



Dialysis Training Institute, LLC
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Catalog

October 1, 2018 - September 31, 2019

This catalog is reviewed annually in October of each year, for additions or changes to the program and to include new regulations.

Catalog is available to prospective students on company website or by email when requested. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

TABLE OF CONTENTS

- 1- Mission, Vision and Values
- 2- School History and Ownership
- 2- Financial Status and Solvency
- 2- Professional Approvals, Licensure and Association
- 2- Authorization Disclosure Statements
- 2- Accreditation
- 3- Additional BPPE Disclosures
- 3- Admission Requirements
- 3- Procedures for Admissions
- 4- Admission Policies
- 4- Non-discrimination Policy
- 4- Non-discrimination Statement
- 5- Credit Evaluation and Challenge Procedures
- 5- Notice Concerning Transferability of Credits Earned
- 5- Advanced Placement and Experiential Learning Assessment
- 5- English Proficiency
- 5- Language of Instruction
- 6- Foreign Students
- 6- Accessibility Policy
- 6- Credit Hours Calculation
- 6- Transfer Credit
- 6- Housing
- 7- Employment Guarantee Disclaimer
- 7- Student/Faculty/Staff Code Conduct
- 7- Attendance Policy
- 7- Tardiness Policy
- 8- Classroom Rules and Standards
- 8- Laboratory Rules and Standards
- 9- Leave of Absence Policy
- 9- Suspension and Dismissal Policy
- 9- Dropout Withdrawal Policy
- 10- Dropout Withdrawal Definitions
- 10- Dress Code
- 10- Satisfactory Academic Progress Policy
- 10- Satisfactory Academic Progress Standards
- 10- Grade Point Average (Qualitative)
- 11- Module Completion Rate (Quantitate)
- 11- Academic Probation
- 11- Readmission
- 11- Appeals
- 12- Student Records Retention Policy
- 12- Physical Assault Policy
- 13- Sexual Abuse & Assault Policy
- 14- Student Grievance Complaint Policy & Procedure
- 14- Appeals Procedure
- 14- Notice of Student Rights
- 15- Clinical Requirements

- 15- Clinical Externship Policies
- 16- Schedule of Total Charges
- 16- Student Tuition Recovery Fund
- 18- Assessment Fees for Transfer of Credit and fees for transfer of credits
- 18- Fees for Uniforms or Other Special Protective Clothing
- 19- Replacement Cost for Items Included in the Tuition
- 19- Other Institutional Fees: Material Fees
- 19- Facility Transportation & Parking
- 19- Fees for Repetition of Study or additional study/Tutoring
- 20- Fees for Equipment, Supplies
- 20- Textbooks and other Learning Media
- 20- Policies for Federal & State Financial Aid Programs
- 20- State Financial Aid Program Policies
- 20- Notice Regarding Loans Obtained by the Student
- 21- Payment Options
- 21- Payment Plan
- 21- Refund Procedure for Cancellation or Withdrawal
- 21- Withdrawal & Refund Policy
- 22- Refund Example
- 22- Description of School Facilities
- 22- Equipment and Materials for Instruction
- 23- Library Policies
- 24- Student Services Orientation
- 24- Tutoring
- 24- Career Counseling
- 25- Academic Advising
- 25- In-Resident Housing
- 25- Distance Education
- 25- Community Service
- 25- Student Counseling & Guidance
- 25- General Program Description
- 26- Program Objectives and Educational Outcomes
- 26- Method of Instruction
- 27- Program Length
- 27- 150% Program Length Requirement
- 27- Program Type
- 27- Location of Classroom and Laboratory Instruction
- 27- Location of Clinical Instruction
- 27- Graduation Requirements
- 28- Hemodialysis Training Program Required Modules
- 30- Certification Requirements -Approved Standardized Tests for Hemodialysis Technicians
- 31- Academic Calendar & Holiday Schedule
- 31- Catalog Effective Date
- 31- School Administration and Faculty
- 32- Print Date
- 32- This Catalog Last Generated on
- 32- Equal Opportunity Notice
- 34- Student Signature Page

Mission, Vision, and Values

Our Mission

Excellence in healthcare education and training, founded on the principles of quality of instruction, compassion, integrity in student affairs, and respect for all.

This institution provides intensive specialized training with a solid academic foundation that fosters good communication skills, as well as the skills and knowledge to achieve personal, professional, and academic success. DTI does this through the context of a learning institution that strives for integrity and excellence.

Our Vision

Educational Excellence: We provide our students with educational opportunities that are of the highest quality, and which integrate all evolving technologies, research, and practices of the healthcare disciplines.

Specialized Knowledge: We offer sophisticated and specialized training in the areas of allied health, most specifically in the field of hemodialysis and related technical and patient-service occupations.

Clinical Distinction: We provide our students with clinical and laboratory experiences that will enrich their education and inform their professional focus.

Staff Engagement: We support our staff in their efforts to be educational resources for our students and engaging professional role models.

Professional Community: We are building an interactive community of healthcare professionals that is inclusive of our students, alumni, prospective students, and staff, and that will serve them all throughout their professional lives.

Forward Thinking: We will always keep looking forward in healthcare and bring that informed focus into our classrooms and laboratories.

Our Values

Standards of Excellence: The educational opportunities that we offer students will be of the highest quality and consistent with current standards of medical, technical, theory and practice.

Education with Integrity: Development of the individual as a well-versed, skilled, well-rounded, and compassionate healthcare professional is our primary goal.

Personalized, Student-Centered Program: Our program is designed and presented with the student in mind, and are responsive to the needs of the individual learner.

Career-Focused Training: The objective of our program is to develop allied healthcare professionals who are solidly trained and fully prepared to enter the healthcare workforce.

Caring and Knowledgeable Staff: Each individual on our staff, whether faculty or administration, will always have the students' goals and professional welfare foremost in mind.

School History & Ownership

Dialysis Training Institute, LLC. was founded by certified nephrology professionals. DTI is a private institution. Established in 2001, DTI has launched hundreds of CHT's and dialysis-trained nurses on their career path in nephrology.

The school was founded in an effort to meet a need in the dialysis community for well-trained, qualified, hemodialysis staff to meet the personnel needs of this growing industry.

The school is organized as a limited liability company, and is owned by four members of that company: Cheryl Falconer, Shirley Blake, Nancy Morales and Gia Ben-Hur.

Financial Status & Solvency **(Statements required by California State law.)**

Dialysis Training Institute, LLC, does NOT have a pending petition for bankruptcy, is not operating as a debtor in possession, and has never filed a petition for bankruptcy in the past.

DTI has not had a petition in bankruptcy filed against it within the previous five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

Professional Approvals, Licensure & Association

“This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.”

Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P. O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (916) 431-6959, toll free (888) 370-7589 or by fax (916)263-1897.

Authorization Disclosure Statements Dialysis Training Institute is a private institution authorized to offer Hemodialysis Training by:

- Bureau of Private Postsecondary Education Code#1940171 <http://bppe.ca.gov>;
- California Department of Public Health. School Number CHP-365
- California Board of Registered Nurses CEP-16451
- By the Board of Nephrology Examiners Nurses and Technology;

Accreditation

The Accreditation Bureau of Health Education Schools (ABHES), a national accreditation agency approved by the U.S. Department of Education, has institutionally accredited Dialysis Training Institute, LLC (ABHES identification number I-329).7777 Leesburg Pike, Suite 314 N Falls Church, Va 22043 Ph: 703-917-9503 www.abhes.org

Additional BPPE Disclosures

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P. O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (916) 431-6959, toll free (888) 370-7589 or by fax (916)263-1897.

