



Coast Health Educational Centers Inc.

## **SCHOOL CATALOG**

January 1, 2018 to December 31, 2018

**1741 W. Katella Avenue, Anaheim CA. 92804  
Tel: (714)776-840**



Coast Health Educational Center Inc.

January 1, 2018 to Dec. 31, 2018

Tel: (714)776-8405/ Fax:(714)776-8605

TABLE OF CONTENTS

PAGE #

---

EDUCATIONAL APPROVAL .....	3
PHILOSOPHY PROGRAM .....	4
NURSING ASSISTANT .....	4
NURSING ASSISTANT PROGRAM.....	5
HOME HEALTH AIDE PROGRAM .....	13
EDUCATIONAL COST .....	17
SCHEDULES OF SESSIONS .....	18
ENTRANCE REQUIREMENTS/ADMISSIONS PROCEDURES.....	19
ATTENDANCE, ABSENCES, & TARDENESS POLICY.....	20
STANDARD OF PRORESS, GRADING & GRADUATION REQUIREMENTS	
CANCELLATIONS AND REFUNDS .....	20
WITHDRAWAL FROM COURSE .....	22
NOTICE OF STUDENTS RIGHT .....	23
STUDENT TUITION RECOVERY FUND (STRF) .....	23
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIAL	
EARNED AT OUR INSTITUTION .....	24
STUDENT COMPLAINT PROCEDURES .....	25
STUDENTS COMPLAINT AND GRIEVANCES PROCEDURES .....	25
STUDENTS SERVICES .....	25
JOB PLACEMENT .....	25
GENERAL INFORMATION .....	27
ADMINISTRATION & FACULTY .....	30

---



**COAST HEALTH EDUCATIONAL CENTERS,  
INC.**

1741 W. Katella Ave. Suite 201, Anaheim CA 92804  
Tel:(714)776-8405 / Fax: (714)776-8605  
[www.coasthealthcareercollege.com](http://www.coasthealthcareercollege.com)

## SCHOOL CATALOG

### EDUCATIONAL APPROVAL

Coast Health Educational Center Inc. approval to operate as a private postsecondary school in the State of California is based on AB 48 is known as the Private Postsecondary Education Act of 2009 (“Act”). The Act establishes (“Bureau”) with in the Department of Consumer Affairs.

That Act become operative on January 1, 2010.The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs text of the Act is available on-line at [www.bppe.ca.gov](http://www.bppe.ca.gov)

The approval to operate meant that the Bureau determined and certified that the institution met the standards for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of students' achievement prior to, during, and at the end of its programs.

The California Department of Public Health (CDPH) approved every course in this catalog.

Approved are the following courses:

COURSES	HOURS
Certified Nursing Assistant	150
Certified Home Health Aide	40

During clinical training and demonstration of skills, there shall be no more than (15) fifteen students assigned to each instructor at any time.

California statute requires that a student who successfully completes a course of study be awarded an appropriate certificate verifying the fact.

Prospective student you are encouraged to visit the physical facilities of the school and discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

All information in the content of this school catalog is current and correct and is so certified as true by Oscar de Jesus, School Administrator/President.

---

Oscar de Jesus, Administrator/President

## **PHILOSOPHY**

Our philosophy is education through practical training. While theory is taught in the classroom, hands-on experience and modern practical training is stressed to assist the individual student to meet current job market entry-level requirements. The school's academic goals are to stimulate and assist the student to acquire a positive attitude toward work, participate actively and responsibly at work, acquire the knowledge and skills necessary to obtain employment in a chosen field and to acquire the ability to apply, at work, this knowledge and these skills in effective and efficient ways.

## **PROGRAM: NURSING ASSISTANT**

### **Program Description**

This program enhances the abilities of students in a wide variety of skills in the health care industry. Student will learn interpretation of medical and social needs of people being served, nutrition, and working with long term. This program requires a clinical component of 100 hours. This course will enable graduates to obtain professional employment in a variety of employers such as clinical facilities, long term care, nursing homes, and hospitals.

### **Program Objective**

Upon completion of the Nurse Assistant program, student will be able to: demonstrate the fundamental nursing skills expected of a nursing assistant. The student will use effective communication skills while delivering care to clients and families in various nursing practice settings, and in collaboration with the health care team.

### **Program Mission**

The mission of this program is to provide high quality healthcare assistant training that prepares the students for the ever-changing healthcare environment. The goal of this program is to prepare the student to become California Certified Nursing Assistant.

## Graduation Requirements

To complete this program a student must complete all prescribe courses and achieve a minimum score of 70% on all course work and a passing grade for all clinical work. The student mut pass a State Competency Test to receive State Certification.

## Total Clock Hours

This program is 150 hours in length

## Final Test or Exams

Yes. Students are evaluated through written and performance assessments.

## Internship or Externship

Yes. Practical Instructions as a nurse assistant in a clinical setting.

## Eligibility for Licensure

In order to take the State Competency Examination for the nursing assistant, the student must have successfully completed an approved Certified Nursing Assistant Training Program approved by the California Department of Public Health Services (CDPH).

## NURSING ASSISTANT PROGRAM:

Module	Description	Theory Hours	Clinical Hours
Introduction	<p>In this course the student is introduced to the California Code of Regulation, Division 5, title 22, regarding the regulation of the health care facilities. The student is instructed in the roles and responsibilities of the nurse assistant including the requirement for CNA certification, professionalism, ethics and confidentiality.</p> <p><b>Objectives</b></p> <p>At the end of the module the student will understand</p> <ul style="list-style-type: none"><li>• <b>The</b> Role and responsibility of the Certified Nursing Assistant</li><li>• Title 22</li><li>• Requirements for nurse assistant certification</li><li>• Professional, Ethical and Legal Issues Affecting the Nursing Assistant</li></ul>	2hrs.	0hr.

