



# 2018

# STUDENT CATALOG

## Turlock Branch Campus

*01/01/18 – 12/31/18*

FIRST LADY PERMANENTE

*Education Center*

901-921 Geer Road Turlock CA 95380

Hours: 9:00a.m. – 5:00p.m. Monday-Saturday

\*Customer Service 24/7, email.

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

REVISED 2/05/2018

# FIRST LADY PERMANENTE

## Student Catalog

First Lady Permanente College reserves all rights to make changes as needed or desired in curriculum, course offerings, fees, requirements for completion, certification, graduation, and any other regulations. First Lady Permanente College also reserves the right to establish effective dates of these changes.

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# SCHOOL INFORMATION

## SCHOOL INFORMATION

### Mission Statement

First Lady Permanente College is an institution of higher healthcare and non-healthcare education dedicated to providing quality programs that integrate curriculum with professional skill development, empowering students to achieve their lifelong personal and professional goals.

### School Objectives

To accomplish its mission, First Lady Permanente established the following objectives:

1. Provide intensive and comprehensive instruction that strengthens student academic achievement;
2. Teach the students the value of lifelong learning by simulating creative and critical thinking, and awareness of diversity.
3. Assist students in developing professional attitudes, values, skills, and strategies that will enhance their potential for success in their careers;
4. Provide the community with quality trained individuals that will meet the standards employers are needing.
5. Encourage students to reach their potential within the scope of their individual needs, interests, and capabilities

To fulfill its mission, First Lady Permanente College strives to provide excellence in education by having experienced faculty and staff; maintaining a facility that nurtures educational growth in a pleasant and safe environment; and by providing high quality to help students successfully complete their programs of study.

### Accrediting Agencies, Approvals, and Memberships Certification and Approvals

**First Lady Permanente Education Center is a private institution. It is licensed to operate by the Bureau for Private Postsecondary Education (BPPE). Questions regarding this catalog contact BPPE (888) 370-7589.**

First Lady Permanente Education Center is approved by the California Department of Public Health (CDPH) for Nurse Assistant Program and Home Health Aide, Provider Identification Number S-1645.

Questions regarding programs contact CDPH (916) 327-2445.

First Lady Permanente Education Center is approved by the Mountain Valley Emergency Medical Services Agency (MVEMSA) for the Emergency Medical Technician Program.

First Lady Permanente Education Center is pending approval by the CDPH, Field Services Department for Phlebotomy Technician Program (CPT-1).

First Lady Permanente Education Center is not accredited by an accrediting agency recognized by the United State Department of Education. Students are not eligible for federal financial aid programs.

*ACCET Pending Accreditation – Target Completion Date 9/2018*

State of California Board of Registered Nursing Continuing Education Provider # 15988.

**This is an official document publishing the policies, procedures, and regulations of First Lady Permanente Education Center. Each student is responsible for knowing and complying with the information contained in this publication, and the online catalog.**

### **Disclaimer**

Information in this handbook describes the First Lady Permanente Education Center Nurse Assistant Program at the time of publication. However, changes may be made in policies, the calendar, curriculum, or costs. Such changes will be announced prior to their effective date.

### **Descriptions of Facilities and Types of Equipment & Materials Used for Instruction**

All First Lady Permanente Education Center locations comply with the facility and equipment facilities specified in state regulations and have been inspected and licensed by the appropriate professional licensing agency. The Turlock Campus consists of multiple classrooms equipped with a/v learning equipment and equipment on which students are required to demonstrate proficiency. All programs have clinical site agreements with multiple locations at which students interact with patients, and can access specialized medical equipment.

### **Equipment Inventory and Maintenance Policy**

To guard against financial loss, to help insure the consistency of the instructional programs and the administrative services, all equipment owned by the institution will be inventoried and that inventory will be maintained, in the financial office, by the Chief Financial Officer. Another goal of this policy is to assure that the institution purchases all software used on campus, whether by instructors, students or staff, and that no illegally copied software is used.

### **Instructional Location**

901-921 Geer Road  
Turlock, CA 95380

### **Bureau for Private Postsecondary Education**

1. Any questions a student may have regarding this Student Catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), phone: (916) 431-6959, fax: (916) 263-1897. 2.
2. 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](http://www.bppe.ca.gov).

### **Review This Catalog Prior to Signing Enrollment Agreement**

**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.**

### **Time Period Covered by this Catalog**

This catalog goes into effect beginning January 1, 2017 and will remain in effect through December 31, 2017, unless amended and replaced prior to the later date.

## **Management Information System**

All student and faculty records are entered into a database. The computerization of data includes personal information (name, address, phone, start dates, employment dates), courses offered, registrations, completions and withdrawals, and grades. However, all such information is also maintained in a hard copy file. A duplicate of the computerized records is updated at least weekly and is kept off-campus as a backup.

## **Smoking Designated Areas**

First Lady Permanente Education Center is a nonsmoking campus. Smoking is prohibited within 25 feet of the Education Center buildings.

## **Drug and Alcohol Abuse**

The use of illicit drugs and abuse of alcohol are dangerous to students, employees, and the general welfare of First Lady Permanente Education Center. There are local, state and federal sanctions for unlawful possession, use, or distribution of illicit drugs and abuse of alcohol. Such sanctions include fines and imprisonment. First Lady Permanente Education Center maintains a drug-and alcohol-free environment and considers the dangers of drug and alcohol abuse a serious concern, students that are intoxicated with complaints will be sent home.

## **Campus Surveillance Disclosure**

First Lady Permanente Education Center strives to provide a safe clinical and campus environment and encourages personal health and safety for all students. The main campus has surveillance with cameras throughout the classrooms, halls and exterior walkways.

## **Library**

The library consists of many educational books that relate to the programs offered at First Lady Permanente. The books in the library can be used by students and faculty during normal classroom hours and students are provided with access to subject matter reference materials via the Internet.

## **Student Housing**

### **This institution has no responsibility to find or assist a student in funding housing.**

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in standard two story apartments. Monthly rent for a one bedroom unit is approximately \$850-\$1,200 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

# CALENDAR – PROGRAM SCHEDULES

## **Holidays Observed**

January 1, 2018	New Year's Day
February 19, 2018	Presidents Day
May 28, 2018	Memorial Day
July 4, 2018	Independence Day
September 4, 2018	Labor Day
November 22, 2018	Thanksgiving Day
December 24-30, 2018	Christmas Winter Break

### **2018 PROGRAM OFFERED:**

#### **Nurse Assistant Program (NATP)**

72 hours – Didactic

104 hours – Clinical Externship

**NOTE- All future dates will be listed on the website when approved and finalized.**

#### **Emergency Medical Technician Program (EMT)**

160 hours – Didactic

24 hours – Clinical Externship

**NOTE- All future dates will be listed on the website when approved and finalized.**

#### **Phlebotomy Technician Program (CPT-1)**

58 hours – Didactic

40 hours – Clinical Externship

**NOTE- All future dates will be listed on the website when approved and finalized.**

#### **Vocational Nursing Program (LVN)**

**PENDING SCHEDULE/ Target Date Fall 2019**

*\*Disclaimer- The program dates/times are subject to change.*

^\* HHA- Home Health Aide – Currently no programs are being offered at Turlock Campus.



# SCHOOL STAFF

## ADMINISTRATIVE STAFF

### President, Chief Executive Officer

Sarah Wagner

### Vice President, Chief Operations Officer

Marcus Wagner

### Vice President, Student Services

Kimberly Sand

### Continuing Education Internal Reviewers

Cynthia Tumbarello, RN, PHD, MSN

Elaine Paradis, RN, BSN, CEN

Glenda Stapf, RN MSN

## NURSING ASSISTANT PROGRAM STAFF

### Program Directors

Glenda Stapf, RN MSN

### Program Administrator

Sarah Wagner

### Classroom/Clinical Instructors

Stephanie McKinney, LVN, DSD

Rishu Prasad, LVN, DSD

Kathleen Smithcamp, LVN, DSD

## HOME HEALTH AIDE PROGRAM STAFF

### Program Director / Instructor

Glenda Stapf, RN

## EMERGENCY MEDICAL TECHNICIAN PROGRAM STAFF

### Program Directors

Elaine Paradis, RN, BSN, CEN

### Program Instructors

Elaine Paradis, RN

Dave Murphy, Paramedic

Terri Tucker, Paramedic

Alba Recinos, EMT

Mike Mutoza, EMT

Marcus Wagner, EMT

## PHLEBOTOMY TECHNICIAN PROGRAM STAFF

### Program Director / Instructor

Jo Sokolo, RN

### Program Instructors

Jo Sokolo, RN

Lori Shroyer, CPT-II

Susan Starr, CPT-I

## QUALITY REVIEW BOARD

Sarah Wagner – President

Marcus Wagner – Vice President

Kimberly Sand – Senior Vice President

Glenda Stapf – CNA/HHA Program Director

Dave Murphy – EMT Program Director

### Quality Review Board:

The Quality Review Board will be comprised of the Program Director, President, Vice President and Senior Vice President. The main purpose of the Board is to ensure the School is providing the best education possible to the students. Periodic reviews of the student satisfaction evaluations and implementing quality improvement measures are conducted when necessary. Meets governing board (5 C.C.R. Section 71150)

- i. The board is responsible to ensure quality improvement measures when necessary.
- ii. The board is responsible to ensure compliance of all regulatory and licensing agency requirements.
- iii. The board is the neutral third party if a problem between the school and the student arise.
- iv. The board meets a minimum of four (4) times per year.

## **STAFF INFORMATION**

### **Teaching Contracts**

A written contract which is signed by an instructor and designated administrator will state the nature of the expectations of the institution and the responsibilities of the instructor. These written contracts form a permanent part of the instructor's personnel file. The forms are executed in duplicate, the institution retains the original and the duplicate (or photocopy) is provided to the instructor at the time the document is signed. In the event that the document is mailed to the institution the instructor will receive a photocopy by return mail. The written contract will specify the course or courses to be taught, the specific dates and times during which the course will be offered and the reporting responsibilities of the instructor.

### **Faculty Qualifications and Continuing Education**

This institution shall employ instructors who possess the academic, experiential, and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching. If an instructor does not possess the required three years of experience, education, and training in the subject area they are teaching, the institution shall document the qualifications the instructor possesses that are equivalent to the minimum qualifications. Each instructor shall maintain their knowledge by completing four hours of continuing education courses in his or her subject area, classroom management or other courses related to teaching. The institution shall not employ or continue to employ an instructor who was adjudicated in a judicial or administrative proceeding as having violated any provision of the Act or this chapter, or as having committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Professions Code.

### **Faculty Evaluation**

Faculty performance is measured by various means. Students are provided with evaluation forms so that the administration can assess student satisfaction with the instructors. The Chief Academic Officer is authorized to perform class audits in order to assess, further, faculty performance. The administration also interviews students, informally, to obtain spontaneous feedback from students regarding their experiences and their satisfaction with the educational services provided. A more formal evaluation of the performance of instructors will be scheduled at least annually. It will be performed in a manner set by the Chief Academic Officer. In the event that complaints are received from students, a more frequent schedule may be adopted at the discretion of the Chief Academic Officer.

