

NORTHERN CALIFORNIA NURSING ACADEMY

SCHOOL CATALOG

January 1, 2017 - December 31, 2017



355 Gellert Blvd. Suite 101 Daly City, CA 94015

Ph: (650) 992-6262, (650) 684-0315, (650) 296-5448

Fax: (650) 992-6263

Email: info@ncnursingacademy.com

www.ncnursingacademy.com

PHILOSOPHY

Northern California Nursing Academy directs students to succeed in their education and future career through our focus on teaching the values of the healthcare profession. Healthcare is about caring for people. Caring encompasses empathy for and connection with people. It is about upholding human dignity, integrity, autonomy, altruism, and social justice.

NCNA believes that we are the starting point of future health professionals who play a vital role in shaping the healthcare system of our nation. In the same way, we believe that every successful healthcare professional began with excellent education and training.

Northern California Nursing Academy is driven by our passion to teach and educate students. We ensure that every student is treated as an individual, who we prepare to be the best in the field and achieve their full potential.

MISSION AND VISION

Mission

Northern California Nursing Academy aims to provide high quality education that will prepare students to obtain a successful and stable career in the healthcare industry. We will utilize an honest and focused approach in our method of instruction as well as how we perform as an institution.

We will ensure that our students are well equipped in passing certification examinations and obtain employments after completion of their courses.

We will continuously develop our programs to reflect current information and with rules and regulations mandated by government agencies.

We will uphold our passion for educating students as we share our knowledge and success from our experiences as professionals in the healthcare industry.

Objectives

Northern California Nursing Academy has the objective to educate and train students to gain:

Competence. For students to be knowledgeable and skilled in their respective fields as they become healthcare workers.

Commitment. For students to understand the responsibilities of a healthcare worker in caring for the sick and elderly.

Compassion. For students to exhibit empathy while ensuring dignity of patients while in their care.

Confidence. For students to believe that each of them can make a difference in the life of others.

Vision

Northern California Nursing Academy aims to be recognized as the premier provider of quality healthcare education in the State of California and in the Western Region. This will be achieved by expansion of healthcare programs and establishing school sites in various cities in California and the surrounding States.

We aspire to be identified as a source of talent by hospitals, long term care facilities, assisted living sites and private organizations. We will partner with institutions that will provide invaluable experience to our students, consequently making them highly proficient in their positions.

We want to be the best on what we do while we do what is best for our students.

PROSPECTIVE STUDENTS

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.

Catalog

The Catalog is reviewed and updated annually. The school provides the catalog through the school's website, www.ncnursingacademy.com and in person when requested by students.

LEGAL ORGANIZATION

Northern California Nursing Academy is a private institution organized as a Limited Liability Company in the State of California. Northern California Nursing Academy is also called NCNA. All pertinent information relating to the legal organization is contained in its Operating Agreement.

NCNA does NOT have a pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, has NOT filed bankruptcy, and has NOT filed petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

APPROVALS AND AFFILIATIONS

Northern California Nursing Academy is a private institution approved to operate by the ***Bureau for Private Postsecondary Education, which means this school is in compliance with the state standards set forth by the California Private Postsecondary Education Act of 2009.***

Northern California Nursing Academy is approved by *the California Department of Public Health* to conduct the following programs:

Nursing Assistant Program

Home Health Aide Program

Hemodialysis Training Program

Northern California Nursing Academy is affiliated with and an approved testing site of the ***National Center for Competency Testing (NCCT)*** on the following programs:

Medical Assisting Program

Medical Office Assisting Program

Insurance Coding and Billing Program

EKG Technician Program

Northern California Nursing Academy is not accredited by an accrediting agency recognized by the United States Department of Education. Students who complete the Nursing Assistant, Hemodialysis Technician, Medical Assisting, Medical Office Assisting, Insurance Coding and Billing and EKG Technician Programs are ELIGIBLE to sit for the licensure exams in California and/or in other states.

Northern California Nursing Academy is an unaccredited institution therefore, is not eligible for federal financial aid.

LOCATION

Northern California Nursing Academy is located at 355 Gellert Blvd. Suite #s 101 and 279. All classes are held at this location. Clinical observations are conducted in Long Term Care Facilities and Dialysis Clinics located around the San Francisco Bay Area.

ADMISSION PROCEDURES

Prospective students should call, email or visit the school to request for an Application for Admission. They will then take the Entrance Assessment Test, which is a brief test of written and verbal English and Mathematics ability.

Requirements Prior to Admission

Prospective students must meet the following requirements:

1. Must be at least 18 years old at the start of the program
2. Must submit proof of high school graduation or completed GED
3. Must possess a valid government issued ID
4. Must speak, write and understand English
5. Must possess or in the process of obtaining a Social Security Number at the time of enrollment
6. Completion of an Application for Admission and payment of Application Fee
7. Completion of Entrance Assessment Test with a score of 150 or higher in English and 150 or higher in Mathematics
8. Must submit proof of good health
 - 8.1. TB screening performed by a physician or a Nurse Practitioner within 6 months prior to enrollment
9. Has not been convicted of any of the sections in the Penal Code (see Appendix A)

****Please see Program Information for additional requirements prior to Admission***

Acceptance of Ability-To-Benefit Students

If students are not able to submit proof of High School completion or GED, NCNA requires students prior to admission to complete the Wonderlic Basic Skills Test (WBST) with the following minimum scores:

Verbal forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2	Verbal – 200 Quantitative – 210
---	--

Specific Program Requirements

Students must undergo a Live Scan process prior to enrollment in the following programs:

- Nursing Assistant Program
- Home Health Aide

Students must have completed a Vocational Nursing or Registered Nursing Program in the US or foreign country prior to enrollment in the Nursing Refresher Program.

English Proficiency

Students are required to demonstrate the ability to read and write in standard English. Evidence of level of English will be established upon passing the Test of English as a Foreign Language (TOEFL) with the passing total score of 75.

TOEFL® Score Scales

Skill	Score Range	Level
Reading	0–30	High (22–30) Intermediate (15–21) Low (0–14)
Listening	0–30	High (22–30) Intermediate (15–21) Low (0–14)
Speaking	0–30 score scale	Good (26–30) Fair (18–25) Limited (10–17) Weak (0–9)
Writing	0–30 score scale	Good (24–30) Fair (17–23) Limited (1–16)
Total Score	0–120	

International Students

Northern California Nursing Academy does not currently accept International Students. Consequently, NCNA does not provide any VISA services to international applicants.

Students with Disabilities

Northern California Nursing Academy is committed to the equality of educational opportunities for all qualified students. Students with disabilities (including learning disabilities, hearing or visual impairments, mobility impairments, attention deficit/hyperactivity disorders, psychiatric impairments or chronic health disabilities) who apply to NCNA can choose whether or not to disclose their disability. NCNA will not require at any point in the admissions process to disclose if students have a disability. NCNA does not, and could not, use information about a disability to deny admission to a student.

There is no separate admissions process for students with disabilities. All students who apply to NCNA, including those who have a diagnosed impairment/disability, are evaluated using the same criteria.

Transfers

Students who have completed courses in other institutions may request transfer of credits by completing the ***School Transfer Request Form***. Transfer of credits will be determined based on the program being applied for and a proficiency exam that must be passed in order for credit to be given.

Northern California Nursing Academy does not accept prior experience for credit in any of the programs.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits earned at Northern California Nursing Academy is at the complete discretion of an institution to which students may seek to transfer. Acceptance of the Certificate earned in a specific program is also at the complete discretion of the institution to which student may seek to transfer. If the credits or Certificate that are earned at this institution are not accepted at the institution to which students seek to transfer, students may be required to repeat some or all of the coursework at that institution. For this reason students should make certain that attendance at this institution will meet your educational goals. This may include contacting an institution to which students may seek to transfer after attending Northern California Nursing Academy to determine if credits or Certificate will transfer.

Northern California Nursing Academy has not entered into an articulation or transfer agreement with any other college or university.

FACILITIES AND EQUIPMENT

All theoretical part of the programs is delivered on campus. Nursing Assistant Programs, Medical Assisting Program and Pharmacy Technician Programs have externship opportunities in facilities and clinics in the San Francisco Bay Area.