Admissions Requirements

A student interested in admission to the Hemodialysis Training Program at DTI must:

- Be 18 years of age by the scheduled starting date of the class for which he/she is applying;
- Submit a completed Enrollment Application;
- Participate in a face-to-face interview with the Admissions Director or Program Director
- Achieve a passing score of 70% on the DTI program specific Entrance Exam;
- Provide evidence of high school graduation, or equivalent; and
- Provide valid identification (two forms of government-issued identification, one of which must include a photograph).
- (RN only) Provide evidence of college graduation;
- (RN only) Provide evidence of current California Registered Nurse License

Procedures for Admissions

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

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

The school reserves the right to refuse admission to any applicant when it is considered to be in the best interest of the school, its students or the healthcare service profession. Only those applicants whose qualifications will ensure their becoming worthy members of the healthcare services profession will be considered for enrollment.

ADMISSIONS POLICIES

The Application Process and Disclosures

The application for admissions process is as follows:

- Take and pass an entrance exam. (with a score of 70% or better)
- Must be able to stand, walk, stoop, bend, and lift 25 lbs in a 12hr shift
- Complete an admissions application packet.
- Complete a personal interview with an admissions representative.
- Tour the school facilities with an admissions representative.

Provide the school with the following documents:

1. A high school Diploma or a G.E.D. certificate
2. Two forms of government issued ID one with a photo
3. Have documentation of Hepatitis B antibodies
4. Have a negative tuberculosis screening by either a comprehensive TB screening, negative chest x-ray, or P.P.D. or Gold Seal Blood Test (skin test within in the six last months)
5. Tdap Vaccine documentation is required
6. Chicken Pox Vaccination record documentation is required
7. MMR (Measles, Mumps, Rubella) Vaccination Record documentation is required
8. Have an annual influenza vaccination for current year with documentation
9. Have current CPR certification with the American Heart Association
10. Medical Insurance Card
11. A \$500.00 deposit is due upon enrollment
12. Review School Performance Fact Sheet before signing
13. Read the Enrollment Agreement before signing
14. Make financial arrangement to cover tuition and fees

Non-Discrimination Policy

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

Non-discrimination Statement

Dialysis Training Institute, LLC prohibits in its program and activities discrimination on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program.

Credit Evaluation and Challenge Procedures

Dialysis Training Institute does not accept credit from other schools or programs. The institution has not entered into an articulation or transfer agreement with any other school or university at this time. Dialysis Training Institute does not award credit for experiential learning.

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

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

Advanced Placement & Experiential Learning Assessment

Students wishing to be assessed for prior hemodialysis training, on-the-job training, or other experiential learning, must submit a written request for evaluation to the Program Director or the Executive Director detailing the training or learning that the student wishes to have considered. The Program Director or Executive Director will evaluate the student's request and may require additional evaluation or documentation in support of the request. A determination will be made within 14 days of receipt of the request, and the student will be notified of the determination in writing. All decisions regarding the acceptance of advanced placement and experiential learning credit are final. There is no charge to request evaluation of prior learning.

English Proficiency

A student must have the ability to read, write and understand English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED, or passage of the California high school proficiency exam. Students are required to speak, read, write and understand English as at all times during the entire program necessitates. All classes are taught in English only.

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

Language of Instruction

Dialysis Training Institute, LLC offers training in English only. DTI does not offer instruction in English as a Second Language, or ancillary training in support of second language learners.

Foreign Students

At this time, Dialysis Training Institute, LLC, does not provide any visa services, and cannot sponsor any student who has entered the United States under a student visa.

Accessibility Policy

It is the policy of Dialysis Training Institute, LLC, to provide access to its programs, services, and facilities to persons with disabilities in accordance with Title II of the Americans with Disabilities Act. Disabled individuals or their representatives may request reasonable accommodations, and whenever possible, accommodations will be made. The DTI campus is wheelchair accessible.

Credit Hours Calculation

Dialysis Training Institute, LLC, does not use credit hours to calculate student progress in academic programs.

Transfer Credit

Dialysis Training Institute, LLC does not typically accept credits issued from other schools, colleges, or universities for transfer. However, consideration for work completed at institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) will be made on a case-by-case basis by the Executive Director. DTI does not currently have any articulation or transfer agreements with any other colleges or universities.

Housing

Dialysis Training Institute, LLC, does not provide or have dormitories, or have housing services available and DTI has no responsibility in locating suitable housing for the student.

For reference, following is a partial list of residential housing in the area surrounding the school. Rental rates are approximate and any student interested in these rentals should contact the properties directly:

Peppertree Apartments

9091 Holder Street
Cypress, CA 90630
714-988-7289
1 bed/1 bath approx. \$1530-1550/month

Brookside Apartments

5600 Orangethorpe Avenue
La Palma, CA 90623
888-758-4245
1 bed/1 bath approx. \$1555 - \$1655/month

Villa Buena Apartments

7000 La Palma Avenue

Buena Park, CA 90620
888-755-7499
Studio apt approx. \$1490/month

Employment Guarantee Disclaimer

Dialysis Training Institute, LLC does not guarantee employment upon completion of any educational program.

Student/Faculty/Staff Code of Conduct

The standards of conduct for students, faculty and staff at DTI are patterned after those commonly found in the workplace. However, in some cases, school standards are intentionally set at a more demanding level. The school expects its members to maintain high standards of personal and professional discipline that are in harmony with its educational goals; to observe local, state and federal regulations; and to respect the rights, privileges, and property of others. An atmosphere more conducive to education will be promoted by mutual respect and trust among the members of the community of students and academic staff.

Attendance Policy

Attendance is taken at each class period, factors in the student's final grade and is essential to student success. In certain circumstances, absences may be excused and not counted against a student's record of attendance. Among such possible circumstances might be a student's prolonged illness under a doctor's documented care, death or birth in the immediate family, or other valid reason. Any such absence must be substantiated in writing and the excuse of the time lost is solely at the discretion of school administration.

If a student misses class for any reason, he or she is responsible for obtaining notes and assignments from that class. If an emergency occurs that would prevent a student from attending a scheduled class, he/she should notify the school at the first opportunity.

Excessive absenteeism will lead to probation and, or termination from the program. A student who is advised by the administration of the school about excessive absenteeism is automatically placed on probation. Further advising necessary due to continued absenteeism will lead to termination from the school. Excessive is considered one or more absences.

Tardiness Policy

Consistent attendance and punctuality in the classroom are essential to the development of professionalism in the workplace. The school demands no more of a student than will future employers. Students are expected to attend class regularly, arriving on time and remaining in class until dismissed. Once a student is more than five minutes late, he or she is considered tardy. Students who are tardy three or more times may be dismissed from the program

Classroom Rules & Standards

Students are expected to arrive to class on time, and be prepared to participate and learn. Entering the classroom late is a disruption to the class. Students anticipating the need to leave a class for any reason, must advise the instructor in advance. If an emergency arises and the student has to leave suddenly, he or she should let the instructor know immediately.

In order to maintain an appropriate and productive class and workplace environment, all personal phones must be off or silent during class time. It is preferred that they be kept in a locker where they will not be distracting even when silent.

Students are expected to straighten their desks and chairs and to remove any trash or debris from the desk areas when leaving the classroom.

No food or drink (except water) is permitted in the classroom area. Food and drinks must be restricted to and consumed in the kitchen or other eating areas.

Students must do what is asked and assigned by the instructors, completing all work and tasks as requested. Due dates for assignments are firm, and late acceptance of student work is solely at the discretion of the instructor.

Active classroom participation is essential to the successful completion of an academic program, and student evaluations and grades will reflect such participation or lack thereof.

Laboratory Rules & Standards

Students must arrive at the laboratory on time, prepared to participate and learn. Late arrival to the lab is strongly discouraged. If a student must leave a lab for any reason, he or she must notify the instructor. If an emergency arises and the student has to leave suddenly, he or she should let the instructor know immediately.