### **Faculty Involvement in Institutional Activities**

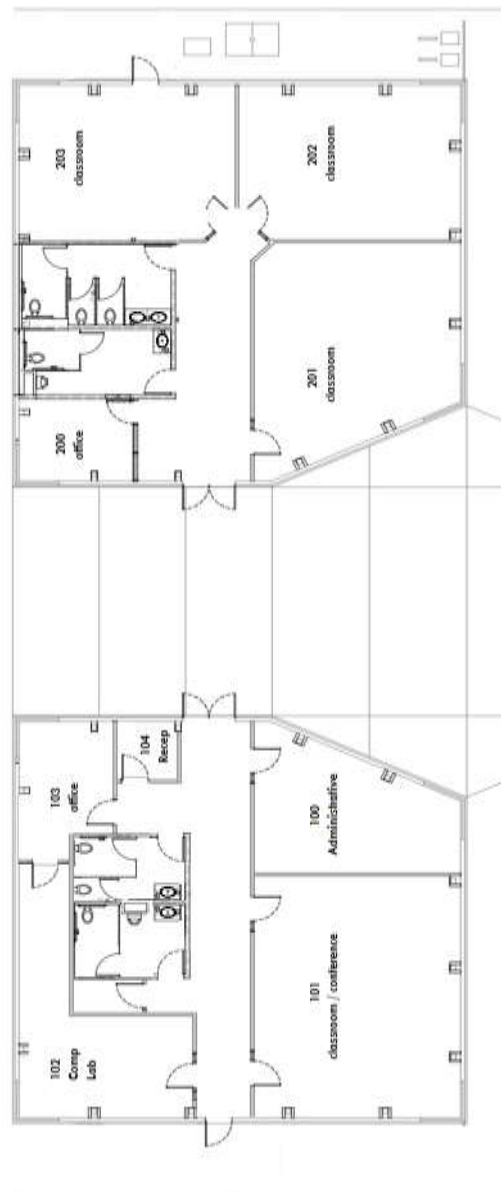
This institution encourages faculty involvement and recognizes the difficulties inherent with a faculty comprised of part time individuals. Nevertheless, the faculty will be regularly consulted regarding course content and the adoption of new courses.

# TURLOCK CAMPUS MAP

## Institution Facilities

First Lady Permanente, LLC is located at 901 and 921 Geer Road., Turlock, California and is easily accessible from Highway 99. The facility utilizes two buildings that total 5,000 square feet with the center being updated in 2015.

1. Building (921): All new modern classrooms equipped with audiovisual equipment, wireless access and white boards. Our learning environment was designed to give students an open and spacious feeling when taking a program. The campus has indoor bathrooms, hall with seating, drinking fountain, complimentary coffee station. An administrative office is at the front door for assisting students with enrollment and questions pertaining to the programs.
2. Building (901): Reception desk for administrative staff, administrative office, administrator office, computer lab, indoor bathrooms, hall with student waiting area, and a large conference skills lab.
  - There are 24 parking spots available for students free of cost.
  - ADA Handicap Assessable.
  - The average classroom size is 25 to 1 or 25 students.
  - The maximum of students in any classroom or lab is 30.
  - The facility has been designated as a smoke-free environment.
  - Monitored campus with surveillance for safety and to assure quality assurance.



Parking is limited – (Carpool is recommended) Please park in our private parking lot or street parking on W Syracuse, Starr using Geer Road Crosswalk. Do Not Park in other business parking lots you may be towed at your own expense.

# STUDENT INFORMATION

## STUDENT INFORMATION

### Student Records

All records will be kept in a locked file cabinet. Student records are stored in a fire-resistant file cabinet. The documents contained in the files will be all registration/ contract documents, all academic documents, and all financial documents. A hard copy of each document will be kept in each file. There will be one file per student. First Lady Permanente Education Center will be custodian of all student records. These records shall be considered strictly confidential and the exclusive property of First Lady Permanente Education Center. The following documents will be maintained for each student:

- All registration/ contract documents
- All required medical records
- All academic documents
- All financial documents

First lady Permanente Education Center shall maintain all personal, academic, and financial records for students currently enrolled and formerly enrolled at First Lady Permanente Education Center.

1. Students may review their academic records at any time with the administrative staff, with a scheduled appointment.
2. Students shall submit a “request for transcripts and information” form to have records forwarded. Transcripts are kept indefinitely.
3. Request for records must be made in writing by a currently enrolled or formerly enrolled student.
4. There is no fee for the first record request, additional requests will cost a processing fee.

All records are kept at the following address for a **minimum of five (5) years**.

FIRST LADY PERMANENTE  
901 & 921 Geer Road  
Turlock, CA 95380  
(209) 250-1200

### The Right to Access Records

The student has the right to inspect academic and financial records, by appointment, during regular school hours. Access must be granted no later than 15 working days after written request. First Lady Permanente Education Center will, at a minimum, maintain full student records for a minimum period of 5 years from date of articulation, and will retain records of course completion in perpetuity.

### Privacy of Student Records

The privacy and integrity of student records is a fundamental concern at this institution. To this end, no student records will be released to any party without the prior written authorization of the student. The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C... 1232g) and the regulations adopted thereunder (34 C.F.R... 99) and California Education Code 6100 Et. Seq. set out the requirements designed to protect the

privacy of students concerning their records maintained by the campus. Several aspects are of particular importance: 1) access to student records, 2) the release of the records or data contained in the records, and 3) the rights of a student to a hearing to challenge the contents of the student's records. There are specific exceptions to the privacy rights of students. This institution may be required to make student records available to authorized auditors of various oversight agencies. These agencies include, at the time of this writing, the Bureau for Private Postsecondary Education and (if this institution applies for accreditation) the official representatives of the accrediting agency.

### **Disclosure of Student Records**

With several exceptions provided by law, FLP cannot release information concerning students to third persons without the written consent of the student. Permission must be given by the student for information in their file to be used as reference checks for credit or employment evaluation by third parties and the student must file a declaration to this effect, which will be kept in the student's file(s). The declaration can be all-inclusive or on a case-by-case access basis. (The provision of financial data to authorized agencies is not a violation of the Buckley Amendment). The student's written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for federal tax purposes. Parents requesting information may generally be granted access upon submission of a signed statement or other evidence of federal income tax dependency.

### **No Guarantees of Licensure or Employment**

**First Lady Permanente Education Center DOES NOT GUARANTEE that any students graduating from the college will be licensed or employed in the capacity of their training. Licensure is wholly dependent upon students passing the licensure exam, clearing fingerprinting and a Department of Justice investigation. Student is responsible to ensure any convictions are cleared prior to enrolling, the school is not responsible for convictions that prevent licensure, in such cases students will not get a refund.**

### **Uniform and Dress Policy**

#### **Uniform**

The school uniform consists of:

##### NA/ HHA Programs

- Hospital scrubs with school logo patch affixed to the left side of the scrub.
- Solid white, rubber sole, closed heel toe shoes.
- Under shirts are acceptable: White, Gray or Black only.
- Name identification badge clipped to the V-neck section on shirt.

##### Emergency Medical Technician Program

- EMT polo shirt with school logo patch affixed to shirt/ Dark Navy 511 pants.
- Solid black boots/ or Black shoes – Clinical requires hard toe shoes.
- Name identification badge clipped to the V-neck section on shirt.

##### Phlebotomy Technician Program

- Hospital scrubs with school logo patch affixed to the left side of the scrub.
- Solid white, rubber sole, closed heel and toe shoes.
- Under shirts are acceptable: White, Gray or Black only.
- Name identification badge clipped to the V-neck section on shirt.

School Jackets with FLP College Logo are available for purchase: (2) Types: Scrub Jacket OR EMT Jacket, these jackets may be worn in class. Additional fees apply.

## **Dress Policy**

1. Uniform is required daily in classroom theory and clinical.
2. Uniform must be clean, wrinkle free, non-stained and in good repair.
3. Name identification badges are part of the uniform and are to be worn at all times.
4. No jewelry is to be worn with the exception of wedding bands and non-dangling earrings. Visible body piercing and/or tattoos are not acceptable by some clinical sites; therefore, they must be covered.
5. No gum chewing is allowed while in uniform.
6. Deodorants and antiperspirants should be used daily.
7. Hair must be neat and clean; long hair should be pulled back and/or tied-up.
8. Make-up should be used sparingly.
9. No strong perfumes or colognes are allowed.
10. No long nails (no longer than the tip of the finger)/ Artificial nails are ok, must be manageable length.
11. No sunglasses allowed in the classroom.

## **Counseling/Tutoring Assistance**

Students having difficulty with a subject may be required to participate in skill reinforcement sessions outside of regular class time. Instructors make every effort to identify students in need of assistance. Tutoring Hourly Rate: \$50.00 per hour, with a minimum of 2 hours in order to book an appointment. Otherwise, most programs will have online group study sessions and some in person.

## **Quality Control Monitoring**

First Lady Permanente Education Center campus is monitored for quality control and to ensure high quality education and a safe environment for the students and staff. First Lady Permanente Education Center is not responsible for any lost or stolen items of students.

## **Learning and Physical Disabilities**

All facilities at First Lady Permanente Education Center are handicap accessible and First Lady Permanente Education Center complies with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Federal Rehabilitation Act of 1973. Applicants who are persons with disabilities may apply for admittance into the program. First Lady Permanente Education Center will work with the applicant or student to determine whether reasonable accommodations can be made effective and or available.

It is the student's responsibility to make his/her disability known and to present certified documentation of the disability. The student record will be updated to ensure the student is accommodated accordingly. The Vice President of Student Services will notify the student to discuss the recommended accommodations to determine a reasonable means for delivering a specific accommodation. Document of recommended accommodations from a physician or other healthcare professional will be required prior to provision of accommodation.

# ADMISSIONS INFORMATION

## ADMISSIONS INFORMATION

### **Equal Opportunity**

First Lady Permanente Education Center is committed to the philosophy of equal opportunity and access in all educational programs and services. Thus, we are firmly committed to a policy of nondiscrimination on the basis of race, color, national origin, ancestry, religion, sex, age, handicap, marital status, sexual orientation, or veteran status in our employment or educational programs.

### **Enrollment Agreement:**

Students must sign an enrollment agreement prior to beginning a program at First Lady Permanente. The agreement includes information regarding tuition and fees, billing, attendance, financial assistance, payment options, and other related content. All enrollment agreements must be signed within (5) days of enrollment this should be no later than (10) days prior to the first day of the program. If students do not complete their enrollment agreements they will be automatically dropped from the program.

### **Background Checks**

STUDENTS ARE REQUIRED TO ENSURE IF THEY HAVE CONVICTONS THEY GET CLEARANCE PRIOR TO ENROLLMENT INTO ANY PROGRAM. TO VERIFY CONTACT LICENSING DEPARTMENT.

