

Select Therapy Institute, Inc.



SCHOOL CATALOG

08/01/2019-12/31/2019

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STATEMENTS TO PROSPECTIVE STUDENTS

▶Select Therapy Institute Inc. follows all regulations put forth by BPPE and California Department of Education. The following relates to our catalog: *“Each institution shall provide a catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.”*

▶Individuals who are interested in becoming students at this institution may download a School Catalog from our website, selecttherapyinstitute@gmail.com, or call the School to request a paper version of the Catalog delivered to their home. The School telephone number is 626-572-7231.

▶Select Therapy Institute is a private institution; it is approved to operate by the Bureau, and the approval to operate means compliance with state standards as set forth in the CEC (California Education Code) and 5 CCR (California Code of Regulations). This institution is not implying that the Bureau endorses our programs, and the Bureau does not mean that this school exceeds minimum state standards. Bureau approval simply means that this institution is licensed to operate in the state of California.

▶Select Therapy Institute, Inc. is not approved to issue I-20 International Student Visas to students from other countries. There are no fees or charges associated with International Student services as this institution does not enroll students I-20 Visas.

▶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 satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, toll-free telephone number (888)370-7589 or by fax (916)263-1897.

Bureau for Private Postsecondary Education (BPPE)

Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: www.bppe.ca.gov

Telephone and Fax #'s: (888-370-7589) or by fax (916)263-1897
(916-431-6959) or by fax 916-263-1897

▶A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free telephone #: (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site

Address: www.bppe.ca.gov.

► **STATEMENT ON BANKRUPTCY**

Select Therapy Institute, Inc. does not have any pending petition in bankruptcy, **is not** operating as a debtor in possession, and **has not** filed a 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 U.S. Bankruptcy Code.

► **STATEMENT on Financial Aid**

Select Therapy Institute is an unaccredited institution. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. Select Therapy Institute, Inc. **does not** provide any financial aid to students. However, the Nurse Assistant Program provided at Select Therapy Institute is a program approved by one of the California Local Workforce Development Boards established under the Federal Workforce Innovation and Opportunity Act to offer a comprehensive range of workforce development activities, including funding to displaced or disadvantaged youth and adults for skill training and career development. A student may be eligible for financial assistance through the Workforce Innovation and Opportunity Act and California's Workforce Development system when enrolling in our Nurse Assistance Program. For students who qualify, the funds may be applied toward the cost of course fees, books, and materials for the program. If you are interested in attending our Nurse Assistant Program using this funding, you **must** contact the Local Workforce Innovation and Opportunity Act (LWIOA) in your area to determine your eligibility and receive authorization to attend. To locate a California One Stop Career Center enter your zip code.

► **STATEMENT Regarding Student loans**

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

If the student defaults on a federal or state loan, both the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; and (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance at another institution until the loan is repaid. The School does not offer any state or federal loan guarantees; no loans of any kind are offered at this school.

► **PROGRAM INFORMATION**

The following are state programs, bureaus, departments or agencies which set minimum standards for our program of studies in accordance with the act to amend Sections 27, 101, 146, 149, and 473.1 of the Business and Professions Code, to add Chapter 8.5 (commencing with Section 95000) to, and to add and repeal Chapter 8 (commencing with Section 94800) of, Part 59 of Division 10 of Title 3 of the Education Code, relating to private postsecondary education. Specifically this includes the §94800. This chapter shall be known, and may be cited, as the California Private Postsecondary Education Act of 2009. Hereinafter called the Bureau (BPPE); the **Bureau for Private Postsecondary Education** website is

www.bppe.ca.gov.

WELCOME TO OUR NEW STUDENTS

Welcome to SELECT THERAPY INSTITUTE, INC. and thank you for selecting us to assist you in the program that you have chosen. You are now entering into a learning experience that will hopefully provide you with the opportunity for a successful future in your career and in your personal life.

At SELECT THERAPY INSTITUTE, INC. we offer you the basic skills you need in the career of your desire. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary in your chosen career. This means hard work, dedication, and practice on your part. Additionally, you will practice the psychology of personal success.