The student must arrive at the lab ready to work and this includes your manner of dress. The proper attire for lab work is approved uniform of DTI only and shoes with closed toes and closed heels. Any long hair must be tied back. If a student arrives at the lab area without meeting the appropriate uniform and appearance standards, he or she will be asked to clock out and leave. Labs are treated as working dialysis units, and this standard is a deliberate simulation of the professionalism expected in the dialysis workplace.

Personal phones are not permitted in the labs and must remain in another room. If a student is dealing with a dire emergency, he or she must let the instructor know about the situation before class, and permission may be granted to carry a phone and step out of the room to answer as required.

Food and drinks including water are not permitted inside the laboratory. If the student requires a drink or food during a lab, he or she should let the instructor know and permission may be granted to momentarily step outside the laboratory.

Failure to adhere to the laboratory rules and expectations will result in the student's removal from lab with no credit for that day. Students must do what is asked and assigned by the instructors.

Leave-of-Absence Policy

Students are entitled to take only one leave of absence during any academic year. The duration of the leave of absence may not exceed Ninety days. Requests for leave must be submitted in writing via in person or US postal to the address listed on the first page of the catalog, addressed to the Director and must include an anticipated return date and be signed by the student. The Director will notify the student in writing via email, within 7 days of the notification. Failure to return to school as scheduled without prior written notification to and approval from the Director will result in immediate dismissal. Any refund due will be made within 45 calendar days from the end of an approved leave of absence. The Director may grant leave of absence and, or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

Suspension & Dismissal Policy

The school reserves the right to suspend or dismiss any student at any time when such action is deemed by the staff to be in the best interest of the student, the student body, or the school. In this context, the following activities are considered unacceptable conduct and may be cause for probation or dismissal:

- Being under the influence or in possession of either drugs or alcohol;
- Flagrant lack of respect for faculty, staff, or any of DTI's rules and regulations;
- Theft or vandalism;
- Physical violence against another student or staff member during the students program, or patient (during clinicals);
- Threat of physical violence against another student, staff member, or patient; or
- Interference with any normal school process, including deliberate interference with academic freedom, disruption of a class, or interference with any other student's pursuit of learning.

Dropout/Withdrawal Policy

"STUDENT'S' RIGHT TO CANCEL" A student may cancel his or her enrollment and obtain a full refund of tuition charges paid through attendance at the first class session, or the seventh day after the enrollment agreement is signed, whichever is later. A student should notify the school immediately of his or her intention to withdraw so that he or she may receive the maximum refund allowed under DTI's refund policy.

Students may withdraw from training at any time. A student who fails to attend class for three consecutive weeks without requesting a leave of absence will be considered by default to have withdrawn effective the 21st calendar day after his or her last date of attendance.

Dropout/Withdrawal Definitions

The date of determination for withdrawal from the program, the student will be deemed to have withdrawn from the program when any of the following occurs:

- The student notifies the school in writing of his or her withdrawal from class;
- The school terminates the students enrollment; or
- The student fails to attend classes for a three-week period.

Dress Code

Students are required to dress appropriately for school. Certain restrictions are made in an effort to promote the development of both a professional appearance and an image that will positively reflect the standards of the school.

During all training, students are required to wear issued attire with appropriate shoes, stethoscope, and name badge.

Satisfactory Academic Progress Policy

The DTI Satisfactory Academic Progress (SAP) policy is based on federal guidelines and the standards of the Accrediting Bureau of Health Education Schools (ABHES). The SAP is separate and apart from other academic policies at the school. Any student failing one or more of the SAP standards is at risk of termination from the training program.

Satisfactory Academic Progress Standards

Grade Point Average (Qualitative)

Students are expected to maintain a grade point average (GPA) of 2.0 or better as calculated at the conclusion of each module. The GPA is calculated and adjusted based on the amount of the module the student has completed.

The following grading symbols are used to evaluate a student's progress:

<u>Numerical</u> <u>Grade</u>	<u>Grade Point</u> <u>Granted</u> <u>Value</u>	<u>For Each</u> <u>Module</u>
A	91-100	4 (Passing)
B	80-90	3 (Passing)
C	75-79	2 (Passing)
D	70-74	1 (Failing)
F	69-Below	0 (Failing)
I	Incomplete	
W	Withdrawn	
TR	Transfer Credit	

Module Completion Rate (Quantitative)

Students are expected to successfully complete at least 67% of the modules attempted. All student work will be calculated in this assessment, including failed modules, audited modules, modules that the student should have attended but did not, incomplete modules and withdrawals. Once grades are posted at the end of each module, SAP will be evaluated for each student. Additionally, students who are participating in clinical training are evaluated for SAP every two-calendar weeks.

Academic Probation

Progress will be evaluated at the end of each module, at the mid-point, and at the end of the course and clinical training. The school shall place a student making unsatisfactory progress for the program at the end of a progress evaluation period on academic probation for the next progress evaluation period. If the student on academic probation achieves satisfactory progress for the subsequent progress evaluation period, but does not achieve the required grades to meet overall satisfactory progress for the program, the student may be continued on academic probation for one more progress evaluation period. Students who fail to meet the SAP standards will be placed on academic probation (AP).

Students placed on AP are required to meet with the Program Director within five business days of the AP determination in order to formulate a plan of student improvement. The plan of improvement must include specific actions and deadlines for assessment of student progress during the next program period. If the student fails to complete the actions specified in the plan of improvement, or if either the GPA or module completion rate standard is not improved to meet SAP standards at the next review period, the student will be dismissed from the program.

Readmission

Students who are dismissed as a result of unsatisfactory SAP may reapply for admission to the program if both of the following conditions are met:

- One year has passed since the student was dismissed from the program as a result of unsatisfactory SAP; and
- The student demonstrates a substantial change in his or her life that can be presumed will result in a change in academic progress should he or she be readmitted. Such reasons for readmission may include, but are not limited to completion of an ESL program, completion of remedial math or English training and, or a significant decrease in work hours outside the program.

Appeals

If extenuating circumstances exist that cause the student to fall short of the SAP standards, the student may submit an appeal for removal of AP status to the Program Director. Review of SAP appeals will be based on factors such as: the death of a relative; an injury to or illness of the student; or other special circumstances.

To file an appeal, the student must make a request in writing with a statement that includes an explanation as to why he or she failed to meet SAP standards and cite what has changed that will allow him or her to meet the SAP standards during the next module.

The Program Director will review any appeal within five days to determine which of the following applies:

- The student's appeal is denied, thus placing him or her at risk for dismissal from the program if either the GPA or module completion rate is not improved to meet SAP standards at the next review period; or
- The student's appeal is approved. This would remove the student from AP for one program period.

Student Records Retention Policy

Dialysis Training Institute, LLC will maintain and retain records for each student regardless of whether the student completes the program. Student transcripts will be retained permanently as required by Ed. Code § 94900 (b). Complete student records will be kept for at least five (5) years after the date of the student's graduation, withdrawal, or termination from the program. Student records will be cataloged and retrievable by student name and will contain the following applicable information:

- Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the school;
- Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- Records of the dates of enrollment and, as applicable, withdrawal, leaves of absence, and graduation;
- A transcript showing all of the classes and courses or other educational services that were completed, or were attempted but not completed and all grades or evaluations given to the student;
- A document specifying the amount of a refund, including the amounts refunded for tuition and books and equipment, the method of calculating the refund, the date the refund was made, the check number of the refund and the name and address of the person or entity to which the refund was sent;
- Copies of any official advisory notices or warnings regarding the student's progress;
- Complaints received from the student, including any correspondence, notes, memoranda, or telephone logs relating to a complaint;
- Student attendance records; and
- Copies of all notices and disclosures provided to students and a record of the time period within which each notice and disclosure was provided.