California law prohibits the certification/licensure of any person who has been convicted of any Penal Code violation unless that action has been dismissed or the individual has obtained a Certificate of Rehabilitation.

A prescreening, background check is conducted on all enrolled students. This prescreening is the same that is typically required of hospital employees and is a condition of the clinical facilities to allow a student to participate in clinical rotations at their sites. Students may be allowed to begin course work before the background check is completed. However, by signing First Lady Permanente Education Center Enrollment Agreement, the student affirms that they have not been convicted of any Penal Code violations.

- Students failing the background check at the time of enrollment may not be eligible to participate in the program and may be dismissed.

At the end of the program students must submit to a full investigation by the Department of Justice. Students failing this investigation may not be eligible for licensure.

### **Drug Screen**

First Lady Permanente Education Center participates in random drug screening throughout the course of each program, of if a student's behavior is suspicious of drug or alcohol use. Drugs screens may be a mandatory test based on the program, please read each program section for full details on requirements.

## **Required Records: TB, Physical Health Records:**

- Nurse Assistant Program: Students must provide their most recent physical within the past 1- year with physician clearance to participate in a program. The TB Test results must be provided with negative results within the past 6- months, chest X-rays within 1 year. Flu Vaccine required during flu season.
- EMT Program: Students must provide their most recent physical within the past 1- year with physician clearance to participate in a program. The TB Test results must be provided with negative results within the past 6- months, chest X-rays within 1 year. \*\*This program requires two TBs no sooner than 10 days apart. Current Immunizations required. Flu Vaccine required during flu season.
- Phlebotomy Program: Students must provide their most recent physical within the past 1- year with physician clearance to participate in a program. The TB Test results must be provided with negative results within the past 6- months, chest X-rays within 1 year. \*\*This program requires two TBs no sooner than 10 days apart. Current Immunizations required. Flu Vaccine required during flu season. A Drug Screen is required.

First Lady Permanente Education Center provides a list of providers that can assist in completing these tests for the students in a timely manner.

## **Policy for Denial of Certification:**

The law provides for denial of certification for crimes or acts that may in any way be related to pre-hospital medical care i.e., sex crimes, drug crimes and crimes of violence or dishonesty.

1. In such cases, it is the applicant's responsibility to present sufficient evidence of rehabilitation to the department that oversees the program prior to applying for certification.
2. Each department will evaluate applicants individually.
3. Any student considering a career in the program they are seeking training, who might be denied certification, is advised to address this issue with this Agency prior to taking this course

NOTE- Student is solely responsible to verify with the licensing department prior to signing an enrollment agreement to ensure any

Emergency Medical Technician Program (EMT)  
Mountain-Valley Emergency Medical Services Agency  
1101 Standiford Ave, Suite D1  
Modesto, CA 95350  
(209) 529-5085 <http://mvemsa.org/>

Nurse Assistant Program (CNA)  
Home Health Aide Program  
CA Department of Public Health  
PO Box 9973777, MS 0500  
Sacramento, CA 95899-7377  
(916) 327-2445 [www.cdph.ca.gov/](http://www.cdph.ca.gov/)

Phlebotomy Technician Program (CPT-1)  
CA Department of Public Health  
Laboratory Field Services  
P, 850 Marina Bay Pkwy  
Richmond, CA 94804  
(510) 620-3800 [www.cdph.ca.gov/](http://www.cdph.ca.gov/)



## **Nursing Assistant/ and Phlebotomy Technician Program (CPT-1)**

### **Qualifications and Requirements**

To qualify for the program an applicant must:

1. Be at least 18 years old, or at least 17 with parental consent.
2. Have a valid government issued I.D. card and Social Security Card
3. Applicants enrolling into BPPE licensed schools must have a minimum of a high school diploma, a GED, or they must take and pass an Ability to Benefit Test (ABT) offered by the school.
4. Be able to perform the physical duties required of the selected program.
5. Pass a screening test for tuberculosis with PPD skin test or/chest X-ray. Pass a general physical exam and Flu Vaccine – During Flu Season. (2-PPDs for Phlebotomy Program Externship/ Drug Screen/ Current Immunizations)
6. Speak, read, write, comprehend, and communicate effectively in the English language
7. Submit to a mandatory Livescan Criminal Background check.

## **Home Health Aide Program Qualifications and Requirements**

To qualify for the program an applicant must:

1. Be able to document that they are a Certified Nursing Assistant with a valid license issued by the State of California or a comparable agency (for example another state, or an agency of the federal government). A valid license is First Lady Permanente Education Center's verification that the applicant has met the health screening and background check requirements.
2. Have a valid government issued I.D. card and Social Security Card.
3. Be able to perform the physical duties required of the selected program.

## **Emergency Medical Technician Program Qualifications and Requirements**

To qualify for the program an applicant must:

1. Be at least 18 years old, or at least 17 with parental consent
2. Have a current California Driver's License card and Social Security Card
3. Applicants enrolling into BPPE licensed schools must have a minimum of a high school diploma, a GED. No Ability to Benefit Students will be admitted.
4. Physical Clearance to Participate in Program, Drug-test, Flu Vaccine during flu season.
5. EMT-B students must possess sufficient ability to: Lift at least 50 lbs unassisted, stand, carry and balance on uneven terrain. Stoop, kneel, climb, crouch and crawl as needed to reach patients and safely remove and transport. Carry and utilize emergency medical equipment appropriately. Communicate verbally to patients, physicians, nurses and co-workers. Hear, understand, and react quickly to verbal instructions and patient needs.
6. Current Immunization Records for the following:
  - PPD Two Step: TB1- Tuberculosis within 1 year and TB2 within 30 days of program, Tetanus within 1 year, MMR- Measles, Mumps, Rubella (childhood record ok), Varicella Immunity, and Hepatitis B- At least shot #1 in series.
7. Students attending the E.M.T B course must not have been convicted of a felony or any other charges which would prevent you from holding public office or possessing, using a firearm and or ammunition.

## **Screening and Selection Criteria Policy**

***\*Based on Programs with High-Demand Wait Lists:*** All applicants who meet the minimum requirements for admission will be considered. First Lady Permanente Education Center will convene the Admissions Committee, consisting of the Program Director and one or more of the following: Admissions Director, Chief Operating Officer, Program Director and/or program instructor who will:

1. Verify and document the qualifications of each candidate.
2. Score candidates.
3. Make a final selection of candidates to be admitted to the program. Selection is based upon the following:
  - a. Score on the appropriate Entrance/Ability to Benefit (ABT) Test o For NA this is the FLP Math and Language Proficiency Test
  - b. Work experience
  - c. Letters of Recommendation
  - d. Previous education
  - e. Date of application
  - f. Application status of candidates (placement of previous alternate student)

The top candidates plus alternates will be selected. See the Alternate Student Policy. In case the candidates are equally qualified for the last slot in the class, selection will be based upon the date of the application. Students who drop or take a leave of absence may return only if there is an available slot and the written request to return is accepted.

## **Sponsored Versus Non-Sponsored Students**

Any student who does not pay 100% of the tuition for the NATP and has part, or all of their tuition paid by an employer, a government agency or a non-profit group is considered a Sponsored Student. Sponsored Students will be treated in the same fashion, and must meet the same enrollment and performance standards. FLP regularly has students for whom part, or all of their tuition is sponsored by someone other than their selves, or their families. Common examples of Sponsoring Agencies include Workforce Investment Agencies, Public Education Agencies, Other Public Entities and Employers.

### **Similarities Between Sponsored Versus Non-Sponsored Students**

1. All students, whether they are sponsored or not, must conduct their enrollment and eligibility screening in the exact same fashion. This includes enrolling via the [www.firstladypermanente.com](http://www.firstladypermanente.com) web site, taking the required “Ability to Benefit” skills test, submitting LiveScan fingerprinting for a DOJ Criminal Background Check, receiving a Physical Exam and a Tuberculosis Test.

### **Differences Between Sponsored Versus Non-Sponsored Students**

1. Non-Sponsored Students must pay the BPPE Student Tuition Recovery Fund (STRF) fee, and may be eligible for protection and tuition reimbursement from the STRF under certain circumstances. Sponsored students do not have to pay the STRF fee, and are not eligible for STRF benefits.
2. Non-Sponsored Students will receive an IRS Form 1098T detailing the tuition they paid in the prior tax year. In many cases the full amount of their tuition, minus certification exam fees, may be tax deductible. Sponsored Students do not qualify for this tax deduction.
3. Some Sponsored Students may be required by their Sponsoring Agency to Co-Enroll in another program in order to qualify for the funding they receive. For example, students sponsored by Workforce Development Agencies must Co-Enroll as a client of that agency in order to receive

funding. Students sponsored by Adult Schools or ROP program must Co-Enroll as a student in that program. Co-Enrollment is strictly an issue between Sponsored Students and their Sponsoring Agencies. FLP is never a party to such agreements and commits to treating all students in the same manner regardless of whether they are sponsored or not.

### **Advanced Credit and Experiential Learning Credit**

Students understands and agrees that First Lady Permanente Education Center does NOT offer any advanced credit or experiential learning credits.

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

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

This Institution does not accept credits for transfer at this current time. First Lady Permanente Education Center does not currently maintain articulation agreements with any other institution.

### **Credit for Previous Education and/or Experience Policy**

First Lady Permanente Education Center may, at its discretion, grant credit for previous education and/or experience in the healthcare field completed within five (5) years prior to admission. When credit is granted, a student may still be required to demonstrate competence in theory and/or clinical skills.

Previous education may include:

- Accredited vocational or practical nursing courses.
- Accredited registered nursing courses.
- Accredited psychiatric technician courses.
- Armed services nursing courses.
- Nursing assistant training courses.
- Other courses the school determines are equivalent to courses in the program.

Competency-based credit will be granted for knowledge and/or skills acquired through experience. Credit is determined by written and/or practical examinations. The procedure is as follows:

1. Submit a completed Credit for Previous Education and Experience form one month prior to program admission date.
2. Arrange for official transcript of clinical and theory hours and grades to be sent from the original school or agency to First Lady Permanente Education Center for evaluation prior to the class start date.
3. Obtain verification of work experience by employers, stating specific dates of employment, duties performed, and if work was satisfactory, and submit one month prior to program admission date. In addition:
  - Written and/or clinical performance assessment will be required to determine the amount of credit to be granted.
  - Any area challenged (clinical or theory) that a student does not meet the objectives of the course, will require that the entire content of the course be repeated.

- A grade of 75% must be received in the written test and a satisfactory in the nursing performance assessment.

Cost: There is no fee to the applicant for submitting a request for credit for Previous Education and Experience. However, the applicant is responsible for any costs associated with acquiring transcripts, certificates, letters or other documentation required to support their request.

Note: The Credit for Previous Education and Experience form will also be used for the student to waive any credits previously awarded by another institution or from previous work experience.