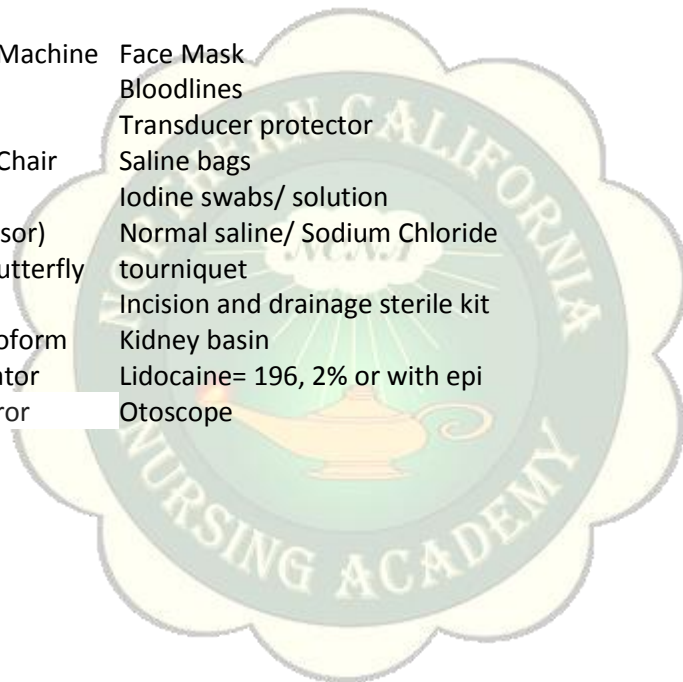
Programs are delivered with the use of lectures, discussion, audiovisuals, selected readings, clinical experiences, group and Individual conferences, role plays, and return demonstration. NCNA does not offer distance education. Hospital, facility and lab equipment are used for clinical practice.

Examples of equipment and materials used for instruction in the **Nursing Programs** are the following:

Mannequin	Weighing scale	Mask/gloves/gown/socks
Hospital bed	Bedpan/Urinal	Bed pan and pillow
Walker	Blood pressure apparatus	Gait or transfer belt
Cane	Stethoscope	Sharp disposal
Wheelchair	Over bed table	
Bedside commode	Privacy curtain	

Examples of equipment and materials used for instruction in the **Allied Health Programs** are the following:

Hemodialysis Machine	Face Mask
Dialyzer	Bloodlines
EKG Machine	Transducer protector
Hemodialysis Chair	Saline bags
Training Arm	Iodine swabs/ solution
Face Shield (visor)	Normal saline/ Sodium Chloride
18 g needle/butterfly	tourniquet
Scalpel	Incision and drainage sterile kit
Iodoform/Xeroform	Kidney basin
Cotton applicator	Lidocaine= 196, 2% or with epi
Laryngeal Mirror	Otoscope



ACADEMIC POLICIES

Attendance Policy

Attendance is monitored and recorded daily. It is the responsibility of the student to notify the school in advance if they will be absent or late.

Elements of Satisfactory Attendance:

Absenteeism:

Students are expected to maintain a minimum of 90% of attendance throughout the enrollment period. **Excessive (more than 3 consecutive UNEXCUSED absences) will be subject to the probation and dismissal policy of NCNA.**

Excused Absences:

An EXCUSED absence is considered only when the student notifies the school on the day, or prior to the day of the absence. The student must notify the office or the instructor. The absence will be recorded as excused however, excused absences are included in the calculation to determine the minimum attendance requirement.

Examples would be extended illness, hospitalization, court appearances, death, verified accidents or military assignments.

The following circumstances are NOT considered excused absences:

- Vacation
- "No Call – No show"
- Cutting Classes
- Returning late after a scheduled break

Students with two (2) weeks consecutive EXCUSED absences without an approved request for leave of absence will be subject to the probation and dismissal policy of NCNA.

Tardiness: For the purpose of satisfactory attendance, students arriving more than 15 minutes late without a legitimate reason or excuse will be deducted one-hour of the total attendance scheduled for that day. Three (3) unexcused tardiness will constitute one (1) day of missed attendance.

Students arriving more than thirty (30) minutes after the scheduled start time of a classroom or clinical session may be sent home and not allowed into the class. Any student with excessive tardiness of six (6) times in a month can be terminated from the program, and will be subject to the probation and dismissal policy of NCNA.

Absences and/or tardiness within a program shall impact as student's Progress Report and Evaluation.

The Administrator must verify completion of all clock hours to qualify the student to sit on the Licensing Exam and obtain Certification in their field.

Make Up Class

Making up a class/clinical/lab is not always an option. It is NCNA's discretion to offer make up classes depending on the availability of instructions. If make up time is required in a program, a project or a written assignment may be given.

Leave of Absence

Leave of Absence (LOA) may be granted to students for serious illness, death in the family, or other emergency circumstances. Leave of Absence requests must be submitted in writing to the administration. Only one written request for a Leave of Absence will be considered during an enrollment period. The maximum time granted for a LOA is thirty (30) calendar days. Failure to report to class as scheduled ending the LOA period will result in automatic withdrawal from the program. Any students making regularly scheduled tuition payments to the school remain under that financial obligation during a LOA.

LOA request is NOT allowed for the following short-term programs:

1. Nursing Assistant
2. Home Health Aide
3. Acute Care Nursing Assistant
4. EKG Technician
5. In Home Support Service Provider/ Caregiving

Standards for Achievement

Students are assessed a grade based on their performance. Performance is measured and recorded by instructors through classroom requirements and on the Lab and Clinical Evaluation form. Students must achieve a letter grade of C or higher in the theory component and satisfactory clinical grade in order to pass a program.

Grades are assigned according to the following:

A	=	95-100
A -	=	91-94
B+	=	88-90
B	=	85-87
B-	=	82-84
C+	=	79-81
C	=	75-78
D	=	70-74
F	=	Below 70

Clinical Grade:

To receive credit in the clinical portion of a program, a student must have a satisfactory grade based on the Skills Checklist and must meet the guidelines for the objectives and the criteria in the Student Clinical Evaluation.

Graduation Requirements

Students will be eligible for graduation upon meeting the following conditions:

1. Completion of all required hours of theory, lab and clinical (including externship, if applicable)
2. Achieved a minimum grade of C at the end of the program
3. Submission of all required class assignments, reports and papers
4. Return of all materials borrowed from the school during the term of the program
5. Fulfillment of all financial obligations

Confidentiality

Northern California Nursing Academy protects the confidentiality of information of all students. Only enrolled students in the programs have the right to view, inquire and respond to information and issues relating to their performance. These include but not limited to grades, reports, attendance record and skills checklist.

Follow up of financial obligations will only be communicated to students unless an authorized person has been assigned by the student prior to enrollment.

Record Retention Policy

All student records are maintained at the Northern California Nursing Academy located at 355 Gellert Blvd. Suite # 101 Daly City, CA 94015. All records will be maintained in locked filing cabinets in the “records room” at Suite 101 that is secure and only accessible to the administrator and officers of the school. Records are retained for at least a period of five years. Student transcripts are retained permanently.

Current students’ records are stored in locked filing cabinets at 355 Gellert Blvd. Suite # 101 Daly City, CA. It is accessible to instructors and officers of the school. Academic and Financial Records are retained in separate files.

Records will be available to the students during normal working hours when requested.

All records shall be accessible to the authorized staff during business hours and open for inspection by authorized government or state agencies.

CODE OF CONDUCT

Policy on Student Conduct

1. The following disruptive behaviors are prohibited on campus and in clinical facilities:
 - a. Speaking in a loud tone of voice (shouting) to others in classroom, lab or at clinical setting.
 - b. Use of foul language
 - c. Smoking on the property
 - d. Smoking while wearing the NCNA prescribed uniform
 - e. Use of alcohol or drugs
 - f. Any comments, gestures, or body language that are viewed by fellow classmates, instructors or staff as inappropriate
 - g. Leaving classroom frequently without an appropriate reason before break sessions
 - h. Sleeping in classroom, clinic or lab during instruction time
 - i. Receiving or making phone calls on cell phones during class time unless it is an emergency
 - j. Use of residents' personal property for own needs or entertainment, such as television or radio
 - k. Cheating on quizzes and exams
 - l. Theft of property from school, clinical site, students, patients or staff members
 - m. Inappropriate uniform
 - n. Harassment of staff, instructors, fellow students, patients or hospital staff, whether verbal, physical, written, visual, sexual, cultural, racial, religious, or based upon a person's physical abilities (or lack of)
 - o. Chewing gum
 - p. Video or voice recording during lecture discussion
2. Eating in the classroom must be approved by the instructor.
3. Use of Social Networking Sites (Facebook, Twitter, Instagram, Snapchat, etc.) that directly or indirectly mentions Northern California Nursing Academy in a derogatory manner is prohibited and will be grounds for dismissal.
4. Students are not allowed to discuss school material (lessons, homework, exams and quizzes) using Social Networking Sites.
5. Text messaging is not allowed during class

Student Uniform Guidelines and Dress Code

Each student has the responsibility for maintaining high standards of grooming, dress and hygiene that comply with health and safety regulations. By maintaining these standards, students will project the quality care and demonstrate professional values.

