

Allied Medical & Health Svs., Inc.



School Catalog

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Academic Year

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Allied Medical & Health Svs., Inc.

Table of Contents

HISTORY & OWNERSHIP	3
MISSION STATEMENT.....	3
OBJECTIVES	3
APPROVAL AND DISCLOSURE STATEMENT	4
ADMISSION OF STUDENTS	6
PROGRAM DESCRIPTION.....	7
Course 100 – Nursing Assistant (NA) Program	7
Course 300 – Phlebotomy Technician 1 (Phleb. Tech 1 or PT-1) Program.....	9
Course 500 – Vocational Nursing (VN) Program	11
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS	18
OTHER POLICIES AND STANDARDS ON STUDENT ACADEMIC PROGRESS	21
Warning and Follow up	21
Termination.....	21
Appeal for Reinstatement.....	21
Probation.....	22
FINANCIAL CONSEQUENCE	22
TRANSFER CREDITS, PROFICIENCY CREDITS, AND NON-CREDIT COURSES FROM OTHER SCHOOLS/ INSTITUTIONS.....	22
ATTENDANCE POLICY	23
STUDENT LEAVE OF ABSENCE POLICY	24
GRIEVANCE/COMPLAINTS PROTOCOL.....	25
STUDENT SERVICES	26
Scholastic Advice.....	26
Personal Advice	26
Placement Assistance	26
Waiver for Disabled Student Programs and Services	26
ENGLISH AS MEANS OF COMMUNICATION	26
RULES OF STUDENT CONDUCT.....	27
OTHER INFORMATION.....	28
WITHDRAWAL, CANCELLATION AND REFUND PROCEDURE	28
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION ..	29
STUDENT TUITION RECOVERY FUND (STRF) FEE.....	29
ADDITIONAL INFORMATION:	31
EQUIPMENT	34
ADMINISTRATION.....	35
FACULTY	36
ADMINISTRATIVE PREROGATIVE.....	37
SAFEKEEPING AND RELEASE OF RECORDS	37
RECORD CUSTODIAN.....	37
MESSAGE FROM THE PRESIDENT/CHIEF EXECUTIVE OFFICER/CHIEF ACADEMIC OFFICER	38

Clinical Facilities for: NA see page 7 ; PT-1 see page 10 ; VN see page 15.

INSERTS

Academic Calendar for: NA, PT-1, VN

School Performance Fact Sheets for: NA, PT-1, VN

Allied Medical & Health Svs., Inc.

HISTORY & OWNERSHIP

Allied Medical & Health Svs., Inc. was the brainchild of Celeste Barros-Olavarria. It opened its doors on February 16, 1995 in Glendale, California upon approval by the Department of Health to offer its first program – Nursing Assistant. Since 1995, more programs had opened: Phlebotomy or Blood Withdrawal Certification (1998), Vocational Nursing (preliminary approval in 2002) and Phlebotomy Technician-1 Program (2004). By 2004, Allied Medical & Health Svs., Inc. had satisfied all the needed state accreditations and had never looked back.

The board of directors spearheading operations of Allied Medical & Health Svs., Inc. consists of: Celeste Barros-Olavarria (President/CEO/CAO), Eden Regala (Vice President-Finance), and Nombert Valencia (Vice President-Corporate Secretary).

To date, Allied Medical & Health Svs., Inc. has bestowed hundreds of diligent students with quality education that paved the way to remarkable professional and personal success. It continues to focus on serving as a dynamic educational institution committed to endowing and empowering students to excel in healthcare careers. After two decades, this institution has produced graduates who are utilizing their learned skills in their field of nursing and patient care occupations.

MISSION STATEMENT

The mission of Allied Medical & Health Svs., Inc. is to create educational training programs that will prepare students to develop the quality of skills and knowledge they need in patient care whether for hospital, long term care facility employment, and/or home health agency employment. To this end, the courses offered have been designed to foster opportunities for learning, self-discipline, proper attitude, and the ability to meet employer expectations in the field of nursing and its continuing education.

Allied Medical & Health Svs., Inc. believes in the philosophy of providing allied health education that meets the needs of an ever-growing and longevity oriented population. It also recognizes the liability-accountability challenges of the society and upholds the value system in this country.

With due respect for human rights and faith in the highest standards of academic training, together with the fast-paced technological development and state of the art technologies, we will try to equip our graduates with the confidence and tools necessary to enable them to compete with others in the medical field.

OBJECTIVES

1. To provide instructional staff constantly learning and updating training methods for their needs in their actual work.
2. To develop the hands-on skills necessary for the students in rendering good-quality, efficient and economical service for their future job-requirements,
3. To offer flexible, short-term, class hours especially designed so students may be able to find a job as quickly as possible, or if they already have one, so they can keep their job while training and upgrading credentials for advancement.
4. To uphold nursing not only as a vocation or profession but as an art and science of providing supportive, preventive, therapeutic and restorative care for individuals in both institutional and community settings, focusing on the emotional, physical, social and spiritual needs of the individual, the family and the society as a whole.
5. To emphasize that education is a lifelong process by which individual strives to reach self fulfillment through service of fellow human beings.

Allied Medical & Health Svs., Inc.

APPROVAL AND DISCLOSURE STATEMENT

Allied Medical & Health Svs., Inc. is a private institution, granted approval by CPPVE (Council for Private Postsecondary and Vocational Education), now known as **Bureau for Private Postsecondary Education (BPPE)**- Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897) in pursuant to California Education Code Section 94311 and the Department of Health Services in Consonance with Title 22, Section 71835 since 1995. This means that Allied Medical & Health Svs., Inc. its operations and curriculum comply with the standards established under law for private school and the guidelines of the state for vocational training school.

Other governing State Agencies or Departments regulating this institution are the **California Department of Public Health** (CDPH- Address: MS 3301 P.O. Box 997416 Sacramento, CA 95899, telephone number (916)552-8811) and **Board of Vocational Nursing and Psychiatric Technician** (BVNPT- Address: 2535 Capitol Oaks Drive., Suite 205, Sacramento, CA 95833, telephone number (916) 263-7800).

Allied Medical & Health Svs., Inc. does NOT participate in any Federal or State funded financial aid program.

As of date, Allied Medical & Health Svs., Inc. has no pending petition for bankruptcy, not operating as a debtor in possession, has not filed a petition within the preceding five (5) years, nor has ever had a petition in bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S. C. Sec. 1101 et seq.).

This catalog is updated annually to coincide with academic and financial reporting on a fiscal period.

COURSES/PROGRAMS OFFERED	CLOCK HRS.	Est. Weeks	CE Units
State (BPPE) Approved Programs			
1) VN (Vocational Nursing) Program	1564	66	924
2) PT-1 I (Phlebotomy Technician I) Program	98	20	57
3) NA (Nursing Assistant) Program - Weekend	169	11	
Remedial/Tutorial Classes¹			
1) Anatomy & Physiology	54	7	54
2) Pharmacology	60	8	60
State Approved Continuing Education Classes			
1) CNA (Certified Nursing Assistant) CEUs	48	6	48
2) RN/LVN CEUs	80	10	80

¹ Anatomy & Physiology and Pharmacology credits may be granted pre-admission requirement credit after passing an assessment examination on Anatomy & Physiology and/or Pharmacology. Each applicant gets two (2) chances to pass this assessment.

Instructions in residence and practical externship with hospitals or related health facilities comprise 50% to 70% of the total training program versus 30% to 50% theory or didactic classes. Maximum number of students per instructor is 45 in the theoretical portion and 15 in the clinical portion.

Allied Medical & Health Svs., Inc.

Prospective students are welcome to visit the school as well as its affiliated facilities or hospitals and discuss educational, financial, and educational plans with the administration before enrolling or signing the 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 enrollment.

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact. Persons seeking to resolve problems or complaints should first contact the instructor in charge.

Requests for further action may be made to the School Administration:

Allied Medical & Health Svs., Inc. - Student Services (Complaints Department)
730 S. Central Ave. #208
Glendale, CA 91204

A student or any member of the public may file a complaint about this institution with the **Bureau for Private Postsecondary Education (BPPE)** at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897 or by completing a form which can be obtained on the bureau's internet web site at www.bppe.ca.gov

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

All information contained in this school catalog is current and correct, and is certified as true by the President/CEO/Chief Academic Officer Celeste Barros-Olavarria and VP-Finance Eden Regala.

Non-discrimination Statement

Allied Medical & Health Svs., Inc. does not discriminate and will not deny anyone on the basis of race, creed, color, religious affiliation, sex, sexual orientation, marital status, age, medical condition and national origin. The institution encourages applicants and students to bring all concerns, all complaints or grievances related to discrimination to its attention.

Signatures:

Chief Operating Officer/ Chief Academic Officer

VP-Finance

Allied Medical & Health Svs., Inc.

ADMISSION OF STUDENTS

The general criteria for admission to the school are:

1.
 - a. At least 17 years of age for Nursing Assistant (NA).
 - b. At least 17 years of age for Phlebotomy Technician 1 (PT-1).
 - c. At least 18 years of age for Vocational Nursing (VN).
2.
 - a. Have successfully completed High School in the United States or its equivalency for NA **OR** have successfully passed the entrance (Wonderlic) examination
 - b. Have successfully completed High School in the United States or at least an approved course of study through the 12th grade (GED) or its equivalent via evaluation for PT-1 and VN program.
3. Have successfully passed the entrance (Wonderlic) examination (for PT-1 and VN program)
4. Must be a current holder of a California I.D. or Driver's License.
5. Must be able to present document evidencing the validity of stay in the United States. (Social Security Card/Number, Permanent Resident Card, Work Permit, Valid Passport or any equivalent thereof).
6. Must be able to present health clearances as required by the appropriate program (NA, PT-1, or VN).
7. Must be able to communicate and understand instructions in English. May be assessed through interview and/or written evaluation.
8. Application form will be kept by the school for one (1) year after which they will be canceled or rescinded.
9. *For Vocational Nursing Program Only:* Letter/s of recommendation (minimum of 2) from previous employer, teacher, or co-worker within the past two years
10. *For Vocational Nursing Program Only:* Must have a valid CNA diploma or state certificate to be granted 30 theory and 50 clinical hours in Fundamentals of Nursing. Transcripts of Records for course/s or subject/s completed from other accredited schools may be presented for credit granting

Students entering into the program must personally apply for admission.