**Tuition fees will remain the same when academic credit is granted for previous education and/or experience.**

### **Consent to Use of Likeness in Education and Marketing Media**

Students have been informed that the school will from time to time publish photographs and/or videos of students while they are undertaking training in the classroom, or enjoying their break time activities in the school premises, or while receiving instruction or demonstrating a skill at their affiliated facility sites. They have been informed that these photographs and or videos will be used by the school for educational as well as for marketing and advertising purposes. These will include print media, television ad or electronic or social media publishing devise such as Facebook, YouTube, twitter or similar websites, or other equivalent mass media devices for free or paid advertising, billboards, promotional items such as T-shirts, and/ or similar merchandise advertising. Note: The student has been informed that their likeness maybe included in any of the above with or without notice or prior permission before they are taken. On the basis of the school's Consent Form, the student gives the school their personal outright permission to include their likeness in the schools educational medial and in marketing and advertising, subject to its qualifications of good taste and editorial standards.

# ACADEMIC INFORMATION

## ACADEMIC INFORMATION

### **Language Proficiency**

The following apply to students for whom English is not their primary language: For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a paper based TOEFL test or a score of 70 on the internet based test. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

### **Language of Instruction**

Instruction will be given in no language other than English.

### **English -As-A-Second Language Instruction**

This institution does not provide ESL instruction.

### **Non-discrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

### **Complaints**

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

### **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation, and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

## Warning: Perjury/ Fraud

Falsifying information about citizenship, California residency, financial aid and/or military status could result in the following:

- Criminal charges for perjury and/or fraud and if convicted, imprisonment.
- Student disciplinary action, and/or accumulated monetary charges for restitutions.

## Attendance Policy – All Programs

Attendance is expected for the full duration of theory and clinical courses. The following chart is the max hours that can be missed. Excessive tardiness and absences may cause a student to fail to complete course objectives and does not allow for proper evaluation of the student's clinical abilities.

Total Max Hours Missed	Require Program Hours
NATP = 0 Theory/ 8 Clinical	176 Hours
EMT = 0 Theory / 8 Clinical	184 Hours
Phlebotomy = 0 Theory / 8 Clinical	98 Hours
Home Health Aide = 0 Theory/ 0 Clinical	40 Hours

*\*^ To miss clinical hours and make-up for free student must possess a Doctor's note, otherwise a fee may apply.*

All students must obtain the **required number of hours for the program**. If the student does not obtain the required hours, the student will not be able to take the certification test.

- I. All make-up is hour for hour with an Instructor present.
- II. Make-up time is "well defined" by limited number of hours for theory and clinical.
- III. Students are not allowed to changed clinical hours with other students.
- IV. If a student needs to make-up more than 16 hours they will be required to attend the next available program, a rescheduling fee will be applied to transfer.

### Tardy vs Absence:

1. Tardy= students arriving late 15 minutes after the class has started.
2. Two Tardies= is considered as one absence, 8 hours make-up required.
3. Absence= attending late over 45 minutes for the day.
4. Two Absences = 16 hours of required make-up time.

### Theory Attendance:

1. Students are required to complete all theory hours, all missed hours will require a makeup fee.
2. Theory make-up requires an appointment with the Instructor. Instructor is required to be present at all times.

### Clinical Attendance:

1. Clinical make-up time needs to be scheduled with the Instructor with direct oversight of Director and Administrator. (All clinical missed hours required payment, and or a Doctor's note to waive "8" hours max") all additional hours will accrue a makeup fee. Clinical Makeup is only offered the last week of the program – no other weeks allowed.

**ALL MISSED PROGRAM TIME, MUST BE MADE UP WITH AN AUTHORIZED INSTRUCTOR. FEES MAY APPLY.**

## **Academic Probation and Dismissal Policies**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus:

First Lady Permanente, LLC Education Center  
901-921 Geer Road, Turlock CA 95380

After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

## **Make-up and Absenteeism Policy Procedure**

If absenteeism prevents the student from meeting the program objectives, the student may be required to repeat the theory class, clinical experience, or both:

Any objective missed due to absence in either a clinical or theory course can be completed satisfactorily in one of the following ways:

- Written Assignments and Make-up Tests
  - No make-up tests or written assignments will be permitted unless the Program Director or Assistant Director give approval.
  - There will be no make-up test for an unexcused absence, and the student will receive a grade of 0 points for the test.
  - Make-up written assignments may be subject to an automatic reduction in points up to one grade level because of lateness.
- Theory Make-up
  - The student must make arrangements for scheduled make-up as per the attendance policy.
  - The make-up should reflect the scheduled topic(s) missed and require the student to spend time equivalent to the hours missed in order to be counted as make-up credit.
- Clinical Make-up
  - The student must make arrangements for scheduled make-up as per the attendance policy.
  - The make-up should reflect the clinical objectives missed and require the student to spend time equivalent to the hours missed in the skills lab or clinical area.

Students who have not completed all clinical and theoretical objectives prior to the completion of the Vocational Nurse program will not graduate nor be eligible for the State of California Licensing Examination until all objective have been satisfactorily completed with a minimum passing grade of C or 75%.

## **Leave of Absence**

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence to the main campus:

First Lady Permanente, LLC Education Center  
901-921 Geer Road, Turlock CA 95380

The written notice must contain a statement of the nature of the request. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

## **Student Grievance Procedures – Student Rights**

First Lady Permanente Education Center will make every attempt to resolve any student grievance that is not frivolous or without merit. Grievance procedures will be included in new student orientation so that all students know the steps to follow should they desire to register a grievance at any time. Evidence of final resolution of all grievances will be retained in school files in order to determine the frequency, nature, and patterns of grievances for the institution.

The following procedure outlines the specific steps of the grievance process.

1. If possible, address your grievances to your instructor at the first opportunity. Instructors maintain an “open door policy” whenever they are not actively involved in instruction, and will provide you with their e-mail and cell phone numbers to contact them at other times.
2. If your instructor does not resolve your grievance, or if your grievance is against your instructor, you should fill out a grievance form, and submit it to the FLP Admissions Office. The Admissions Office will route your grievance to the appropriate representative. If you are an NA student, this will be the program director for your campus. For all other programs, this will be the Chief Operating Officer of FLP.
  - a. **WRITTEN COMPLAINTS:** If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

First Lady Permanente, LLC Education Center  
901-921 Geer Road, Turlock CA 95380
  - b. The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution’s complaint procedure was properly followed, and the student’s signature. The student can expect to receive a written response within ten business days. Student’s rights are set forth at various places in this catalog. Contact the school director if you require additional information.
    - Complaint procedures
    - Right to Cancel
    - Student Tuition Recovery Fund
    - Notice Concerning Transferability of Credits
    - Student Grievance Procedures
    - Student Rights to Inspect Records and Obtain Transcripts
    - Non-Discrimination Policy
    - Academic Freedom



- Sexual Harassment

- c. The grievance will be reviewed by management and a response will be sent in writing to the student within 30 days. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the grievance.
- d. If the grievance is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
- e. Depending on the extent and nature of the grievance, interviews with appropriate staff and other students may be necessary to reach a final resolution of the grievance.

Students retain the right, at any time, to refer their grievance to the appropriate government or industry accrediting agency for their program.

- I. The Bureau for Private Postsecondary Education for any program. See page 5 for details.
- II. For NA or HHA Training Programs, the California Department of Public Health. They can be reached by phone at the CNA/HHA Hotline (916) 327-2445 or CNA/HHA Complaint Line (916) 492-8232 by e-mail at [cna@cdph.ca.gov](mailto:cna@cdph.ca.gov) , or by mail at “ATCS, Certification Unit, P.O. Box 997416, MS 3301, Sacramento, CA 95899-7377”
- III. For the Emergency Medical Technician Program, the Mountain Valley EMSA Division. They can be reached by phone at (209) 529-5085, [cmurdaugh@mvemsa.com](mailto:cmurdaugh@mvemsa.com) , or by mail at “1101 Standiford Ave, Suite D1, Modesto CA 95380”

To Obtain Form- *Grievance Request Form* (Location: Admissions Department)

### **Student Appeals**

If a student believes that he or she is deserving of an exception to the regulations and policies of this institution, that student may write to the Chief Executive Officer at the main address of the institution. The written communication should state the nature of the circumstances which the student believes should be considered by the administration in the application of its policies and regulations regarding dismissal, academic probation, administrative drops, extensions for the time needed to complete a grade, or other matter of concern.

### **Placement Services**

*The institution does not provide placement assistance. Career Resources are available upon request.*

### **Educational Assistance**

Although First Lady Permanente Education Center does not offer job placement assistance to its students, educational assistance is readily available. If any student wishes to pursue a degree in higher education, either after completing their courses or during their enrollment, FLP will assist the student by providing useful materials to them, such as university brochures, catalogs, and registration materials. In addition, we will arrange appointments for the student to meet with the appropriate counselor to discuss admission and transfer requirements.

### **Student Orientation**

Student orientation is a mandatory process to ensure the student is informed about the program in its entirety, program fees, and expectations. Student will meet the Administrator, and the Instructors. A scrub sizing is conducted and paperwork is filled out along with review of the student catalog.

## **Student Advising**

The Student Service Staff is present during school hours to assist students with any issues/questions.

## **Evaluation of Student Progress**

Evaluation of student progress will be ongoing and based upon meeting both theory and clinical objectives. Progress in theory is defined as maintaining a grade of “C” or better (75% or higher). Progress in clinical is defined as maintaining a grade of “Satisfactory”. A failure in either area will cause the student to fail the semester or specialty.

**Theory:** Points will be given for each component of the course, such as tests, papers, and projects. To pass, the student must receive a minimum of 75% of the total points. Each instructor will grade and review results of required work with students and allow them time for discussion.

There are times throughout the program when a student’s progress may fall below 75%. Students who are experiencing difficulty meeting theory or clinical objectives may be issued a document of concern and subsequently be placed on a Learning Contract. The Learning Contract specifies the expectations that are not being met; the behaviors that are expected; and the date by which this must occur. As soon as a student’s learning and/or performance problems have been identified, the student will be notified regarding the concern and will be asked to meet with the instructor and Program Director.

Any time the student feels in jeopardy, she/he should consult with the instructor regarding the problem, following the grievance process as outlined.

Grades will follow this scale:

Score	Grade	GPA
95-100%	A	4.0
90%-94%	B+	3.5
85%-89%	B	3.0
80%-84%	C+	2.5
75%-79%	C	2.0

Note: A grade of “Incomplete” will only be given in the event that, due to extraordinary circumstances, a student has not been able to complete all the course work by the end of the semester. An “Incomplete” must be removed within two weeks of the end of a semester or it will default to an “F”.

**Clinical:** The clinical instructor is responsible for all student clinical assignments and evaluations. It is recognized that an exact match between theory and clinical are not always possible. Student assignments will include documented preparation to care for assigned patients along with documentation of assessment, care planning, and medication administration. Other assignments may be given as appropriate. Problems will be handled initially by the instructor and include the Program Director when indicated.

\*^ Clinical Agreements will be given to the student with a student signature required in order to attend clinical sessions. ALL POLICIES AND PROCEDURES OF THE CLINICAL SITE ARE REQUIRED TO BE MET BY THE STUDENT.