- a. Uniform: Nursing/ Medical scrubs (provided by school)
- b. Shoes: White shoes (closed-toe, closed-heel shoes with non-skid soles)
- c. Jewelry: Avoid large and dangling earrings or chains. All rings and bracelets will have to be removed when washing hands at the clinical site. Facility policies regarding piercings must be followed.
- d. Hair: Keep hair clean and neatly trimmed. Students who have a long hair, must plan to put it up for clinical practice in a ponytail, bun, twist or braids.
- e. Fingernails: Keep trimmed with length of nails in accordance with patient safety needs. Use clear or light colored nail polish. No nail jewelry or artificial nails.
- f. Hygiene: Maintain good personal hygiene habits. Makeup in moderation. No perfumes or colognes in consideration of and sensitivity of the residents.
- g. Identification: Students should carry an ID at all times in the clinical facility

Note:

If students are not in their uniform, they will not be allowed to attend the clinical training.

Probation and Dismissal Policy

Violation of any Academic Policies, Code of Conduct, Uniform Guidelines and failure to fulfill financial obligations will result to the following procedures:

1st offense – Warning /Verbal Counseling are given to students who violate any of the policies.

Students will be on Academic Probation if grades are below C. He/she is required to raise the grades in order to remove the probationary status.

2nd offense – Written Notice is given to students who violate any of the policies for the second time. He/She will be formally counseled by the Administrator.

3rd offense – Students will be dismissed from the program. No part of the program tuition will be refunded when students are dismissed.

STUDENTS' RIGHTS

Cancellation Policy

Students have the right to cancel enrollment in a program of instruction including any equipment such as books, materials and supplies or any other goods related the instruction offered, 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. Students can cancel by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

If the School has given any equipment, including books or other materials, students shall return it to the School within 5 days following the date of the notice of cancellation. If the student fails to return this equipment, including books, or other materials, in good condition within the 5-day period, the school may deduct its documented cost for the equipment from any refund that may be due. Once the student pays for the equipment, it is for students to keep without further obligation.

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Cancellation: An applicant who provides written notice of cancellation 7 days after enrollment and/or before the first class session is entitled to a full refund, excluding the \$75 non-refundable registration fee and \$25 processing fee.

Other Cancellations: An application requesting cancellation more than the allowed time period and after making an initial payment, will be entitled to a refund calculated by the number of hours attended.

Withdrawal Policy

After the end of the cancellation period, students have the right to drop the program and have the right to receive a pro rata refund IF the student has ONLY completed sixty percent (60%) or less of a program.

The amount of the refund is to be pro-rated according to the portion that has not been completed less the cost of any equipment returned in good condition (good condition does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way) and the registration fee. See Appendix B for Refund Calculation.

Withdrawal from a program may occur when the student provides a written notice to the school's address. This can be done by mail or by hand delivery. The written notice of withdrawal, if sent by mail, will be effective upon receipt by the administrative office. It is strongly advice to send via registered mail when mailing.

Withdrawal Procedure:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Administrator of the School. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
- C. A student will be determined to be withdrawn from the institution if the student misses three (3) consecutive instructional days and all of the days are unexcused.
- D. All refund must be submitted within 15 days of the determination of the withdrawal date.

See Page # 41 (Appendix B)

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.

If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid fund.

Grievance Policy

Northern California Nursing Academy designates the Administrator to receive and resolve all student complaints. She/he shall be accessible for reasonable periods of time before or after class sessions and during the range of time in which students are scheduled to attend the program.

A student may submit a complaint in writing/orally to any school official who is responsible in reporting complaints to Administrator for resolution. Within 10 days upon receipt of a written complaint, a summary of the investigation and disposition will be provided and if applicable, the reasons for rejection. The disposition of the student's complaint shall not limit or waive any of the student's rights or remedies.

The Administrator shall:

1. Investigate the complaint thoroughly, including conducting interviews with people involved and reviewing all documents relating or may potentially relate to the complaint.
2. Reject the complaint if, after investigation, was deemed unfounded or to compromise or resolve the complaint in any reasonable manner, including the payment of a refund.
3. Record a summary of the complaint, its disposition and reasons: place a copy of the summary, along with any other documents, in the student's file, and make an appropriate entry in the log of student complaints.
4. If complaint is valid, involves violation of law and is not resolved within 30 days after it was first made by the student, notify the Bureau, the State Agency, the accrediting association, and

law enforcement authorities of the complaint, investigation and resolution. The School Administrator is not required to disclose any matter to the extent of his privilege.

5. If the complaint is valid, determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those students.
6. Implement reasonable policies or procedures to avoid similar complaints in the future.
7. Communicate directly to any person in control regarding complaints, their investigation and resolution or lack thereof.

STUDENT SERVICES

Library and Learning Resources

Library and Learning resources are available in Suite 101. Access to online materials is provided by instructors during the programs. Students may request any of the resources and services from their instructors and the office.

Library

The school carries numerous resources for all students, staff and faculty. Books, CDs, DVDs, periodicals and handouts are available. These resources are various forms of outside learning material purchased for the institutions use such as third-party magazines, textbooks, and reference material. These may be obtained within the facility at any time outside of class hours and can either be used within the library or checked out to a student to use outside of the academy.

Learning and Assessment Services

All consultations and learning services are provided by our instructors, staff and program directors who coordinate directly with the student. All grades and results are stored online for further reporting and can be provided to the student on request.

Learning Support Services

Among the resources available are tutoring, skill demonstration, and clinical practice workshops with instructors. These services are provided by our instructors and staff on request or through free scheduled workshop events provided by staff and program directors.

Housing

Northern California Nursing Academy does not assume responsibility to provide or offer housing facilities for students. The school does not have dormitory facilities. ***The school is not responsible to find or assist students in finding housing.*** There are various available rental properties surrounding Daly City, CA. According to Zillow, rent costs for a one-bedroom apartment is approximately \$1,800/month

Safety and Privacy

The school is closely monitored by surveillance cameras. Emergency call numbers are located in the school, and emergency equipment are located along corridors of the building. NCNA encourages all students to report any suspicious activity that occurs in the campus.

Career Services

Northern California Nursing Academy provides resume and interview preparation services. The school also provides employment assistance to graduates through referrals to long term care facilities, hospitals and healthcare agencies. NCNA makes available employment application forms from prospective employers to students. NCNA makes the best effort to assist students in obtaining employment however we do not guarantee job placement/employment.

FINANCIAL INFORMATION

Costs and Tuition

Northern California Nursing Academy has the following standard admission fees:

REGISTRATION FEE (NON-REFUNDABLE):	\$	75.00
ENTRANCE ASSESSMENT FEE (NON-REFUNDABLE):	\$	25.00

The cost of books, handouts and supplies vary depending on the program.

ACCEPTED FORMS OF PAYMENT:

1. Personal Check, Cashier's Check or Money Order made payable to:
Northern California Nursing Academy
2. Credit Card: VISA, MasterCard and Discover

**** Please see Appendix D for detailed description of Program Tuition and Fees**

Financial Aid

Northern California Nursing Academy is not currently eligible to offer Federal and State Loans. NCNA provides various payment plans to accommodate students who need assistance in paying the costs of attending the programs.

ACADEMIC PROGRAMS

Diploma / Certificate Programs in Nursing

Nursing Assistant

Home Health Aide

Acute Care Nursing Assistant

In Home Support Service Provider

Nursing Refresher Course

NCLEX Review

Diploma / Certificate Programs in Allied Health

Medical Assisting

Medical Office Assisting

EKG Technician

Hemodialysis Technician

Pharmacy Technician

Insurance Coding and Billing



Nursing Assistant

The Nursing Assistant Program prepares students to provide quality care to residents in nursing care facilities and patients in hospital settings. Course instructions are held both in a classroom setting and in clinical facilities.

The course requires completion of 150 hours with 16 modules that are focused on various aspects of residents' care, such as Patient Care Skills, Body Mechanics, Medical/Surgical Asepsis and Nutrition.

The program is based on the California Department of Public Health Services (CDPH) guidelines. The theory and clinical hours listed are the minimum hours of study required to meet CDPH's approval.

Upon completion, students receive a **Certificate of Completion** and will be directed to take the Certification. After passing the exam, students will be called Certified Nursing Assistants.