Patient's Right	<p>In this course the student is introduced to patient/resident right, the fundamental principle of care and how those patient right are protected by the federal and state law.</p> <p><b>Objectives</b></p> <p>At the end of the module the student will understand</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety Code</li> <li>• Code of Federal Regulations</li> <li>• Clinical Skills: Resident Right (1 hour Clinical</li> <li>• Knock on door before entering</li> <li>• Pulls privacy curtains during personal care</li> <li>• Keep the resident information confidential</li> <li>• Treat the resident with respect and dignity</li> <li>• Encourage resident to makes choices</li> <li>• Explain procedure to resident</li> </ul>	2 hrs.	1 1 hr.
Interpersonal Skills	<p>In this course the student is introduced to the interpersonal skills a nurse must possess to communicate effectively with the patient, family members and the healthcare team.</p> <p><b>Objectives</b></p> <p>At the completion of this module the resident will have a basic understanding of the following interpersonal skills</p>	2 hrs.	

	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Defense mechanism</li> <li>• Socio-cultural factors</li> <li>• Attitude illness/health care</li> <li>• Family interaction</li> </ul>		
Prevention Management (catastrophe and unusual occurrence)	<p>In this course, the student is introduced to the nurse assistant's role in creating a safe environment for the patient and planning for potential emergency conditions.</p> <p><b>Objectives</b></p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> <li>• Emergency procedures</li> <li>• General safety</li> <li>• Fire, Disaster plans</li> <li>• Roles &amp; Procedures for Certified Nursing assistant (CNA)</li> <li>• Demonstrate fire &amp; safety procedures</li> <li>• Handle O2 safely</li> <li>• Uses fire extinguisher</li> </ul>	1 hr.	1hr.

Body Mechanics	<p>In this course the student is introduced to the principle of positioning and the transportation of patients using efficient and proper use of the body</p> <p><b>Objective</b></p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> <li>• Basic body mechanics</li> <li>• Transfer techniques</li> <li>• Alignment</li> <li>• Ambulation</li> <li>• Use of gait belt</li> <li>• Proper body mechanics/positioning technique</li> <li>• Clinical Skills: Body mechanics (4 hours Clinical)</li> <li>• Use of gait belts</li> <li>• Helping helpless resident up to head of bed with 2 assistants</li> <li>• Turning/positioning resident</li> <li>• Assisting transfer from bed to chair or wheelchair</li> <li>• Assisting transfer from chair or wheelchair to bed □</li> </ul> <p>Mechanical lift</p>	2 hrs.	4 hrs.
Medical and Surgical Asepsis	<p>In this course, the student is presented with information about asepsis and control of infection. Specific procedures and precautions are taught to protect residents, other healthcare workers and others from infection.</p> <p><b>Objectives</b></p> <p>At the completion of this module the student will understand</p>	2 hrs.	8 hrs.

	<ul style="list-style-type: none"> <li>• Micro organisms, Infectious agents &amp; blood borne pathogens</li> <li>• The Chain of infection</li> <li>• Body defenses</li> <li>• Signs &amp; symptoms of infection</li> <li>• Universal precautions, transmission based precaution</li> <li>• Principles of Asepsis</li> <li>• Defense against infection and use of Personal Protective Equipment</li> <li>• Bio-hazardous waste management</li> <li>• Clinical Skills: Medical &amp; Surgical Asepsis (8 hours Clinical)</li> <li>• Hand washing</li> <li>• Proper handling of linen</li> <li>• Universal Precautions</li> <li>• Gloving</li> <li>• Gowning</li> <li>• Apply Mask</li> <li>• Double bagging</li> </ul>		
Weights and Measures	<p>In this course the student is introduced to a system of measurement used by the nurse assistant.</p> <p><b>Objectives</b></p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> <li>• Metric &amp; household measurements</li> <li>• Weight, length, and liquid volume</li> <li>• Military time (24-hour clock)</li> <li>• Clinical Skills: (Weights and Measures (1 hour Clinical))</li> <li>• Measuring oral intake</li> <li>• Measuring urinary output</li> <li>• Measuring height of resident in bed</li> <li>• Weighing resident in bed</li> <li>• Measuring and weighing resident using an upright scale</li> </ul>	14 hrs	44 hrs



--	--	--	--

<p>Patient Care Skills</p>	<p>IN this course the student is taught the skills need to support and assist the resident in personal hygiene, activities of daily living and elimination. The nurse assistant learns that assistance of this type is provided only when the patient needs help. <b>Objectives</b>  At the completion of this module the student will understand</p> <ul style="list-style-type: none"> <li>• Bathing/medicinal baths</li> <li>• Dressing</li> <li>• Oral hygiene</li> <li>• Hair care, shampoo, medicinal shampoo</li> <li>• Nail &amp; foot care, shaving</li> <li>• Prosthetic devices (To be completed before Clinical)</li> <li>• Skin care, pressure ulcer prevention and care</li> <li>• Urinary elimination and catheter care</li> <li>• Bowel elimination, ostomy care</li> <li>• Bowel &amp; bladder retraining (To be completed before Clinical)</li> <li>• Clinical Skills: Patient Care Skills (44 hours Clinical)</li> <li>• Back rub</li> <li>• Bed bath/partial bath</li> <li>• Tub bath</li> <li>• Shower</li> <li>• Assisting with oral hygiene</li> <li>• Denture care</li> <li>• Nail care</li> <li>• Combing resident's hair</li> <li>• Shampoo of bed ridden resident</li> <li>• Shampoo with shower or tub bath</li> <li>• Medicinal shampoo</li> <li>• Shaving – electrical shaver, razor blade</li> <li>• Dressing/undressing patient</li> <li>• Changing clothes or resident with shower</li> <li>• Assist in use or urinal, bedpan, commode/toilet</li> <li>• Bladder, bowel retraining</li> <li>• Perineal care</li> <li>• Artificial limbs</li> <li>• Splints</li> <li>• Applying/removing behind-the-ear hearing aid</li> <li>• Removing, cleaning and reinserting artificial eye</li> </ul>	<p>7 hrs</p>	<p>20hrs</p>
----------------------------	---	--------------	--------------