Evaluations for both theory and clinical will be discussed with each student as an on-going, continuous part of the class and written assessments will be made for each student at least once during each semester. Final evaluations are discussed with each student during the last week of each semester and then filed in the student’s record.

## **Remediation Policy:**

Any student who has not maintained at least a 75% grade average in theory and/or a Satisfactory rating in clinical performance will be referred to the Program Director for a conference. At the conference, the student and the Program Director and instructor will:

1. Discuss the identified learning/performance problems;
2. Draw up a written contract specifying actions that will result in improved performance and are agreeable to the student, instructor, and Program Director;
3. Determine a date by which the contracted goals are to be satisfied; and
4. Schedule a second meeting.

At the second meeting, the Program Director and instructor will determine if the contract goals have been met. If the contract goals have not been met, the student may be dismissed from the program.

Understanding that students have different learning styles and may need additional assistance, students are encouraged to use the services of First Lady Permanente Education Center to increase the chance of success within the program. These include:

- a) Tutoring
- b) School library
- c) Study and test taking consultation

The student must demonstrate proficiency in each semester before being permitted to progress onto the next semester. If the student continues to demonstrate insufficient preparation for the subject content of the course, has developed a pattern of neglect of class assignments, or has not met specific objectives set forth in the plan for remediation, the student will be considered for dismissal.

## **Classroom and Clinical Behavior Policy**

- Students are offered the following breaks during class time: 5-hour class sessions—a 30-minute lunch break; 4-hour class sessions—a 10-minute break; 8-hour class—a 10-minute break in the morning, 30-minute lunch and a 10-minute break in the afternoon.
- Smoking is not allowed in the building and is allowed in only designated areas on campus. (parking lot only).
- Students are required to maintain a clean and neat working area at all times by removing their trash and clutter before leaving the classroom and break room areas.
- All educational supplies used by the student during theoretical training must be returned to the designated proper places at the end of the class.
- Students proven to be under the influence of alcohol or prohibited drugs will not be allowed inside the classroom or clinical training site and will be subjected to automatic dismissal.
- Sleeping or distracting class sessions both in the classroom and clinical training site are not acceptable and subject to counseling by the Program Director.
- Leaving the classroom or clinical training site during class hours without authorization by the instructor or Program Director is not allowed and is subject to counseling.
- Cheating during examinations is not acceptable and students' who are caught will be subject to counseling and or dismissal.

## **Student Conduct – Zero Tolerance Policy**

The Code of Student Conduct governs the behavior of our student body. The purpose of a published Code of Conduct is to state the specific authority and responsibility of the institution in maintaining social discipline, to outline the process for a legitimate grievance, and to establish the procedures to be followed to ensure “due process,” which protects accused students from unfair imposition of penalties and sanctions. Daily responsibility for good conduct rests with all students, faculty and staff. All members of this institute are

expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others. Students are expected to behave professionally and respectfully at all times.

Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Collaborating against the school with other classmates.
- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on or around campus.
- Possession of unauthorized weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.
- Dishonesty
- Cheating
- Falsification of documents
- Violent behavior (verbal/Non-verbal/Physical)
- Violation of safety policies during skills or firearms training

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within (10) days after meeting with both the chair of the department in which the student is enrolled and the student in question.

### **Confidentiality**

Any and all information obtained while providing nursing services or any information learned while working and studying in a health care facility will remain confidential at all times. Students that breach client confidentiality will face possible termination from the program. Each student is required to sign and submit the “Student Agreement: Patient’s Rights, Confidentiality and Safety” form upon entry into the nursing program.

### **Emergency Contact Form**

Students are responsible to complete an Emergency Contact Form that is used for classroom and clinical site in case of an emergency. This information is mandatory to be updated by student, in case of an emergency.

### **Drop Out Policy**

The school will permit a student to take one (1) Leave of Absence (LOA) during any program. The request for leave of absence must be made as soon as the student becomes aware of a potential problem with attendance. The notice must be in writing and should be brought in, in person, but may be mailed as long as it is postmarked on the first day of the requested LOA. If no notice is delivered, either by hand or by mail, it will be assumed that the student has voluntarily withdrawn. A refund of any pre-paid tuition will be issued based on the State of California’s standard formula as shown on the school’s Enrollment Agreement.

The notice must include the following items:

- Proposed date for leaving
- A statement of the student’s intent to return;
- Intended date of return;
- Contact address and phone number if different than what is on file with the school.

If the student does not return within 3 months, the LOA will be treated as a cancellation and no refunds will be granted to the student that dropped out of the program.

It is the responsibility of the returning student to be able to perform all skills from previous semesters.

- Re-entry is on a space available basis only.
- Re-entry is contingent upon clearing a current background check and continuing to meet all program entry requirements and qualifications.
- All LOA's and requests to be re-admitted must be submitted within two weeks after the student attends their last class and must be approved by the Program Director.

### **First Day Attendance Mandatory**

Students that do not attend the first day of program will automatically be dropped from program. Arrive on-time, late arrivals will chance losing spot in program.

### **Program Warning, Probation & Suspension**

First Lady Permanente Education Center may issue an academic, attendance or behavioral warning, probation, or suspension to students as a process for remediation or conditions for continued enrollment in a training program.

1. Students who do not meet the academic, attendance, or behavioral warning, probation, or suspension to students as a process for remediation or conditions for continued enrollment a training program.
  - First Infraction, student may be issued a written or verbal warning advising of their potential failure to meet standards.
  - Second infraction, student may be placed on written or verbal probation, which shall have conditions that must be met by the student in order to continue enrollment in training program.
  - Third Infraction, student will be involuntarily dismissed from training programs.
2. In order for the student to be removed from probation and placed on regular status, he/she must demonstrate that the behavior, incident, and/or cause of the warning or probation has been corrected and all conditions set forth in their written or verbal probation have been met.

### **Report Abuse, Incidents and Unusual Occurrences**

Students and instructors are to report any incident or unusual occurrences they may observe at the clinical site. *The student is a Mandated Reporter, as designated by the California Department of Justice and the California Attorney General.* Training on mandated reporting will be provided to all the students and NATP Staff of First Lady Permanente. If the student is the observer, the initial report made to the Clinical Instructor, who will then report to the Charge Nurse, who will contact the Director of Nursing and/ or the Administrator.

All reported occurrences will be followed up by the facility immediately, in accordance to established facility policies and in accordance to the State and Federal Regulations.

### **Classroom (Theory) Expectations**

The focus of the First Lady Permanente Education Center is to provide a safe learning environment for all students so that each student can reach his or her educational goal(s). To accomplish these goals, all students must follow the same procedures.

- 1.) Focus on the reason why you are enrolled in the program, do your best, no drama allowed.
- 2.) Turn off all electronic devices including, but not limited to, headsets, cell phones, and I-pods or other music players.

- 3.) To avoid disruptions, if you leave the campus, do not return. Loitering is not permitted.
- 4.) No food or beverages are permitted in the classrooms.
- 5.) Communication and course progress should be periodically discussed with the classroom instructor so that all students can reach their goals.
- 6.) Respect instructors, staff, administrators, and students at all times. **Disrespect is grounds for termination from the program.**
- 7.) Academic dishonesty is grounds for termination. – NO CHEATING.
- 8.) Students attending the program are not to have visitors (friends or relatives) on campus.
- 9.) First Lady Permanente Education Center is a drug-free, smoke-free school. If you are in violation, you will be dropped from the program. This is a zero-tolerance campus.
- 10.) Individuals who smell of offensive odors may be asked to leave campus.
- 11.) No recording or videos allowed unless given permission by the Administrative Department.

### **Clinical (Didactic) Expectations**

It is important for students to remember that they are representing First Lady Permanente Education Center when participating at the clinical locations.

***\*^ CLINICAL STUDENT AGREEMENTS AND ORIENTATION DOCUMENTS WILL BE REQUIRED TO BE COMPLETED PRIOR TO STARTING CLINICAL SESSION.***

- I. First Lady Permanente is an EEO/AA (Equal opportunity/affirmative action) institution and does not discriminate on the basis of sex, age, race, color, religion, physical or mental disability, creed, national origin, veteran status, sexual orientation, genetic information, gender identity, or gender expression in programs or activities which it operates.
- II. Students will adhere to the highest standards at all clinical sites.
- III. Student guests are not allowed in the skilled nursing clinical site.

Examples of infractions:

1. Negligent or careless performance of duties.
2. Failure to apply to clinical practice principles presented in lectures and required reading assignments.
3. Failure to respect confidential nature of clinical records and information about clients.
4. Altering, removing, or destroying clinical records.
5. Refusal to follow instructions from supervisor or other department staff.
6. Deliberate or careless damage to equipment or materials which are the property of First Lady Permanente Education Center or affiliated institutions.
7. Falsifying student/patient records.
8. Repeated tardiness or unexcused absences.
9. Use of intoxicants. No person may bring onto the campus any alcohol or dangerous drug for ingestion. No person may appear on campus under the influence of any of the above substances.
10. Cheating or plagiarism consequences, 1<sup>st</sup> time 0 on the assignment, 2<sup>nd</sup> time failure of class and removal from program.
11. Theft
12. No Cell Phones during clinical shifts.
13. No photos of patients.
14. The Facilities require students to use only English Language throughout the clinical shifts.

# FINANCIAL INFORMATION

## FINANCIAL INFORMATION

### **Enrollment Fee (Non-refundable):**

In order to enroll in a program at First Lady Permanente Education Center, a non-refundable and non-transferable fee of \$250.00 is due in order to complete the enrollment process.

### **Cancellation and Refund Policy**

Registration Fee is non-refundable once submitted.

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the 7<sup>th</sup> day after enrollment, whichever is later. (Meets CEC 94909(a)(8)(B) requirements)

- Non-refundable fees and time spent in the program will not be refunded.
- If you choose to cancel this agreement, FLP will refund any money that you paid less specified non-refundable fees.
- Cancellation shall occur when you give written notice of cancellation addressed to CE Program Director and send by US certified mail, or hand delivered.
- The written notice of cancellation is effective on the date received by FLP.
- The refund will be issued within 45 days of the notice of cancellation.

FLP follows the refund guidelines set by the California Bureau for Private Postsecondary Education in accordance with 5 CCR 71750. You have the right to withdrawal from a course of instruction at any time. If you withdraw from a course of instruction after the period allowed for cancellation of the agreement set forth above, FLP will issue a pro rata refund base on the amount owed for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows: total tuitional charge divided by the number of days in the program, multiplied by the number of days student attended, or was scheduled to attend prior to withdrawal, less the amount paid by the student. All amounts paid in excess of what is owed as calculated above shall be refunded within (45) days of the student's withdrawal or cancellation.

The refund will be prorated if the student withdrawals after the first-class session, or the seventh day after enrollment, whichever is later. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

*Please refer to additional information on California Laws on Refunds pertaining to fully paid tuition in the event the school permanently ceases to operate.*

### **Financial Records of Students**

The financial records of students will be maintained in each student's master file. The financial record will show all charges, the reasons for each charge, each credit, and a current balance due, if any.

