31501 Rancho Viejo Road #101

San Juan Capistrano, CA 92675

949.493.6800

## Vocational Nursing Diploma

### Program Objectives

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

Type of Credential: Diploma/Certificate in Vocational Nursing.

### Career Outcome

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

The vocational nursing program curriculum consists of three terms; the program will run 83 weeks on a part-time base and 61 weeks on full-time base. The course titles and credits for each term are listed below. The program consists of 586 hours' theory and 988 hours clinical, the total is 1574 hours.

### VN Licensure requirements by the Board of Vocational Nursing:

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

## Program Outline

### TERM I

Course Number	Credit Units	Course Title	Theory Hours	Clinical/Lab Hours	Total Clock Hours
VN 100	25.7	Fundamentals of Nursing I & II	162	112 Clinical + 116 Lab	390
Total hours	25.7		162	228	390

### TERM II

Course Number	Credit Units	Course Title	Theory Hours	Clinical/Lab Hours	Total Clock Hours
VN 200	27	Medical Surgical Nursing I	176	264 Clinical + 12 Lab	452
Total hours	27		176	276	452

### TERM III

Course Number	Credit Units	Course Title	Theory Hours	Clinical/Lab Hours	Total Clock Hours
VN 300	4	Maternal-Neonatal Health	24	48	72
VN 310	4	Pediatric Nursing	24	48	72
VN 320	20.4	Medical Surgical Nursing II	136	204	340
VN 330	2.4	Mental Health Nursing	24		24
VN 340	1.6	Leadership & Supervision	8	24	32
VN 350	8.5	Senior Practicum	32	160	192
Total hours	40.9		248	484	732
<b>Total program</b>	<b>93.6 credit</b>		<b>586</b>	<b>988</b>	<b>1574 Clock Hours</b>

One credit = 10 lecture hours, one credit = 20 laboratory hours, one credit = 30 practicum hours (internship/externship).

## **Course Descriptions:**

### **TERM I: Vocational Nursing Practice in Wellness & Illness I**

#### **Term Description**

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

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

#### ***VN 100***

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

The course includes the following topics:

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

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

### **TERM II: Vocational Nursing Practice in Wellness & Illness II**

#### **Term Description:**

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

#### **VN 200 Course descriptions**

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

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

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

### **TERM III Vocational Nursing Practice in Wellness & Illness III**

#### **Term Description:**

The main goal for term III is to offer the students theoretical knowledge and clinical experiences in medical surgical and other specialty area such as Maternity, and Pediatric. New body systems will be introduced, and anatomy and physiology will be included for each system. Maternal- Neonatal Nursing & Pediatric Nursing will provide student with the knowledge and skills needed to provide safe and effective care for clients in the maternity and pediatric units. Mental Health Nursing course will introduce the students to basic concepts related to mental health in wellness and illness. Integral to Term III is development of leadership and supervision knowledge and skills.

#### **Course descriptions:**

*VN 300 Maternal- Neonatal Health:* This course covers the following topics structure and function of the reproductive system, family planning, infertility, menopause, fetal development, maternal adaptation during pregnancy, prenatal care, labor process, pain management during labor, assisted delivery and cesarean birth, postpartum nursing care, newborn nursing care, pregnancy related complication, labor at risk, postpartum at risk, and newborn at risk.

*VN 310 Pediatric Nursing:* This course covers growth and development from infancy to adolescent, foundations of pediatric health care includes assessment of the child, care of hospitalized child, dying child, and nursing care for child with major illness such as sensory/neurological disorders, respiratory disorders, cardiovascular disorders, gastrointestinal disorders, endocrine disorders, genitourinary disorders, musculoskeletal disorders, integumentary disorders, communicable diseases, and psychosocial disorders.

*VN320 The Medical Surgical Nursing II:* this course will provide student with the knowledge and skills needed to provide safe and effective care for client with the following disorders: integumentary disorder, musculoskeletal disorder, gastrointestinal disorder, gallbladder, liver, biliary tract, or exocrine pancreatic disorder, visual or auditory disorder, neurological disorder, immune disorder, HIV/AIDS, and cancer.