--	--	--	--



<p>Patient Care Procedures</p>	<p>In this course, the student is provided learning experiences to safely perform the procedures necessary to support the resident in meeting the physical care needs that cannot be met by the resident</p> <p><b>Objectives</b></p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> <li>• Bed making</li> <li>• Collection of the specimens</li> <li>• Care of patient with tubing (does not include insertion, suction, or changing tubes):</li> <li>• Gastrointestinal tube feeding and suction</li> <li>• Intravenous therapy</li> <li>• Urinary</li> <li>• IV</li> <li>• Bowel care, cleansing enema, laxative suppositories</li> <li>• Intake &amp; Output measurements</li> <li>• Therapeutic (TED) hose use</li> <li>• Non-sterile dressings</li> <li>• Nonprescription use of ointments, lotions, or powders</li> <li>• Admission, transfer, discharge procedures</li> <li>• Application of warm &amp; cold procedures</li> <li>• Clinical Skills: Residents care procedures (20 hours clinical)</li> <li>• Collect &amp; identify specimen</li> <li>• Sputum collection</li> <li>• Urine specimen: clean catch &amp; routine urine analysis</li> <li>• Stool specimen</li> <li>• Occupied bed making</li> <li>• Unoccupied bed</li> <li>• Administering commercially prepared cleansing enema</li> <li>• Administering enemas – tap water, soap suds</li> <li>• Administering laxative suppository</li> <li>• Empty urinary bag</li> <li>• Care of patient with tubing</li> <li>• Oxygen</li> <li>• IV</li> <li>• Gastrostomy</li> <li>• Nasogastric</li> </ul>		
--------------------------------	---	--	--

- |  |  |  |  |
|--|--|--|--|
|  | <ul style="list-style-type: none"><li>• Urinary catheter</li></ul> |  |  |
|--|--|--|--|

	<ul style="list-style-type: none"> <li>• Anti-embolic hose. Elastic stockings (TEDS Hose)</li> <li>• Admitting Transferring, Discharging patient</li> <li>• Administering nonsterile dressing, bandages □</li> </ul> <p>Application of non-legend topical ointment</p>		
Vital Signs	<p>In this course the student is to learn the correct procedures for measuring temperature, pulse, respiration and blood pressure and how to recognize and report normal and abnormal measurement</p> <p>Objectives</p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> <li>• Purpose of vital signs</li> <li>• Factor affecting vital signs</li> <li>• Normal ranges</li> <li>• Methods of Management</li> <li>• Temperature, Pulse Respirations</li> <li>• Blood Pressure</li> <li>• Pain</li> <li>• Height</li> <li>• Weight</li> <li>• Abnormalities</li> <li>• Recording</li> <li>• Clinical Skills: Vital Signs (6 hours Clinical)</li> </ul> <ul style="list-style-type: none"> <li>• Measure &amp; record vital signs</li> <li>• Temperature: Oral, Axillary, Rectal</li> <li>• Pulses: radial, apical,</li> <li>• Respirations □ Blood pressure.</li> </ul>	3 hrs.	6 hrs.

Nutrition	<p>In this course, the student will learn about the basic food groups, their effect on the body, resident nutrition and hydration requirements and common therapeutic diets</p> <p><b>Objectives</b></p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> <li>• Proper nutrition and food pyramid</li> <li>• Fluid requirements</li> <li>• Nutritional needs of elderly</li> <li>• Therapeutic diets, dietary therapy and modification</li> <li>• Feeding techniques</li> <li>• Alternative feeding</li> <li>• Clinical Skills: (6 hours Clinical)</li> </ul>	2 hrs.	6 hrs.
-----------	---	--------	--------

	<ul style="list-style-type: none"> <li>• Feeding the helpless resident</li> <li>• Assisting resident who can feed self</li> <li>• Verifying resident has been given correct diet tray</li> </ul>		
--	--	--	--

Emergency Procedures	<p>In this course, the student is introduced to the concept and procedure related to emergency procedures, signs &amp; symptoms of distress, the nursing assistant role in long Term Care situations and appropriate response to temporary intervention and emergency situations.</p> <p><b>Objectives</b></p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> <li>• Signs and symptoms of distress</li> <li>• Immediate and temporary intervention</li> <li>• Emergency codes</li> <li>• Clinical Skills: Emergencies and Catastrophic Prevention (1 hour)</li> <li>• Apply postural supports (safety devices)</li> <li>• Applying soft wrist/ankle restraint as safety device</li> <li>• Heimlich maneuver for conscious patient</li> <li>• Heimlich maneuver for unconscious patient</li> <li>• Positioning of call light</li> <li>• Handles O2 safely</li> <li>• Use of Fire extinguisher</li> </ul>	2 hrs.	1 hr.
----------------------	---	--------	-------



<p>Long Term Care Patient</p>	<p>In this course, the student is introduced to the common physical and psychological conditions found in the elderly, the approaches to care and community resources of time available to assist the elderly with psychological, recreational and social needs.</p> <p><b>Objectives</b> At the completion of the module the student will understand</p> <p>□ Special Needs Patient with:</p> <ul style="list-style-type: none"> <li>• Retardation □ Alzheimer's</li> <li>• Cerebral palsy</li> <li>• Epilepsy</li> <li>• Dementia</li> <li>• Mental illness</li> <li>• Introduction to anatomy and physiology</li> <li>• Physical and behavioral needs</li> <li>• Community resources available</li> </ul>	<p>2 hrs.</p>	
-----------------------------------	--	---------------	--