### **Withdrawal Procedure:**

In order to enroll in a program at First Lady Permanente

A student has the right to cancel and obtain a refund based on the (refund policy).

To withdrawal from a program, student must:

1. First notify the school in writing of their intent to cancel the agreement or withdrawal from the program.
2. Notification shall be made in writing and must be signed by the enrolled student.
3. All requests shall be mailed by US certified mail, with tracking to: First Lady Permanente Education Center 921 Geer Road, Turlock CA 9538

### **Program Reinstatement:**

A student who has been previously enrolled in a program at First Lady Permanente Education Center but have since been dismissed or terminated by the school or who have withdrawn voluntarily may be reinstated into their previous program in advanced standing. In order for a student to be reinstated into a previous program or in advanced standing, the student must meet the following requirements.

1. A student must be in good standing with the school, which includes but is not limited to the following:
  - a. Student has paid all outstanding fees and tuition.
  - b. Student has submitted all required documentation and immunizations.
  - c. Student is not accused of or under investigation for a criminal offense.
  - d. Student has not been convicted of a “criminal offense, which would prelude eligibility for state licensure.
  - e. Student has maintained good conduct.
  - f. Student has been cleared by a California licensed physician as physically capable of performing typical duties and activities, set forth by program enrolled in.
2. Student must complete a new application and pay the application fee (\$250.00).

### **Tuition Refund after Classes Begin**

The student has the right to withdraw from a course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the Agreement, which is until the first day of class, or the seventh day after enrollment, whichever is later, the School will remit a refund less the non-refundable items and minus the pro-rated tuition/lab fees for hours of instruction rendered.

The refund shall be the amount you paid for instruction multiplied by fraction; the numerator of which is the number of hours of instruction which the student has not received but for which the student has paid, and the denominator of which is the total number of hours of instruction for which the student has paid.

**IF THE AMOUNT THE STUDENT HAS PAID IS MORE THAN THE AMOUNT THAT THE STUDENT OWES FOR THE TIME THE STUDENT HAS ATTENDED, THEN A REFUND WILL BE MADE WITHIN THIRTY DAYS OF WITHDRAWAL. IF THE AMOUNT THAT THE STUDENT OWES IS MORE THAN THE AMOUNT THAT THE STUDENT HAS ALREADY PAID, THEN THE STUDENT WILL NEED TO MAKE ARRANGEMENTS TO PAY FOR IT.**

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

- a) The student notifies the School of your withdrawal or the actual date of withdrawal.
- b) The School terminates the student’s enrollment.
- c) The Student fails to attend classes for a three [3] week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of the student’s tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be



used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to the student. If there is a balance due, the student will be responsible to pay that amount.

### **Refund Policy on Books, Uniforms, and Materials**

After purchase, books, uniforms, and other materials are the property of the student; no refunds allowed.

### **Late Fees, Returned Check Fee, and Transcript Fee**

Any payment, received after the due date, will be charged a \$25.00 late fee. It is the student's responsibility to make all tuition payments as agreed.

Types of payment methods: Visa, MasterCard, American Express, Discover, Cash, Cashiers Check, Money Order (NOTE- There are no personal checks allowed).

First Lady Permanente Education Center will provide one free official transcripts following graduation. Additional transcripts will be provided at a cost of \$25.00 each. Requests for official transcripts must be submitted in writing by emailing [info@firstladypermanente.com](mailto:info@firstladypermanente.com) The student's financial account must be current for transcripts to be furnished. Academic transcripts will be withheld if a student has an outstanding financial obligation to the school. Allow 3 weeks for processing of transcripts.

### **Financial Aid**

**First Lady Permanente Education Center does not participate in federal or state financial aid programs.**

If you obtained a loan to pay for this program you remain responsible for repaying the full amount of the loan plus any interest, less the amount of any refund.

If you default on a federal or state loan, both the following may occur:

1. The federal or state government or a loan guarantee agency may take action against you, including garnishing an income tax refund; and,
2. You may not be eligible to any other government financial assistance at another institution until the loan is repaid.

### **Financial Stability – Bankruptcy History**

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

### **Tuition Policies, Fees, and Expenses:**

All programs offered by First Lady Permanente, LLC shall have tuition, charges, or fees, which are determined prior to enrollment by the Program Director. All tuition, charges and fees shall be disclosed to prospective students prior to enrollment and listed on the enrollment agreement.

### **Tuition Payment:**

All tuition fees are due and payable in full within (10) days of the first day of the program. If a student that is enrolled in the payment plan does not make their payments by the due date, they will be warned and a late fee of \$25.00 will be added to their account. In order to proceed to clinical, they will need to bring their account to date otherwise they will be dropped from the program.

## **Student Tuition Recovery Fund (STRF)**

EFFECTIVE JANUARY 1, 2015 THE STRF RATE WAS DROPPED TO ZERO PER \$1,000, SO IT IS NOT CURRENTLY BEING CHARGED. CURRENT STUDENTS REMAIN ELIGIBLE FOR STRF, DESPITE NOT PAYING INTO THE FUND. THIS COULD CHANGE ON SHORT NOTICE; CMA WILL INFORM YOU PROMPTLY IF THIS SITUATION CHANGES.

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.”

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 programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this 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.

## **Program Cancellation Initiated by The School**

It is the policy of First Lady Permanente Education to give a full refund of all fees and tuition for any training class or program that is cancelled by the FLP Administration.

1. Students who have paid any part of their tuition are eligible for a tuition refund and will receive a refund of all tuition automatically within ten business days of notification of cancellation.
2. First Lady Permanente Education Center will make every effort to obtain full and current contact information for the applicant at the time of accepting payment.
3. If a student does not receive a refund within that time period, he/she must contact the school to ensure that all the contact information is current and request the refund.

# NA PROGRAM INFORMATION

## NURSE ASSISTANT (176 HOURS)

### NURSE ASSISTANT PROGRAM INFORMATION

**Program Delivery:** All courses are delivered in classroom and/or clinical settings. The NA program is currently offered at the Turlock campuses.

**Nursing Assistant Program:** (176 clock hours) The Nursing Assistant Program provides the student with the maximum training to pursue employment as an entry level caregiver in the healthcare setting.

**Requirements to obtain California Certification:** Upon successful completion of the Nurse Assistant course, the student is eligible to take the competency exam for a Certified Nurse Assistant administered by the American Red Cross. This provides proof to the California Department of Public Health that the student has met the requirements for licensure. Students must complete the required courses with at least a 'C' grade.

### **Objectives:**

1. Students will be able to demonstrate knowledge of common elements required for certification by the CDPH. This will measure the student achievement of passing a grade on developed and administered final examinations.
2. Students will be able to demonstrate compliance with standards of practice for nurse assistants. This will be measured by a written test given at the end of each module and at the end of the program. The written exam will include the core elements: (also known as the 6 principles of care)
  - a. Dignity
  - b. Infection Control
  - c. Safety
  - d. Communication
  - e. Independence
  - f. Privacy
3. Students will be able to demonstrate competence with all skills required for certification, including the *6 Principles of Care*. This will be measured by a skills competency test and final exams given at the end of each module.

**Mandatory Attendance:** Students must attend all (9) theory dates, any missed hours will result in mandatory makeup on Sundays only at a rate of \$50.00 per hour --Note- Doctors notes will no waive this fee. Clinical hours are mandatory a total of (13) clinical dates must be completed, if a student misses any time they must provide a Doctor's Note that will *waive fees for up to 8 hours only*, all other hours must be paid at a rate of \$50.00 hour. STUDENTS ARE NOT ALLOWED TO CHANGE SHIFTS WITH OTHER STUDENTS.

**Graduation Requirements:** Completion of 176 clock hours and students must pass all tests with 75% and pass all clinical competencies.

**Career Opportunity:** Successful graduates may find entry level employment as Certified Nursing Assistants in skilled nursing facilities, home health care agencies, staffing registries, assisted living/RCFE facilities, medical offices, outpatient clinics, clinical labs, and numerous other health care facilities.

**Program Overview & Course Description:** The Nurse Assistant Program is a full-term class that provides interested students the opportunity to experience the field of nursing, and decide if this career might be for them, without making a long-term commitment. Program accommodates 30 students each semester. This is a 7-week program, 176-hour course, including lecture and clinical practice, which prepares students to take the State of California Certification Examination to become a Certified Nursing Assistant. CNA job opportunities are widely available in acute care hospitals, skilled care nursing and assisted living facilities, as well as home care. CNA certification prepares student's desire to pursue a VN or RN license.

Classes are offered throughout the year. The program has a variety of schedules: day program or evening programs. First Lady Permanente Education Center maintains a student/teacher clinical settings of 15:1 and a 30:1 in the classroom theory. Emphasis is placed on resident rights, legal issues, communication, documentation, safety, the utilization of basic nursing procedures and the role of the home health aide. The units are as listed below. However, FLP reserves the right to modify the sequence should the need arise.

Perform the following procedures:

- (1) Feeding patients, (2) Make beds, (3) Taking vital signs, (4) Measure height and weight, (5) Measure and record in-take and output, (6) Assist with use of bedpan, urinal and commode (7) Collect specimens; urine, stool and sputum, (8) Assist with bowel and bladder training, (9) Provide perineal care, (10) Provide or assist with bath, (11) Provide care to patients with urinary, gastric, oxygen, and intravenous tubing (excluding inserting, suctioning, changing or repositioning the tubes), (12) Insert cleaning enemas, laxative suppositories, (13) Heimlich maneuver (14) Apply non-sterile dry dressings to intact skin surfaces.

**Grading Policy:** Students must maintain a minimum of 75% grade to pass any test on theory. There will be daily quizzes on the following date of instruction. The students will have a take home quiz binder to review and only (10) questions from each module will be tested in class (closed book, no notes). Skill lab is designed to allow each student to practice hands on skills in a controlled environment. Student must pass a lab skill test with a 100% score

**Mandatory Compliance:** A student nurse assistant may not perform any nursing functions that must be performed by a licensed health care professional. The Instructor will assess and evaluate patterns and/or unsafe behaviors to determine degree of risk to the patient. The student will be informed of instances of unsafe behavior. The following may be grounds for dismissal from the CNA Program:

- 1.) Unacceptable student behavior – Immediate dismissal from the course may occur at any time when patient's safety is in jeopardy. The student may also be informed of unsafe clinical behavior, first by a verbal warning, then a written warning and dismissal from the program may follow.
- 2.) Excessive absences or tardiness – Tardiness and/or absences can seriously interfere with a student's learning process. (Review the Student Attendance Policy.) At the point when absence/tardiness becomes a concern, endangering a student's progress, a contractual agreement will be established between the student and faculty, outlining specific behavior expected in order for the student to complete the course.
- 3.) Inability to successfully complete courses- If a student is unable to successfully complete a course for any of the following reasons, they may be given a failing grade or withdraw from the course depending upon:
  - a. The amount of content/clinical lab experience missed.
  - b. Inability to proceed due to lack of successfully completing a prerequisite in the sequence listed.