*VN330 Mental Health Nursing:* This course covers legal and ethical issues, mental health concepts, therapeutic communication, crisis intervention, individual psychotherapy, group therapy, family therapy, psychopharmacology, electroconvulsive therapy, major mental disorders, and addressing the psychological aspects of care provided for physically ill client.

*VN340 Leadership & Supervision:* This course covers the following topics; overview of the health care system, the health care team, ethical issues in health care, legally responsible nursing practice, leadership skills and supervision skills.

*VN 350 Senior Practicum:* this course will provide student with clinical opportunity to provide safe and effective care for three clients include performing client assessment, administering medications, and utilizing the nursing process in providing comprehensive nursing skills as applied to the following systems: Obstetrics, Pediatrics, Integumentary, Musculoskeletal, Gastrointestinal, Sensory & Neurology, Immunology, & Oncology.

## Medical Assistant Diploma

### Program Objectives

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

Type of Credentials: Certificate/Diploma in Medical Assisting.

### Career Outcome

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

### Program Outline

#### Program Length:

36 Weeks, 20 Hours/Week

8 Months

720 Clock Hours/47.3 Credit Units

<u>Course Number</u>	<u>Course Title</u>					<u>Credit Units</u>
		Lecture	Lab	Extern	Total Clock Hours	Quarter Credit Units
Module 001	Laws and ethics, and Human Behavior	40	40	00	80	6
Module 002	Pharmacology & Surgical Procedures	40	40	00	80	6
Module 003	Front office, Medical Insurance, & Bookkeeping	40	40	00	80	6
Module 004	EKG & Phlebotomy Cardiopulmonary and Electrocardiography	40	40	00	80	6
Module 005	Medical Office Lab	40	40	00	80	6

Module 006	Endocrinology, Obstetrics and Gynecology.	40	40	00	80	6
Module 007	Communication, & Clinical procedures	40	40	00	80	6
Make up	Externship			160	160	5.3
<b>Total</b>		280	280	160	720	47.3

**The Medical Assistant program academic credits are ( 10: 1 lecture, 20:1 lab and 30:1 externship)**

**Course Descriptions**

Grade	Numerical Value	Quality Points
A	90-100	4.0
B	89.9-80	3.0
C	79.9-70	2.0
D	69.9-60	1.0
F	0-59.9	0.0

Grade Scale	Percentage (%)
Participation/Homework	10%
Skills	50%
Exams/Quizzes	30%
Med. Terminology	10%
<b>Total Possible</b>	<b>100%</b>



**THEORY  
HOURS/CREDITS**

**LAB  
HOURS/CREDITS**

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<b>MODULE 001:</b>	<b>40</b>	<b>4</b>	<b>40</b>	<b>2</b>
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**Laws and ethics and Human Behavior**

Module 001 covers the history and science of the medical field, as well as the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception in the medical office and preparing for the day. Students become familiar with that it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success.

**No prerequisites**

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<b>MODULE 002:</b>	<b>40</b>	<b>4</b>	<b>40</b>	<b>2</b>
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**Pharmacology & Surgical Procedures**

Module 002 stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well organized cover letter, resume, and job application.

No prerequisites

**THEORY  
HOURS/CREDITS**

**LAB  
HOURS/CREDITS**

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<b>MODULE 003:</b>	<b>40</b>	<b>4</b>	<b>40</b>	<b>2</b>
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**Front office, Medical Insurance, & Bookkeeping**

Module 003 introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients.

Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist them in being successful in the medical field.

No prerequisites

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<b>MODULE 004:</b>	<b>40</b>	<b>4</b>	<b>40</b>	<b>2</b>
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**EKG & Phlebotomy Cardiopulmonary and Electrocardiography**

Module 004 examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught with enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word-processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately.

No prerequisites

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<b>MODULE 005:</b>	<b>40</b>	<b>4</b>	<b>40</b>	<b>2</b>
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**Medical Office Lab**

Module 005 introduces microbiology and laboratory procedures commonly performed in a physician’s office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system, and the body’s immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word-processing skills, and become familiar with the self-directed job search by learning how to set their own career goals.