Applicants are ranked according to WONDERLIC entrance examination scores with minimum point set for each program as follows:

PROGRAM	VERBAL	QUANTITATIVE
Vocational Nursing (VN)	303	294
Nursing Assistant (NA) *	193	214
*BPPE (Ability to Benefit- for NA Program only)	200	210
Phlebotomy Technician 1 (PT-1)	267	n/a

Applicants are accepted to the program according to the general criteria for admission as completed; interview and entrance examination score as conducted by Wonderlic Testing. (See Passing Score requirements for programs above). The application process is reviewed annually. The criteria, as well as the admission requirements assigned to the criteria, are subject to change.

Ability to Benefit (ATB) testing involves an exam for people who have not earned a high school diploma or general equivalency diploma. If they pass this exam, they are eligible to attend certain colleges and universities and **may be** eligible for federal student aid. Allied Medical & Health Svs., Inc. **utilizes ATB testing only for Nursing Assistant Program**, as alternative for High School Equivalency.

Allied Medical & Health Svs., Inc.

PROGRAM DESCRIPTION

APPROVED PROGRAMS

Course 100 – Nursing Assistant (NA) Program

Program Description:

Nursing Assistant (NA) program is designed to teach the student basic knowledge and skills necessary to be able to perform various duties assisting staff nurses in the care of patients in a long term facility or acute care hospital. Successful completion of the NA program may be the initial step leading to the “ladder type” nursing career program towards VN or RN and may also prepare the student in other related Allied Health Technological courses like Laboratory, Radiology, Physiotherapy, Dietary, or even Social Work courses.

Total Hours: 169

Lecture: 66 hours

Clinical: 103 hours

Program Objectives:

Upon completion of the program, the Nursing Assistant will be able to:

1. Identify the nursing assistant’s role, responsibilities and obligations in the medical/health care system
2. Demonstrate communication and interpersonal skills to achieve efficiency and harmony in care giving.
3. Understand legal and ethical issues affecting the nursing assistant.
4. Identify patient’s rights.
5. Identify the nursing assistant’s role in prevention and management of catastrophe and unusual occurrences.
6. Qualify for state certification examination by passing quizzes and final examination given by the school.
7. Take the Competency Examination, made up of Skill and Theoretical (Written) Proficiency evaluation by the Department of Health Services certifying agencies (American Red Cross or NATAP)

A Certified Nurse Aide is eligible to work as assistant to licensed nurses, as listed under “Job Opportunities.”

Admission Requirements:

- Current and valid California Identification OR Driver’s License AND
- Valid Social Security Card/Number
- Health Clearance (Health Clearance form available upon request)
- US High School diploma or its equivalency OR Ability-To-Benefit Test – Wonderlic/ BPPE entrance exam
- DOJ-DHS Live Scan
- CPR “A” card or higher

Program Schedule:

Part-Time

NA 102- Weekend Class	11 weeks	169 Hours	
	Sat.	7:00 AM to 3:00 PM	Clinical
	Sun.	9:00 AM to 4:00 PM	Theory/Clinical

Class Location (Lecture) - 730 S Central Ave., Suite 208, Glendale, CA 91204

Externship Locations:

1. Glendale Post Acute Care 250 N. Verdugo Rd. Glendale, CA 91206
2. North Valley Nursing Center 7660 Wyngate St. Tujunga, CA 91042
3. ResCare Glenridge Center 611 S. Central Ave. Glendale, CA 91204
4. Royal Palms Convalescent Hospital aka Royal Palms Post Acute 630 W. Broadway Glendale, CA 91204

Allied Medical & Health Svs., Inc.

Eligibility For Licensure and Career Field Requiring Licensure in the State of California:

Nursing Assistant Requirements for State Certification

1. Successfully completed a California accredited school of nursing assistant program.
2. Be at least 17 years of age.
3. Furnish proof of completion of the High School or its equivalent OR Ability-to-Benefit Test
4. Complete and sign the CDPH 283B Form "Certified Nurse Assistant (CNA) and/or Home Health Aide (HHA) Initial Application" and furnish a valid U.S. Social Security Number.
5. Submission of the required DOJ-DHS Live Scan Clearance.
6. Successfully completed a written and skills examination administered by either NNAAP or American Red Cross.

FEES AND CHARGES – Nursing Assistant (NA 102)

The student is responsible for the following fees and charges:

	One-Time Fee	Tuition	Total
Registration(non-refundable) ⁻³	\$75.00		\$75.00
Tuition		\$1,045.00	\$1,045.00
I.D. (non-refundable) ⁻³	\$15.00		\$15.00
STRF (non-refundable) ⁻³	\$ 0.00		\$0.00
Insurance (non-refundable) ⁻³	\$50.00		\$50.00
Certificate/Diploma (non-refundable) ⁻³	\$15.00		\$15.00
TOTAL	\$155.00	\$1,045.00	\$1,200.00

Notes:

1. Tuition fee must be fully paid before the student can take the final exam.
2. NA Manual and handouts are provided by the school. Textbook is not required.
3. Additional (**extra**) **16 hours** are given at **no additional charge** for the student to review both clinical and theory aspects prior to state board examination
4. Textbook (not required) is not included in the fee

Reference Texts:

1. Sorrentino, S., & Gorek, B., Long-Term Care Assistants, 7th ed., Mosby

Certificate Awarded:

Diploma

Program Delivery : Residential

Job Opportunities:

Acute Care Hospital
 Transitional Unit
 Skilled Nursing Facility
 Nursing Homes
 Registries
 In-Home Care Services

³ Non-Refundable **after seven days (7)** days from the date of signing the enrollment agreement. Miscellaneous expenses (ie. ID, insurance, etc.) are not part of "Tuition Prorated" calculation, and may be charged without benefit of refund as applicable.

Allied Medical & Health Svs., Inc.

Course 300 – Phlebotomy Technician 1 (Phleb. Tech 1 or PT-1) Program

Program Description:

Phlebotomy Technician 1 is developed for the non-licensed medical professionals who wish to learn safe and effective methods of venous blood collection. The program covers a review of basic anatomy & physiology, laboratory terminology, legal implications, safety factors, potential complications and preventative measures, psychological and physical preparation of the subject, choice of venipuncture sites, types of devices used, types of collection tubes, order of draw, the appropriate technique of performing a venipuncture, universal precautions, and the appropriate handling and care of the collected specimen.

Total Hours: 98

Lecture: 40 hours

Clinical: 58 hours practical with 10 skin punctures and 50 successful venipunctures

Program Objectives:

Upon completion of the program the student will be able to:

1. Understand the relevance of anatomy & physiology to “blood withdrawal” in specimen collection.
2. List the proper ways of identifying client in a hospital or facility setting.
3. Explain the legal implication of client identification and/or errors in identifying clients.
4. Enumerate client rights and phlebotomy ethics.
5. Correctly document client identification on requisition slips and laboratory forms.
6. Discuss the importance of infection control, proper hand washing in breaking the chain of infection,
7. Explain ways that infectious agents may be transmitted.
8. Define and use correctly specific medical terminologies related to phlebotomy.
9. List equipments used for blood collection.
10. State the correct order in which various types of tubes should be collected.
11. Enumerate the proper procedure for selecting a puncture site.
12. Perform the steps in blood collection properly.
13. Discuss precautions that must be observed in blood collection and trouble shooting in venipuncture.
14. Identify post-puncture complications.
15. Discuss specimen handling, transport and processing.
16. Qualify for state certification after completion of quizzes and final exams given by the school along with the necessary lecture and clinical hours, including the required 10 skin punctures and 50 successful venipunctures.

A Certified Phlebotomy Technician-1 works under the supervision of either a Clinical Lab Specialist or Medical Technologist in a Laboratory Clinic, Hospital Laboratories, or other Health Care Agencies and/or Hematology Research Institutions.

Admission Requirements:

- Current and valid California Identification or Driver’s License and Social Security Card/Number
- Health Clearance (Health Clearance form available upon request)
- Criminal Background check
- U.S. High School transcript or any equivalency (foreign transcript must be evaluated by any member of www.naces.org or www.aice-eval.org)

Program Schedule:

Phleb. Tech. 1	98 Hours	20 weeks	
	Sat. & Sun.	8:00 AM to 4:00 PM	Lecture
	Mon. – Fri.	4:00 AM to 10:00 AM ⁴	Clinical

⁴ Variable hours depending on facility availabilities.

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Class Location (Lecture): 730 S Central Ave., Suite 208, Glendale, CA 91204

Externship Locations:

- | | |
|---|---|
| 1. Chandler Convalescent Hospital | 525 South Central Avenue Glendale, CA 91204 |
| 2. Glendale Memorial Hospital | 1420 S Central Ave, Glendale, CA 91204 |
| 3. Dr. Armine Nazaryan, M.D. Medical Clinic | 221 S. Glendale Blvd. Glendale, CA 91205 |
| 4. Vermont Family & Women’s Clinic | 1200 N Vermont Ave Ste E, Los Angeles, CA 90029 |
| 5. Royal Palms Conv. Hospital | 630 W. Broadway, Glendale CA 91204 |
| 6. Rescare-Glenridge Center | 611 S. Central Ave., Glendale, CA 91204 |
| 7. Zaven Arslanian, MD Family Clinic | 908 S. Central Ave., Glendale CA 91204 |

Eligibility for Licensure and Career Field Requiring Licensure in the State of California:

PT-1 State Certification Requirements

1. High school graduate OR Pass a general educational development (GED) test OR Provide official transcripts showing credit for general education courses completed at an accredited college or university.
2. Your training must be obtained in a phlebotomy program accredited by the California Department of Public Health. Complete 40 hours of basic and advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health.
3. Complete 40 hours phlebotomy practice in a clinical setting that includes performance of at least 50 venipunctures and 10 skin punctures and observation of arterial punctures in a phlebotomy training program approved by the California Department of Public Health
4. Pass a national certification examination from either ACA, AMT, ASCP, NCCT/MCCI, NCA or NHA.