It is a pleasure to have you join us at SELECT THERAPY INSTITUTE, INC. Our goal is to help you discover your ability to transform your life with education. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

Ms. Kai Di, Director
CEO/President

Select Therapy Institute, Inc. welcomes all persons interested in a career in health care. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for the serious student. We will be pleased to answer all of your questions. In addition, information may be found in our school catalog which is available in writing or electronically by request from our website www.st-inst.com or email selecttherapyinstitute@gmail.com.

APPROVAL DISCLOSURE STATEMENT

SELECT THERAPY INSTITUTE, INC. is a private institution; it is approved to operate by the Bureau, and the approval to operate means compliance with state standards as set forth in the CEC and 5 CCR. This institution is not implying that the Bureau endorses our programs, and the Bureau does not mean that this school exceeds minimum state standards. Bureau approval simply means that this institution is licensed to operate in the state of California.

This institution is also approved by the Workforce Innovation and Opportunity Act (WIOA).

This institution's non-degree programs have not been accredited by any accrediting agency recognized by the United States Department of Education.

§94802

- (a) An institution that had a valid approval to operate on June 30, 2007, issued by the former Bureau for Private Postsecondary Education pursuant to former Chapter 7 (commencing with Section 94700) of Part 59 of Division 10 of Title 3 of the Education Code, as it read on June 30, 2007, shall maintain that approval under this chapter. For the purposes of this chapter, the approval to operate shall be valid for three calendar years after the expiration date of the approval, as it read on June 30, 2007.*
- (b) Applications to renew an approval to operate that had been pending action before the former Bureau for Private Postsecondary Education on June 30, 2007, shall be deemed processed as follows:*
 - (1) Applications received prior to January 1, 2006, shall be granted an approval to operate until 2012 to coincide with the anniversary date of the current approval to operate date.*
 - (2) Applications received after January 1, 2006, shall be granted an approval to operate until 2013 to coincide with the anniversary date of the current approval to operate.*
- (c) Students seeking to enroll in institutions approved under subdivision (b) shall be notified in writing by the institution, prior to executing an enrollment agreement, that, although the institution was approved to operate by the former Bureau for Private Postsecondary Education, the institution's application for re-approval to operate has not been reviewed by the bureau pursuant to this chapter.*

MISSION AND OBJECTIVES

The mission of SELECT THERAPY INSTITUTE, INC. is to provide our students, who seek to explore and develop career skills and experience, with learning and training opportunities so as to help them reach their goals either in a career or in personal enhancement.

The unifying theme of all our programs is Maslow's hierarchy of needs: psychological, safety and protection, love and belonging, self-esteem, and self-actualization. The additional organizing principles of caring, critical thinking/problem solving, team building, ethics and cultural sensitivity have also been integrated into the programs.

Objective of Nurse Assistant and Home Health Aide Programs (CNA and HHA): To provide students interested in becoming Certified Nurse Assistants/Certified Home Health Aide, a broad and comprehensive education in order 1) to provide entry-level skills for employment as a Certified Nurse Assistant/Certified Home Health Aide; 2) to promote quality of patient care through the students trained at SELECT THERAPY INSTITUTE, INC.; and 3) to provide awareness of opportunities and choices in health care occupations.

Objective of Security Guard Power to Arrest Training and Skills Training Program (SGTP): To familiarize and instruct our students by closely following the regulations, guidelines, and standards set forth by the Bureau of Security and Investigative Services (BSIS) of the California Department of Consumer Affairs, and to provide well-trained and qualified Security Guards to our community for the prevention of terrorism and crime and the protection of people and/or property.

Objective of English for Speakers of Other Languages Program (ESOL): To equip students, including those who have enrolled in the school's other programs, with the language and cultural proficiencies required for the eventual fulfillment of personal, vocational, academic, and citizenship goals so that they may participate fully in American society.