No prerequisites

	<b>THEORY HOURS/CREDITS</b>		<b>LAB HOURS/CREDITS</b>	
<b>MODULE 006:</b>	<b>40</b>	<b>4</b>	<b>40</b>	<b>2</b>

**Endocrinology, Obstetrics and Gynecology.**

Module 006 covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine, and reproductive systems. Students learn about child growth and development, and how hereditary, cultural, and environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician’s office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word-processing skills, and become familiar with the self-directed job search process by learning all about how to become a mentor and learn from mentoring.

**No prerequisites**

<b>MODULE 007:</b>	<b>40</b>	<b>4</b>	<b>40</b>	<b>2</b>
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**Communication & Clinical procedure**

Module 007 emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an

understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word-processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in their new job so that they can advance in their career.

No prerequisites

**EXTERNSHIP  
HOURS/CREDITS**

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<b>MODULE 008:</b>	<b>160</b>	<b>5.3</b>
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**Medical Assisting Externship**

Upon successful completion of Modules 1 through 7, Medical Assisting students participate in a 160-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.

**Prerequisites: finish Modules 001-007**

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<b>Program Hours:</b>	<b>Lecture:</b>	<b>280 Clock Hours / 28 Credit Units 10 hours= 1 credit</b>
	<b>Lab:</b>	<b>280 Clock Hours / 14 Credit Units 20 hours= 1 credit</b>
	<b>Externship:</b>	<b>160 Clock Hours / 5.3 Credit Units 30 hours= 1 credit</b>

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**Program Hours / Credit Units:                    720 Clock Hours /47.3Credit Units**

All modules are identified by numbers for simplification purposes, but students can start in the beginning of any module except for externship and the sequence does not necessarily need to be followed. Each module contains new and repetitive skills and can accommodate new students.

## Nurse Assistant Certification Training Program

### Program Objectives

Upon Completion of this program the students will be able to

1. Assists with the data-collection of the basic Bio-psychosocial needs of the health-care client.
2. Demonstrates effective Communication techniques when collecting data.
3. Communicates findings to appropriate health-care personnel.
4. Documents data collected utilizing Legal/Ethical guidelines.
5. Performs basic therapeutic and preventive nursing assisting procedures using Standard Precautions.
6. Demonstrates respect for the dignity of clients through the use of caring behaviors.
7. Delivers nursing assisting care within the scope of practice of the nurse assistant according to Title 22.
8. Assists clients in the promotion of optimal health and illness prevention.
9. Delivers nursing assisting care to clients with Sensitivity to Cultural Diversity

### Career Outcome

According to the United States Department of Labor, the Bureau of Labor Statistics\* the employment of nursing assistants is projected to grow 21 percent from 2012 to 2022, faster than the average for all occupations. Employment of orderlies is projected to grow 17 percent from 2012 to 2022, faster than the average for all occupations.

As the baby-boom population ages, many nursing assistants and orderlies will be needed to care for elderly patients in long-term care facilities, such as nursing homes. In addition, growing rates of several chronic conditions and of dementia will lead to increased demand for patient care.

**Program Description:** The Nursing Assistant Certification Program gives the students the knowledge and skills for entry-level positions in a nursing career. The curriculum of this program emphasizes patient safety, infection control, and the role of the certified nurse assistant on a health care team. Students learn basic anatomy and medical terminology, ethics, patient rights and communication. Students learn to observe and provide personal care to patients and provide assistance to other health care personnel in hospitals and in extended care and long-term care facilities. Students will acquire the necessary level of education, training, skills, and knowledge to qualify for California Department of Health certification exam and to obtain employment as a certified nurse assistant after becoming certified. The Nursing Assistant Certification Program is an intense course that includes fifty (56) hours of theory & skills lab and one hundred (100) hours of supervised clinical training

### Program Length:

Fifty (56) hours of theory & skills lab and one hundred (100) hours of supervised clinical training

# California Career Institute

## Insert A: Academic Calendar, Breaks & Operating Hours

### OPERATING HOURS

<b>Garden Grove Campus:</b>	<b>Monday through Thursday</b> <b>8:00 am to 10:30 pm</b>  <b>Friday</b> <b>8:00am to 5:00pm</b>
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<b>Hawthorne Campus:</b>	<b>Monday through Thursday</b> <b>8:00am to 10:30pm</b>  <b>Friday</b> <b>8:30am to 5pm</b>
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### Academic Calendar Jan 2017 – December 2017