Student records will be maintained in encrypted digital files under DTI's control on secure servers. Student records are immediately available to on-site personnel.

Physical Assault Policy

The policies of Dialysis Training Institute, LLC prohibit any act involving physical assault, threats of violence, or harassment by any of its employees, students, staff, faculty, or anyone conducting business on school premises, which locations include classrooms or any location used for an off-site school function.

Sexual Abuse & Assault Policy

As required in CEC 94385, Dialysis Training Institute, LLC has in place a policy prohibiting any act involving sexual assault or harassment by any of its employees, students, staff, faculty, or anyone conducting business on school premises, which locations include classrooms or any location used for an off-site school function.

By legal definition, "sexual assault" includes but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

If you believe a sexual assault has been committed against you, you must report the assault immediately to the nearest faculty or staff member, who will in turn notify the Executive Director and the police.

Confidentiality is required in order to protect all parties involved with any alleged assault. Any observer of a suspected sexual assault should notify the Executive Director immediately, rather than taking the initiative to contact the police. In such instances, it is critical that the rights of the victim are protected, and the victim should be the one to call authorities to accurately report the facts of the alleged crime.

Upon reporting, the police will arrive to review the matter, take a description of the attacker, etc., and ensure that the victim and his or her escort are transported to a medical facility.

In an effort to avoid misrepresentation of the facts or breach of confidentiality, any inquiries from newspapers, employees, students parents, other students, or anyone else will be immediately forwarded to the Executive Director.

Efforts will be made by the school staff and faculty to help any victim deal with academic difficulties resulting from any alleged assault.

Should another student, faculty member, or staff member be accused of the assault, appropriate internal disciplinary action will be instituted and remain in place until a formal investigation is completed. The victim will be informed of any further disciplinary action or appeal in connection with the alleged sexual assault.

Preventive behaviors and education are the best tools for the elimination of sexual assault from the educational setting or workplace. All staff, faculty, and students should take steps necessary to prevent sexual assault from occurring, such as expressing strong disapproval, using self-defense techniques, and increasing awareness of what sexual assault means.

Local Counseling Center:
CSP Sexual Assault Victim Services
Located in Santa Ana
(949) 752-1971

Student Grievances Complaint Policy & Procedure

Any student, employee, or independent contractor may lodge any complaint regarding the school, either orally or in writing, to any instructor, staff member, or the School Director. DTI has a formal complaint report form, which may be obtained from the administrative office. It is presumed that all parties utilizing the complaint procedure are acting in good faith, and any complaint may be submitted to DTI without fear of threat or reprisal. The school will take all the necessary steps to keep confidential both the identity of any party filing a grievance and the substance of any complaint.

The person who receives the complaint must first transmit the complaint as soon as possible to the Executive Director, as the designated complaint handler and then attempt to resolve the complaint.

If an oral or written complaint is made, the school will, within 10 days of receiving the complaint, provide the person making the complaint with a written response, including a summary of the school's investigation and the disposition of the issue. If the complaint or relief requested is rejected, the reason for the rejection will be provided in writing.

The student, employee, or independent contractor's participation in the complaint procedure and the disposition of the complaint will not waive or limit any of his or her rights or remedies.

Appeal Procedure

If the grievance involves a policy or the actions of the Executive Director, an issue of institutional or program quality such as an instructor's compliance with the standards of an accrediting or licensing agency, or a claim of consumer fraud or deceptive trade practice, a student may further appeal the school's decision to the Executive Board. The decision of the Executive Board is final and binding.

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

Notice of Student Rights

A student may cancel his or her enrollment and obtain a full refund of charges paid through attendance at the first class session, or the seventh day after the enrollment agreement is signed, whichever is later. For a more complete description of the cancellation and refund process, please review the Student's Right to Cancel section of the Student Enrollment Agreement.

After the end of the cancellation period, a student still has the right to withdraw at any time, and has the right to receive a refund for the part of the program not taken, up to 60% of the program time. A student's refund rights are further described herein and in the Enrollment Agreement. If a student has lost his or her copy of the Enrollment Agreement, a request should be made to the school for a description of the refund policy.

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P. O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (916) 431-6959, toll free (888) 370-7589 or by fax (916) 263-1897.

Clinical Requirements

Hemodialysis Clinical skills are required as part of the Hemodialysis Training Program at DTI, and as such, a participating student must:

- Be in good health as demonstrated by a health screening designed to assess the student's physical ability to perform the duties required in the dialysis clinic

Clinical Externship Policies

DTI graduates must meet the needs of the dialysis industry by entering the workforce as fully qualified employees. When a DTI graduate is hired, he or she should be able to function as a dialysis trained employee that still requires additional clinical experience. The hemodialysis clinical skills provide this standard of competency, and are designed to quickly and effectively turn students into functional staff members. Prior to being assigned to clinical externship the student must agree to the following:

1. Students have been fully briefed as to the time commitment required for the clinical externship portion of the program. Students are prohibited from taking any time off during the clinical externship, they are also prohibited from declining an externship site, location or scheduled externship interview. Students are required to complete all clinical training in order to be eligible for Dialysis Training Institute, LLC Completion Certification. With that being said, there are exceptions if any of the following occurs: the student is offered a full time position in lieu of externship; or if before or after the student started externship they are offered a position, however DTI requires the student to sign and return the clinical assignment form. A students' externship hours are typically designed to match those of the preceptors work schedule e.g. (3) Three (13) Thirteen-hour shifts each week (MWF) Monday, Wednesday and Friday or (TTS) Tuesday, Thursday and Saturday. Prior to externship all students are required to take and pass the California Dialysis Council (CDC) examination:
 - California Dialysis Council ~ \$225 for Computer Exam www.californiadialysis.org
2. While the utmost care is taken to ensure the student's safety while in clinical training, the student assumes the risk of being in an operating dialysis facility. The student agrees to indemnify from responsibility the dialysis facility, the preceptor, and the Dialysis Training Institute, LLC should he or she become injured in any way during the regular course of clinical training. This includes, but is not limited to, accidental needle sticks, slips and falls, and routine chemical exposure.
3. The student must wear the approved uniform of DTI at all times and adhere to any additional uniform requirements of the dialysis facility anytime the student is in the dialysis facility or in contact with patients.

4. The student must use Personal Protective Equipment, as discussed during the regulatory compliance portion of the classroom training anytime they are in the dialysis facility. There will be no exceptions to this policy and failure to comply with this policy may result in immediate dismissal from the Hemodialysis Training Program.
5. Student will behave in an appropriate, professional manner at all times during the clinical externship portion of the program and failure to do so will result in immediate dismissal from the training program.
6. Students are prohibited from bringing any personal items into the dialysis clinic. Personal items should be left in your vehicle or at home. The dialysis facility nor DTI are responsible for any missing personal items.

SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE:

Tuition, Fee’s etc.

All institutional fees are assessed directly by DTI. Those cited in Section 1 are refundable based on the formula as outlined in the REFUND EXAMPLE, below. The fees cited in Section 2 are non-refundable under any circumstances. All programs offered at DTI are intended to be inclusive, there are no partial courses offered. There are no fee’s for clinical externship.