Objective of Basic Life Support/CPR for Healthcare Providers: To provide students the Basic Life Support (BLS) training outlined by the American Heart Association. The course can also provide First Aid training outlined by the American Heart Association for individuals upon the request of students involved in the training. The course will train individuals the necessary theory concepts and practical skills needed in an emergency medical response scenario, and will do so under the curriculum set forth by the American Heart Association.

Objective of Acupuncture (ACU) Continue Education Units (CEU): To provide licensed acupuncturists the continue education units needed for the acupuncturist renewal requirements. The classes are taught in accordance with the regulations set forth by the California Acupuncture Board of the Department of Consumer Affairs.

FACILITIES AND EQUIPMENT

SELECT THERAPY INSTITUTE, INC. is a comfortable (2,036 sq. ft.) air-conditioned, one story modern facility accessible by public transportation. It is located at is 2209 North San Gabriel Blvd., Suite C, Rosemead, CA 91770, and all classes are held at this location. The facility can accommodate a maximum of 20 students at one time. The facility consists of

combined lecture/lab rooms, workshop areas, administrative offices, a student and a faculty lounge. The school, the facility it occupies, and the equipment it utilizes fully comply with any and all Federal, State and Local laws, regulations and ordinances; this includes those requirements as to fire safety, building safety and health regulations.

All classrooms are well lit and provide a sound learning environment. All classrooms are fully equipped with student desks, an instructor’s desk, a television, a DVD player, computers, and white boards. The instructors are encouraged to use visual aids since they are essential and crucial for students’ development. Also, the school computer can be used in class if it is connected to a portable projector.

The Nursing Skills Lab provides a dynamic environment, whereby students of all levels can practice a variety of skills from simply making beds to providing complex assessment and care. Depending on the extent of the skill, students may work with mannequins or each other in this simulated clinical setting. The lab is outfitted with up-to-date equipment conducive to timely learning of nursing skills. The faculty are available to guide students as they enhance their proficiency with nursing care. Students are encouraged to refresh their techniques at any time, especially prior to clinical experiences. Review supplies are always available. Teaching videos are also handy for students who wish to review them at their convenience.

FOR HANDICAPPED STUDENTS: Access for handicapped students to the institution's facilities is not available at the school. This institution does not offer special facilities or programs for the handicapped.

TUITION & FEES

The Catalog shall contain the schedule of total charges for a period of attendance **AND** an estimated schedule of total charges for the entire educational program. “Total charges” means the sum of institutional and non-institutional charges. Such information is provided below:

Nurse Assistant Program Tuition and Fees

The schedule of total charges for 165 clock hours of attendance of the Nurse Assistant Program includes the first five (5) charges in the chart below, which is in total amount of \$2,415; an estimated schedule of total charges for the entire program includes every item listed below, which comes to \$2,800 in total.

Maximum Total Cost Per Student \$ <u>2,800.00</u> for Nurse Assistant Training Programs	
Tuition	\$ 2,005.00
Registration	\$ 250.00
Books <i>Hartman’s Nursing Assistant Care The Basics Textbook & Workbook</i>	\$ 85.00
Supplies & Materials	\$ 60.00

Uniform(s)	\$ 15.00
Liability Insurance	\$ 23.00
Physical Exams	\$ 100.00
CPR (\$60) + First Aide (\$45)	\$ 105.00
Red Cross State CNA Examination	\$105.00
Live Scan Fingerprinting	\$ 52.00
Student Tuition Recovery Fund (STRF) Fee	\$ 0.00 (\$0 per \$1,000 of Institutional charges)

Students may pay the full tuition upon enrollment or opt for a MULTI-payment option. Those opting for the MULTI-payment option must pay \$500.00 at the time of enrollment. Other payments are arranged according to the school calendar.

Home Health Aide Program Tuition and Fees

The schedule of total charges for 40 clock hours of attendance of Home Health Aide Program AND an estimated schedule of total charges for the entire program are the same, which is \$680 in total as listed below.