#### Medical Assistant

Start Date	End Date
12/11/2017	1/16/2018
1/17/2018	2/13/2018
2/14/2018	3/14/2018
3/15/2018	4/11/2018
4/12/2018	5/9/2018
5/10/2018	6/7/2018
6/11/2018	7/9/2018
7/10/2018	8/6/2018
8/7/2018	9/4/2018
9/5/2018	10/2/2018
10/3/2018	10/30/2018
10/31/2018	11/28/2018
11/29/2018	1/7/2019

## **California Career Institute**

### List of Staff and Faculty – Insert B

Corporate president and Chief Executive Officer: Dr. Rafat Qahoush, RN, PhD.

Corporate Director of Operations Dr. K Alshammiry, MD, MFS.

Director of Nursing: Manal Alawneh RN, MSN

Director of Education/Career Services: Josefina Villanueva, MBA

Director of Financial Aid: Jaunna Stripling

Career Services Coordinator: Tammy Worley

Director of Admissions: Miguel Beltran

Student Accounts Administrator: Antonio Covarrubias

Registrar: Maria Hernandez

Administrative Assistants: Kandice O’Neal

Administrative Assistant: Elizabeth Rodriguez

### **Faculty**

#### **Vocational Nursing**

Dr. Manal Al Atrash , RN, PHD

Dr. Ayman Alnems R.N, PhD

Dr. Samer Kashkoul

Charlotte Schaffer RN MHA

Marilyn Desper, LVN

Joan Tanida, R. N., BSN

Phuong Nguyen RN, NP

Zachary Lott NP

Miryam Davila LVN

Jayne Grint, RN BSN

Diane Gienger., RN BSN

Romeo Salazar LVN

Rachel De leon LVN

Sean Ashbi RN

Holly Long RN MAE

#### **Medical Assistant:**

Dr. Tarik Ziu

Dr. Amir Latif

## California Career Institute

### Program length and Tuition 2016

Tuition Effective July 1<sup>st</sup> 2016

**TOTAL COST FOR VOCATIONAL NURSING PROGRAM IS \$29,865.00**

Registration Fee \$75.00

Program	Program Length/months
<b>VN program</b> (FT/PT=full time/part time)	1574 hours

1ST Academic Year	2nd Academic Year
Tuition: \$15,724.00	Tuition: \$11,776.00
Textbooks* : \$1,400	Textbooks* : N/A
Materials & Supplies, Uniforms, and Live scan* : \$890	Materials & Supplies and Uniforms* : N/A
STRF Assessment** : N/A	STRF Assessment** : N/A
TOTAL: \$ 18,014.00	TOTAL: \$11,776.00
	TOTAL PROGRAM COST: \$29,790.00

**\*Non-Refundable**

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

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

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



**TOTAL COST FOR THE MEDICAL ASSISTANT PROGRAM IS \$12,550.00**

**Registration Fee \$50.00**

Program	Program Length
<b>Medical Assistant</b>	36 weeks, 20 hours per week, 720clock hours

Tuition	\$ 11,400
Books*	\$1000
Supplies & Materials*	\$0 (Included)
Uniform(s)*	\$100
STRF (Non-Refundable) **	N/A
<b>Total MA Program Cost</b>	<b>\$12,500.00</b>

**\*Non-Refundable**

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

**TOTAL COST FOR THE NURSING ASSISTANT CERTIFICATION TRAINING PROGRAM IS \$2075.00**

**Registration Fee \$75.00**

Program	Program Length
<b>Nursing Assistant Certification Training Program</b>	7 weeks, 22 hours per week, 150 clock hours

<b>Tuition</b>	<b>\$2000.00</b>
<b>Books*</b>	<b>\$0 (included)</b>
<b>Supplies &amp; Materials*</b>	<b>\$0 (included)</b>
<b>Uniform(s)*</b>	<b>\$0 (included)</b>
<b>STRF (Non-Refundable)**</b>	<b>N/A</b>
<b>Total CNA Program Cost</b>	<b>\$2000.00</b>

**\*Non-Refundable**

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