FEES AND CHARGES - Phlebotomy Technician-1 (PT-1)

The student is responsible for the following fees and charges:

*May be subject to change/s (See Business Office for Current Rates)		One-Time Fee	Basic	Advanced	Sub. total
Registration ⁻³		\$75.00			\$75.00
Tuition:					
Basic CPT-1	Theory		\$150.00		
	Clinical		\$150.00		
	Diploma/Certificate		\$10.00		\$310.00
Adv. CPT-1	Theory			\$400.00	
	Clinical			\$655.00	
	Diploma/Certificate			\$15.00	\$1,070.00
Insurance		\$35.00			\$35.00
ID (Clinical only) ⁻³		\$10.00			\$10.00
Totals		\$120.00	\$310.00	\$1,070.00	\$1,500.00

Notes:

1. Certification for Phlebotomy Technician-1 is subject to State/Federal agency policies on testing, payments and/or refunds. **This is not part of Allied Medical & Health Svs., Inc. fees.**
2. Tuition fee must be fully paid before the student can take the final test.
3. Non-Refundable **after seven (7)** days from the date of signing the enrollment agreement. This fee is **paid once only**. Miscellaneous expenses (ie. ID, insurance, etc.) are not part of “Tuition Prorated” calculation, and may be charged without benefit of refund as applicable.

Certificate Awarded: Diploma

Program Delivery : Residential

Job Opportunities: Acute Care Hospital
Physician’s Clinic Clinical Laboratories Diagnostic Clinics

Allied Medical & Health Svs., Inc.

Course 500 – Vocational Nursing (VN) Program

Program Description:

Vocational Nursing course is designed to teach students a more extensive and in-depth knowledge and skills necessary for a student to be able to work and perform various duties like medication administration, treatment, and other procedures a licensed vocational nurse do, for patients in health care facilities, as listed under "Job Opportunities."

Total Hours: 1564

Lecture: 604 hours

Clinical Training/Externship: 960 hours

Program Breakdown:

Curriculum Content	Pre-Requisites	Level I	Level II	Level III	Level IV	Comments	Totals
Anatomy & Physiology	54						54
Pharmacology	60						60
Nutrition		(6)	(8)	(8)	(3)		(25)
Psychology & Mental Health			(32)	(2)	(2)		(36)
Growth & Development			(5)	(3)	(17)		(25)
Fundamentals of Nursing		124 ⁺					124 ⁺
Nursing Process		(10)	(11)	(8)	(8)		(37)
Communication		(8)	(5)	(4)	(1)		(18)
Patient Education		(8)	(3)	(2)	(2)		(15)
Medical & Surgical Nursing		48	94	80	80		302
Communicable Diseases		(4)	(5)	(1)	(2)		(12)
Gerontological Nursing		(4)					(4)
Rehabilitative Nursing		(4)	(2)	(1)			(7)
Maternity Nursing (MCH)				32			32
Pediatric Nursing (MCH)					32		32
Home Health Nursing		(4)	(2)				(6)
Leadership & Supervision		(4)	(6)	(5)	(5)		(20)
Total Theory Hours	114	172	94	112	112		604
(Total Integrated Hours)		(74)	(79)	(34)	(30)		(206)
Curriculum Content	Admission Requirement	Level I	Level II	Level III	Level IV	Breakdown of Clinical	Totals
Skills Lab.		80	32	24	24	Funda 240 Med/Surg 624	864
Clinical Externship		160 ⁺	192	216	232	Maternal Child Health (OB, Maternity,	96
Total Clinical Hours		240	224	240	256	Home Health (48) Mental Health (48)	(96)
TOTAL ALL PROGRAM HOURS	114	412	318	352	368	(96)	1564

Note/s: Hours in () parenthesis = integrated hours, not directly counted.

Hours ⁺ Validation of CNA diploma or state certification will be credited for 30 theory hours and 50 clinical hours in Fundamentals of Nursing.

Allied Medical & Health Svs., Inc.

Anatomy & Physiology

During this subject the student is introduced to anatomical terminology, directional terms, planes, structures, processes, and function of systems. Other topics include: an understanding of cell structures and function, tissues, glands and membranes, chemistry elements, electrolytes, molecules, and compounds of human body.

Terminologies relating to diseases or disorders of body system are presented. Categories of diseases, causes and the body's defense mechanism are presented.

Credit Granting: Anatomy & Physiology (54 hour credit) may be granted as follows:

1. Applicants may be granted pre-admission requirement credit after passing an assessment examination on Anatomy & Physiology. Each applicant gets two (2) chances to pass this assessment.
2. If an applicant fails the assessment exam. he/she will be required to take the full regular class.
3. Any/all clock hour/s credit granted to Vocational Nursing program applicant will be granted equivalent "Tuition fee credit" per hour.

Pharmacology

During this subject, the student is introduced to terminologies used in pharmacology. The student will also learn how to utilize the nursing process, six rights of medication administration. Other topics include: the role of pharmacokinetics, pharmacotherapeutics in medication administration, the legal, ethical, cultural, geriatric or pediatric considerations for drug administration. The student shall be able to safely calculate and administer medications by routes other than intravenous and describe the mechanism of action, therapeutic effects, uses, dosages, and adverse toxic effects, interactions, patient education and antidotes to overdose and unwanted effects of drugs ordered for different body systems.

Credit Granting: Pharmacology (60 hour credit) may be granted as follows:

1. Applicants may be granted pre-admission requirement credit after passing an assessment examination on Pharmacology. Each applicant gets two (2) chances to pass this assessment.
2. If an applicant fails the assessment exam. he/she will be required to take the full regular class.
3. Any/all clock hour/s credit granted to Vocational Nursing program applicant will be granted equivalent "Tuition fee credit" per hour.

Nursing Aide / Certified Nursing Assistant - Pre-requisite Subject

Nursing Assistant teaches the student basic knowledge and skills necessary to be able to perform various duties assisting Staff Nurses in the care of patients in a long term facility or acute care hospital. This is considered the initial step leading to the "ladder type" nursing career program. It prepares the student in other related Allied Health Technological courses as Laboratory, Radiology, Physiotherapy, Dietary, or even Social Work courses.

Credit Granting:

1. An applicant who presents current CNA state certificate, may be granted 30 hour Didactic and 50 hour Clinical credits for Nursing Assistant without assessment exam.
2. An applicant who presents Nursing Assistant Diploma from an accredited school in the U.S.A. obtained within 5 years from date of application, may be granted 30 hour Didactic and 50 hour Clinical credits for Nursing Assistant without assessment exam.
3. An applicant who presents a Nursing Assistant Diploma from a U.S. accredited school, obtained over 5 years from date of application, may be granted credit by taking assessment exams. for both theory and clinical component of the school NA program.
4. Any/all clock hour/s credit granted to Vocational Nursing program applicant will be granted equivalent "Tuition fee credit" per hour.

Nutrition

During this subject, the student is introduced to basic knowledge of nutrition science. Included topics are: therapeutic diets, basic nutrition, nutrients, health promotion and maintenance, nutrition guides, and alternative ways of providing nutrients.

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Psychology & Mental Health

During this subject, the student is introduced to the history and scope of mental health. It involves understanding behaviors and influences on behaviors. Treatment modalities to common personality disorders are also discussed to provide insight into the care of clients with psychological concerns.

Growth and Development

During this subject, the student learns the various stages of growth and development from birth to adulthood. It is concerned with common behavior problems, education and guidance, and health maintenance. Physical, mental, social, emotional, and personality development are the aspects covered.

Fundamentals of Nursing

This subject teaches the student fundamental principles and techniques necessary for the beginning vocational nursing students to provide basic nursing care to clients. The student will utilize components of the nursing process and Maslow's Hierarchy of Needs to promote health and identify threats to needs. This will include historical, legal, ethical, and cultural aspects communication skills, medical-surgical asepsis, stress adaptation, loss/grieving process and preoperative/postoperative, rehabilitation management, with emphasis on home health roles and responsibilities.

Nursing Process

During this course, the student learns assessment, nursing diagnosis, planning, nursing intervention and evaluation.

Communication

During this subject, the student learns the importance of understanding medical terminologies, shift reports, documentation and reporting, as well as client teaching in the nursing program.

Patient Education

During this subject, the student learns various modalities of learning by adult clients. The effect of cultural diversity is also considered and how this affects care of the clients.

Medical & Surgical Nursing

Medical Surgical Nursing focuses on the concepts in the care of adults with threats to needs of the nervous system, sensory system, and fluid & electrolyte imbalances. This will include review of anatomy and physiology of the systems, effects of aging on the systems, health promotion and maintenance, and nursing interventions for needs and threats.

Communicable Diseases

During this subject, the student learns to describe the causative agents for specific communicable diseases. Means of preventing and controlling infections are also discussed together with providing vaccinations and immunizations to clients. Anti-infective and immunological medications are discussed including side effects and/or adverse reactions of these drugs.

Gerontological Nursing

During this subject, the student learns the care settings for older adults. Characteristics of long-term care facility and nursing measures to assist older adults to meet nutritional, elimination and personal hygiene needs are also discussed. Emotional and psychological therapies are also considered in the care of older adults.

Rehabilitative Nursing

During this subject, the student learns the basic goals of rehabilitation. Students will be able to identify members of the rehabilitation team and their roles as well as relate rehabilitation to Maslow's hierarchy of needs. Barriers to rehabilitation for individuals and communities are also recognized.

Allied Medical & Health Svs., Inc.

Maternity Nursing (MCH)

Maternity nursing encompasses focus care from the pregnancy period, through labor, delivery, and the postpartal period. It views maternal and fetal development as a single entity. This subject provides a comprehensive, in-depth discussion of the many facets of maternal and child health nursing using the nursing process as the framework for nursing practice. It also includes a review of anatomy and physiology of the female and male reproductive system and sexual health.

Pediatric Nursing (MCH)

During this subject, the student focuses on child care from infancy to adolescence. Basic concepts are discussed to meet the needs of the sick and well child. The clinical setting will focus on opportunities for the student to demonstrate skills safely and competently for the well and sick child utilizing the nursing process component.

Home Health Nursing

During this subject, the student is prepared for the Home Health Agency or Health Care Registry environment. Emphasis is on care of clients in home setting dealing with psychosocial needs of clients and members of their household.

Leadership & Supervision

Leadership/supervision focuses on increased mastery of skills for reporting, recording and conferring with supervision of faculty. Accountability for completion of patient care, reporting, recording and functioning as a member of the health care team are the focus for leadership and supervision areas.

Note: For lecture, lab and clinical hours of each subject, refer to the table under the heading "Program Breakdown" on p.12.