Maximum Total Cost Per Student \$ <u>680.00</u> for Home Health Aide Training Program	
Tuition	\$ 500.00
Registration	\$ 100.00
Supplies & Materials	\$ 80.00
Student Tuition Recovery Fund (STRF) Fee	\$ 0.00 (\$0 per \$1,000 of Institutional charges)

Security Guard Training Program Tuition and Fees

The schedule of total charges for 40 clock hours of attendance of Security Guard Training Program AND an estimated schedule of total charges for the entire program are the same, and include the first three charges in the chart below, which is \$1,650 in total.

Maximum Total Cost Per Student \$<u>1,650.00</u>* for Security Guard Power to Arrest Training and Skills Training Program	
*This amount does not include the cost for the Annual Continuing Education.	
Tuition	\$ 1500.00
Registration	\$ 100.00
Supplies & Materials	\$ 50.00
Annual Continuing Education	\$ 100.00
Student Tuition Recovery Fund (STRF) Fee	\$ 0.00 (\$0 per \$1,000 of Institutional charges)

English for Speakers of Other Languages Program Tuition and Fees

The schedule of total charges for 160 clock hours of attendance of Level 1 of English for Speakers of Other Languages Program (ESOL 1) AND an estimated schedule of total charges for the entire ESOL 1 program are the same, which is \$1,565.23 (see breakdown below).

The schedule of total charges for 160 clock hours of attendance of Level 2 of English for Speakers of Other Languages Program (ESOL 2) AND an estimated schedule of total charges for the entire ESOL 2 program are the same, which is \$1,545.50 (see breakdown below).

The schedule of total charges for 160 clock hours of attendance of Level 3 of English for Speakers of Other Languages Program (ESOL 3) AND an estimated schedule of total charges for the entire ESOL 3 program are the same, which is \$1,527.75 (see breakdown below).

The schedule of total charges for 160 clock hours of attendance of Level 4 of English for Speakers of Other Languages Program (ESOL 4) AND an estimated schedule of total charges for the entire ESOL 4 program are the same, which is \$1,527.75 (see breakdown below).

The schedule of total charges for 160 clock hours of attendance of Level 5 of English for Speakers of Other Languages Program (ESOL 5) AND an estimated schedule of total charges for the entire ESOL 5 program are the same, which is \$1,527.75 (see breakdown below).

The schedule of total charges for 160 clock hours of attendance of Level 6 of English for Speakers of Other Languages Program (ESOL 6) AND an estimated schedule of total charges for the entire ESOL 6 program are the same, which is \$1,631.95 (see breakdown below).

The Maximum Total Cost per Student for completing all six levels of the ESOL Program is \$9,581.93. The cost breakdown is as follows:

Level	Level	Tuition	Books& Equipment	Total
ESOL 1	Beginning Literacy	\$ 1,500.00	\$ 65.43	\$ 1,565.23
ESOL 2	Beginning Low Level	\$ 1,500.00	\$ 45.50	\$ 1,545.50
ESOL 3	Beginning High Level	\$ 1,500.00	\$ 27.75	\$ 1,527.75
ESOL 4	Intermediate Level	\$ 1,500.00	\$ 27.75	\$ 1,527.75
ESOL 5	Advanced Low Level	\$ 1,500.00	\$ 27.75	\$ 1,527.75
ESOL 6	Advanced High Level	\$ 1,500.00	\$131.95	\$ 1,631.95

There is a one-time non-refundable Registration Fee of \$250.00 for the ESOL Program. Student Tuition Recovery Fund (STRF) Fee also applies to the ESOL Program, which is now \$0 per \$1,000 for each ESOL Program level.