	<ul style="list-style-type: none"> <li>• Psychological, social, and recreational needs</li> <li>• Common diseases/disorders including signs and symptoms</li> </ul>		
--	---	--	--

<p>Rehabilitative Nursing</p>	<p>In this course, the student is introduced to restorative care. The nurse assistant learns how to assist the patient to achieve maximum independent living skills through the use of rehabilitative or restorative procedures.</p> <p><b>Objectives</b></p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> <li>• Promoting patient potential &amp; independence</li> <li>• Activities of daily living (ADL'S)</li> <li>• Family Interactions</li> <li>• Complications of inactivity</li> <li>• Ambulation</li> <li>• Rehabilitation procedures, range of motion (ROM)</li> <li>• Use of adaptive devices</li> <li>• Clinical Skills: Rehabilitative/Restorative Care (4 hours Clinical)</li> <li>• Range of motion exercises</li> <li>• Assisted ambulation of resident with gait belt</li> <li>• Assisting the resident to ambulate with cane</li> <li>• Rehabilitative devices</li> </ul>	<p>2hrs.</p>	<p>4 hrs.</p>
<p>Observation and Charting</p>	<p>In this course, the student will learn how to report and record observations.</p> <p><b>Objectives</b></p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> <li>• Observation of patient and reporting responsibilities (to be completed before clinical)</li> <li>• Patient Care Plan</li> <li>• Patient Care Documentation (to be completed before clinical)</li> <li>• Report appropriate information to the charge nurse</li> <li>• Documents vital signs, Activities of Daily Living timely/correctly</li> <li>• Documents changes in the resident's body functions/behaviors</li> <li>• Participates in resident care planning</li> </ul>	<p>4 hrs.</p>	<p>4 hrs.</p>
	<p>In this course, the student will learn of the various states of grieving process and physical signs of approaching death.</p>		

Death and Dying	<p>The nurse assistant must recognize the physical, psychological and spiritual needs of the resident during this normal stage of life. And provide support to the resident and family members.</p> <p><b>Objectives</b></p> <p>At the completion of this module the student will understand</p> <ul style="list-style-type: none"> <li>• Common signs of approaching and biological death</li> <li>• Five stage of grieving process</li> <li>• Patient monitoring and comfort measures</li> <li>• Rights of dying patient (To be completed before clinical)</li> <li>• Monitoring the patient</li> <li>• Emotional and spiritual needs of patient and family</li> <li>• Postmortem care</li> </ul>	2 hrs.	
		<b>50 hrs.</b>	<b>100 hrs.</b>

**HOME HEALTH AIDE PROGRAM:**

<b>Program Description</b>	This course will train you to provides quality care to clients in their homes. You will learn: (1) how to work well with clients and their families, and help them to feel better for themselves; (2) how to assist clients in taking care of their daily needs. This program has a 20-hour clinical component. Upon successfully completing the course you will qualify to be a Certified Home Health Aide
<b>Program Mission</b>	The mission of this program to provide high quality home health aide training that prepares students for the ever-changing healthcare environment.
<b>Program Objectives</b>	The objective of this program is to prepare CNA's for certification as a home health aide by the State of California. This certification allows the home health aide to function as an entry level worker on a health care team in a home health agency
<b>Total Clock hours</b>	40 hours
<b>Externship or Internship</b>	Practical instruction as nurse assistant in a clinical setting
<b>Graduation Requirements</b>	To complete this program the student must complete all prescribe courses an achieve a minimum score of 70% on all course work and a passing grade of all clinical work

<b>Final Test or Exams</b>	Yes. Students are evaluated through written and performance assessments.
----------------------------	--

### **Eligibility for Licensure**

The certificate issued by the School upon successful completion of the course and HHA initial application (form 283B) allows the graduate to receive Home Health Aide License without taking the examination.

Module	Description	Theory hours	Clinical hours
Introduction to aide and Agency Role	<p>This module is designed to train the student in basic nursing care performed at home and on how to become efficient caring members of the health care team.</p> <p><b>Objectives</b></p> <p>Upon completion of the (2) hours class, plus assignments, the learner will be able to do the following:</p> <ul style="list-style-type: none"> <li>• Define the terminology</li> <li>• Identify State and Federal regulations and requirements for HHA certification.</li> <li>• Describe the purpose and goals of home health care</li> <li>• Identify members of the home health care team, their functions, and how they interact.</li> <li>• Describe the role and responsibilities of the certified home health aide.</li> <li>• Discuss common observations and documentation to be completed by the HHA.</li> <li>• Describe key steps involved in the communication process and methods used in communication</li> <li>• Describe steps to accommodate communication with clients who have hearing and speech disorders.</li> <li>• Describe effective techniques for communicating with HH team members.</li> <li>• Describe how to access community agencies to meet client's needs.</li> <li>• Identify organizational and time management techniques for a daily work schedule</li> </ul>	2 hrs.	