Program Objectives:

Upon completion of the program the student will be able to:

1. Deliver safe, quality nursing care by utilizing the Nursing Process components.
2. Discuss and document normal growth and development and salient issues that people face during their life span.
3. Effectively communicate with patients, visitors, families and health team members.
4. Describe the anatomical structures and function of the human body.
5. Recognize the continuum of health and illness and rationales for nursing interventions.
6. Contribute to care planning for assigned patients.
7. Demonstrate and discuss the legal and ethical aspects of nursing practice.
8. Demonstrate responsibility for health care delivery and health teaching in a variety of health situation and setting.
9. Utilize standard nursing principle in performing procedures.
10. Identify personal strengths and weakness and seek assistance for improvement of performance.
11. Demonstrate the six rights of medication administration.
12. Interpret, report, and record data with clarity, conciseness, and appropriate terminology per facility guidelines.
13. Develop personal philosophies, which enhance the practice of vocational nursing by participation in continuing education and membership in vocational organizations.
14. Demonstrate initiative by being self confident, directed and motivated.
15. Provide guidance and direction for personnel with less preparation or experience in health care settings.
16. Qualify for licensing examination by completing the necessary hours and passing the evaluation of the Program Director on the student's clinical and test-taking competency (quizzes and final exams). Licensure is awarded by the State through the Bureau of Vocational Nursing and Psychiatric Technician (BVNPT) after passing the Competency Examination (NCLEX-VN).

Allied Medical & Health Svs., Inc.

Admission Requirements:

- Valid California Identification or Driver's License, Social Security Card, Proof of validity of stay in the United States (i.e. Citizenship, Permanent Resident Card/s, etc.)
- Current State Certification for Nurse Aide (CNA) or Nursing Assistants (NA) Diploma within 5 years
- Basic Anatomy & Physiology Assessment for credit granting
- Basic Pharmacology Assessment for credit granting
- U.S. High School Diploma or GED or any Equivalency.
- Health Clearance (Form available at business office upon request)
- Criminal Background check

Program Schedule: 66 weeks

Friday / Saturday / Sunday 3:00PM-10:00PM / 7:00AM-3:00PM / 9:00AM-4:00PM

Class Location (Lecture) :730 S Central Ave., Suite 208, Glendale, CA 91204

Externship Locations:

- | | |
|--|--|
| 1. Chandler Convalescent Hospital | 525 South Central Avenue Glendale, CA 91204 |
| 2. Solheim Lutheran Homes | 2236 Merton Ave. Los Angeles, Ca. 90041 |
| 3. All Saints Healthcare | 11810 Saticoy St. N. Hollywood, Ca. 91605 |
| 4. Hollywood Presbyterian Hospital | 1300 N. Vermont Los Angeles, Ca. 90027 |
| 5. Clinica Msr. Oscar A. Romero (Alvarado) | 123 S. Alvarado St. Los Angeles, Ca. 90057 |
| 6. Clinica Msr. Oscar A. Romero (Marengo) | 2032 Marengo St. Los Angeles, Ca. 90033 |
| 7. Vermont Family & Women's Clinic | 1200 N. Vermont Ave., Ste. E Los Angeles, Ca. 90029 |
| 8. M.D. Medical Center | 600 N. Garfield Ave., #111 Monterey Park, Ca. 91754 |
| 9. Advanced Pain Institute | 638 W. Duarte Rd., #18 Arcadia, Ca. 91007 |
| 10. Encino Surgical Medical Center | 16250 Ventura Blvd., #165 Encino, Ca. 91436 |
| 11. Baldwin Park Medical Clinic, Inc. | 14135 Francisquito Ave. Ste. 106, Baldwin Park, CA 91706 |
| 12. Glendale Post Acute Care | 250 N Verdugo Rd, Glendale, CA 91206 |
| 13. Rescare - Glenridge Center | 611 S. Central Ave., Glendale, CA 91204 |
| 14. North Valley Nursing Care | 7660 Wyngate Street, Tujunga, CA 91042, |
| 15. Pasadena Care Center | 1640 N. Fairoaks Ave., Pasadena CA 91103 |
| 16. Royal Palms Post Acute | 630 W. Broadway, Glendale CA 91204 |
| 17. Sherman Village Healthcare Center | 12750 Riverside Dr., Valley Village, CA 91607 |

Eligibility for Licensure and Career Field Requiring Licensure in the State of California:

LVN Licensure Eligibility Requirement:

1. Successfully completed a California accredited school of vocational nursing program.
2. Be at least 17 years of age.
3. Furnish proof of completion of the 12th Grade of schooling or its equivalent.
4. Complete and sign the "Application for Vocational Nurse Licensure" and furnish a valid U.S. Social Security Number.
5. Submission of the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints.
6. Payment of appropriate nonrefundable fee made payable to "BVNPT".
7. Successfully completed a written examination titled "National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX-PN).

Allied Medical & Health Svs., Inc.

FEES AND CHARGES – Vocational Nursing (VN)

The student is responsible for the following fees and charges:

Term	Particulars	Sub Totals	Tuition	Other Fees
Pre-requisite				
	Registration ¹⁾	75.00		75.00
	Anatomy & Physiology (54 Theory hours)	950.00	875.00	
	Pharmacology (60 Theory hours)	1,065.00	1065.00	
	Total	2,090.00	2,015.00	75.00
Level I				
	Fundamentals	3,125.00		
	Theory (124 hours)		1,325.00	
	Clinical (200 hours)		1,800.00	
	Medical/Surgical Nursing	1,815.00		
	Theory (48 hours)		858.00	
	Clinical (40 hours)		732.00	
	Miscellaneous			
	School ID			25.00
	Insurance			200.00
	Total	4,940.00	4,715.00	225.00
Level II				
	Medical/Surgical Nursing			
	Theory (94 hours)		960.00	
	Clinical (224 hours)		2,240.00	
	Total	3,200.00	3,200.00	-
Level III				
	Medical/Surgical Nursing			
	Theory (80 hours)		810.00	
	Clinical (192 hours)		1,728.00	
	Maternity			
	Theory (32 hours)		490.00	
	Clinical (48 hours)		842.00	
	Totals	3,870.00	3,870.00	
Level IV				
	Medical/Surgical Nursing			
	Theory - (80 hours)		578.00	
	Clinical - (208 hours)		1,550.00	
	Pediatrics			
	Theory - (32 hours)		457.00	
	Clinical - (48 hours)		815.00	
	Totals	3,400.00	3,400.00	
Total VN Program				17, 500.00

Allied Medical & Health Svs., Inc.

NOTES:

1. One-time registration fee from Level 1 to Level 4 of VN program.
2. Above charges DOES NOT INCLUDE fees applicable to State Board Exam/testing and licensing, as mandated by government regulatory agencies.

Additional Student Out of Pocket Charges:

- CPR
- First Aid Card/Cert
- Fire and Safety Card/Cert
- Individual Professional Liability Insurance
- Books
- Medical Clearance
 1. Physical Examination
 2. TB/Skin Test/ X-ray
 3. Drug Test
 4. Titers (Rubella, Rubeola
 5. Hepatitis B
- State Licensing or Certification

Allied Medical & Health Svs., Inc.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

All students at Allied Medical & Health Services must demonstrate Satisfactory Academic Progress (SAP) based on two components: qualitative standard (GPA) and quantitative standard (maximum time frame of progression/attendance) known as MTF.

QUALITATIVE STANDARD

I. Theory/Didactic Grading Policy:

- A. In order to maintain SAP, the student must maintain a GPA of 2.0 or 75% or better.
- B. **Grades per Level/module/subject** will be calculated based on the weighted average of the following:
- 10%- Homework
 - 20%- Quiz
 - 40%- Unit Test
 - 30%- Finals
- 100% Total
- C. Home works and all examinations should be accomplished on or before due date/s and may be extended only up to 14 days from due date or FORFEIT credit after (equivalent to "0%" grade). One point will be deducted from the raw score of any home work or exam. per day late, with 0% as the lowest grade and 75% as its highest credit. A homework or exam grade of less than 75% on any Level or module or subject shall be subject **to remediation x 2**, otherwise receive a "Fail" grade and will not be allowed to progress towards completion.
- D. All exams (Quizzes, Unit Tests and/or Final Exams) must be taken on the day scheduled. A raw score of 1 point will be deducted from every day delayed, with the highest grade of 75% for any late quiz, or whichever is lower. (Examples:
1. 20 item Quiz, taken 2 days after scheduled date: Student got 18 pts./20 minus 2 = 80% highest grade = 75%
 2. 20 item quiz, taken 7 days after scheduled date: Student got 18 pts./20 minus 7 = 55%, lower grade = 55%
- E. **Rounding of Grades** are only utilized on the Final Program grade as follows:
- No decimal points are utilized to record Course Grades and or Term grades;
 - 0.5 and below are rounded down to the next whole number;
 - 0.51 and above are rounded up to the next whole number.

II. Clinical Grading Policy:

- A. **Clinical final grade** reflected on the Transcript of Records (TOR) will be marked as either "Pass" or "Fail" only. Any competency less than 80% is equivalent to "Fail" grade.
- B. **Clinical grading** is based on practical application/performance "competency system", in such as areas as program skills evaluation of return demonstration and/or actual skills and procedure performed using the "**OBJECTIVE PERFORMANCE RATING**" table below:

Allied Medical & Health Svs., Inc.

Competency Grade	Code	OBJECTIVE PERFORMANCE RATING
Less than 80%	NI	NEEDS IMPROVEMENT: Does not apply knowledge and skill correctly or safely or does not take advantage of learning opportunities to do so. No insight into areas of needed improvement. Seeks guidance consistently to perform basic learned skills.
80% - 89%	S	SATISFACTORY: Applies acceptable knowledge and skills safely. Evaluates self, strives to correct areas of needed improvement. Seeks guidance occasionally and needs some assistance in identifying patient needs and setting priorities for care.
90% - 95%	VG	VERY GOOD: Applies good knowledge and skills safely. Identifies patient needs, sets appropriate priorities for care, seeks assistance from appropriate sources, and evaluates self for areas of improvement.
96 -100%	O	OUTSTANDING: Consistently applies excellent knowledge and skills safely and seeks new learning opportunities, identifies patient needs, adds to plan of care, sets appropriate priorities for care, evaluates self, and corrects areas of needed improvement.

C. Clinical Evaluation consists of 10 critical areas/criteria (see table below). These are to be utilized by Instructors, Proctors, or Preceptors (as approved) in clinical settings including but not limited to approved clinical sites such as: acute and sub-acute care hospitals, skilled nursing facilities, Urgent Care clinics, laboratory facilities, Home Health Agencies, Hospice Care Facilities, and/or Doctor's clinics where students may be trained during externship for clinical practice.