Books:*

ESOL 1	<u>Access Fundamentals of Literacy and Communication</u>	\$19.93
ESOL 1	<u>Interchange Intro Student's Book with Audio CD 3rd Edition</u>	\$23.00
ESOL 1	<u>Interchange Intro Workbook 3rd Edition</u>	\$12.50
ESOL 1	Notebook and Paper	\$10.00
ESOL 2	<u>Interchange Student's Book 1 with Audio CD 3rd Edition</u>	\$23.00
ESOL 2	<u>Interchange Workbook 1 3rd Edition</u>	\$12.50

ESOL 2	Notebook and Paper	\$10.00
ESOL 3,4	<u>Interchange Student's Book 2</u> with Audio CD 3rd Edition	\$23.00
ESOL 3,4	<u>Interchange Workbook 2</u> 3rd Edition	\$12.50
ESOL 3,4	Notebook and Paper	\$20.00
ESOL 5	<u>Interchange Student's Book 3</u> with Audio CD 3rd Edition	\$23.00
ESOL 5	<u>Interchange Workbook 3</u> 3rd Edition	\$12.50
ESOL 5	Notebook and Paper	\$20.00
ESOL 6	<u>Cambridge Preparation for the TOEFL® Test with CD</u> 3 rd Edition	\$84.00
ESOL 6	<u>Cambridge Preparation for the TOEFL® Test Audio CDs</u>	\$23.00
ESOL 6	<u>Barron's TOEFL® Essay</u> 2 nd Edition	\$24.95
ESOL 6	Notebook and Paper	\$20.00
Total		\$363.88

*Retail prices subject change. See Book List for information about each book.

Basic Life Support/CPR for Healthcare Providers Course Tuition and Fees

The total charge for 4 clock hours of attendance of this BLS/CPR course AND an estimated total charge for the entire course are the same, which is \$300 in total.

The Maximum Total Cost per Student for completing a BLS/CPR training course is \$300.00. The cost breakdown is as follows:

Maximum Total Cost Per Student \$ 300.00 for BLS/CPR Program	
Tuition	\$ 300.00
Registration	\$ 0.00
Supplies & Materials	\$ 0.00
Student Tuition Recovery Fund (STRF) Fee	\$ 0.00 (\$0 per \$1,000 of Institutional charges)

Acupuncture Continue Education Units Tuition and Fees

The total charge for 1 clock hour of attendance of the Acupuncture Continue Education Unit is \$30/hour, AND an estimated total charge for the entire units varies from person to person, depending on the actual total hours attended.

The Maximum Total Cost per Student for one unit of ACU CEU class (1 hour of training) is \$30.00. The cost breakdown is as follows:

Maximum Total Cost Per Student \$ 30.00 for Acupuncture Continue Education Program	
Tuition	\$ 30.00
Registration	\$ 0.00
Supplies & Materials	\$ 0.00
Student Tuition Recovery Fund (STRF) Fee	\$ 0.00 (\$0 per \$1,000 of Institutional charges)

SELECT THERAPY INSTITUTE, INC. RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT CURRENTLY ENROLLED STUDENTS WHO ARE ACTIVE AND MAINTAINING SATISFACTORY ACADEMIC PROGRESS.

STUDENT TUITION RECOVERY FUND STATEMENT

NOTICE TO STUDENTS: SELECT THERAPY INSTITUTE was notified by the BPPE that effective January 1, 2015, the Student Tuition Recovery Fund (STRF) would be assessed at \$0 per \$1,000. According to the notice, SELECT THERAPY INSTITUTE shall continue to collect STRF related information and submit STRF Assessment Reporting Forms quarterly, but shall stop collecting the STRF assessments from any student until BPPE's further notice.

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

METHODS OF PAYMENT

The Dean will develop a personalized payment program for each individual. Payments can be made with Cash, Checks, Cashiers & Traveler's Checks, Money Orders, Visa, Master Card, or Discover Card. Local bank imprinted checks for the amount due only. No two party checks, post-dated, or altered checks are accepted. A \$30.00 service charge is assessed on any item returned by the bank.

WORKFORCE INNOVATION AND OPPORTUNITY ACT PROGRAM

WIOA is a federally funded job training program designed to provide assistance to those needing occupational skills in order to obtain employment or advance with their current employer. WIOA is a competitive scholarship given to a limited number of qualified applicants, and is designed to help adults, dislocated workers, and displaced homemakers who are unable to pay the cost of attending training. Applicants must intend on returning to the workforce once they have completed their training program. For more information and how to apply, please contact the Admissions Representative.