<p>Interpretation of medical and social needs of</p>	<p>This module is design to familiarize the student with the medical and social needs of the patient, family and caregiver. The student are familiarize with the different problems that arises when the</p>	<p>5 hrs.</p>	
<p>people being served</p>	<p>patient's needs are met.</p> <p><b>Objectives</b></p> <p>Upon completion of the (5) hours of class plus assignments. The learner will be able to:</p> <ul style="list-style-type: none"> <li>• Define the terminology</li> <li>• Identify the basic physical and emotional needs of clients in each age group in the life span.</li> <li>• Recognize the role of the HHA in maintaining clients and rights and privacy. □ Relate client's family's rights and privacy to Maslow's Hierarchy of needs.</li> <li>• Discuss how culture life style and life experiences of client and family can influence care provided.</li> <li>• Describe common reaction to illness/disability and its effects on the individual and family, including techniques to support adjustments.</li> <li>• Describe basic body functions and changes that should be reported.</li> <li>• Identify diseases and disorders in the home care client and their signs and symptoms.</li> <li>• Describe common emotional and spiritual needs of terminally ill clients and their families, and identify appropriate interventions</li> </ul>		

Personal Care Services	<p>Upon the completion of the five (5) Theory hours and fifteen (15) hours Clinical hours plus assignments, learner will be able to:</p> <ul style="list-style-type: none"> <li>• Define the terminology</li> <li>• Describe the steps and guidelines for common personal care skills</li> <li>• Explain the importance of improvising equipment and adapting care activities in the home.</li> <li>• Discuss personal care delivery in home care.</li> <li>• List examples of home equipment that can be utilized to provide personal care.</li> <li>• Discuss the benefits of self-care in promoting wellness <ul style="list-style-type: none"> <li>□ Describe key principles of body mechanics.</li> </ul> </li> <li>• Explain how to adapt body mechanics in the home.</li> <li>• Describe adaptations that can be made in the home for safe ambulation and positioning</li> <li>• Describe the purpose of passive range and active range of motion exercise.</li> <li>• Describe elevated risk factors for skin breakdown and</li> </ul>	5 hrs.	15 hrs.
------------------------	--	--------	---------

	<p>methods of prevention.</p> <ul style="list-style-type: none"><li>• Describe stages of pressure ulcer/decubitus and report observations.</li><li>• List types of ostomies and describe how to empty and change the pouch</li><li>• Recognize emergencies in the home and define critical steps to follow.</li><li>• Relates the chain of infection to the home care setting.</li><li>• Describe infection control measures to use in the home care setting.</li><li>• Describe the role and responsibilities of the HHA in assisting the client to self-administer medications</li></ul>		
--	--	--	--

Nutrition	<p>This module is designed to train students in preparing a balance diet for their patients, including the factors to take into consideration when purchasing foods.</p> <p><b>Objectives</b></p> <p>Upon completion of the five (5) theory hours, three (3) clinical hours and assignments the learner will be able to do the following:</p> <ul style="list-style-type: none"> <li>• Define the terminology</li> <li>• Recognize the key principles of nutrition.</li> <li>• Identify potential nutritional problems for home health clients</li> <li>• Demonstrate basic understanding of therapeutic diets □ Describe key principles of safe food handling and storage.</li> <li>• Discuss adaptations necessary for feeding the home care client.</li> <li>• Describe the importance of fluid balance and monitoring intake and output.</li> <li>• Identify community resources for meeting nutritional</li> </ul>	5 hrs.	3 hrs.
	needs.		
Cleaning and Care Tasks in the Home	<p>This module is designed to familiarize the students with the task that need to be performed in at the patient’s home when doing healthcare in a home setting.</p> <p><b>Objectives</b></p> <p>Upon completion of three (3) hours of class plus assignments and two (2) hours of clinical experience, the learner will be able to do the following:</p> <ul style="list-style-type: none"> <li>• Define the terminology</li> <li>• Describe the HHA role &amp; responsibility for maintaining a clean, safe, and healthy environment.</li> <li>• Describe key principles for maintaining a safe home environment.</li> <li>• Identify appropriate procedures, equipment’s, and supplies for household tasks, including alternatives to use when resources are limited.</li> <li>• Discuss the procedure for washing and drying dishes.</li> <li>• Describe methods of laundering household and personal items.</li> <li>• Identify guidelines for organizing household tasks.</li> </ul>	3 hrs.	2 hrs.



		20 hrs.	20 hrs.
--	--	---------	---------

**EDUCATIONAL COST:**

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee	STRF	Total Program Charges
Nurses Assistant	\$1,600	\$100	\$0	\$1,700

Program Name	
Nurses Assistant	
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE	\$1,700
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$2,080

**The following requirements are excluded from the tuition fee for the Nurses Assistant Program**

- Medical (physical examination) T.B. Test. (if tested positive, needs chest x-ray)
- CPR verification (must have expiration date, need front & back copy) □ 2 (2X2) photo passport picture
- Live scanning (Finger print for criminal record verification) for CNA & HHA
- State Competency Examination (payable to American Red Cross)
- Liability insurance (check with different insurance company)
- Textbook
- Nursing uniform, stethoscope, blood pressure machine (manual)

**EDUCATIONAL COST:**

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee	STRF	Total Program Charges
Home Health Aide	\$400	\$100	\$0	\$500

Program Name	
Home Health Aide	\$500
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE	

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$500
--	-------

**The following requirements are excluded from the tuition fee for the Home Health Aide Program.**

- Medical (physical examination) T.B. Test. (if tested positive, needs chest x-ray)
- CPR verification (must have expiration date, need front & back copy)
- 2 (2X2) photo passport picture

Each student is required to have the following for the training program.

In addition each student will have to purchase or borrow their own text book, uniform, small medical instrument i.e. stethoscope, blood pressure machine, and thermometer. The school does not provide small medical instrument, housing uniform, laundry services, free meals, and transportation to clinical facility.

**SCHEDULE OF SESSIONS**

**Year 2017 Academic Calendar**

**FOR NURSES ASSISTANT/HOME HEALTH AIDE**

Classes are scheduled base on student needs. Classes are offered Friday, Saturday & Sunday or Saturday, Sunday & Monday, for seven weeks, eight (8) hours a day, for Nursing Assistant and for Home Health Aide once a week every Thursday eight (8) hours a day, for five (5) weeks, from 8AM to 4:30 PM.