Hemodialysis Training 26-Week Program

Section 1 (refundable based on formula)

Tuition:

80 Classroom hours	\$ 3,000.00
80 Laboratory hours	\$ 3,000.00
155 Externship hours	\$ 1,000.00
Subtotal, Refundable tuition/fees	\$ 7,000.00

Section 2 (non-refundable)

Materials Fee (see below)	\$ 750.00
IPad \$500, Textbooks \$145, Stethoscope \$25, approved uniform of DTI \$45, FaceShield, \$25, Name Badge \$10	
Registration Fee	\$ 250.00
Student Tuition Recovery Fund (BPPE Requirement) (non-refundable)	\$0
Subtotal, Non-refundable tuition/fees	\$1,000.00

ESTIMATED TOTAL CHARGES **\$ 8,000.00**

Student Tuition Recovery Fund

- (a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: “The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so” you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an

educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

- (b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: “It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

Assessment Fees for Transfer of Credits & Fees for Transfer of Credits

DTI does not typically accept credits issued from other schools, colleges, or universities for transfer. However, consideration for work completed at institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) will be made on a case-by-case basis by the Executive Director. DTI does not currently have articulation or transfer agreements with any other colleges or universities. In such cases where student enrollment involves possible transfer of credits, there would be no charge to student for either the assessment of the transfer, or the transfer itself.

Fees for Uniforms or Other Special Protective Clothing

Students are required to dress appropriately for school. Certain restrictions are made in an effort to promote the development of both a professional appearance and an image that will positively reflect the standards of the school.

During all training, hemodialysis nursing and technician students are required to wear approved uniform of DTI with appropriate shoes and name badge. DTI provides one approved uniform of DTI so students should plan on maintaining their uniform items on their own, at their own expense.

Students are also required to wear and use personal protective equipment (PPE) during their training and clinical skills, in accordance with Centers for Disease Control (CDC) Dialysis Precautions guidelines. This includes the use of full-face protection, gloves, and cover gowns.

DTI will issue each student a cover gown at the beginning of his or her first class at no cost to the student. The cover gown used in the DTI lab will simulate clinical experience only and not be routinely exposed to bodily fluids or contaminants, so the student is expected to retain and maintain this gown and bring it to class for each laboratory class session. However, during clinical skills, the student will be issued a new cover gown for each day by the facility. Because that gown will experience actual clinic use and be exposed to blood, body fluids or other contaminants, it must be disposed of in accordance with CDC guidelines. Clinical sites do not charge students for cover gowns, regardless of the number of gown replacements required.

The student is also required to use a face shield during laboratory classes, and DTI will issue each student a face shield at the beginning of his or her first class at no cost to the student. The student is expected to retain and maintain the face shield and bring it to class for each laboratory class session. The student is also required to bring and use the face shield at his or her clinical site. If the face shield supplied by DTI is lost or damaged, the student will be required to purchase a replacement.

Lastly, students are required to wear a DTI-supplied name badge at all times when participating in classroom, laboratory, and clinical skills activities. One name badge is provided by DTI at no

charge to the student. Students will be required to purchase a replacement name badge if the DTI-supplied badge is lost or damaged.

Any student who arrives for class assignment without the appropriate clothing and protective equipment as outlined above will be prohibited from participation on that day.

Replacement Cost for Items Included in the Tuition

Replacement Face Shield	\$25.00
Replacement PPE Gown	\$25.00
Replacement Name Badge	\$10.00
Stethoscope	\$25.00
Approved uniform of DTI	\$45.00

Other Institutional Fees: Materials Fee

The Materials Fee is a one-time fee of \$750.00 due prior to attendance at the first class session. The fee includes all program textbooks and handouts, as well as laboratory supplies used during regular instruction. Specifically, all students receive (1) iPad wifi only \$500, (2) Dialysis Textbooks \$145, (1) Name badge \$10; hemodialysis technician and nursing students additionally receive (1) Stethoscope \$25, (1) approved uniform of DTI \$45, (1) Face Shield \$25.

Upon transfer of the iPad to the student, the student will assume legal ownership for the iPad. Should the iPad be lost, stolen, or damaged, it is the sole responsibility of the student to repair or replace the iPad in accordance with the Transfer of iPad Ownership Agreement that the student has or will sign upon receipt of the iPad.

Facility Transportation & Parking

Students are responsible for their own transportation to the sites of clinical facilities, as well as for any associated costs or fees directly relating to transportation, including Uber, bus or cab fares, gasoline, automobile ownership, maintenance, etc.

DTI knows of no facility site that charges fees for parking student vehicles, and if any site should ever assess such fees, DTI would absorb the cost of those parking fees on behalf of the student. Therefore, the student does not have to budget for parking fees.

Fees for Repetition of Study or Additional Study/Tutoring

Students may encounter such fees only under circumstances where classroom or lab work would need to be repeated or additional study would be required, at the student's own discretion. These possible fees are as follows:

Repeat Clinical Skills Fee	\$ 1,000.00
Repeat Course	\$ 4,300.00
Tutoring	\$ 20-30.00/hour

Fees for Equipment, Supplies

DTI does not charge any direct fees for equipment or its use, lab supplies or kits, consumable lab supplies, protective gloves, or the supplies the student will handle and use for clinical practice in the learning process. Any cost for these items is included in the Materials Fee, as further detailed below.

Textbooks and Other Learning Media

The textbook and all learning media required for the Hemodialysis Training Program, the Nephrology Basics and Core Curriculum are either e-books or similarly available on the student's iPad. The cost of all textbooks and "learning media" are included in the Materials Fee as further detailed above.

Policies for Federal & State Financial Aid Programs

Any student enrolled in an unaccredited institution is not eligible for federal financial aid. While DTI is Institutionally accredited, it does not currently offer any programs that have been approved for federal financial aid by the U.S. Department of Education.

State Financial Aid Program Policies

Dialysis Training Institute works with government-sponsored programs funded by a number of public agencies as well as foundations, corporations, Workers Compensation Insurance agencies, the Workforce Investment Act (WIA) program, CALWorks participants, funded by the California Employment Development Department (EDD) and administered through the Department of Human Services (DHS), and private individuals. There is no cost for participating in WIA or EDD funded programs. The funding sources are recognized as Third Party Payers, and any claim will be handled through this third party, DTI accepts the above contracted payment amounts as payment in full.

- Student must present the admissions department with a pre-approval form from the third party payor prior to enrollment.
- Accepted payers listed above (DTI does not actively recruit for any of the above agencies).
- Students must adhere to the same admissions policies and requirements.

Notice Regarding Loans Obtained by the Student

If a student obtains a loan, to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds the student is entitled to a refund of moneys 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 if the student defaults on the loan, both of the following may occur:

- The federal or state government, or loan guarantee agency, may take action against the student, including applying any income tax refund to which the student may be entitled, to reduce the balance owed on the loan; and/or

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

Payment Options

- Payment in full at the time of enrollment; or
- For your convenience, we accept the following payment methods: cash, cashier's check, money order, personal check, Visa and MasterCard (however if you pay using a credit card there will be credit card processing fees) or
- Payment plan see below

Payment Plan

Minus deposit and initial payment costs can be broken into two equal monthly payments throughout the didactic portion of the program, due on week 5 and week 10 of the course In lieu of full payment at the time of enrollment. Additional payment arrangements should be discussed in advance with the Director of Admissions at DTI, there is no interest charged for this payment option, however if you pay using a credit card there will be credit card processing fees

Refund Procedure for Cancellation or Withdrawal

You have the right to cancel the Enrollment Agreement you sign for a course of instruction, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation from DTI if you choose to cancel, you can use any written notice that you wish. If you cancel the agreement, the school will refund any money that you paid less non-refundable fees and tuition used up to the point of withdrawal, within 45 days after your notice of cancellation is received.

Withdrawal and Refund Policy

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The pro rata refund shall be calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. All amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable.