No.	Clinical Evaluation Criteria	Points
1	Patient Safety	10
2	Infection Control	10
3	Privacy and Confidentiality	10
4	Communication	10
5	Patient Care (Nursing/PT/NA) Process	10
6	Psychomotor Skills	10
7	Leadership	10
8	Accountability	10
9	Professionalism	10
10	Clinical Competencies check off List	10

QUANTITATIVE STANDARD

I. Maximum Time Frame of Completion: A student must complete enrolled course within the **maximum time frame** (MTF) equal to 150% of the state approved (clock hours)length of the program. Depending on the curriculum, whether full time (daily) or part time (weekend) program, the table below is an estimated calculation of applicable MTF:

Allied Medical & Health Svs., Inc.

Program Maximum Time Frame Table		
Program/Course	Total Approved Program Clock Hrs.	Maximum Time Frame of Completion
Nursing Assistant	169	254 hrs.
Phlebotomy Tech. 1	98	147 hrs.
Vocational Nursing	1564	2346 hrs.

II. Minimum Percentage of Program completion: Program completion is divided into increments, during which time, a minimum percentage of work or achievement is to be completed as follows:

A. **Estimated Completion Date (ECD)** is the time student is EXPECTED to complete the total clock hours of the program as approved and mandated. See "Criteria for Termination" on "Other Policies and Procedures" below.

B. **Maximum Time Frame (MTF)** is the allowable remediation period the student is may complete deficiencies after which, a **Notice of Irrevocable Dismissal** will be issued.

Program/Course	Total Clock Hrs.	Level 1 Completion (Clock hrs.)	Level 2 Completion (Clock hrs.)	Level 3 Completion (Clock hrs.)	Level 4 Standard Completion (SCD) (Clock hrs.)	Maximum Time Frame (MTF)
NA	169	25% = 42	50% = 85	75% = 124	100% = 169	150% = 254
PT-1	98	25% = 25	50% = 49	75% = 74	100% = 98	150% = 147
VN	1,564	25% = 391	50% = 782	75% = 1,173	100%=1,564	150% = 2,346

III. Attendance:

- A. Students are expected to attend each and ALL scheduled class meeting, laboratory session, and clinical or hospital assignment, and/or an additional assignment by the instructor during these Level. **The student is expected to report on time for all classes and laboratory assignments**, including those scheduled in off-campus facilities. Any/All missed hour/s are subject to remediation or make up.
- B. Tardiness time (15 minutes) and time lost by coming late or leaving early are cumulative and will be applied to absence time (3 X 15 minutes tardy or under time = 1 absence).
- C. Excused absences are those that are documented by the student as either, medical issues/emergencies (including pregnancies), accidents, death in the immediate family, or jury duty. Unexcused absences are **NOT counted** as "hours attempted" for calculation of "total hours of completion" purposes.
- D. Unexcused absences may not exceed more than 20% of the total increment clock hour/s per level, otherwise be considered grounds for termination.

IV. Make up Policy: Methods of make-up and/or remediation include:

- A. **Theory** - all missed theory classes may be remediated/made up by tutorial laboratory assignments, attendance at approved seminars or workshops, case studies, independent study, written exam, reports on the subject/topic, or other projects deemed appropriate by the Instructor or Program Director to cover, substitute or replace the body of knowledge, topic, or objective missed.
- B. **Clinical** - all missed clinical classes must be made up/remediated by skills practice, interactive simulations, demonstration in skills laboratory, performance evaluation in skills laboratory, additional time in clinical area, and/or community health projects. All clinical hours must be completed by students before MTF. Missed clinical hours may be remediated only as long as accrued absences do not exceed more than 20% of total program/level clinical hours. Any excessive absences preventing fair and objective evaluation of student clinical competency, are grounds for "fail" grades and/or termination.

Allied Medical & Health Svs., Inc.

V. **Total Clock hours** attempted includes all hours pursued, earned, withdrawn and failed during the program, plus Transferred credits, Incomplete, Unexcused Absence, Repeated, Dropped or Withdrawn clock hours. **No student** will be allowed unexcused absence of more than 20% of the total approved program clock hours. A student who does not complete within the specified time frame will be terminated from the program, subject to an appeal, with only one (1) opportunity of reinstatement and no other possibility of readmission. Student must progress from pre-requisite to completion of all subjects, modules or levels per program as specified in the student handbook, in order to exit or graduate from a course/program.

OTHER POLICIES AND STANDARDS ON STUDENT ACADEMIC PROGRESS

Warning and Follow up

Students who are not making SAP standards such as GPA lower than 2.0 or not keeping up with the pace or not completing course work at increment period or percentage of completion will be given a WARNING with a corresponding plan for remediation and/or remedial course/s. Remediation for theory grade or clinical competency shall be determined by the Program Director based on grading factors and student interview. All warning, remediation, and follow up for warning and remediation shall be documented and signed by both student and instructor/program director.

Termination

ZERO "0" tolerance is exercised by the governing body of Allied Medical & Health Services, Inc. on **Medication Error**, and **"Cheating"** which are grounds for termination. If the student is not able to meet the SAP standards (GPA lower than 2.0, not keeping up with the pace or not completing course work within maximum time frame) after having been given a warning and remediation, he or she will be terminated from the program.

A **Termination Letter** will be issued to any student Students from the School Programs for the following reasons/criteria:

1. Persistent infractions of policies and procedures.
2. Tardiness in an excessive amount that would not allow the student the opportunity to successfully complete the course's behavioral objectives
3. Failure to follow safety rules and regulations including but not limited to habitual and persistent impairment of student from drug(s) or alcohol.
4. Failure to follow basic rules of behavior & conduct to 2nd written warning/probation.
5. Habitually leaving facility without permission
6. Failure to Meet Financial Responsibilities.
7. **Failure (Grade below "C") on Refresher Course.**
8. **Failure to complete the program within the ECD (Estimated Completion Date) of 100% of program clock hours.**

Appeal for Reinstatement

A student who is terminated from a program should file a Letter of Appeal within thirty (30) days from the date of termination. The student must present a course of resolutions to rectify or correct events causing such termination. The maximum period of reinstatement shall be determined and deliberated upon, by the Program Director with the majority vote of at least 80% of the faculty.

The letter of appeal will be reviewed by the Program Director and faculty member/s to determine its merits and consequent approval or disapproval for reinstatement. A student who has been reinstated is allowed to re-enroll **under probationary status** (see Probation Policy below), at the next available entry point or group, provided that space is available. A student is permitted only one reinstatement.

Student is given the remaining 50% of total approved program clock hours **Maximum Time Frame (MTF)** to complete any and all deficiencies upon reinstatement. A **Note of Irrevocable Dismissal (NID)** will be issued if student **FAIL to pass and complete at the end of MTF.**

Allied Medical & Health Svs., Inc.

Probation

When an "Appeal for Reinstatement" is deemed unequivocally approved by the Program Director and faculty member/s, the student will be accepted on "probation" under the following terms:

1. A student is placed on probationary period during the first 35% program/level clock hours, where he/she was reinstated. Release or Removal of probation will be determined by the Program Director based on grading factors and student interview at the end of the 35% mark.
2. Probation plan and scheduled evaluations shall be outlined and discussed by the Program Director or instructor and signed by both the Program Director or instructor and student concerned. Periodic review and/or counseling, aside from scheduled evaluation increments, shall be conducted and duly documented.
3. Release or Removal of probation with consequent acceptance for "regular enrollment" shall be signed by the Program Director once the conditions are met, or objectives accomplished, thereby correcting the grounds of termination.
4. Failure to meet the terms of the probation plan during the period allotted will result in permanent termination/dismissal.
5. Terminated students who are already on probation are not entitled to remediation at the end of the maximum time frame.

FINANCIAL CONSEQUENCE

Termination or Dismissal does not free the student from his/her **financial responsibility** to the school. Applicable fees as specified in the enrollment agreement shall be due and collectible, in addition to any other pecuniary charges that may be involved, when and if the student files for "Appeal" and/or is "Reinstated".

TRANSFER CREDITS, PROFICIENCY CREDITS, AND NON-CREDIT COURSES FROM OTHER SCHOOLS/ INSTITUTIONS

Allied Medical & Health Svs., Inc. has not entered into an articulation or transfer agreement with other colleges and universities. Credits earned from Allied Medical & Health Svs., Inc. may or may not transfer to other educational institution, depending upon their policies and/or procedures. However, applicants who have prior nursing and/or allied health education from other institutions or colleges accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) may request credit granting by Allied Medical & Health Svs., Inc. (Refer to Transfer Credit Policy of Student Handbook).

Transfer Credit for **theory/didactic** courses taken from other **credit granting** or **non-credit granting** institutions or colleges may not exceed more than 60% of the total program/level. **Theory transfer Credits** will only be awarded for transfer to Allied Medical & Health Svs., Inc., upon passing a Written Assessment Examination with a 75% or better. Passing this assessment examination will grant the student, a grade, no higher than 75%, towards credits attempted **and/or** his/her GPA.

Proficiency credits are "Related Learning Experience" credits applicable to either:

- A. **Clinical experience/training** for attending a credit-granting or non-credit granting institution, **AND/OR**
- B. **Paid work experience** of no less than one year (52 weeks, or 1,700 hours), related to the field of study, as evidenced by certification of JOB DESCRIPTION and/or wage payments, and upon written request of the student applicant.

Proficiency Credit for clinical attendance/training from other credit granting or non-credit granting institutions or colleges **and/or** related work experience, will be awarded only upon passing a Skills & Procedural Assessment Examination as defined in each of the program student handbook.

Passing this assessment examination will grant the student credit towards the minimum required grade of 80%, on credits attempted **and/or** his/her competency completion.

Allied Medical & Health Svs., Inc.