**Instructional Location:**

All classroom instruction will take place at 1741 W. Katella Avenue, Anaheim CA. 92804  
All clinical instruction will take place at either of the following locations.

**1. Garden Grove Convalescent Hospital:**

**Location:** 12882 Shackelford Lane, Garden Grove CA. 92841. Tel: (714) 638-9470 Garden Grove Convalescent Hospital in Garden Grove, CA. is rated 4.0 stars overall. It is a moderate facility with 99 beds capacity.

**2. La Palma Nursing Center**

**Location:** 1130 W. La Palma Nursing Center is in the city of Anaheim, California. They provide senior care in a 72 beds housing community for older individual.

**CLASS SCHEDULES:**

Theory (Classroom): 8:00 AM to 20:00 NOON / 12:30 PM to 4:30 PM

Clinical (Hospital): 7:00 AM to 11:30 AM / 12:00 NOON to 3:30 PM

### **HOLIDAYS OBSERVED**

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Evening and Christmas day. The school does not close for student holiday schedules or recess.

### **ENTRANCE REQUIREMENTS/ADMISSIONS PROCEDURES**

- Students must pay all applicable fees, as per current publish fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
- This institution does not award credit for experiential learning.
- No Ability to Benefit Students will be admitted. At least a high school graduation or its equivalent.
- This institution has not entered into an articulation or transfer agreement with any other institution.
- Minimum age is 18-year-old.
- Each applicant will have an in- person interview where the applicant's goals will be discussed. A tour of the facility will be provided and the course will be explained.
- Interviews and enrollments can be arranged by appointment any day the school is open. You must have the ability to read and write English at a fifth-grade level. The ability to work and communicate with others and physically able. This course entails significant amount of walking, standing, and lifting or moving residents and/or equipment. A physical examination by the physician of the student's choice is required before entrance into the program. Physical examinations must have been performed within 90 days of the date pf entrance into the Nursing Assistant/Home Health Aide program. If you have been convicted of a felony you will be required to state this on your application. You must contact the **California Department Public Health (cdph)** as this could affect your eligibility for certification.

### **CONDUCT**

Any student not conducting themselves in an orderly and professional manner, which includes use of drugs and alcohol during school hours, dishonesty, disrupting classes, use of profanity, excessive tardiness, insubordination, violation of safety rules, or not abiding by the school rules Will lead to either probation or dismissal from class.

### **CLASS SIZE**

The maximum size fifteen (15) students assigned to each instructor during clinical training and return demonstration of skills.

### **ATTENDANCE, ABSENCE & TARDINESS POLICY**

- 1 The student must take the training course entirely
- 2 Complete attendance is required. **For the CNA program students are required to attend a minimum of 150 hours total (50 hours of Theory and 100 hours of Clinical). There are no excused absences. All absences must be made up. For HHA Program there are 2 hours of theory and 20 hours of clinical required.** An absence of 5 hours within the first 5 days of the course will be grounds for immediate dismissal.
3. An absence for more than 10% of the total course hours will not qualify for a certification of completion.
4. A supervised make up can be schedule starting after five days of classes.
5. A supervised make up classes will be offered. You can schedule one eight- hour make up in five (5) days of classes. Two eight hours excusable absences are only permitted for make-up.

### **STANDARD OF PROGRESS, GRADING & GRADUATION REQUIREMENTS**

There are written and practical tests required to graduate from the program. A student must get a minimum 75% on the final test. A practical final is given in all programs, student must satisfactory complete all requirements before they are allowed to graduate and be issued the **CERTIFICATION OF COMPLETION**. Student who do not meet satisfactory grades will be allowed to repeat examinations at the discretion of the instructor. No leaves or interruptions will be granted or enforce for satisfactory grades. A student may a written progress report or transcript from the school in writing at no charge. All records and grades are permanently maintained by the school for a period of five years and are protected from fire, theft, and other perils. All test is administrated and graded by the instructor.

### **RE-ADMISSION**

A student terminated for lack of attendance or lack of progress may be considered for re-admission only once. However, the student must show positive proof that the problem(s) causing the reason for termination has been corrected. Student who wish to re-enroll must arrange to meet

with the Director for re-evaluation. Any re-admitted student is to start the course from the beginning. No credit is granted for previous training.

## **PROBATION**

A student may be placed on probation for unsatisfactory attendance or academic progress only once. The Director will determine the length of probation and at the end of the probationary period the student will be re-evaluated. During the probation the student must maintain 80% attendance and have satisfactory progress based upon feedback from the instructor. The student can submit a written appeal of their probation to the Director. All requests will be evaluated and acted upon promptly.

## **COUNSELING & ADVISING**

Students who feel that they have a need of counseling or advising may feel at ease doing so with their instructor or the director. Counseling and advising are conducted on an open-door policy.

## **CANCELLATION & REFUNDS**

### **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel the enrollment agreement or withdraw from a program and possibly obtain a refund. Any notification of cancellation or withdrawal must be done in writing, and receipt by the school must be confirmed by return receipt of credit mail or by return from school. The school will make refunds within 30 days after request, less any deductions described in the Enrollment Agreement.

### **Cancellation**

“Cancellation” means that you wish to terminate the Enrollment Agreement before participating in any instruction, and before the Term begins. If you give written notice of cancellation before the Term begins, the school will refund your tuition, less \$100 of registration fee.

If you enroll after the commencement of the term, you may cancel at any time before your first scheduled class session after your enrollment. If you give written notice of cancellation within this time period, the school will refund your tuition, less the \$100 Registration Fee.

However, if you have participated in any, the provisions regarding “withdrawal from the course” below will be used to determine your refund.

If you have received any educational materials, books or equipment from the school, you must return them within ten days following the date of your cancellation. If you fail to return this material in the same condition you received them within this period, the school may deduct the stated charges for the materials from any refund that may be due to you.