SCHOLARSHIPS

Select Therapy Institute, Inc. does not award any institutional scholarships.

ADMISSION POLICY

"A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution." §94902(a)

1) Students must be 18 years of age or older and hold a High School Diploma, or its equivalent (GED). High school documentation from a country other than the United States must be translated and notarized by a notary public. Students who cannot submit a certificate of graduation from a high school or a recognized equivalent will be required to take and pass *the Wonderlic Basic Skills Test (WBST)* which is an Ability-to-Benefit (ATB) test, approved by the U.S. Department of Education.

2) Students must submit \$250.00 for Nurse Assistant Program, \$100.00 for Home Health Aide Program, \$100.00 for Security Guard Training Program, or \$250.00 for English for Speakers of Other Languages Program as non-refundable registration fee.

3) Prospective ESOL students must take a placement test known as the *BEST Literacy* placement test, Form B or C, and will be placed at the Level indicated by the placement test as the starting point for the program. *BEST Literacy* is a combined test of reading and writing skills using authentic situations as the basis for test questions, which correlates to the National Reporting System (NRS) with six levels. It is specifically developed and designed for adult English language learners in the United States. Students will be placed at one of the six levels of the ESOL Program according to the NRS scores they achieved as follows:

Course Name	NRS score
ESOL 1 Beginning ESL Literacy	0-7
ESOL 2 Beginning ESL	8-35
ESOL 3 Low Intermediate ESL	36-46
ESOL 4 High Intermediate ESL	47-53
ESOL 5 Low Advanced ESL	54-65
ESOL 6 High Advanced ESL	66+

The exam takes about 45 minutes and students can schedule an appointment with the Admissions Representative.

4) Students who want to enroll in a school program other than the ESOL Program and whose native language is not English must take *the BEST Literacy Test*, Form B or C, as an English Proficiency test for enrollment. Students must get a score 21 or higher to reach the Low beginning ESL level in order to be deemed English proficient to enroll in the program they have chosen. Please see the chart below for National Report System (NRS) levels and *BEST Literacy* scale scores for your reference.

NRS Levels and BEST Literacy Scale Scores

NRS Level	New BEST Literacy Scale Score Range Effective July 1, 2008
Beginning ESL Literacy	0 -20
Low Beginning ESL	21 - 52
High Beginning ESL	53 - 63
Low Intermediate ESL	64 - 67
High Intermediate ESL	68 - 75
Advanced ESL	76 - 78

- 5) Select Therapy Institute, Inc. requires a personal, on-school interview with all candidates for this institution prior to acceptance into any program. The school encourages parents and spouses to attend the interview. This gives students and their family the opportunity to see the school equipment and facilities, and to ask specific questions relating to the school, the curriculum, and the career training being considered. The personal interview also gives the school the opportunity to meet you and evaluate your qualifications and aptitude.
- 6) You must meet the physical requirements of the program, if any, in which you wish to enroll.

ENROLLMENT PROCEDURE

You will complete the **APPLICATION FORM** about you, your education, and employment history, as well as your area of occupational interest. Upon completion of the **APPLICATION FORM**, you will be taken on a tour of the school by the Admissions Representative. This tour includes an explanation of what goes on in each classroom and lab as well as a review of the course equipment and materials. You will be encouraged to talk with students and teachers about the school and its programs.