Program Length: 150 hours / 2-5 months

Class Sessions: Monday to Friday (8:30am to 3:30pm)

Required Courses:

- I. Introduction to Healthcare and the Role of the Nursing Assistant
- II. Patient Rights
- III. Communication and Interpersonal Skills
- IV. Safe Environment
- V. Body Mechanics
- VI. Principles of Asepsis
- VII. Weights and Measures
- VIII. Resident Care Skills
- IX. Resident Care Procedures
- X. Vital Signs
- XI. Nutrition
- XII. Emergency Procedures
- XIII. Long Term Care Resident
- XIV. Rehabilitative/Restorative Care
- XV. Observation and Charting
- XVI. Death and Dying

Objectives:

- Promote quality of patient care
- Provide entry-level skills for employment as a nurse assistant
- Provide awareness of opportunities/choices in health care occupations
- Implement a program that meets OBRA and California Title 22 Guidelines for safe and quality care in long-term care settings
- Promote consistency in training that responds to practice as reflected in the State Certification Exam
- Receive a Completion Certificate from Northern California Nursing Academy

Occupation/ Job title:

Nursing Assistant
Nursing Aide
CNA

Standard Occupational Classification (SOC) Code: 31-1131

Home Health Aide

The Home Health Aide Training Program intends to build upon the knowledge, skills and abilities that individuals possess as nurse assistants. Therefore, this program is designed for educating students who are already Certified Nurse Assistants. This certification allows the home health aide to function as an entry-level worker on a health care team in a home health agency. The curriculum is structured to provide theory and practical application of knowledge and skill needed to function as a home health aide.

This program is designed to be taken after passing the Nurse Assistant Certification Exam. Upon completion, students will receive a **Certificate of Completion** and will be called a Certified Home Health Aide.

Program Length: 40 hours / 2- 4weeks

Class Sessions: Monday to Friday (8:30am to 3:30pm)

Required Courses:

- I. Introduction to Aide and Agency Role
- II. Interpretation of Medical and Social Needs of People being serviced
- III. Personal Care Services
- IV. Nutrition
- V. Cleaning and Care tasks at home

Objectives:

- To prepare CNA's for certification as a home health aide by the State of California
- To promote quality of care in the home care setting
- To provide entry-level skills for employment as a home health aide
- To expand the role of the CNA as paraprofessional
- Receive a Completion Certificate from Northern California Nursing Academy

Occupation/ Job title:

Home Health Aide
Certified Home Health Aide
Licensed Caregiver
Home Care Assistant

Standard Occupational Classification (SOC) Code: 31-1121

Acute Care Nursing Assistant

The Acute Care Nursing Assistant Program is an 80-hour program that prepares Certified Nursing Assistants to function at a competent level in the acute care setting. Courses covered include safe and secure environment care of the surgical patient, gastrointestinal and nutritional care, genitourinary, reproductive, endocrine, cardiovascular, respiratory, orthopedic, neurological care, and death and dying.

Upon completion, students will receive a ***Certificate of Completion*** and will be called Certified Acute Care Nurse Assistant.

Program Length: 80 hours / 1-2 months

Class Sessions: Schedule 1 - Monday to Friday (8:30am to 3:30pm)

Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

Schedule 3 – Saturday and Sunday (8:30am to 3:30pm)

Required Courses:

- I. Acute Care Nurse Assistant Responsibilities
- II. Communication - Documentation
- III. Safe, Secure Environment
- IV. Care of the Surgical Patient
- V. Gastrointestinal, Nutritional Care
- VI. Genitourinary, Reproductive, Endocrine Care
- VII. Cardiovascular Care
- VIII. Respiratory Care

- IX. Orthopedic Care
- X. Neurological Care
- XI. Oncology, Immunosuppression, Death & Dying

Objectives:

- Build upon and expand previously-learned CNA skills, to enable the nurse assistants to function at a competent level in the acute care setting.
- Learn various disease processes one might encounter in the acute care setting.
- Nurse assistants will be able to provide safe, appropriate and efficient care in the acute hospital setting.
- Decrease orientation time for acute care nurse assistants changing work/hospital settings
- Receive a Completion Certificate from Northern California Nursing Academy

Occupation/ Job title:

Acute Care Nursing Assistant
Acute Care CNA
Emergency Room CNA

Standard Occupational Classification (SOC) Code: 31-1131

In Home Support Service Provider

Also known as Caregiving Program, the In Home Support Service Provider program covers key concepts to become effective and efficient caregivers in private homes.

Program Length: 60 hours / 3-4 weeks

Class Sessions: Schedule 1 - Monday to Friday (8:30am to 3:30pm)

Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

Required Courses:

- I. Introduction
- II. Activities of Daily Grooming
- III. Nutritional Needs
- IV. Mobility
- V. Paramedical Services
- VI. Domestic Services
- VII. Safety and Security
- VIII. Infection Control
- IX. Death and Dying
- X. Alzheimer's and Dementia

Objectives:

- Learn basic caregiving skills, including giving medication and reading and recording vital signs
- Learn how to reduce stress and balance the demands of work and home
- Prepare to handle non-medical situations in residence of clients
- Receive a Completion Certificate from Northern California Nursing Academy

Occupation/ Job title:

In Home Support Service Provider
Caregiver
Certified Caregiver
Homecare worker
Family Caregiver

Standard Occupational Classification (SOC) Code: 31-1122

Nursing Refresher Course

The Nursing Refresher Course is designed for Vocational Nurses and Registered Nurses who need to update their skills and knowledge in the Nursing Profession. Students need not be licensed upon enrollment, and may be a graduate of any US or foreign institution.

Students must have completed a Vocational Nursing or Registered Nursing Program in the US or foreign country prior to enrollment.

Program Length: 200 hours/ 2-4 months

Class Sessions: Schedule 1 - Monday to Friday (8:30am to 3:30pm)

Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

Schedule 3 – Saturday and Sunday (8:30am to 3:30pm)

Required Courses:

- I. Professional Nursing Practice
- II. Pharmacology Review
- III. Systems Review and Nursing Care of Common Disorders
- IV. Care of the Client
- V. IV Therapy
- VI. Communication & Documentation

VII. Care of the Terminally Ill

Objectives:

- To assist in meeting the students' personal & professional goals
- To further enhance the students' knowledge & skills in nursing practice
- To be abreast with the latest trends in the healthcare industry
- To assist in gaining employment to those who have been out of the nursing practice
- Receive a Completion Certificate from Northern California Nursing Academy

Standard Occupational Classification (SOC) Code: N/A

Medical Assisting

The Medical Assisting program introduces students to the overall operation of the physician's office. Students are trained to assist the physician in the examination room, to perform routine laboratory procedures, and to handle financial records, correspondence, insurance forms, and other administrative functions.

The Program is divided into three components; Core, Administrative and Clinical. The program is grouped around the knowledge and skills required for administrative medical assisting and clinical medical assisting. The program concludes with an externship in a medical facility. The program will prepare the students to sit on the National Certification Exam conducted by the National Center for Competency Testing (NCCT).

Program Length: 300 hours/ 4-6 months

Class Sessions: Schedule 1 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

Schedule 2 – Saturday and Sunday (8:30am to 3:30pm)

Required Courses:

Component I: Core

Module A	-	Introduction to Medical Assisting
Module B	-	Terminology, Anatomy & Physiology
Module C	-	Safety
Module D	-	Screening and Appointments
Module E	-	Medical Office Emergencies/CPR
Module F	-	Computers

Component II: Administrative

Module A	-	Medical Office Receptionist
Module B	-	Medical Office Records
Module C	-	Medical Office Finances
Module D	-	Medical Office Insurance Billing

Component III: Clinical

Module A	-	Exam. Room Procedures
Module B	-	Specialty Procedures
Module C	-	Pharmacology
Module D	-	Minor Office Surgery
Module E	-	Laboratory Procedures

Objectives:

- To prepare the student to assist physicians and nurses by performing administrative duties and basic clinical duties in an office or medical center
- To meet this objective, instruction addresses subjects encompassing medical practice, medical law and ethics, medical communications, medical records, insurance, patient preparation and basic laboratory procedures and tests as well as total patient care
- Upon completion of this program graduates will have entry level skills as medical assistants and qualify for positions in a variety of health care facilities
- Receive a Completion Certificate from Northern California Nursing Academy

Occupation/ Job title:

Medical Assistant
 Clinical Medical Assistant
 Medical Clerk
 Physician's Office Assistant
 Doctor's Office Assistant

Standard Occupational Classification (SOC) Code: 31-9092

Medical Office Assisting

The Medical Office Assisting Program prepares students for the front office role as a receptionist and for scheduling appointments. The program primarily provides office administrative skills such as computer literacy, office procedures, medical terminology, medical abbreviations, medical law and ethics, pharmacology, insurance and exposure control.

Upon completion, students receive a ***Certificate of Completion*** and may take the Certification Exam conducted by the National Center for Competency Testing (NCCT).