ATTENDANCE POLICY

1. A student is expected to attend each scheduled class meeting, laboratory session, and clinical or hospital assignment, and/or an additional assignment by the instructor during these Level. The student is expected to report on time for all classes and laboratory assignments, including those scheduled in off-campus facilities.
2. A student is expected to attend clinical or hospital assignments in compliance with the Program's Uniform Policy. Any student who does not conform to the Uniform Policy will be asked to leave the clinical area until such time that he/she can comply with the policy. Time missed for such reasons will apply to absence time. Instructors in special areas will advise the student of appropriate attire for alternate clinical assignments.
3. Tardiness time (15 minutes) and time lost by coming late or leaving early are cumulative and will be applied to absence time. It is the student's responsibility to call the appropriate Instructor through an assigned beeper/telephone number (to be provided by the Instructor on first day of classes) in any occasion/s when he/she will be late or absent at least one (1) hour before the start of class/clinical rotation or as soon as feasible. **Please do not call the facility!** Three occasions of tardiness are equivalent to one absence per level. All absences and tardiness will be noted in the student's file.
4. A student enrolled in the program who develops a new health problem or condition (i.e. pregnancy, diabetes, back problems) may be required to bring a medical release from his/her physician with no physical restrictions relating to clinical skill performance to permit continued attendance in the program.
 - a. A student absent because of illness must, after 3 days of illness, present a medical release from their physician to permit returning to class.
 - b. A student absent due to a communicable disease must present a medical release from their physician, and possibly be cleared prior to re-entering the lab class.
5. It is the student's responsibility to negotiate an Incomplete Course Objective Contract within 2 days of absence or tardiness with the appropriate Instructor.
6. If a student misses clinical and theory time in an excessive amount that would not allow the student the opportunity to successfully complete the course's behavioral objectives, the student will be subjected to **probation** or **dismissal** as indicated in the school policy. Allied Medical & Health Svs., Inc. does not grant leave of absence (voluntarily/involuntarily) in all its programs. Incomplete course objectives shall be remediated.
7. A student may petition for readmission due to excess absences.
8. Failure to notify the clinical instructor **in advance** of an absence from a scheduled hospital assignment (so that patient assignments may be adjusted) may be subjected to verbal warning. A second occurrence will result in the issuance of a written "Warning Probation". A third occurrence of failure to notify the clinical instructor in a timely manner will result in the student being dropped from the level.
9. Because of the unique requirements of some nursing courses, Instructors may assign additional attendance requirements (i.e. field trips to other clinical sites). The student will be advised of such requirements early in the course, and is required to complete these additional requirements and objectives.
10. Attendance requirements at an assigned clinical facility may be changed due to the sudden and unexpected inability of a clinical facility to fulfill its commitment to the program.
11. A student is expected to read, understand and adhere to the Program Attendance Policy as enumerated above.

Allied Medical & Health Svs., Inc.

STUDENT LEAVE OF ABSENCE POLICY

In the event that a student should see the need to leave school temporarily, it is required by said student to apply for a leave of absence in writing. This leave of absence covers both voluntary and involuntary leaves including but not limited to the following: pregnancy with pending childbirth, doctor-documented illness or health restrictions, military duties, documented family emergency, or other emergencies that may interfere with the program.

1. In the case of an anticipated leave, the student enrolled in a short term program must give a notice to the school of at least (2) weeks, while the student enrolled in a long term program must give a notice of at least (4) weeks.
2. In order for a leave of absence to be granted, the student must provide a **written** notice stating the **reason** for the leave of absence, the **start and end dates** of leave, and **confer with the corresponding Director of Nursing (DON)** on how to complete deficient coursework. In addition to these requirements, the student must receive consent by the DON for the leave of absence; thus, leaving an expectation of return to the program. For the duration of the leave of absence, the student is not entitled to the use of facilities and equipment
3. Leave of absence may not exceed (5) attendance days for the duration of short term programs and (10) attendance days for the duration of long term programs.
4. Upon returning to the school, the student is required to complete all coursework/remediation/make up (See "Remediation" on page 24) as arranged by the DON. No completed class time or coursework shall be repeated unless otherwise informed by the DON. If for any reason the student does not return at the end of the leave of absence or does not request an extension, the student will be withdrawn from the program.
5. The first date of leave of absence will be considered as the date of withdrawal, for which the tuition amount will be pro-rated and charged per the **Cancellation and Refund Policy** (see page 32).
6. After the period for the leave of absence is complete, the program facilitator must inform the DON of the return or failure to return of the student, in order to complete the process.

HONESTY, INTEGRITY AND PERSONAL ETHICS

The student is expected to do his/her own independent work, refrain from cheating, copying, or plagiarizing the work of others. A student who engages in academic dishonesty will automatically receive an "F" in the course and may be in jeopardy of dismissal from the school.

Maintenance of academic and clinical integrity for quality education is the responsibility of each student at Allied Medical & Health Svs., Inc. Cheating and plagiarism in connection with this program is an offense for which a student will be suspended, disciplined, or dismissed. This policy is based upon the principle that "Academic dishonesty is a serious offense that diminishes the quality of scholarship and defrauds those who depend upon integrity of the educational system." For this purpose, the following are qualified under Academic/Clinical Dishonesty:

1. Cheating – Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise shall be considered cheating.
2. Use of external assistance during examination such as books, notes, calculators, and communication with others, whether person to person or via cell phones, unless authorized by the instructor.
3. Having another person conduct research or prepare work for the student without advanced authorization from the instructor. Submitting substantial portion of the same academic work for credit in more than one course or by more than one student without authorization.
4. Fabrication – intentional falsification or invention of any information or citation in academic exercise.
5. Facilitating academic dishonesty – intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.
6. Plagiarism – intentionally or knowingly representing the words, ideas, or work of another as one's own in any academic exercise.

Allied Medical & Health Svs., Inc.

GRIEVANCE/COMPLAINTS PROTOCOL

In order to keep our goal which is "training and education for well being of patients" in FOCUS, the school has created the following procedure or protocol for dealing and solving any problem, concern, or grievance(s) encountered relating to the completion of any and all the courses it offers:

- STEP # 1 DISCUSS the problem to the person(s) directly involved in a civilized manner, within 1 business day from the time/day of the incident.
- STEP # 2 If problem persists, report the problem in writing, following the "chain of command" (see organizational chart) within 3 business days from time/date of incident. Written complaint should be duly signed, received, dated both by complainant and school representative receiving it. Both parties should keep copies for their file.
- STEP # 3 If remains unresolved, FORWARD copy of the written complaint, within 7 business days from time/date of incident to the ATTENTION OF:

Allied Medical & Health Svs., Inc. - Grievance Committee
730 S. Central Ave. #208
Glendale, CA 91204

The student may submit a written request of grievance. The request must be delivered to the School Registrar's Office during the hours of 8:00 a.m. - 4:00 p.m. Failure by the students to submit the request in the prescribed manner and within the prescribed timeline/s forfeits the right to the grievance process without prejudice to appeal process.

Grievance committee shall be composed of Program Director, Administrator, Finance Director, Student representative and a Faculty member, which should convene within 5 working days from the time the complaint is duly received by the office.

When a grievance is heard and resolved, the Vocational Nursing Program Director will notify, in writing, the following people regarding the decision of the hearing.

- Administrator
- VN Student complainant
- Instructor/s of appealing student

A copy of the decision of the hearing will also be placed in the student's Vocational Nursing Program file.

Procedures for disciplinary and appeal hearing may be secured from the Vocational Nursing Program Director or in the Student Activities Office.

- STEP # 4 Student/s dissatisfied with the results of their grievance have the right to contact the Board of Vocational Nursing at (916)263-7800 or write to the address below:

Department of Consumer Affairs
Consumer Information Division
1625 North Market Blvd., Ste. N. 112
Sacramento, CA 95834, Tel. No. (916) 445-1257

OR

Board of Vocational Nursing and Psychiatric Technician
2535 Capitol Oaks Dr. #205 Sacramento, CA 95833

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE).

Allied Medical & Health Svs., Inc.

STUDENT SERVICES

Scholastic Advice

In addition to the student's periodic evaluation, one may request for special counseling on issues of academic concerns by requesting an appointment with the Program Director or any Instructor of their choice, in writing. This may include, but not limited to, needs for tutorials, or advice on career development, and/or placement assistance. The student is directed to appropriate Instructor or Director to discuss matters of concern.

Personal Advice

Any personal or financial problems may be directed to the Assistant Program Director or Finance Director, for assistance. The school will offer assistance and advice to the student related to personal problems only whenever possible and in keeping with the policies of the school and requirements of the specific course in which they are enrolled. When appropriate and as needed, a student will be referred to the social service agencies that address his/her particular need for assistance.

Placement Assistance

The school will assist graduates with employment references at no extra charge. Program Directors will provide resources and assistance for all students exploring career goals or looking for employment or internships. However, as a matter of ethics, **this school does not advertise that it guarantees placement or range of salaries.**

Towards completion of each program, the instructor will provide students with lists of possible job opportunities and/or institutions. Workshops with **focus** on topics such as resume writing, interviewing, skills clarification, and career choice will be offered from time to time to assist graduates who are in need of such career development.

Waiver for Disabled Student Programs and Services

Due to the unique nature of Nursing and other Health Programs offered by Allied Medical & Health Svs., Inc., its curriculum and campus structure has waived itself from providing access to learning, physical, visual, speech/language, hearing, and/or psychological disabilities. Consequently, it is obligated to secure "Health Disclosure" (form AA No. 1-2.a) from student applicants to corroborate the fact that they **must be** in good physiologic and psychosocial health to enroll in its nursing and/or allied health programs. This attestation is founded on the rationale that student trainees of Allied Medical & Health Svs., Inc., are fit and able to "foster safe and quality care" without placing clients and patients in any form of jeopardy that will risk their well-being.

Furthermore, the building main campus of Allied Medical & Health Svs., Inc. located in the City of Glendale, has been exempted from the city ordinance of Americans with Disabilities Act (ADA), enacted July 26, 1990. Since the act was passed after the building was constructed in 1986, exemption was issued freeing owners of providing disability access to patrons. (Letter of ADA exemption on file).

ENGLISH AS MEANS OF COMMUNICATION

Student applicants will be screened on English Proficiency by passing Wonderlic/ACT Test according to course minimum percentile points:

NA	- 12 Pts. Or 200 BPPE
Phleb. Tech. 1	- 17 Pts. Or 267
VN	- 18 Pts. Or 303

Allied Medical & Health Svs., Inc.

Allied Medical & Health Svs., Inc School does not provide English-as-a-second-Language program. All Staff and students shall use English as means of oral and written communication in the school and facility hallways and rooms, most especially relating to patient care. Justified exceptions are circumstances where patients or residents and/or their families speak "only" a "language other than English".

RULES OF STUDENT CONDUCT

(Allied Medical & Health Svs., Inc believes & adheres to "OPEN DOOR POLICY" for all staff and student it serves)
A student is expected to treat instructors, school personnel and other students with consideration and respect.