Refund Example

Assume that the student, upon enrollment in a 315-hour course, pays \$6000 for didactic and Laboratory and \$1000 for clinical externship for a total tuition of \$7000, plus \$750 Materials Fee, \$250 registration fee and then withdraws after completing the Professional Development and Regulatory Compliance courses (8 hours each) and 16 clock hours of the Hemodialysis Laboratory course. The prorated refund to the student will be \$5800 based on the following calculation:

Daily charge = total institutional charge/number of days or hours in program

\$6,000 total institutional charge/160 hours in program instructional hours = \$37.50 per hour;

Amount owed = daily charge x number of days student attended or was scheduled to attend

\$37.50 hourly charge x 32 hours attended = \$1200;

All amounts are subject to refund unless the enrollment agreement and the catalog specify amounts are non-refundable:

\$6,000 + \$1000 clinical externship (Nonrefundable -\$750 materials fee and -\$250 registration fee)
= \$7,000 refundable amount \$7,000 - \$1200 tuition used = \$5800 total refund

No other supplemental books, tools, supplies, medical/health certifications, professional organization fees, are required by this program. Any additional (optional) books, tools, and supplies purchased from the school are not required, not returnable, and the cost is non-refundable, except as expressly specified in the refund policy section of this catalog and the enrollment agreement.

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

Description of School Facilities

DTI is located in the city of Buena Park, California. The street address is 6131 Orangethorpe Ave., Suite 215 Buena Park, California and is easily accessible from all major highways. The Institute is near shopping centers, restaurants, apartment complexes, banks, and churches.

DTI's campus is located in a large professional office building. The school's main lobby is located on the second floor adjacent to the admissions office. Ample parking is available free of charge.

The campus is spacious with a large classroom, clinical laboratory, library and kitchen. It also includes business offices, a storage room and locker area. Bathrooms are located outside the school's suite of rooms, on all floors.

Equipment and Materials for Instruction

The main DTI classroom is equipped with a Mac mini, monitor, computer, projector overhead, and audio system and (1) B Braun dialysis machine.

The DTI hemodialysis laboratory is equipped with one (1) Fresenius 2008 T dialysis machine, seven (7) Fresenius A2008 K dialysis machines, two (2) B Braun Dialog Plus dialysis machines, one (1) Prima Flex plasma pheresis machine, one, a MarCor main frame RO system, a GX-1 Acute Cart with Carbon Block Housing, an instructor stethoscope, student stethoscopes, sphygmomanometers, oral thermometers, Myron L meters, Hach Chlorine/Chloramine Test Kits, water treatment testing supplies, a glucometer, laboratory centrifuge, laboratory refrigerator,

cannulation arm simulators, and a Medi-Chest.

Fresenius Test Kit (part no. 150034), which contains two gauges with fittings and hoses for measuring loading pressure and de-aeration pressure. Dialysate meters to measure dialysate pressure, temperature and conductivity, stopwatches, burets, graduated cylinders, syringes, and specialized tubing (part no. 290104, 545325, 190168).

Additional specialized calibration equipment available in the laboratory includes:

- Mercury Manometer
- 370090 Fresenius Test Kit for blood pressure module calibration
- 5021106002 - 90 XL DIALYSATE METER
- 10F7547 - IC CHIP EXTRACTOR
- 5021106002 - 90 XL DIALYSATE METER
- BT170 - BIO TEK MOD 170, ELECTRICAL SAFETY ANALYZER
- 11835T71 - Contact/Non-contact Tachometer
- 150034 - FRESENIUS TEST KIT
- 370090 - DUAL DUMMY CUFF, 220&700 CC
- WX2021 - WELLER DIGITAL SOLDERING STATION
- 68600 - BRUSH, 50ML BURET
- 290104 - BURET, MODIFIED
- GM-4674 - GRADUATE 100ML
- 4436T37 - GRADUATE, 1000 ML, CLEAR
- 4436T36 - GRADUATE, 500ML, CLEAR, GRAD INTERVAL 5.0 ML
- 4436T33 - GRADUATE, 50 ML, CLEAR, GRAD INTERVAL 1.0 ML
- 3256088 - AIR COMPRESSOR, 10-24 HEX FLANGE NUT
- 7093K531 - FLUKE 77-4 WITH NIST CERT
- 01F2655 - POTENTIOMETER, CONDO SIM, 500 OHM, 2W, NEWARK
- 116951Q - INCUBATOR, COMPACT, 120Q
- 190230 - 2008K BLOOD PUMP FLASH PROGRAMMING K
- 3461A22 - DIE KIT TOOL
- 90261A188 - HELICOIL, M2 INSTALLATION TOOL

The DTI laboratory environment is fully stocked with supplies for hemodialysis instruction, including gloves, cover gowns, face shields, fistula needles, syringes, laboratory testing supplies, tape, gauze, bloodlines, saline bags, test strips, acidified concentrate, and bicarbonate concentrate. All the laboratory equipment and supplies are owned by the Dialysis Training Institute, LLC.

Library Policies

DTI's library provides both students and staff with access to a variety of relevant textbooks and professional publications. A concerted effort has been made to make the library a superior learning resource.

The school subscribes to many magazines and publications, including: American Nephrology Nurses Association Journal, Working Nurse, Renal Life, AAMI News, Renal Business Today, Dialysis & Transplant, and Nephrology News & Issues. DTI also maintains an extensive library of instructional and educational videos, which students are welcome to view on campus.

Library materials are available for checkout, students are to go to the admissions office with books they wish to check out to receive permission, Monday - Friday between the hours of 8:00am and 4:00pm. Furthermore, each faculty member is expected to serve as an information specialist to students in order to better facilitate access to library resources. In addition to the DTI library, the Buena Park public Library is located at 7150 La Palma Ave, Buena Park, CA 90620, which is approximately 2 miles from campus.

Student Services Orientation

New students are provided with a comprehensive orientation and welcome session at the beginning of their academic program. Orientation includes opportunities to meet fellow classmates, faculty, and staff members. iPad training is provided during orientation.

The Career Services staff serves as liaisons between the students, graduates and the dialysis community. Job search techniques are provided to students and graduates for the nephrology industry.

However, no employment information or placement assistance provided by the school should be considered either expressly or implied as a guarantee or promise of employment, a likelihood of employment, an indication of the level of employment or compensation expected, or an indication of the types or job titles of positions for which students or graduates may qualify.

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment.

Throughout the program, students receive instruction on resume preparation, market research techniques and interviewing skills. While in training, students are advised regarding opportunities for job interviews, how to prepare and appear at job interviews, and how to conduct themselves during job interviews. Students compose resumes and cover letters. The school offers resources to assist students in locating employment opportunities related to their training, developing and utilizing a network of professionals within the industry.

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

Tutoring

Tutoring by instructors is available on a limited basis, as required and may be requested by the student and scheduled by appointment. Additional or alternative tutoring may also be arranged with qualified advanced students, graduates, or professionals at an additional fee.

Career Counseling

Dialysis Training Institute, LLC, does not provide job placement or job placement services to students or graduates. However, DTI incorporates substantial professional development training within its educational programs, and any student who takes advantage of these auxiliary resources

and training will be significantly better prepared to make professional entry into the hemodialysis field.

Academic Advising

Advising students is an important school responsibility, and school staff is generally available to answer student questions regarding admissions, academic matters, scheduling of modules and graduation. More individualized or detailed academic advising is provided by appointment with the Program Director or Executive Director.

In-Resident Housing

There are no charges for in resident housing because DTI does not provide or arrange for these services.

Distance Education

There are no fees assessed for distance education because DTI does not offer a distance-education option.

Community Service

DTI students, faculty and staff participate in community service activities on an ongoing basis, including: National Kidney Foundation walks to raise awareness, Red Cross blood drives, and Renal Support Network events. Student involvement in such volunteer events is strongly encouraged.

Student Counseling & Guidance

DTI does not provide professional counseling services. In the event that a student wishes to discuss personal matters with school staff, he or she would be welcome to do so, in confidence, but students should be mindful of the fact that the person they are talking with is not a trained, professional counselor. Should the need arise; DTI maintains a list of counseling centers to which students with personal concerns may be referred upon request of the student. Such referral may also occur upon determination by the staff that the matters discussed informally might benefit from professional intervention.