Program Length: 200 hours/3-5 months

Class Sessions: Schedule 1 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

Schedule 2 – Saturday and Sunday (8:30am to 3:30pm)

Required Courses:

Component I: Core

Module A	-	Introduction to Medical Assisting
Module B	-	Terminology, Anatomy & Physiology
Module C	-	Safety
Module D	-	Screening and Appointments
Module E	-	Medical Office Emergencies/CPR
Module F	-	Computers

Component II: Administrative

Module A	-	Medical Office Receptionist
Module B	-	Medical Office Records
Module C	-	Medical Office Finances
Module D	-	Medical Office Insurance Billing

Objectives:

- To prepare the student to assist physicians and nurses by performing administrative duties
- To meet this objective, instruction addresses subjects encompassing medical practice, medical law and ethics, medical communications, medical records, insurance
- Upon completion of this program graduates will have entry level skills as medical assistants and qualify for positions in a variety of health care facilities
- Receive a Completion Certificate from Northern California Nursing Academy

Occupation/ Job title:

Medical Office Assistant
Administrative Medical Assistant
Medical Office Receptionist
Medical Clerk
Medical Office Front Desk

Standard Occupational Classification (SOC) Code: 31-9092

EKG Technician

This EKG Technician program will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics,

legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, and basic ECG interpretation.

Upon completion, students receive a ***Certificate of Completion*** and may take the National Certification Exam conducted by the National Center for Competency Testing (NCCT).

Program Length: 60 hours / 3-4 weeks

Class Sessions: Schedule 1 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

Schedule 2 – Saturday and Sunday (8:30am to 3:30pm)

Required Courses:

- I. Basics of Electrocardiography
- II. Anatomy and Physiology
- III. Rhythm
- IV. Basic Interpretations
- V. Advanced EKG Procedures

Objectives:

- To provide the proper training in which a student can acquire satisfactory skills and demonstrate competency in Electrocardiography
- To prepare the student to sit on the National Certification Exam
- To gain exposure to job duties that include unit operation and troubleshooting, lead placement, use and understanding of EKG grid paper, recognizing EKG patterns in all 12 leads, plotting the EKG axis, and much more
- Receive a Completion Certificate from Northern California Nursing Academy

Occupation/ Job title:

EKG Technician
Electrocardiography Assistant
Medical Assistant
Clinical Medical Assistant

Standard Occupational Classification (SOC) Code: 29-2031

Hemodialysis Technician

This Hemodialysis Training Program is geared towards certification as Certified Hemodialysis Technician, Dialysis RN or LVN. The program teaches students how to work with patients and how to use hemodialysis equipment properly. The program focuses on helping students learn to take vital signs, obtain vascular access, take blood samples and work comfortably with patients and their families.

The program is based on the California Department of Public Health Services (CDPH) guidelines. Upon completion, students will receive a **Certificate of Completion** and will sit on the certifying examination conducted by the California Dialysis Council (CDC).

Program Length: 300 hours/5-7 months

Class Sessions: Schedule 1 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

Schedule 2 – Saturday and Sunday (8:30am to 3:30pm)

Schedule 3 – Tues, Thur and Saturday (8:30am to 3:30pm)

Required Courses:

- I. Today's Dialysis Environment: An overview
- II. The person with kidney failure
- III. Principles of dialysis
- IV. Hemodialysis devices
- V. Vascular access
- VI. Hemodialysis Procedure Procedures and Complications
- VII. Dialyzer Reprocessing
- VIII. Water Treatment

Objectives:

- To gain knowledge on handling Renal Failure patient
- To learn dialysis treatment's principles and procedures
- To learn dialysis treatment modalities and devices
- To practice taking vital signs, obtaining vascular access, taking blood samples
- To practice communicating comfortably with patients and their families
- Receive a Completion Certificate from Northern California Nursing Academy

Occupation/ Job title:

Hemodialysis Technician
Patient Care Technician

Standard Occupational Classification (SOC) Code: 29-2099

Pharmacy Technician

The Pharmacy Technician program is designed to meet the requirements of the State Board of Pharmacy for employment as a Pharmacy Technician. The program gives students a solid foundation of pharmacy fundamentals and terminology. Students of this program will get hands-on practice in multiple pharmacy areas such as hospital, retail, compounding, mail-order, and long-term care. Topics such as professionalism, state and federal law, and ethical issues are covered.

Upon completion, students will receive a ***Certificate of Completion*** and may sit on the certifying examination conducted by the Pharmacy Technician Certification Board. Students may also immediately apply for licensing from the CA State Board of Pharmacy.

Program Length: 320 hours / 6-8 months

Class Sessions: Schedule 1 - Monday to Friday (8:30am to 3:30pm)

Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

Required Courses:

- I. Introduction to Pharmacy Technician
- II. Drug Identification
- III. Pharmacy Laws and Ethics
- IV. Pharmaceutical Mathematics
- V. Drug Management Procedures
- VI. Prescription Filling Procedures
- VII. Professional Relations
- VIII. Insurance Procedures
- IX. Job Search and Retention

Objectives:

- To provide the proper training in which a student can acquire satisfactory skills and demonstrate competency being a Pharmacy Technician
- To prepare the student to sit on the State Board Exam
- To gain exposure to job duties that include unit operation and troubleshooting, lead placement, use and understanding of EKG grid paper, recognizing EKG patterns in all 12 leads, plotting the EKG axis, and much more
- Receive a Completion Certificate from Northern California Nursing Academy

Occupation/ Job title:

Pharmacy Technician

Pharmacist Assistant

Standard Occupational Classification (SOC) Code: 29-2052

NCLEX Review

This review program prepares students for the National Council Licensure Examination (NCLEX). This is offered to students who have completed Nursing Programs from various institutions.

Northern California Nursing Academy presents a 3-phased approach in the review class, which consists of:

Phase 1 – Refresher

Phase 2 – Practice Test

Phase 3 – Computer Exam Simulation

Upon completion, students will be prepared to sit on the NCLEX Examination.

Program Length: 100 hours / 2-4 months

Class Sessions: Schedule 1 - Monday to Friday (8:30am to 3:30pm)

Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

Objectives:

- To prepare students to sit on the National Council Licensure Examination (NCLEX)
- To provide intensive review for students to pass the NCLEX

Standard Occupational Classification (SOC) Code: N/A

LICENSING/CERTIFICATION REQUIREMENTS

The following is a list of requirements to attain Certification or Licensure after completion of the Programs:

Certified Nursing Assistant

Certifying Agency: California Department of Public Health

1. HS graduation (or equivalent)
2. Completion of a minimum of 150 hours of training at an approved CADPH Training program, where 50 hours is dedicated to theory and 100 hours to clinical.
3. Must not have been convicted of any crimes referenced in the Disqualifying Penal Code Sections
4. Undergo a Live Scan Process
5. Submission of an Initial Application
6. Pass a Nursing Assistant Examination conducted by NNAAP

Home Health Aide

Certifying Agency: California Department of Public Health

1. HS graduation (or equivalent)
2. Must not have been convicted of any crimes referenced in the Disqualifying Penal Code Sections
3. Submission of an Initial Application
4. Complete 120 hours of training consisting of at least sixty-five (65) hours of classroom and fifty-five (55) hours of supervised clinical training in basic nursing and home health topics.
5. Forty (40) hours supplemental HHA training consisting of twenty (20) hours classroom and twenty (20) hours supervised clinical training in home health topics. (This course is only for individuals who are already CNAs or enrolling in combined [dual] CNA/HHA training programs.)

Medical Assistant

Licensing Body: National Center for Competency Testing (NCCT)

1. HS graduation (or equivalent)
2. Graduation from an NCCT-approved MA program within the last 10 years; OR
3. Two years of qualifying full-time employment (4160 hrs) or equivalent part-time employment as an MA within the last 10 years

EKG Technician

Licensing Body: National Center for Competency Testing (NCCT)

1. HS graduation (or equivalent)
2. Graduation from an NCCT-approved ECG program within the last 10 years; OR
3. One year of qualifying full-time employment (2080 hrs) or equivalent part-time employment as an ECG Technician within the last 10 years

Medical Office Assistant

Licensing Body: National Center for Competency Testing (NCCT)

1. HS graduation (or equivalent)
2. Graduation from an NCCT-approved MOA program within the last 10 years; OR
3. One year of qualifying full-time employment (2080 hrs) or equivalent part-time employment as an MOA within the last 10 years

Hemodialysis Technician

Certifying Agency: California Department of Public Health

1. High school diploma or equivalency (such as a GED or High School Equivalency);
OR
2. Have equivalent experience in lieu of HS diploma or equivalency (such as GED or High School Equivalency) greater than four (4) years of work experience in dialysis as of October 14, 2008.
AND
3. Have successfully completed a training program that is approved by the medical director and governing body of a hemodialysis clinic or unit, under the direction of a RN. The training program must be approved by the CDPH prior to implementation; **OR** b. Have successfully completed a community or corporate-based training program, or a training program offered by an educational institution approved by the CDPH; **OR** c. If you are unable to provide documentation of successfully passing a training program approved by the CDPH, you may meet this criterion if you are employed as a hemodialysis technician by a hemodialysis clinic or unit for more than two (2) years as of October 14, 2008.