**WITHDRAWAL FROM COURSE**

“Withdrawal” means that you wish to discontinue participation in any instruction before the end of the term. Withdrawal also means that you have not cancelled the enrollment agreement within the period allowed for cancellation as describe above. You have the right to withdraw from the course of instruction at any time. You are obligated to pay only the educational services that have been made available to you, and for unreturned materials, and for the \$100 deduction describe above.

Calculation of the refund is based on the number of class days of the program which have elapse, whether or not you have participated in the instruction. The school incur cost in making this instruction available to you, whether or not you use it.

The program consists of predetermined number of class days of available instruction. After sixty percent (60%) of this class days have passed, no refund of tuition will be made. If your notice of withdrawal is received by the school before 60% of the class days have pass, the school will calculate and refund your unused tuition based on the number of class day have passed, CHEC will calculate and refund your unused tuition based on the number of class days remaining in the Term, after your notice of withdrawal is received.

**EXAMPLE REFUND INFORMATION**

Assume that student, Upon enrollment in a 150-hours course, pays \$1700.00 for tuition, plus \$100.00 for registration total amount would be \$1800.00, and withdraws after completing 10 days. The pro rate refund to the student would be based on the calculation stated below

**REFUND CALCULATION**

Total payment tuition fee and registration fee	\$1700.00
\$1700.00 tuition fee minus \$100.00 registration fee	\$1600.00
\$1600.00 divides by 21 days	\$76.19
\$76.19 multiply by 10 days	\$761.90
\$1600.00 minus \$761.90	\$838.09

TOTAL REFUND DUE \_\_\_\_\_ = \$838.10

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

- a) You notify the school of your withdrawal or actual date of withdrawal.
- b) The institution terminates your enrollment
- c) You fail to attend classes for a three week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

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. Refund will be paid within 30 days of cancellation or withdrawal.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWED FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENT TO PAY IT.

### **NOTICE OF STUDENT RIGHTS**

1. You may cancel your contract for school, without any penalty or obligations on the seventh business day following your first class session as described in the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your form, ask the school for sample copy.
2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact The Bureau for Postsecondary Education at the address and telephone number printed below
4. If you have any complaints, questions, or problems that you cannot work out with the school, write or call the

**Bureau for Private Postsecondary Education:**  
**2535 Capito Oaks Drive, Suite 400, Sacramento CA. 95833 Call (916)**  
**431-6959/1(800)370-7589. [www.bppe.ca.gov](http://www.bppe.ca.gov)**

### **STUDEN TUITION FEE RECOVERY FUND (STRF)**

“ You must pay the state imposed assessment for the Student Tuition Fee 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 an enrolled in a residency program, and repay 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 charge are paid by a third party, such as an employer, government program or other payer and you have no separate agreement to repay the third party.”

“The state of California created the Student Tuition Fee Recovery Fund to relieve or mitigate economic losses suffered by the 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 Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program. Prepaid tuition, paid the STRF assessment, and suffered 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 closures of the school.
3. The school failure to pay or reimburse loan proceeds under a federally guaranteed student loans- program as required by the 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 a diligent effort to prosecute, prove, and collect on judgement against the institution for a violation of the Act.”

However, no claim should be paid to a student without a social security number or a tax payer identification number.

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

The transferability of credit you earn at Coast Health Educational Centers Inc. is at the complete discretion of the institution to which you may seek transfer. Acceptance of the certificate you earn in the program is also at the complete discretion of the institution to which you may seek transfer. If the credit or certificate that earn in this institution are not accepted at the institution to which you may seek transfer, you may be required to repeat some or all of your course work at the institution, for reasons you should make certain that attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Coast Health Educational Centers Inc. to determine if your credits or certificate will transfer.

### **STUDENTS COMPLAINT PROCEDURES**



- All student complaint may be brought to the administrator or any school staff and officials.
- If the complaint is found to be valid, involves in the violation of the law, an is not resolved within 30 days after it was made by the student, the student may notify the BPPE at 2535 Capitol Oaks Drive. Suite 400, Sacramento CA.95833, 1(800)370-7589, as well as law enforcement authorities of the complaints, investigation, and lack of resolution.
- Student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaint related to that person's duties.
- If the student's complaint in writing, the institution shall, within 10 days of receiving the complaints, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If complaint or relief requested by the student is rejected, the reasons for rejection shall also be given.
- The student's participation in the complaint procedure and the disposition of student's complaint shall not limit or waive any student's rights or remedies. Any documents signed by student that purports to limit or waive the student's rights and remedies is void.
- The person authorized to resolve complaint under this section shall not be terminated from employment or suffer any diminution in compensation as a result of the appropriate and good faith discharge of addressing and resolving student complaints.

### **STUDENT SERVICES:**

The school has a library from which students may check out books. A special reference library section (for materials which can be use at the campus location only) contain many specialize medical dictionaries, mannequins, books, videos, medical equipment's and other visual; aids.

### **JOB PLACEMENT:**

Coast Health Educational Centers, Inc. does not guarantee employment of its graduates. The school staff will assist students in the job researches after they have successfully completed their studies, by offering information on the job opportunities and guidance in resume preparation and interviewing techniques. The school has no official placement assistant program, does not promise nor provide job placement to any student prior to enrollment.

### **STUDENTS COMPLAINT AND GRIEVANCES PROCEDURES:**

Students, are encourage, at all time, to communicate their concern to member of the faculty and administration. If a situation arises in which a students has a complaint or grievances regarding grades, instructions or other topics related to their program of study, the following procedure is in effect:

- Make an appointment to discuss the matter with your instructor, if applicable. If not resolved
- Make an appointment to discuss the matter with your Program Director, if applicable. If not resolved

- Make an appointment to discuss the matter with the Academic Dean.