AS GENERAL GUIDELINE, ENGAGING OR PARTICIPATING IN ANY OF THE FOLLOWING ACTIONS, ACTIVITIES OR ACTS SHALL BE PROHIBITED:

1. Committing or threatening any act of violence, engaging in fighting, brawling, rumor mongering, or disorderly behavior on Allied Medical & Health Svs., Inc. premises or **affiliated facilities** and/or against any Allied Medical & Health Svs., Inc. staff and/or students.
2. Willfully misrepresenting or omitting pertinent facts in obtaining enrollment, employment, falsifying required information, time reports, or other records that are necessary in the operation of the school.
3. Disregarding or showing inattention to working directions or instructions or disobedience to proper supervision.
4. Signing **in** or **out** for another staff or student.
5. Reporting to class or work under the influence of liquor, drug or other intoxicants, and/or the mere possession thereof anywhere in Allied Medical & Health Svs., Inc. premises or clinical facilities.
6. Vandalism and persistent breakage/destruction of school and facility equipments/premises fixture shall be subject to charges and fees to student as the institution may deem fair value of affected asset/s.
7. Engaging in gambling, and/or other immoral acts in Allied Medical & Health Svs., Inc property or clinical facilities.
8. Carelessly damaging, removing, or causing the loss of Allied Medical & Health Svs., Inc. property.
9. Possession of firearms or other deadly weapons on Allied Medical & Health Svs., Inc property and clinical facilities, unless otherwise authorized.
10. Habitual absenteeism and/or tardiness.

Unacceptable behavior or misconduct may cause suspension and habitual misdemeanor shall be cited accordingly.

Allied Medical & Health Svs., Inc.

OTHER INFORMATION

WITHDRAWAL, CANCELLATION AND REFUND PROCEDURE

- A) Student of legal age, may, upon **written request**, notify the office of his/her intent to withdraw, cancel or terminate his/her enrollment from a program previously signed up with Allied Medical & Health Svs., Inc.
- B) Allied Medical & Health Svs., Inc shall provide a student with a copy of a **Notice of Cancellation form**, a written description of the student's refund rights and a copy of the contract executed by the student. Allied Medical & Health Svs., Inc does not participate in financial aid program as of date.
- C) Student will sign a **Refund Request Form** at the office, together with the **Notice of Cancellation form**.
- D) **The student has the following rights to tuition refund:**
- (1) A student has the right to cancel within three business days of signing an enrollment agreement, with a full refund of all monies paid.
 - (2) Subsequent to this three- day cancellation period, a student requesting cancellation prior to the start of classes is entitled to a refund of all monies paid less a registration fee of 10% of the contract price or \$100, whichever is less.
 - (3) Student who withdraws from the course **after one (1) day from the start of the class**, shall be refunded on pro rata basis for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, the student completes only 32 hours or (4 days) on a 100-hour course and paid \$1,000.00 tuition, the student would receive a refund of \$680.00.

\$1000.00	x	32 clock hours of instruction =	\$680.00
amount paid		<u>paid for but not received</u>	refund
for instruction		100 clock hours of instruction	amount
		for which the student has paid	
 - (4) Student who withdraws from the course **after completion of over 60% of the course from start date of class** shall **not be entitled** to refund and shall be responsible for all charges of the contract.
- E) The school will also refund money collected for sending to a third party on the student's behalf, such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges.
- F) Refunds are processed and **paid within 30 days from the date the Notice of Cancellation** was signed and/or delivered to the authorized school representative. **Remember: the student must cancel in writing.** The student does not have the right to cancel by just telephoning the school or by not coming to class.
- G) Steps to follow in applying for refund:
- 1) Accomplish Cancellation and Refund Form
 - 2) Sign Calculation of Refund Worksheet from Accounting Office
 - 3) Follow-up after 30 calendar days
- H) Miscellaneous expenses (ie. ID badges, insurance, background checks, etc.) are not part of Tuition. Prorated calculation in item 3 above, and may be charged without benefit of refund as applicable.
- I) If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. CEC § 94909 (a) (11)

Allied Medical & Health Svs., Inc.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at Allied Medical & Health Services Inc., is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in **Nursing Assistant, Phlebotomy Technician-1 or in Vocational Nursing** programs are also at the complete discretion of the institution to which you may seek to transfer. If the **credits, 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 Allied Medical & Health Svs., Inc. to determine if your (credits, diploma or certificate) will transfer."

STUDENT TUITION RECOVERY FUND (STRF) FEE

The following information regarding the Student Tuition Recovery Fund is disclosed to students in accordance with the California Private Postsecondary Education:

5 CCR § 76215. Student Tuition Recovery Fund Disclosures

(a) A qualifying institution shall include the following statement on both its enrollment agreement for an educational program and its current schedule of student charges:

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

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

1. You are not a California resident, 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."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"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.

Allied Medical & Health Svs., Inc.

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.

NOTE: Effective January 01, 2015, the STRF assessment rate has changed from fifty cents (\$.50) per One thousand dollars (\$1,000) of institutional charges to zero (\$0). Therefore, Allied Medical & Health Svs., Inc. is required to refrain from collecting STRF assessments from students.

Allied Medical & Health Svs., Inc.

ADDITIONAL INFORMATION:

1. PHYSICAL FACILITIES: Classroom at Room 208 is 550 sq ft. Maximum capacity of 30 persons, 30 chairs and 18 tables with a seating capacity of 35. One table for faculty, chalkboard (46" x 28"), TV/VCR/DVD and space available for hospital bed, in case of demonstration or other laboratory works.



Figure 1 Façade: Allied Medical & Health Svs., Inc. Signage on 730 S. Central Ave, Glendale CA 91204.

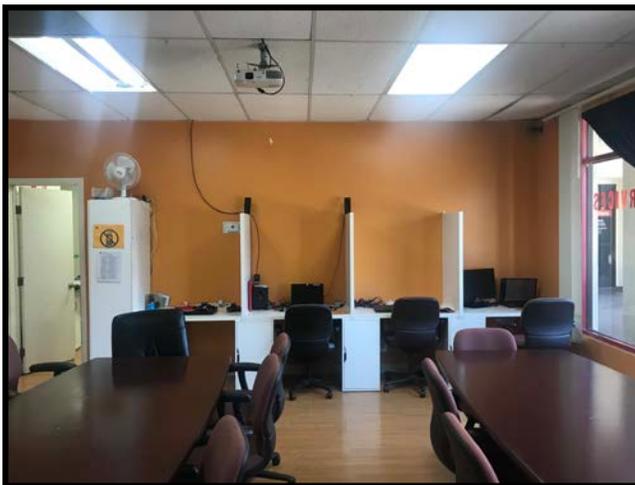
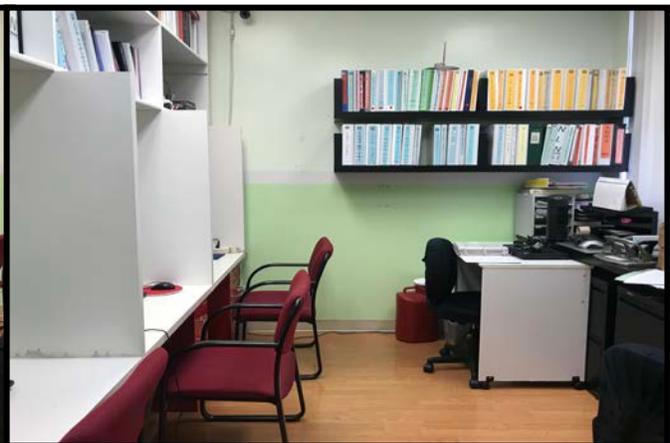


Figure 2: Room 208 Tables & Computer Stations



Figure 3: Room 208 Classroom



Figures 4-5: Room 209 Computer Lab

Allied Medical & Health Svs., Inc.

Classroom at Rescare Glenridge Center – able to accommodate 15 students.



Figures 6-7: Rescare Glenridge Center classroom and lab – 611 S. Central Ave. Glendale, CA 91204

2. BOOKS/LIBRARY: The School Library is located in the school main campus at **730 S. Central Ave. #208, Glendale, CA 91204**. Reference books are accessible for use at, but may not be taken off, school campus. Textbooks on Nursing, Phlebotomy, Nursing Aide and other Reference books are part of other charges paid, exclusive of tuition fee, and are provided to students per course enrollment or during the program.



Figures 8-9: Library

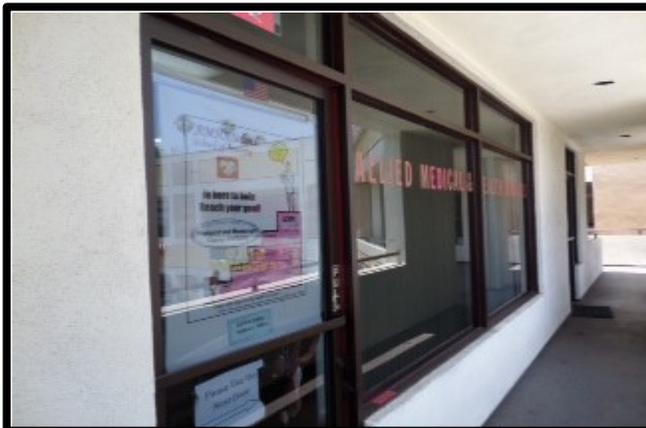


Figure 10: Room 208 Corridor



Figure 11: Room 209 Office

Allied Medical & Health Svs., Inc.

3. UNIFORMS: Uniform color & other particular requirements will be given for each program during the orientation day.
4. SCHOOL IDENTIFICATION: I D badges with the school logo, student signature, and recent 1" x 1" picture must be during theory & clinical classes, in school and in clinical facilities.
5. BREAKAGE: It is the student's responsibility to pay for any breakage, damages, or vandalized equipments, furnishings, or books owned by the school, facility or clients. Deposit commensurate to the course applied for may be required as **EXTRA CURRICULAR and are NOT** part of the fees charged but may be refunded at the end of the program if not applied to any breakage or loss. Please see Student Counseling for applicable deposit.
6. INSTALLMENT PAYMENTS: Installment payments are available to students who will qualify accordingly. The student who qualify and later CANCEL/DROP, and have completed more than 60% of the program, will abide by CANCELLATION AND REFUND POLICY (see page 32) and complete the payment owed to Allied Medical & Health Svs., Inc. plus penalties and/or interest as agreed upon. Please see the financial officer for further details.
7. Allied Medical & Health Svs., Inc. does not own or maintain dormitory facilities under its control. It does not provide/assist in finding housing facility for students.