In addition, you must have passed a *written examination* offered by a hemodialysis clinic or unit, or a community or corporate-based training program that meets California law and a *skills checklist* observed by a RN.

AND

4. Have successfully passed a standardized test that is approved by CDPH; **OR** b. Have successfully passed an examination offered by a national commercially available certification program for hemodialysis technicians which is approved for this purpose by the Centers for Medicare and Medicaid Services.

Pharmacy Technician

Certifying Agency: Pharmacy Technician Certification Board

1. High school diploma or equivalent educational diploma (e.g., a GED or foreign diploma).
2. Passing score on the Pharmacy Technician Certification Exam (PTCE).
3. Full disclosure of all criminal and State Board of Pharmacy registration or licensure actions.
4. Compliance with all applicable PTCB Certification policies.

A candidate may be disqualified for PTCB Certification upon the disclosure or discovery of:

- Criminal conduct involving the candidate;
- State Board of Pharmacy registration or licensure action involving the candidate;
- Violation of a PTCB Certification policy, including but not limited to the Code of Conduct.

Licensing Body: California State Board of Pharmacy

1. Submit Application Fee
2. Submit Application for a Pharmacy Technician License
3. Completion of Mandatory Education
 - a. You are required to provide a certified copy of one of the following with your application:
 - b. A certified copy of your high school academic record (transcript) in which you graduated.
or
 - c. A certified copy of an official "Certificate of Proficiency" documenting that you have passed the California High School Proficiency Examination (CHSPE) as required in the California Education Code Section 48412.
or
 - d. A copy of your foreign secondary school diploma or certificate AND a certified copy of your foreign secondary school diploma or certificate provided in the English language or translated into English.
or
 - e. A certified copy of an official transcript of your General Educational Development (GED) test results. GED test results will only be accepted as official if they are earned through an official GED Testing Center that is authorized by the State GED Office of the California Department of Education and the GED Testing Service of the American Council on Education.
 - f. QUALIFYING DOCUMENTATION: You are required to include with your application the Affidavit of Completed Coursework or Graduation for Pharmacy Technician, a certified copy or original certificate of your PTCB certification, or a copy of your military training DD214.
4. Submit Practitioner Self-Query Report
5. Undergo Live Scan or Complete fingerprint cards

ADMINISTRATIVE POLICIES

School Property

No NCNA employee engaged in outside remunerative activities shall use, in connection therewith, the official stationery, supplies, equipment, or personnel services of the school. Further, no employee shall accept pay from private persons or corporations for tests, essay, lab analysis, computer, programming, or other work of a routine character which involves the use of property owned by the school

The school's property, including equipment and furnishings is for the primary use of NCNA community including recognized student, faculty, and staff organizations.

Use of computer, phone and internet of NCNA should be restricted to academic use unless for emergency purposes.

Drugs, Alcohol and Tobacco Use

It is the policy of Northern California Nursing Academy to provide a safe and healthy environment for all members of the school. Each member is entitled to work, study, and play in an environment free from involuntary exposure to health and safety hazards.

The use of drugs, alcohol and tobacco indoors and outdoors are strictly prohibited.

Non-Discrimination

No student of Northern California Nursing Academy shall, on the grounds of race, color, national origin, religion, sex, age, or disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any NCNA program or activity.

If a student feels that he/she has been discriminated against on the basis of any of the conditions listed above, he/she may file a complaint with the Administrator.

Sexual Harassment

Northern California Nursing Academy is committed to creating and maintaining a community where all persons who participate in the programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, intimidation, or discrimination.

NCNA will respond promptly and effectively to reports of sexual harassment and take appropriate action to prevent, correct, and if necessary, impose discipline for behavior that violates this policy. Retaliation against a person who reports sexual harassment, helps someone with a report of sexual harassment, or takes any part in an investigation or resolution of a sexual harassment report is prohibited.

Gifts and Gratuities

To avoid the appearance of favoritism, no officer, faculty or employee of NCNA should accept any gift or gratuity from students during the course of the program. Students are limited to give gifts after completion of the program. NCNA does not allow officers and faculty to receive cash. Any item that is valued over \$100 must be reported to the Administrator.

Copyright

Faculty or staff in charge of a program or project involving copying or exercise of any other copyrights are responsible for assuring, to the best of their ability, that the activities are in compliance with the requirements of federal and state law.

Northern California Nursing Academy reserves the right to receive a free, nonexclusive, worldwide, and irrevocable license to use any copyright-protected material produced by a school employee in connection with his or her employment, whether or not NCNA resources were used for its development.

Privacy of Student Records

Students' rights of privacy are guaranteed by the California State Constitution, the California Information Practices Act (IPA), the California Public Records Act (PRA), Family Educational Rights and Privacy Act (FERPA) and this policy.

1. Confidential personally identifiable information from student records may not be disclosed without the student's prior consent.
2. Directory information may be released without a student's prior consent unless the student notifies the campus in writing that either his/her address and phone number, or all categories of information about the student, may not be disclosed.
3. Grades may not be posted and graded papers or examinations may not be distributed in public locations via methods that disclose confidential information unless the students give prior written consent.

Emergency Policy

During an emergency, the school's priorities are to save lives, protect property, continue critical business functions necessary to continue its mission until the emergency has abated, and return to normal operations as soon as possible.

All campus resources may be made available for response and recovery actions during a declared emergency.

The Administrator may declare a school-wide state of emergency when the following conditions exist: Emergency conditions on or within the vicinity as a result of a natural or man-made disaster, a civil disorder which poses the threat of serious injury to persons or damage to property, or based on other seriously disruptive events

Notification of a declaration of a state of emergency will be made as soon as possible to the community, including the local, county and other emergency services.

LIST OF FACULTY

Efren N. Aquino, BSN, RN

University of the East – Doctor of Medicine

St. Dominic Savior College of Nursing – Bachelor of Science in Nursing

Positions Held: Academic Director, Northern California Nursing Academy

Registered Nurse, Seton Medical Center

Physician – Cardiologist, John F Cotton Hospital

Years of Experience: 38 years

Programs Teaching: EKG Technician, NCLEX Review, Acute Care Nursing Assistant, Associate Degree

Milagros J. Aquino, BSN, RN

University of Santo Tomas – Bachelor of Science in Nursing

Position Held: Program Director, Northern California Nursing Academy

Registered Nurse, 19th Ave. Health Care Center

Years of Experience: 36 years

Programs Teaching: Nursing Assistant

Vivian Palmer, BSN, RN

Chamberlain College of Nursing – Master of Science in Nursing

Chamberlain College of Nursing – Bachelor of Science in Nursing

Abraham Baldwin College – Associate Degree

Positions Held: Registered Nurse, Well Bound Satellite Healthcare

Years of Experience: 23 years

Programs Teaching: Hemodialysis Technician

Carol A. Estera, BSN, RN

University of the Philippines – Bachelor of Science in Nursing

Positions Held: Registered Nurse, Kindred Health Care Center

Years of Experience: 23 years

Programs Teaching: Nursing Assistant

Teodora M. Polglaze, BSN, RN

Quezon Memorial Hospital – Bachelor of Science in Nursing

Position Held: Registered Nurse, Lawton Health Care Center

Years of Experience: 41 years

Programs Teaching: Nursing Assistant, Acute Care Nursing Assistant

Joseph Solomon, BSN, RN

St. Jude College – Bachelor of Science in Nursing

Position Held: Registered Nurse, Tunnel Health Care Center

Years of Experience: 32 years

Programs Teaching: Nursing Assistant, Acute Care Nursing Assistant

Angelina B. Gonzales, BSN, RN

St. Jude College – Bachelor of Science in Nursing

Position Held: Registered Nurse, DaVita Dialysis Center

Years Of Experience: 31 years

Programs Teaching: Hemodialysis Technician

Jordan Castillo, BSN, MA

Manila Doctors University – Associate in Health Science Education

Perpetual Help College of Manila - Bachelor of Science in Nursing

Position Held: Medical Assisting, Kaiser Permanente Hospital

Years of Experience: 3 years

Programs Teaching: Medical Assisting, NCLEX Review, Associate Degree

Carmelita Wolfert, BSN, RN, PHN

Philippine Women’s University – Bachelor of Science in Nursing

University of California SF – School Health Nursing

Position Held: Registered Nurse, Northern California Nursing Academy

Years of Experience: 47 years

Programs Teaching: Nursing Assistant, Acute Care Nursing Assistant, Home Health Aide