General Program Description

The Hemodialysis Training Program (HTP) is an entry-level training program that provides theory and practical instruction in the care and treatment of renal patients and, or dialysis equipment and water treatment systems. This program leads to the occupations of certified hemodialysis technician (CHT), patient care technician (PCT), hemodialysis or dialysis-trained nurse. The training program comprises 315 hours of didactic, laboratory and hemodialysis clinical skills.

Program Objectives & Educational Outcomes

The general objectives of the Hemodialysis Training Programs offered at DTI are to provide theory and practical instruction in the fields of chronic hemodialysis, and to prepare graduates for entry level positions in the field of nephrology. Instruction is provided in the math and science of dialysis, introduction to the theory and practice of anatomy and physiology of the kidneys and urinary system, acute and chronic renal failure, basics of biochemistry, care of the dialysis patient, the procedural routine of hemodialysis, and anticoagulation therapy.

These programs provide the student with the basic background necessary to render patient care and or repair and maintain dialysis equipment of the highest quality and to function safely and professionally in a hemodialysis facility.

Upon successful completion of the Hemodialysis Training Program, the student will be able to complete the following tasks in accordance with standard hemodialysis policies and procedures:

Dialysis Trained Nurses and Technicians:

- Prepare the dialyzer for treatment;
- Initiate and terminate hemodialysis treatments;
- Assess and monitor patients and equipment during dialysis;
- Identify and treat routine medical complications during dialysis; and
- Identify and report psychosocial problems in the patient.
- Operate dialysis equipment and devices.
- Assess the condition and operating parameters of hemodialysis equipment;
- Coordinate repair and maintenance of the water treatment system;
- Identify problems that threaten the health and safety of patients and staff in the dialysis facility;
- Utilize electrical safety codes, 510K devices, title 22 requirements, AAMI water treatment standards for hemodialysis and dialyzer reuse, and Life Safety Codes;
- Possess a working knowledge of infection control practices, hazardous chemicals commonly found in the dialysis setting to enable the nephrology biomedical student to perform the duties of the position in a safe and effective manner;
- Effectively document and report on interventions and outcomes;
- Effectively operate in the chronic and acute-care setting; and
- Deliver staff education in support of overall operational goals in the dialysis facility.

Method of Instruction

The program is comprised of lectures, projects, demonstrations, tests, and reading assignments from the Nephrology Basics for Nurses & Technicians textbook, DTI's official textbook. Classroom lectures are arranged to accommodate availability of appropriate clinical situations.

As part of the hemodialysis clinical skills training for the Hemodialysis Training Program, the student is initially an observer of dialysis procedure demonstrations practiced in the classroom setting. When ready, each student will perform the procedure in the hemodialysis clinical laboratory, dialysis unit, or acute hospital setting, under the direction of a designated preceptor. Basic procedures are introduced in sequence. The hemodialysis clinical laboratory and externship

training concentrates on procedures, safety precautions, documentation, time management, and provision of high-quality patient care or equipment maintenance depending on the students program.

Program Length

The Hemodialysis Training Program consists of 80 hours of classroom (didactic) instruction concurrent with 80 hours of laboratory instruction, followed by 155 hours of clinical externship. The program length is 26 weeks.

150% of Program Length Requirement

In order to successfully complete the hemodialysis program at DTI, the student must complete the program within 150% of the total published program length, excluding any approved leaves of absence.

Program Type

The Hemodialysis Training Program is a residential program and require on-site classroom and laboratory training. Distance or remote learning is not offered.

Location of Classroom and Laboratory Instruction

All classroom and laboratory instruction occurs at the Dialysis Training Institute, LLC at 6131 Orangethorpe Ave., Suite 215 Buena Park, CA 90620. Students are also required to participate in a clinical externship, the successful completion of which is required for graduation.

Location of Clinical Instruction

Dialysis Training Institute, LLC, provides in house clinical instruction and contracts with outpatient hemodialysis facility providers for clinical skills development. Students will be placed by the Director of Student Services in a clinic externship site. It is nearly impossible to predict at the start of students program specifically which clinical site will host a given student, however, DTI makes every effort to place students who desire clinical externship in a specific location or area that is reasonably convenient for the student whenever possible. The priority for clinical externship placement is to ensure that the clinical experience is supportive of the program's educational objectives.

Graduation Requirements

The following requirements must be met for graduation:

- Completion of all modules required for graduation. In order to graduate from the program, the student must pass each module with a GPA of 2.0 or greater;
- The student must assist in the preparation of the required number of hemodialysis clinical skills laboratory or clinical skills hours and any other work required by the school; and
- The student shall be free of all indebtedness to the school thirty days prior to graduation.

Hemodialysis Training Program Required Modules

The nephrology coursework is designed as a comprehensive series of modules covering the following required topics:

Professional Development

8 Lecture Hours

This course will provide a series of learning experiences that are designed to make the student a successful learner, and prepare him or her for a career in the medical field as a dialysis trained nurse or technician. It will also help build the skills necessary to prepare the student for getting that all-important first job in the dialysis field. The concepts and skills presented in this course will serve as a foundation for development of a professional persona. The appropriate behaviors and protocols for the medical setting will be emphasized throughout the entire program at DTI. Topics include: Professionalism, Successful Study Habits, Renal Team, and Preventing Patient/Provider Conflict.

Essentials of Renal Replacement Therapy

24 Lecture Hours

This course is designed as an overview and introduction that will provide the student with basic knowledge about renal anatomy and physiology, chronic renal failure, the history of dialysis, and a background in the principals of hemodialysis, peritoneal dialysis and renal transplant. From this strong foundation, the student will be prepared to learn skills necessary to care for patients with renal failure in a dialysis setting. Topics include: Intro to peritoneal dialysis, history of transplant, history of dialysis, renal anatomy & physiology, causes of renal failure, manifestations of renal failure, adequacy of dialysis, water treatment, principals of dialysis, dialyzer reuse. This course will bridge theoretical concepts of care delivery with practical application in hemodialysis.

Regulatory Compliance

8 Lecture Hours

This course is designed to provide the student with basic knowledge about safety in the dialysis center. Students will learn about the risks associated with blood, body fluids, and the hazardous chemicals commonly found in the hemodialysis facility. They will also learn about the policies and procedures used to decrease or eliminate bio-hazardous and chemical risks to healthcare workers. This course is designed to comply with the standards set forth by the Occupational Safety and Health Act, U.S.C., part 1910.1030. It also incorporates infection control training with privacy and patient education components to ensure an appropriate, positive experience for patients while in the hemodialysis setting. Topics include: Infection Control, Personal Protective Equipment, Emergency Procedures, Hazard Communication, Respiratory Protection, Electrical Safety, AAMI Standards for water used for dialyzer reuse and hemodialysis treatments, Title 22 Standards, Sharps Injury Prevention, and Life Safety Codes.

Clinical Skills (didactic)

16 Lecture Hours

Assessment of patient condition is critical to the successful management of the dialysis treatment. Course topics include appropriate monitoring techniques, tools, and technologies to ensure safe, efficacious delivery of dialysis. The student will learn to effectively manage assessment data and situations, and be able to determine which situations require intervention. This course is designed to provide the learner with

the basic knowledge and skills necessary to work in a dialysis facility as a certified hemodialysis technician, a hemodialysis trained nurse or a biomedical technician. Among other things, the student will learn clinical competency in a systematic pre-dialysis and post-dialysis patient assessment, describing the signs and symptoms of fluid overload, listing factors that may adversely affect the accuracy of laboratory test results, and skin preparation for cannulation and catheter exit site preparation, assessment of normal functioning and malfunctioning dialysis equipment and water treatment system equipment, describing the routine and non-routine testing and maintenance requirements, listing factors that may adversely affect the accuracy of routine microbiology testing, accuracy of the hydraulic calibrations, and preparation of acetate and bicarbonate solutions. Topics Include: Mechanical Complications, Laboratory Procedures, Documentation, Vascular Access, Cannulation Techniques, Routine Laboratory Testing, Medical Complications and Patient Assessment.