IF A STUDENT IS UNABLE TO RESOLVE A PROBLEM INFORMALLY. A WRITTEN GRIEVANCES MAY BE SUBMITTED TO THE EXECUTIVE CAMPUS DIRECTOR. THE PROCEDURES IS AS FOLLOWS:

The written grievances must be submitted to the Executive Campus Director. An incident report form is available for the student use and may obtained from the Executive Campus Director. An incident report not required in submitting the written grievances.

The executive Campus Director will verify that the student has made an attempt to resolved the concern informally with the instructor, Program Director or Academic Dean.

The executive Campus Director will call a grievance committee hearing within 24 hours of receipt of the written grievance. The committee will be composed of the Executive Campus Director, the instructor, appropriate department heads and any other individuals whose participation is warranted by the circumstances of the particular concern.

All persons involved with the incident must be present at the time of hearing. Evidence will be presented by the student and the by all other parties involved. Minutes will be taken.

Unresolved complaints may be directed to:

Department of Consumers Affairs  
Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento CA. 95833  
(916)431-6959/Fax:(916)263-1897 [www.bppe.ca.gov](http://www.bppe.ca.gov)

Required disclosure:

- This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- Any questions a student may have regarding this catalog that have not been satisfactory answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 Fax (916) 263-1897
- This institution does not admit students from other countries, so no visa related services are offered.

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

**Financial Aid:**

Coast Health Educational Centers Inc. does not participate in any financial aid programs. The students are responsible in obtaining their own financial responsibilities before enrollment to the program. Students may be required to make monthly payments while attending school. Payments amounts are based upon the program in which the student is enrolled. All payments are the full responsibility of the students and are payable as stated in the enrollment agreement.

**GENERAL INFORMATION**

**Description of Facilities and Equipment**

The School is located in the business center of the city of Anaheim. It is only a few minutes away from the business and major population of City of Orange, Anaheim, Garden Grove, Westminster, Costa Mesa, and Huntington Beach. Due to its central location, COAST HELTH CAREER COLLEGE is in an area where employment opportunities, educational facilities, and cultural resources abound. The school is readily accessible from the Santa Ana (5) Freeway and Garden Grove (22) freeway. It is located in 6000 square feet commercial building consist of 3 classrooms, 4 restrooms, lunch room with vending machines, reception area, 3 offices and a library room. It also has 24 parking area inside the school and an additional 20 parking area across the street.

**1. Garden Grove Convalescent Hospital:**

**Locations:** 12882 Shackelford Lane, Garden Grove CA. 92841-5109, Tel: (714) 638-9470  
Garden Grove Convalescent Hospital in Garden Grove, CA, is rated 4.0 stars overall. It is a moderate facility with 99 beds and has for-profit.

**2. La Palma Nursing Center:**

Location: 1130 W. La Palma Ave., Anaheim CA. 92804. Tel: &714) 772-7480

La Palma Nursing Center is located in the City of Anaheim, California. They provide senior care in a 72 beds housing community for older individuals.

**INSTRUCTIONAL EQUIPMENT** Medical & Surgical Beds, & Side Tables, Visual Aid Equipment, Mannequins, Bathing and Dressing Units, Sample Adult Hygiene Products, CPR Equipment Ambulation Equipment: Wheelchairs, Walkers and Gait Belts, Blood Pressure apparatus and different Types of weight scales, IV poles and documentation samples.

**English as a Second Language**

Coast Health Educational Centers, Inc., Anaheim, California does not offer English as a second language instruction.

**Insurance**

Coast Health Educational Centers, Inc., provides its students with general liability and accident insurance covering incidents that occur on campus during normal class room hours or while a student is performing clinically. The policy is intended to supplement the student's own insurance, and it requires the student to submit any claim to his or her own insurance carrier first (if available). It has a \$1,000,000.00 each claim limit and 3,000,000.00 aggregate limit on covered benefits, for clarification, check with the Business Office.

**Emergency Telephone Numbers**

Each Student must provide the school with one or more telephone numbers where a family member may be reached in an emergency. Only in the case of an emergency will a student be called out of class to take a telephone call.

**Personal Belongings**

Purses, clothes, books, etc., should not be left unattended, as the school does not assume responsibility for loss or theft.

**Personal Data Changes**

Any change of name, address, or telephone number must be reported to the student's instructor, the appropriate Program Director and registrar as soon as the change occurs. Emergency information should be kept current at all times.

**Leaves of Absence**

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

Coast Health Educational Centers Inc.  
1741 W. Katella Avenue, Anaheim CA. 92804

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

**School Holidays and Breaks**

Any Scheduled class break or holidays will be listed in the addendum to this catalog.

## **Student Housing**

**This institution has no responsibility to find or assist a student in funding housing.** This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month.

## **([www.apartmentguide.com](http://www.apartmentguide.com)) Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request the errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each students' file will contain student records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

## **ADMINISTRATION & FACULTY**

### **ADMINISTRATOR/DIRECTOR**

OSCAR CO DEJESUS: CERT. #117478

Registered Nurse; 383116

Bachelor of Science in Nursing

Master of Science in Nursing

### **INSTRUCTORS:**

OSCAR CO DE JESUS, CERT. #117477

Registered Nurse; 383116

Bachelor of Science in Nursing

Master of Science in Nursing

OTELIA DE JESUS, CERT. # EDOO-472PCA1999

Registered Nurse: License, 475252

Bachelor of Science in Nursing

Elisa Molina, CERT. #TCHR-4YLNDU

Registered Nurse: License, 323908

Bachelor of Science in Nursing

MARY J. PITRAM, CERT.# COAFS-05-378936

Registered Nurse: License, 242219

Bachelor of Science in Nursing

[End of Document]