Jay Mervin Pagaduan, BSBA

San Francisco State University – BS Business Administration

Position Held: Administrative Manager, Kaiser Permanente Hospital

Years of Experience: 10 years

Programs Teaching: Medical Assisting, Associate Degree

Julius Cervania, CCHT

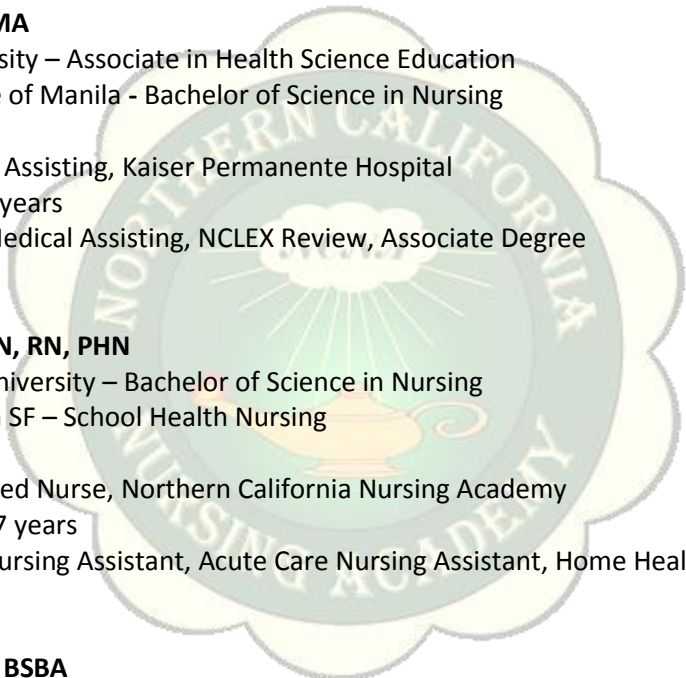
DaVita Dialysis Center – Hemodialysis Certificate

City College of San Francisco – Associate in Science Degree

Position Held: Certified Hemodialysis Technician, San Francisco general Hospital

Years of Experience: 18 years

Programs Teaching: Hemodialysis Technician



Allen Garlitos, CHT, EMT

CCHT Academy – Hemodialysis Technician
EMS Academy – Emergency Medical Technician

Position Held: Certified Hemodialysis Technician, San Francisco General Hospital
Years of Experience: 5 years
Programs Teaching: Hemodialysis Technician

Ralph Gerard Garcia, CCHT

Angeles University – Associate in Science Degree

Position Held: Certified Hemodialysis Technician, DaVita Dialysis Center
Years of Experience: 6 years
Programs Teaching: Hemodialysis Technician

Marie Elena Ybona, LVN

NCP College of Nursing – Vocational Nursing

Position Held: Licensed Vocational Nurse, Kaiser Permanente Hospital
Years of Experience: 13 years
Programs Teaching: Nursing Assistant, Acute Care Nursing Assistant

Rachel Joy Tancioco, LVN

Bay Area College of Nursing – Vocational Nursing

Position Held: Licensed Vocational Nurse, San Francisco healthcare and Rehab. /Nazareth Vista Skilled Nursing/San Francisco Nursing Center
Years of Experience: 4 years
Programs Teaching: Nursing Assistant, Acute Care Nursing Assistant , Medical Assisting



Appendix A

DISQUALIFYING PENAL CODE SECTIONS

If you have been convicted of any of the penal codes listed, CNA/HHA applicants will be automatically denied certification or ICF/DD, DDH, or DDN applicants will be denied employment.

All CNA/HHA applicants should review this list carefully to avoid wasting their time, effort and money by training, testing and submission of fingerprints since they cannot receive the required criminal background clearance if they have been convicted of any of these violations.

Section

187	Murder
192(a)	Manslaughter, Voluntary
203	Mayhem
205	Aggravated Mayhem
206	Torture
207	Kidnapping
209	Kidnapping for ransom, reward, or extortion or robbery
210	Extortion by posing as kidnapper
210.5	False imprisonment
211	Robbery (Includes degrees in 212.5 (a) and (b))
220	Assault with intent to commit mayhem, rape, sodomy, oral copulation
222	Administering stupefying drugs to assist in commission of a felony
243.4	Sexual battery (Includes degrees (a) - (d))
245	Assault with deadly weapon, all inclusive
261	Rape (Includes degrees (a)-(c))
262	Rape of spouse (Includes degrees (a)-(e))
264.1	Rape or penetration of genital or anal openings by foreign object
265	Abduction for marriage or defilement
266	Inveiglement or enticement of female under 18
266a	Taking person without will or by misrepresentation for prostitution
266b	Taking person by force
266c	Sexual act by fear
266d	Receiving money to place person in cohabitation
266e	Placing a person for prostitution against will
266f	Selling a person
266g	Prostitution of wife by force
266h	Pimping
266i	Pandering
266j	Placing child under 16 for lewd act
266k	Felony enhancement for pimping/pandering
267	Abduction of person under 18 for purposes of prostitution
273a	Willful harm or injury to a child; (Includes degrees (a)-(c))
273d	Corporal punishment/injury to a child (Includes degrees (a)-(c))
273.5	Willful infliction of corporal injury (Includes (a)-(h))
285	Incest
286(c)	Sodomy with person under 14 years against will
286(d)	Voluntarily acting in concert with or aiding and abetting in act of sodomy against will
286(f)	Sodomy with unconscious victim
286(g)	Sodomy with victim with mental disorder or developmental or physical disability

288	Lewd or lascivious acts with child under age of 14
288a(c)	Oral copulation with person under 14 years against will
288(d)	Voluntarily acting in concert with or aiding and abetting
288(f)	Oral copulation with unconscious victim
288(g)	Oral copulation with victim with mental disorder or developmental or physical disability
288.5	Continuous sexual abuse of a child (Includes degree (a))
289	Penetration of genital or anal openings by foreign object (Includes degrees (a)-(j))
289.5	Rape and sodomy (Includes degrees (a) and (b))
368	Elder or dependent adult abuse; theft or embezzlement of property (Includes (b)-(f))
451	Arson (Includes degrees (a)-(e))
459	Burglary (Includes degrees in 460 (a) and (b))
470	Forgery (Includes (a)-(e))
475	Possession or receipt of forged bills, notes, trading stamps, lottery tickets or shares (Includes degrees (a) - (c))
484	Theft
484b	Intent to commit theft by fraud
484d-j	Theft of access card, forgery of access card, unlawful use of access card
487	Grand theft (Includes degrees (a)-(d))
488	Petty theft
496	Receiving stolen property (Includes (a)-(c))
503	Embezzlement
518	Extortion
666	Repeat convictions for petty theft, grand theft, burglary, carjacking, robbery and receipt of stolen property

Certification of applicants with convictions on this list MAY be reconsidered by ATCS only if misdemeanor actions have been dismissed by a court of law or a Certificate of Rehabilitation has been obtained for felony convictions. Any other convictions, other than minor traffic violations, must also be reviewed by ATCS.

I have received, reviewed and understood the Disqualifying Penal Code Sections. Automatic disqualification or denial of issuance of certificate shall occur if a criminal conviction under the Penal Code Section has not been disclosed. In cases wherein a criminal record was not under the disqualifying list of Penal codes, the Department of Health still reserves the right to deny issuance of certificate.