- 4.) Inability to adjust to stress adequately to perform duties safely with patients.
- 5.) Inability to apply the necessary knowledge to perform the following duties with patients such as:
  - a. Identify the client properly.
  - b. Provide care within acceptable standards of care for students.
- 6.) Inability to accept responsibility for consequences of one's own behavior.
- 7.) Inability to demonstrate responsibilities for patient care by notifying the instructor and clinical faculty in the event of an absence or tardiness.
- 8.) Inability to demonstrate acceptable working relationship:
  - a. Answer call lights.
  - b. Relate appropriately with others (patient, families, instructors, staff, peers, etc.)
- 9.) Inability to demonstrate fairness and straight forwardness in conduct:
  - a. Free from fraud or deception.
  - b. Maintain patient confidentiality.
  - c. Report errors and unsafe conditions.
- 10.) Inability to consistently receive, interpret and carry out instructions.
- 11.) Refusing patient care assignments.
- 12.) Video recording any part or portion of the Theory and/or Clinical program.
- 13.) STUDENTS WILL BE AUTOMATICALLY DISMISSED FROM PROGRAM IF THEY SLANDER THE SCHOOL, INSTRUCTORS, STUDENTS, STAFF AND OTHER RELATED PERSONNEL.
- ..14.) Students are not allowed to sit in the break room at clinical sessions, this is not counted as clinical time.
- 15.) **First Lady Permanente reserves the right to immediately dismiss any student for conduct or behavioral issues that are illegal or present an immediate danger to others. Also as student will be automatically dropped from the program if they are an immediate danger to self, negligence and cause self-inflicted injuries.**

**Examination Requirements:** Candidates that have completed the NA Program are expected to pass the knowledge and skills examination within two years of program completion/approval by the Department of Health. Otherwise, they will need retraining. There are three (3) attempts that are allowed during the two-year period.

**Injury Report Form:** Students enrolled in the Nurse Assistant Program and get injured in theory or clinical are required to fill out an incident injury report form within 2 hours of the incident. The report is to be completed and provided to the Instructor immediately. If the incident requires medical attention, they student is required to leave and seek proper medical attention. The medical fees associated with the injury are the responsibility of the student.

**Health Insurance:** Students enrolled in the Nurse Assistant Program are required to maintain Health Insurance during the duration of the program.

# NURSE ASSISTANT PROGRAM PROGRAM OVERVIEW AND HOURS

72 Didactic  
104 Clinical Externship

## NURSING ASSISTANT PROGRAM FEES

### TUITION, FEES AND EXPENSES

Tuition	<b>\$1,000.00</b>
Credits Educational Credits, Discounts, Scholarships	<b>N/A</b>
Potentially Refundable Fees and Charges	<b>\$155.00</b>
State Certification Exam Fee	\$105.00
Workbook	\$50.00
Non-Refundable Fees and Charges	
Application Fee ( <i>Non-refundable</i> )	\$250.00
Resource Materials	\$50.00
Uniform, ID Badge	\$75.00
Lab Fee and Expendable Supplies	\$50.00
Malpractice Insurance	\$35.00
Student Tuition Recovery Fund (Rate \$0.00 per \$1,000)	\$0.00
<b>TOTAL CHARGES you are obligated to pay</b>	<b>\$1,615.00</b>
Tutoring fee: \$60.00 Hourly. Replacement ID Badge \$25.00, Student Textbook \$60.00 Pre-Admission Fees (Mandatory): LiveScan \$30-57, TB Test \$25, Physical \$0-\$68, Flu Shot \$0-\$30. <i>*NOTE- BLS Provider Course is \$75.00 for non-graduate students that participated in course. All graduates pay \$0.00 for card.</i>	

### Tuition

THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE \$1,615.00

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM ARE \$1,615.00

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$250.00

THE TOTAL REMAINDER CHARGES **DUE (10) DAYS PRIOR TO THE FIRST DAY OF CLASS** \$1,365.00

# HHA PROGRAM INFORMATION

## HOME HEALTH AIDE PROGRAM (40 HOURS)

### HOME HEALTH AIDE PROGRAM INFORMATION

**Program Delivery:** All courses are delivered in classroom and/or clinical settings. The NA program is currently offered at the Turlock campuses.

**Home Health Aide Program:** (40 clock hours): The Home Health Aide Program provides the student with the maximum training to pursue employment as an entry level caregiver in the home health setting. Holding a CNA in good standing is a pre-requisite for this program.

**Requirements to obtain California Certification:** This program is accredited by the California Department of Public Health. To receive licensure students must graduate from an accredited HHA Program, such as the one offered by First Lady Permanente with mandatory completion of (20) hours in theory and (20) in clinical. They are required to take, and pass the California Certification Exam for Home Health Aides. Graduates who pass this exam are certified by the State of California as Home Health Aides.

**Career Opportunity:** Home Health Aides may find employment in home health care agencies, long term care facilities, hospice, and numerous other health care facilities.

**Graduation Requirements:** Completion of 40 clock hours and students must pass all tests with 75% and pass all clinical competencies.

**Program Description:** The course is structured to provide theory and practical applications of skills needed to function as a HHA. The program is divided into (6) units. The student/teacher ratio in class and clinical setting is 15:1. Emphasis is placed on resident rights, legal issues, communication, documentation, safety, the utilization of basic nursing procedures and the role of the home health aide. The units are as listed below. However, First Lady Permanente reserves the right to modify the sequence should the need arise.

#### **Objectives:**

1. The objective of this program is to prepare student to fulfill requirements for HHA Certification in the State of California which will enable the student to provide nursing care and services to clients with the home as the health setting.
2. A student must possess a current CNA Certification as a prerequisite to the HHA course as required by law. Students must submit proof of California State Nursing Assistant Certification upon admission.

#### **Clinical Hours:**

Students should note that Clinical training hours will be conducted in the nursing home setting, and that this will involve working with actual patients under the supervision of instructors and facility staff. Clinical hours will require students to travel to the clinical site. Total hours to be completed is (20) at the clinical site.

## **HOME HEALTH AIDE PROGRAM PROGRAM OVERVIEW AND HOURS**

**20 Didactic  
20 Clinical Externship**

### **HOME HEALTH AIDE PROGRAM FEES**

#### **TUITION, FEES AND EXPENSES**

Tuition	<b>\$500.00</b>
Credits Educational Credits, Discounts, Scholarships	<b>N/A</b>
Potentially Refundable Fees and Charges	<b>\$0.00</b>
Student Tuition Recovery Fund (Rate \$0.00 per \$1,000)	\$0.00
Non-Refundable Fees and Charges	
Application Fee ( <i>Non-refundable</i> )	\$250.00
<b>TOTAL CHARGES you are obligated to pay</b>	<b>\$750.00</b>
ADDITIONAL FEES (Applies to new students only) Pre-admission Fees: LiveScan \$57, TB Test \$25, Physical \$68 Uniform/ID Badge \$75.00	

#### **Tuition**

THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE \$750.00

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM ARE \$750.00

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$250.00

THE TOTAL REMAINDER CHARGES **DUE (10) DAYS PRIOR** TO THE FIRST DAY OF CLASS \$500.00



# EMT PROGRAM INFORMATION

## EMERGENCY MEDICAL TECHNICIAN (168)

### EMERGENCY MEDICAL TECHNICIAN PROGRAM INFORMATION

**Program Delivery:** All courses are delivered in classroom and/or clinical settings. The EMT program is currently offered at the Turlock campuses.

**Emergency Medical Technician Program:** (184 clock hours) The EMT Program provides the student with the maximum training to pursue employment as a Firefighter/EMT-B, Ambulance EMT-B, Emergency Room Technician, and private industry EMT-B. Being an EMT-Basic is also a great foundation prior to beginning a career in the medical profession such as a doctor.

**Method of Instruction:**

Laboratory, Lecture, Audio Visual Presentations, Class Activities, Discussions, and Clinical Externship.

**Requirements to obtain California Certification:** In order to receive an EMT course completion certificate from First Lady Permanente Education Center, student must have obtained a score of 80% or above on their final examination, successfully pass all skills examination and have a class overall percentage of 80% and pass a proctored online test at FISDAP with a score of 80% or better (on one of two attempts). In addition, student must successfully complete (24) hours of internship time on an ambulance, rescue vehicle or in a hospital. Student must observe all the skills during their internship, listed on form 9. Students successful in all categories of the program are eligible to sit for the National Registry EMT examination (NREMT). Upon successful completion of the NREMT you are then able to obtain your California State EMS Authority EMT certification card/license. An EMT Certificate issued by Mountain Valley EMS is valid Statewide. Note: Course completion record is valid to apply for certification for a maximum of two (2) year from the course completion date and shall be recognized statewide.

**EMT Program Description**

The Emergency Medical Technician (EMT) program prepares the EMT student knowledge in prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. Areas of study include an introduction to emergency medical services systems, roles, and responsibilities of EMTs, anatomy and physiology, medical emergencies, trauma, special considerations for working in the prehospital setting and providing patient transportation. This course consists of (160) hours of didactic and skills lab training, and 24 externship hours. The course content meets the objectives contained in the U.S. Department of Transportation National EMS Education Standards and trains the participant to become competent in the EMT basics scope of practice.

A course completion certificate is awarded to students who pass the program with an average of 80% or better and fulfill all clinical requirements. Successful completion of the EMT program provides eligibility to the National Registry of EMT's (NREMT) to NREMT.ORG examination to receive certification as a Nationally Registered EMT. Once nationally registered graduates are eligible to apply for state licensure EMSA.CA.GOV which will allow them to work as an EMT in local areas of choice. A student must be 18 years or older in order to qualify for state licensure. (NREMT and State/Local Licensures are not included in the course cost).

## **Objectives:**

At the completion of this program you should be able to:

1. Describe the roles of EMS in the health care system.
2. Demonstrate the professional attributes expected of EMTs.
3. Perform the roles and responsibilities of an EMT with regard to personal safety and wellness, as well as the safety of others.
4. Perform the duties of an EMT with regard for medical-legal and ethical issues, including functioning under medical direction and within the scope of practice.
5. Apply principles of anatomy, physiology, pathophysiology, life-span development and therapeutic communications to the assessment and management of patients.
6. Identify the need for and perform immediately life-saving interventions to manage a patient's airway, breathing and circulation.
7. Assess and manage patients of all ages with a variety of complaints, medical conditions and traumatic injuries.
8. Apply principles of emergency medical services operations, including considerations in ambulance and air medical transportation, multiple casualty incidents, gaining access to and extricating patients, hazardous material incidents, and responding to situations involving weapons of mass destruction.