The following are estimation of the approximate costs or range of cost of available housing located near Allied Medical & Health Services, Inc (AMHS):

Based on Studio type or 1 Bedroom and 1Bathroom Apartment

1. <http://www.rentdigs.com/california/glendale> (2 to 5 miles from School): **\$1,600.00 to \$3,500.00**
2. <http://www.rent.com/california/Korea Town, los-Angeles-apartments> (5 to 30 miles from School): **\$750.00 to \$2,500.00**
3. <http://www.apartmentguide.com/apartments/California/Los-Angeles/cheap-apartments-for-rent-4la/?&sort=sortpricelow-asc&page=1> (15 to 30 miles from School): **\$950.00 to \$3,000.00**

Cost of Housing (Own or Rent) in Glendale, CA

Item	Glendale	National average	Difference
Home Price	\$598,600.00	\$175,700.00	240.7%
Avg. Mortgage Payment	\$2,080.63	\$1,081.03	92.5%
Apartment Rent (Glendale, CA)	\$1,304.00	\$920.00	41.7%

Source: <http://www.areavibes.com/glendale-ca/cost-of-living/#housing>

The City of Glendale, CA offers affordable housing programs for qualified individuals and families. For further information, please visit: <http://www.glendaleca.gov/government/departments/community-development/housing>

8. Detailed policies are outlined in the current Program Handbooks.

Allied Medical & Health Svs., Inc.

EQUIPMENT

Allied Medical & Health Svs., Inc. hereby declares that the following equipments are available in the laboratory for nursing and allied health students' practice:

For NURSING ASSISTANT, NURSING TECHNICIAN, PHLEBOTOMY TECHNICIAN-1 and VOCATIONAL NURSING

Room 208	Room 209	Rescare Glenridge	Equipment
	29		Anatomical Chart/Illustration
		3	Bed Pan
	4		Blood Glucose Tester
6		4	Blood Pressure Kit
	3		Cane (Ambulatory Device)
	6		Catheter Set
	2		Copier
	8		Desktop Computer
2		4	Digital Thermometer
1		2	Electric Thermometer
	1		Electric Typewriter
	2	3	Emesis Basin
1		1	Full Nurse Training Mannequin
2		2	Gait Belt
	3		Glass Thermometer (Rectal,Oral)
		1	Hearing Aid
4	3	1	Laptop
	4		Mannequin Arm/Hand
		2	Mechanical Lift
	6		Microscope
	18		Nursing Assistant Video
	1		OB Training Mannequin (Torso)
	2		Oxygen Gauge/Meters
	6		Phlebotomy Video Series
1	4		Printer
1	2		Projector
	1	3	Restraint Vest
1	2		Scanner
	1		Scantron Machine
		2	Semi-Electric Hospital Bed
1			Standing Balance Scale
	1		Suction Machines (Respiratory)
1			Television
	2		Thermoscan
	1	2	Urinal
1		1	VHS/DVD Player
	32		Vocational Nursing Video Series
	1		Walker (Ambulatory Device)
		1	Wheel Chair

Allied Medical & Health Svs., Inc.

ADMINISTRATION

Full-Time (FT)/Part-Time (PT)

President/ CEO/Chief Academic Officer (FT) Celeste Olavarria, LVN-DSD	BSN - Arellano University - Manila, Philippines LVN - East Los Angeles Occupational Center (ELAOC) Bachelor of Science in Business Administration - University of the East- Manila, Philippines
Vice President - Treasurer (PT) Eden Regala, RN	Post Grad - Philippine Heart Center, Philippines BSN - University of Northeastern Philippines, Iriga City, Philippines
Vice President - Corporate (PT) Nombert Valencia, RN	MSN - Cebu College of Nursing - Cebu, Philippines BSN - Cebu College of Nursing - Cebu, Philippines
Office Manager/Registrar (FT) Rebecca Sabroso, LVN	LVN - Allied Medical & Health Svs., Inc. Bachelor in Computer Data Proc. & Mngt. - Polytechnic Univ. of the Philippines - Manila, Philippines
Financial Director/ Database Administrator/ (PT) Juvelyn Sabroso	Bachelor in Computer Data Processing & Mngt. - Polytechnic University of the Philippines Manila, Philippines
Phleb.Tech-1 (PT-1) Program Supervisor (PT) Raquel Enriquez, LVN, CPT	LVN, CPT - Allied Medical & Health Svs., Inc. - Glendale, CA
Human Resources Coordinator/Student Services (FT) Corina Marie Barros	BA in Creative Writing - University of the Philippines - Diliman, QC Philippines
Accounting Manager/ Internal Auditor (PT) Caroline Balisi	Glendale City College Pasadena City College
Accounting /Admin Staff (PT) Ely Sabroso	Bachelor in Computer Data Processing & Mngt.- Polytechnic University of the Philippines - Manila, Philippines
Vocational Nursing (VN) Program Supervisor (PT) Mary Grace Manibog, RN	BSN - California State University, Long Beach, CA LVN - Allied Medical & Health Svs., Inc.
Nursing Assistant (NA) Program Supervisor (PT) Mostafa Elkafoury	LVN- Allied Medical & Health Svs., Inc. Bachelor in Mechanical Engineering Helwan Univ. School of Engineering – Cairo, Egypt
NA Program Facilitator (FT) Corina Marie Barros	BA in Creative Writing - University of the Philippines - Diliman, QC Philippines

Allied Medical & Health Svs., Inc.

FACULTY

Full-Time (FT)/Part-Time (PT)

Celeste Olavarria, LVN (FT)	BSN - Arellano University- Manila, Philippines LVN - East Los Angeles Occupational Center (ELAOC) BS in Business Administration - University of the East - Philippines
Nombert Valencia, RN (PT)	MSN - Cebu College of Nursing- Cebu, Philippines BSN - Cebu College of Nursing-Cebu, Philippines
Corazon Barrios, RN,CHN (FT)	MSN- California State University, Dominguez Hills BSN- University of Santo Tomas-Manila, Philippines
Zenaida Ruidera, RN (PT)	MSN - University of the Philippines BSN - University of the Philippines
Eden Regala, RN (PT)	Post Grad - Philippine Heart Center, Philippines BSN - University of Northeastern Philippines
Joseph DeVeyra, DNP, MSN (PT)	DNP – California State University, Fullerton MSN – California State University, Dominguez Hills
Bernie Leis, RN (PT)	MSN - University of Phoenix Associate Degree in Nursing- West Coast University LVN- Allied Medical & Health Svs., Inc. Doctor of Dental Medicine-University of the East- Philippines
Ronna Torres, LVN (PT)	LVN - Allied Medical & Health Svs., Inc. - Glendale, CA BS in Business Administration - University of the East, Philippines
Rebecca Sabroso, LVN (PT)	LVN - Allied Medical & Health Svs., Inc. – Glendale, CA BS in Computer Data Proc. & Mngt.- Polytechnic Univ. of the Philippines
Maria Estela Castro, NP, RN (PT)	NP – Charles Drew University BSN – Adventist University of the Philippines
Edgar Montesa, RN (PT)	Associate in Nursing - West Coast University- N. Hollywood, CA LVN - Allied Medical & Health Svs., Inc. MBA (Business) - California Pacific University-Escondido, California MA in English - University of the Philippines BA English - University of the East, Philippines
Raquel Enriquez, CPT (PT)	CPT- Allied Medical & Health Svs., Inc.
Leona Nalangan, RN, LVN	RN – Los Angeles Trade Tech College LVN- Allied Medical & Health Svs., Inc.

CONSULTANTS

(Part-time)

Clem Rodriguez, MD	Medical Board of California – Physician and Surgeon M.D. Far Eastern University, Dr.Nicanor Reyes Medical Foundation, Philippines
Kathy Graham, PT	BS in Physical Therapy - California State University, Northridge,
May Selga, MSN, RN	Masters Degree in Nursing Education – California State University, Los Angeles

Allied Medical & Health Svs., Inc.

ADMINISTRATIVE PREROGATIVE

Allied Medical & Health Svs., Inc. reserves the right to make changes as necessary in the regulations and fees and to add or cancel any course within reasonable notice, if academic and/or financial rationale justifies.

SAFEKEEPING AND RELEASE OF RECORDS

Current, Graduate, and Terminated student records are those that pertain to files and records within the 48-month (2-year) period. These shall be kept available in the main administrative office. Records OVER TWO (2) YEARS shall be transferred to storage at, 3906 Scandia Way, Los Angeles, CA, 90065 as designated by the Administrator. Storage shall be accessible to Record Custodian and Administrator. Student or third party petition for these kinds of records may be processed form **20 to 30 business days** upon written request and presentation of any evidence or identification of enrollment such as School I.D., Enrollment Agreement, Receipts, or Certificate.

The school is obliged only to keep a five-year record file. However, we will do our best for the interest of the students, to keep our records up to ten (10) years **subject to certain limitations**. Request for records OVER FIVE (5) YEARS shall be made in writing, purpose of which must be stated, estimated period of class taken (month/year), and fee may be charged for copying and reproduction. Processing is for 30 to 60 working days from date of request.

Transcript of Records (TOR) are permanent records that are made available to students within 10 to 15 business days upon date of written request and presentation of valid school ID or any proof of enrollment/completion.

RECORD CUSTODIAN

Allied Medical & Health Svs., Inc. shall provide an insured, readily accessible room for the storage of long term records. Keys shall be kept only by the Record Custodian, Administrator or duly authorized representative. Endorsement of key shall be made in writing and filed in the Administrative office under "Custodian of Records".

Allied Medical & Health Svs., Inc.

MESSAGE FROM THE PRESIDENT/CHIEF EXECUTIVE OFFICER/CHIEF ACADEMIC OFFICER

Welcome to our school and thank you for trusting us with providing you the training and certification of your choosing. In reviewing this catalog, you will find that Allied Medical & Health Svs., Inc. School offers a range of allied health programs for students interested in upgrading their present skill or learning. Our administration and faculty members will do our best to ensure that your goal to improve your educational and occupational endeavors will be met and in that regard will gear our clinical or skill training program to widen your areas of employment and improve your quality and standard of living.

Together with our staff, faculty and other affiliates, let this be an opportunity for us to share our dreams and learning with you while together, we move and grow forward shaping the history of our children...the hopes of our parents.

CELESTE BARROS-OLAVARRIA