Appendix B

HYPOTHETICAL REFUND EXAMPLE

Assume that a student, upon enrollment in a 400-hour course, pays \$2,000.00 for tuition, \$75.00 for registration and \$150.00, documented cost to school for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1,500.00 based on the calculation stated below. If the student returns the equipment in good condition within 10 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

$\$2,225 \text{ total paid} - \$75 \text{ registration fee} = \$2,150$ (Amount the school may retain)

$\$2,150 - \150 (documented cost of unreturned equipment) = $\$2,000$ total refundable amount

$\$2,000 \div 400$ hours in the program = $\$5.00$ hourly charge for the program

$\$5.00 \times 100$ hours of instruction attended = $\$500$ owed by the student for instruction received

$\$2,000 - \$500 = \$1,500$ total refund amount*

*If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be \$1650 (\$1500 + \$150)

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

1. You notify the school of your withdrawal or the actual date of withdrawal.
2. The school terminates your enrollment.
3. You fail to attend classes for a three day period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

Appendix C

SCHEDULE OF FEES, CHARGES and EXPENSES

NURSE ASSISTANT TRAINING PROGRAM (CNA)

REGISTRATION FEE (Non-refundable)	75.00
ENTRANCE ASSESSMENT FEE (Non-refundable):	25.00
TUITION FEE:	1,300.00
<i>Includes Student Malpractice Insurance (25.00)</i>	
CPR/BLS	75.00
BOOKS/HANDOUTS/SUPPLIES:	50.00
UNIFORM (2 sets of scrubs)	45.00
NNAAP Exam. Fee (Money Order payable to: Mission College-HWI)	90.00
STUDENT TUITION RECOVERY REFUND (non-refundable)	<u>0.00</u>
Total Charges for Period of Attendance	\$1,670.00
Total Charges for Entire Program	\$1,670.00

ACUTE CARE NA TRAINING PROGRAM (ACNA)

REGISTRATION FEE (Non-refundable)	75.00
ENTRANCE ASSESSMENT FEE (Non-refundable):	25.00
TUITION FEE:	850.00
<i>Includes: Student Malpractice Insurance (25.00)</i>	
UNIFORM	45.00
BOOKS/HANDOUTS/SUPPLIES	50.00
GRADUATION FEE	50.00
STUDENT TUITION RECOVERY REFUND (non-refundable)	<u>0.00</u>
Total Charges for Period of Attendance	\$1,095.00
Total Charges for Entire Program	\$1,095.00

HOME HEALTH AIDE PROGRAM

REGISTRATION FEE (Non-refundable)	75.00
ENTRANCE ASSESSMENT FEE (Non-refundable):	25.00
TUITION FEE:	550.00
<i>Includes Student Malpractice Insurance (25.00)</i>	
UNIFORM	45.00
BOOKS/HANDOUTS/SUPPLIES	50.00
STUDENT TUITION RECOVERY REFUND (non-refundable)	<u>0.00</u>
Total Charges for Period of Attendance	\$745.00
Total Charges for Entire Program	\$745.00

NCLEX REVIEW

Total Charges for Period of Attendance	\$600.00
Total Charges for Entire Program	\$600.00

IN HOME SUPPORT SERVICE PROVIDER PROGRAM

REGISTRATION FEE (Non-refundable)	75.00
ENTRANCE ASSESSMENT FEE (Non-refundable):	25.00
TUITION FEE	800.00
BOOKS/HANDOUTS/SUPPLIES	50.00
UNIFORM	45.00
STUDENT TUITION RECOVERY REFUND <i>(non-refundable)</i>	<u>0.00</u>

Total Charges for Period of Attendance	\$995.00
Total Charges for Entire Program	\$995.00

NURSING REFRESHER PROGRAM

REGISTRATION FEE (Non-refundable)	75.00
ENTRANCE ASSESSMENT FEE (Non-refundable):	25.00
TUITION FEE	3,250.00
BOOKS/HANDOUTS/SUPPLIES	150.00
UNIFORM	45.00
STUDENT TUITION RECOVERY REFUND <i>(non-refundable)</i>	<u>0.00</u>

Total Charges for Period of Attendance	\$3,541.00
Total Charges for Entire Program	\$3,541.00

EKG TECHNICIAN PROGRAM

REGISTRATION FEE (Non-refundable)	75.00
ENTRANCE ASSESSMENT FEE (Non-refundable):	25.00
TUITION FEE	1,400.00
<i>Includes Student Malpractice Insurance (25.00)</i>	
BOOKS/HANDOUTS/SUPPLIES	100.00
UNIFORM	45.00
STUDENT TUITION RECOVERY REFUND <i>(non-refundable)</i>	<u>0.00</u>

Total Charges for Period of Attendance	\$1,645.00
Total Charges for Entire Program	\$1,645.00

MEDICAL OFFICE ASSISTING PROGRAM

REGISTRATION FEE (Non-refundable)	75.00
ENTRANCE ASSESSMENT FEE (Non-refundable):	25.00
TUITION FEE	3,500.00
<i>Includes Student Malpractice Insurance (25.00)</i>	
BOOKS/HANDOUTS/SUPPLIES	150.00
UNIFORM	45.00
STUDENT TUITION RECOVERY REFUND (non-refundable)	<u>0.00</u>
Total Charges for Period of Attendance	\$3,795.00
Total Charges for Entire Program	\$3,795.00

MEDICAL ASSISTING PROGRAM

REGISTRATION FEE (Non-refundable)	75.00
ENTRANCE ASSESSMENT FEE (Non-refundable):	25.00
TUITION FEE	6,800.00
<i>Includes Student Malpractice Insurance (25.00)</i>	
CPR/BLS	75.00
BOOKS/HANDOUTS/SUPPLIES	150.00
UNIFORM	45.00
STUDENT TUITION RECOVERY REFUND (non-refundable)	<u>0.00</u>
Total Charges for Period of Attendance	\$7,170.00
Total Charges for Entire Program	\$7,170.00

HEMODIALYSIS TRAINING PROGRAM

REGISTRATION FEE (Non-refundable)	75.00
ENTRANCE ASSESSMENT FEE (Non-refundable):	25.00
TUITION FEE	6,050.00
<i>Includes: Student Malpractice Insurance (25.00)</i>	
CPR/BLS	75.00
BOOKS/HANDOUTS/SUPPLIES	150.00
UNIFORM	45.00
STUDENT TUITION RECOVERY REFUND (non-refundable)	<u>0.00</u>
Total Charges for Period of Attendance	\$6,420.00
Total Charges for Entire Program	\$6,420.00

PHARMACY TECHNICIAN PROGRAM

REGISTRATION FEE (Non-refundable)	75.00
ENTRANCE ASSESSMENT FEE (Non-refundable):	25.00
TUITION FEE	8,700.00
<i>Includes: Student Malpractice Insurance (25.00)</i>	
BOOKS/HANDOUTS/SUPPLIES	150.00
UNIFORM	45.00
STUDENT TUITION RECOVERY REFUND (non-refundable)	<u>0.00</u>
Total Charges for Period of Attendance	\$8,995.00
Total Charges for Entire Program	\$8,995.00

ASSOCIATE IN APPLIE SCIENCE IN HEALTH CARE ADMINISTRATION

REGISTRATION FEE (Non-refundable)	75.00
ENTRANCE ASSESSMENT FEE (Non-refundable):	25.00
TUITION FEE	14,500.00
<i>Includes: Student Malpractice Insurance (25.00)</i>	
BOOKS/HANDOUTS/SUPPLIES	450.00
UNIFORM	50.00
CPR/BLS	75.00
MISCELLANEOUS	200.00
STUDENT TUITION RECOVERY REFUND (non-refundable)	<u>0.00</u>
Total Charges for Period of Attendance	\$15,375.00
Total Charges for Entire Program	\$15,375.00

ASSOCIATE IN APPLIE SCIENCE IN HEALTH CARE INFORMATION TECHNOLOGY

REGISTRATION FEE (Non-refundable)	75.00
ENTRANCE ASSESSMENT FEE (Non-refundable):	25.00
TUITION FEE	14,500.00
<i>Includes: Student Malpractice Insurance (25.00)</i>	
BOOKS/HANDOUTS/SUPPLIES	450.00
UNIFORM	50.00
CPR/BLS	75.00
MISCELLANEOUS	200.00
STUDENT TUITION RECOVERY REFUND (non-refundable)	<u>0.00</u>
Total Charges for Period of Attendance	\$15,375.00
Total Charges for Entire Program	\$15,375.00

Appendix D

STUDENT TUITION RECOVERY FUND

CCR §76215(a)

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

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

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

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

CCR §76215(b)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Appendix E

MEDICAL ASSISTING EXTERNSHIP POLICY

The Externship Program is an academic program designed to enhance traditional classroom instruction by engaging students in real life medical assisting experiences in a medical clinic.

Students who wish to earn academic credit through medical assisting externship program must agree to the following:

- 1. Students must demonstrate a professional attitude prior to externship.**
- 2. The school will make the best efforts to place students in a clinic that we are currently affiliated with.**
- 3. It is not guaranteed that students will be placed at a certain time.**
- 4. The school has no discretion over the days and time of externship. We will follow the clinic's given schedule.**
- 5. Attendance will be strictly monitored. Any unexcused absence will be grounds for dismissal.**
- 6. If students relocate during the program, the student is responsible for locating a clinic to complete their externship hours.**
- 7. Students may request to complete their externship in a non-affiliated clinic IF they have PRIOR consent from the Medical Doctor or Human Resources Department of the clinic.**
- 8. Completion of all required clinical hours including externship is a requirement prior to graduation.**

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, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897

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