## **Program Duration:**

The length of the EMT Program is 7 weeks, a total of (184) hours:

- 160-hour didactic classroom/labs hours
  - 20 days total: Varies view syllabus.
    - Location: First Lady Permanente Education Center, Turlock
- 24-hour clinical externship at the hospital ER Department and ride along on an ambulance.
  - 2 twelve-hour shifts, or 3 eight-hour shifts with at least (10) patient contacts. A student will need to complete more time if they do not meet the minimum patient contacts.
    - Locations: Varies view syllabus.

## **Required Textbook and Supplies:**

- Textbook(s) – Listed on syllabus.
- Equipment to be used in program: Students are required to have the following items:
  - Stethoscope
  - Penlight
  - Approved FLP EMT Uniform Polo Shirt
  - Navy blue (i.e. Dickie brand) EMT pants and black hard toe boots
  - 2” three ring binder, 8-tab index, EMS scissors, pencils/pens.

## **List of Skills to be Learned:**

- A. Students will complete basic medical and trauma assessments on manikins and each other.
- B. Students will perform cardiac arrest management and proper AED use.
- C. Students will ventilate using the bag-valve-mask device
- D. Students will perform bleeding control and shock management
- E. Students will splint suspected fractures.
- F. Students will complete cervical spine immobilization using backboards and Cervical collars.
- G. Students will complete spinal immobilization for a seated patient.
- H. Students will perform patient assessment and management for a trauma patient.
- I. Students will reach and interpret pulse oxygen readings using the pulse oximeter device.
- J. Students will perform an emergency child birth assessment.
- K. Students will perform CPR, adult, child and infant.
- L. Students will inject epinephrine using auto injector trainers.
- M. Students will practice MCI “Mass Casualty Incident” drills.

## **Evaluation:**

Evaluation is conducted by the duly qualified faculty for the listed learning outcomes.

# EMERGENCY MEDICAL TECHNICIAN PROGRAM PROGRAM OVERVIEW AND HOURS

**160 Didactic  
24 Clinical Externship**

## EMERGENCY MEDICAL TECHNICIAN PROGRAM FEES

### TUITION, FEES AND EXPENSES

Tuition	<b>\$1,100.00</b>
Credits Educational Credits, Discounts, Scholarships	<b>N/A</b>
Total Refundable	<b>\$90.00</b>
Workbook	\$90.00
Non-Refundable Fees and Charges	
Application Fee ( <i>Non-refundable</i> )	\$250.00
EMT Shirt w/logo, ID Badge	\$60.00
Lab Fee and Expendable Supplies	\$100.00
Malpractice Insurance	\$250.00
Student Tuition Recovery Fund (Rate \$0.00 per \$1,000)	\$0.00
<b>TOTAL CHARGES you are obligated to pay</b>	<b>\$1,850.00</b>
ADDITIONAL FEES \$50.00/ Hourly Tutoring fee, \$25.00 Replacement ID Badge, Student Textbook \$125.00 Pre-Admission Fees (Mandatory): TB Test \$25, Physical \$0-\$68, Flu Shot \$0-\$30. Certification/ Licensing Fees: \$80.00 National Registry Test- NREMT, County Registration Fee \$125, LiveScan EMSA \$30-57 <i>*NOTE- BLS Provider Course is \$75.00 for non-graduate students that participated in course. All graduates pay \$0.00 for card.</i>	

### Tuition

THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE \$1,850.00

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM ARE \$1,850.00

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$250.00

THE TOTAL REMAINDER CHARGES **DUE (10) DAYS PRIOR** TO THE FIRST DAY OF CLASS \$1,600.00

# PHLEBOTOMY TECHNICIAN INFORMATION

## PHLEBOTOMY TECHNICIAN PROGRAM (98)

### PHLEBOTOMY TECHNICIAN PROGRAM INFORMATION

**Program Delivery:** All courses are delivered in classroom and/or clinical settings. The Phlebotomy Technician program is currently offered at the Turlock campuses.

**Phlebotomy Technician Program:** (98 clock hours) The Phlebotomy Technician Program provides the student with the maximum training to pursue employment as a Phlebotomist. Once certified you will be able to work in hospitals, physician offices, or in independent labs as a Phlebotomist.

#### **Method of Instruction:**

Laboratory, Lecture, Audio Visual Presentations, Class Activities, Discussions, and Clinical Externship. The course is divided into sections: the didactic portion (classroom) and the externship portion. Students must successfully complete the didactic portion to be eligible for the internship. A student who fails the didactic is dropped from the program.

**Requirements to obtain California Certification:** In order to receive a Phlebotomy Technician course completion certificate from First Lady Permanente Education Center, student must complete the (48) hours of didactic classroom and obtained a score of 80% or above on their final examination, successfully passed all skills examination and have a class overall percentage of 80%. In addition, student must successfully complete (40) hours of externship time minimum of 10 skin punctures, and 50 venipunctures and observe arterial punctures to become a Certified Phlebotomy Technician I (CPT-I).

#### **Phlebotomy Technician Program Description**

The Phlebotomy Technician Program consists of (48) hours classroom instruction and (40) hours clinical externship. Phlebotomy is the practice of drawing blood from patients and taking the blood specimens to the laboratory to prepare for testing. As a Phlebotomy Technician, you are an important member of the clinical laboratory team. New diagnostic techniques, clinical laboratory technology and automated instruments have greatly increased the volume of and demand for medical laboratory testing. In just two months you can earn your Phlebotomy Technician certificate and be working in the medical field as a Phlebotomist. Phlebotomy is often an excellent stepping-stone to other careers in health care such as medical assisting, or this course is a great skill to add on to your current career. Students will gain a lot of experience in the 4-weeks at school, during the program students will be shown how to draw blood, also known as a stick. Students will practice their sticking skills in the classroom on faculty, staff and fellow students so they are prepared and confident before beginning their externship.

The program's curriculum is designed to meet the standards established by the California Department of Health, Laboratory Field Services, Clinical Laboratory Improvements Act 88' (CLIA), Clinical Laboratory Standards Institute (CLSI), OSHA and Commission Review Committee. A course completion certificate is awarded to students who pass the program with an average of 80% or better and fulfill all clinical requirements. Upon successful completion of the program students will become eligible for certification in the State of California as a Certified Phlebotomy Technician 1 (CPT 1).

## **Objectives:**

At the completion of this program you should be able to:

1. Define the role of the phlebotomist.
2. Describe the state requirements related to the phlebotomy practice.
3. Describe the legal and ethical issues related to the phlebotomy practice.
4. Demonstrate effective customer service skills.
5. Define medical terms associated with the role of the phlebotomist.
6. Describe the basic human anatomy and physiology.
7. Trace the circulatory pathways of the blood.
8. Identify anatomical structures utilized in blood collection.
9. Describe the components of blood.
10. Maintain a safe environment.
11. Perform the blood collection procedure.
12. Participate in performance improvement/quality assurance.
13. Demonstrate skills required for pre-analytical specimen processing.
14. Discuss specimen collection techniques requiring special handling.
15. Demonstrate problem-solving and trouble-shooting skills.
16. Perform clerical duties required to document phlebotomy practice.

## **Program Duration:**

The length of the Phlebotomy Technician Program is 4 weeks + clinical externship, a total of (88) hours:

- 48-hour didactic classroom/labs hours
  - 12 days total: Varies view syllabus.
    - Location: First Lady Permanente Education Center, Turlock
- 40-hour clinical externship
  - This section is completed after the didactic classroom/lab hours are met.
    - Locations: Varies, view syllabus.
    - Shifts and Hours vary per student.

## **Required Textbook and Supplies:**

- Textbook(s) – Listed on syllabus.
- Equipment to be used in program: Students are required to have the following items:
  - Approved FLP Embroidered Scrubs
  - 2” three ring binder

## **List of Skills to be Learned:**

- A. Students will be able to list the duties of a phlebotomist.
- B. Student will be able to define legal issues related to phlebotomy.
- C. Students will be able to describe the universal precautions.
- D. Students will be able to describe the venous anatomy.
- E. Students will be able to describe the veins and skin surfaces on which phlebotomy can be performed.
- F. Students will be able to differentiate between serum and plasma.
- G. Students will be able to identify factors to be considered in venipuncture site selection.
- H. Students will be able to identify factors to be considered in skin puncture site selection.
- I. Students will be able to list the equipment and supplies needed to collect blood by venipuncture.
- J. Students will be able to list the equipment and supplies needed to collect blood by skin puncture.
- K. Students will be able to describe 6 patient factors which influence the ability to perform venipuncture.
- L. Students will be able to describe the steps in accurate specimen collection documentation procedures.
- M. Students will be able to demonstrate a successful venipuncture on manikin arm.
- N. Students will be able to demonstrate a successful venipuncture on live human subjects.

## **Evaluation:**

Evaluation is conducted by the duly qualified faculty for the listed learning outcomes.

**PHLEBOTOMY TECHNICIAN PROGRAM  
PROGRAM OVERVIEW AND COURSE DESCRIPTION**

**58 Didactic  
40 Lab Externship**

**PHLEBOTOMY TECHNICIAN PROGRAM FEES**

**TUITION, FEES AND EXPENSES**

Tuition	<b>\$1,900.00</b>
Credits Educational Credits, Discounts, Scholarships	<b>N/A</b>
Total Refundable	<b>\$125.00</b>
Workbook/ Study Materials	\$125.00
<b>Non-Refundable Fees and Charges</b>	
Application Fee ( <i>Non-refundable</i> )	\$250.00
Medical Scrubs w/logo, ID Badge	\$75.00
Malpractice Insurance	\$250.00
Student Tuition Recovery Fund (Rate \$0.00 per \$1,000)	\$0.00
Lab Fee/ Expendable Supplies	\$400.00
<b>TOTAL CHARGES you are obligated to pay</b>	<b>\$3,000.00</b>
ADDITIONAL FEES: Pre-admission Fees: LiveScan \$57, TB Test \$25, Physical \$68 Drug test \$65, Flu shot \$25, Tutoring service \$50/hr. State Test Fee for CPT-1 Certification is \$109 additional	

**Tuition**

THE TOTAL CHARGES FOR THE CURRENT ENROLLMENT PERIOD OF ATTENDANCE \$3,000.00

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM ARE \$3,000.00

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$250.00

THE TOTAL REMAINDER CHARGES DUE (10) DAYS PRIOR TO THE FIRST DAY OF CLASS \$2,750.00

**STUDENT ATTESTATION**  
**Verification of Receipt of Catalog**

**FIRST LADY PERMANENTE**  
**Allied Health Division – Medical Programs**

**SIGNATURE PAGE**

I, \_\_\_\_\_, have read the First Lady Permanente College *Student Handbook*. I understand the policies, procedures, conditions, and behaviors that are expected of me as outlined in the handbook and agree to abide by all of them. I will use the handbook as a reference in the future to seek clarification about policy or procedures as needed. I understand that failure to observe the Medical Program's policies in both clinical and academic components may jeopardize my ability to be successful in the program.

Program: \_\_\_\_\_

Start Date: \_\_\_\_\_

\_\_\_\_\_  
**Print Student Name**

Signed \_\_\_\_\_

Date \_\_\_\_\_