Medical Management

8 Lecture Hours

This course is designed to provide the learner with basic knowledge about the effective management of dialysis related complications. Long- and short-term manifestations of renal failure and current management strategies will be addressed. The learner will develop a basic understanding of the relationship by and between water treatment, dialysis equipment and medical and mechanical complications. This course will prepare the learner to manage common hemodialysis complications with an emphasis on proactive, preventative measures and patient education. Topics include: Medications for Dialysis, Secondary Hyperparathyroidism, Manifestations of Renal Failure, Anemia of Renal Failure and the Renal Diet.

Theory Seminar

16 Lecture Hours

This course will provide the student with the opportunity to synthesize previously acquired knowledge and skills. The final examination is 100 scenario based questions that integrate the academic and practical knowledge that the students have obtained in their didactic educational program.

Laboratory

80 Hours

This laboratory course runs concurrent with the didactic components of the Hemodialysis Training Program. The student will practice skills related to didactic program topics. It is designed to provide the student with the knowledge and skills necessary to work in a hemodialysis facility as a certified hemodialysis technician, a hemodialysis trained nurse, or a hemodialysis biomedical technician.

Clinical Externship

155 hours of clinical externship

The student will develop clinical competency in the systematic pre-dialysis and post-dialysis patient assessment, describing signs and symptoms of fluid overload, listing factors that may adversely affect the accuracy of laboratory test results, and gain skill sets necessary to properly perform skin preparation, cannulation, the dialysis treatment, and provision of catheter exit site care RN's only, on actual patients in the clinical setting.

Instruction at DTI is intended for learners who are either high school graduates or current allied

health professionals who wish to upgrade their skills. Upon successful completion of the Hemodialysis Training Program, the student will be eligible to obtain employment as a certified hemodialysis technician (CHT), or patient care technician (PCT), a dialysis nurse (if the student already holds an RN license).

Certification Requirements Approved Standardized Tests for Hemodialysis Technicians

The Hemodialysis Training Program offered by DTI prepares the learner for a career as a dialysis trained nurse or technician and meets the training program requirements for California's certification program. However, the candidate must also take and pass a Medicare approved standardized test prior to being eligible for certification. Each examination has its own requirements and restrictions for candidates, and candidates should check with the agency offering the examination prior to registration at DTI. However DTI's policy requires all students to take and pass the California Dialysis Council (CDC) test prior to clinical externship.

There are currently four examinations that meet the certification requirement for candidates for California Certification of Hemodialysis Technicians which are listed below and these exams are offered independent of the Dialysis Training Institute, LLC.

- California Dialysis Council (CDC)
1240 N. Jefferson St., Suite G
Anaheim, CA 92807
Tel: (714) 632-8379
www.californiadialysis.org Cost: \$225.00

- Nephrology Nursing Certification Commission (NNCC)
East Holly Avenue, Box 56
Pittman, NJ 08071-0056
Tel: (888) 884-6622
www.nncc-exam.org
Cost: \$195.00

- Board of Nephrology Examiners for Nursing and Technology (BONENT)
901 Pennsylvania Avenue, NW Suite 607
Washington, DC 20006
Tel: (202) 462-1252
www.bonent.org
Cost: \$200.00

- National Nephrology Certification Organization (NNCO)
1350 Broadway 17th floor
New York, NY 10018
(212) 356-0660
www.ptcny.com
Cost: \$245.00

Academic Calendar & Holiday Schedule

Dialysis Training Institute, LLC, operates year-round with new program sessions starting every one to two months throughout the year. DTI observes the following holidays by closing the office:

For 2018-2019 School Year:

Thanksgiving	Nov 22-23 2018
Christmas	Dec 24- 25, 2018
New Year	Jan 1, 2019
Presidents Day	Feb 18, 2019
Memorial Day	May 27, 2019
Independence Day	July 4, 2019
Labor Day	Sept 2, 2019

Program Calendar

November 2018 – May 2019
January 2019 - July 2019
March 2019 - September 2019
May 2019 - November 2019
July 2018 - December 2018
September 2019 - March 2020

Catalog Effective Date

This catalog is effective for the October 1 2018 – September 31 2019 school year, and is reviewed and updated annually.

School Administration and Faculty

For complete biographical information on our staff and instructors, please see our website at www.dti.edu.

Instructor- Cheryl Falconer, BA, RN, CNN Executive Director, Program Director- Managing Member, CEO, with more than 40 years of nephrology experience

Instructor- Edda B. Spinelli BSN, RN With more than 30 years experience as a Dialysis Nurse

Laboratory Instructor- Divina Espejo, with more than 15 years of experience as a CHT, CCHT

Laboratory Instructor- Ms. C, with more than 19 years experience as a CHT

Laboratory Instructor- Timothy Shaw, with more than 24 years of experience as a CHT, CCHT

Administrative- Shirley Blake, Member, Director of Student Services & COO

Administrative- Nancy Morales, Member, Director of Admissions & CFO

Dialysis Training Institute Website: www.dti.edu

Print Date: October 3, 2018

This catalog last generated on: October 1, 2018

Equal Opportunity Notice

It is against the law for this recipient of federal financial assistance to discriminate on the following basis: Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief; and Against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the beneficiary's citizenship or participation in any WIOA Title I financially assisted program or activity. The recipient must not discriminate in any of the following areas: Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; Providing opportunities in, or treating any person with regard to, such a program or activity; or Making employment decisions in the administration of, or in connection with, such a program or activity. What to do if you believe you have experienced discrimination: If you think that you have been subjected to discrimination under a WIOA Title I financially assisted program or activity, you may file a complaint within 180 days of the event with either the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210. If you file your complaint with the recipient, you must wait until either the recipient issues a written Notice of Final Action, or 90 days have passed or whichever is sooner, before filing with the CRC (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with the CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with the CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

To file a complaint:

Complaints may be made directly to Dialysis Training Institute LLC,
Equal Opportunity Officer
Nancy Morales
6131 Orangethorpe ave # 215 Buena Park CA 90620
714-670-6393
nancy@dti.edu

Complaints may be mailed to the Employment Development Department at:
Equal Opportunity Officer
Employment Development Department (EDD)
PO Box 826880, MIC 83
Sacramento, CA 94280-0001
Toll Free: 1-866-490-8879

California Relay Service: 711

For your convenience, you may use the Employment Development Department Discrimination Complaint Form (DE 8498), to complete and mail your complaint. Complaints also may be submitted to EDD by email at EEEmail@edd.ca.gov.

Complaints may also be sent to the Civil Rights Center of the Department of Labor at:
The Director, Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue NW
Room N-4123
Washington, DC 20210

If you think a student has been subjected to discrimination under a WIOA Title 1-financially assisted program or activity, they may file a complaint within 180 days from the date of the alleged violation with either OCDB's Equal Opportunity Officer or the Executive Director.

**OCDB/Orange County Community Services – Community Investment Division
1300 South Grand Avenue Building B 3rd Floor
Santa Ana, CA 92705 714-480-6438**



I have received a copy of the schools catalog. My signature below certifies that I have read, understood, and agree to my rights and responsibilities, contained within the rules, regulations and course completion requirements, and the costs for the course in which I have enrolled.

Students Name: _____

Signature: _____

Date: _____

Director of Admissions: _____
Nancy Morales

Dialysis Training Institute, LLC
6131 Orangethorpe Ave., Suite 215 Buena Park, CA 90620