The proper sequence of enrollment is as follows:

1. The Admissions Representative will conduct an interview using the **ADMISSION INTERVIEW** form to determine your goals, expectations, and commitment.
2. You will be given a tour of the school.
3. After the Career Programs Assessment test and interview are evaluated and graded, the Admissions Representative will discuss the results with you. You must be fluent enough in English in all programs except the ESOL Program as all textbooks and instruction are in English.
4. The Admissions Representative will give you a copy of the **CATALOG** and go through the catalog with you.
5. You will receive a copy of the **SCHOOL PERFORMANCE FACT SHEET** for the program in which you wish to enroll. The Admissions Representative will explain each item on the **SCHOOL PERFORMANCE FACT SHEET**. You must initial each item after it has been discussed. When the **SCHOOL PERFORMANCE FACT SHEET** has been completed with all of the required initials, you must sign the document. This step is an absolute requirement and must, without exception, be done prior to having you sign the **ENROLLMENT AGREEMENT**.
6. You will be given a **PHYSICAL REQUIREMENTS** form to read and sign to signify your knowledge of the physical requirements of the program of instruction in which you are enrolling.
7. The Admission Representative will now present the **ENROLLMENT AGREEMENT** to you and explain that this is a contract. This is the agreement that will spell out the educational services you have chosen, the time and number of hours required to complete the program of your choice. It will show how the educational service will be paid for and the terms of payment you will be responsible for.
8. The Admissions Representative will explain to you the cancellation and withdrawal policy

and the refund policy.

9. The Admissions Representative will explain the STRF protection.
10. The Admissions Representative will explain the attendance policy including tardiness.
11. The Admissions Representative will explain the grading systems and how often you will receive grade reports.
12. The Admissions Representative will explain that students have the option of paying their tuition by check, cash, or credit card. As an option, students may pay in full for tuition and fees after having been accepted and enrolled and the date of the first class session is disclosed on the **ENROLLMENT AGREEMENT**.
13. Fill in the financial details of the chosen program of study. If you need to have a financial plan approved, have the Admissions Representative make an appointment with the Director of Finance to discuss what type of payment plan is available.
14. After the financial arrangements have been concluded, the Admissions Representative will explain the balance of the **ENROLLMENT AGREEMENT**.
15. The Admissions Representative will explain the non-refundable registration fee and that it must be paid when the **ENROLLMENT AGREEMENT** is signed. You will be asked if you are ready to sign the **ENROLLMENT AGREEMENT**. If so, sign and initial the **ENROLLMENT AGREEMENT** and pay the non-refundable registration fee.

ACCEPTANCE

You must complete all admissions requirements and procedures before being considered for acceptance to Select Therapy Institute, Inc. After receiving your application file, the President/Executive Director will formally accept or reject your application. You will be notified by phone, letter or email within 5 business days after completing the **ENROLLMENT AGREEMENT**.

NULLIFICATION OF APPLICATION

An applicant's file remains open for six (6) months. If an application is not complete within six (6) months of submission of the **APPLICATION FORM**, the application will be nullified. To be reconsidered, the applicant must then reapply for admission, pay the registration fee in effect at the time of the reapplication.

ABILITY-TO-BENEFIT (ATB) EXAMINATION REQUIREMENT

An Ability-to-Benefit (ATB) examination is a test which is required by California Education Code §94904 to be independently administered on those who do not hold a high school diploma, or GED, or an equivalent. The ATB examination must be from the list of examinations approved by the US Department of Education. A student shall not enroll into any school program unless the student achieves a passing score that demonstrates that the student may benefit from the education and training being offered. Select Therapy Institute uses *the Wonderlic Basic Skills Test* (WBST) as the ATB examination. Students who are required to take the WBST-ATB examination shall pay \$20.00 for the testing.

The WBST is a short form measure of adult language and math skills which are generally taught in high school. It consists of the following two separate sections - the Test of Verbal Skills (50 questions) and the Test of Quantitative Skills (45 questions), having a testing time limit of 20 minutes each. An additional 10 minutes is required to complete the demographic information on the answer sheet. A student must achieve a verbal score no less than 200 and a quantitative score no less than 210 in the same test administration in order to pass the WBST.

The WBST must be administered by an Independent Test Administrator (ITA). There are two (2) ways to take the WBST, electronically online or by paper and pencil. Test scores are available in just a few minutes upon completion and submission of the test online; however, it may take at least five (5) business days for the test scores to be available if the WBST is taken by paper and pencil.

For more information on the WBST, please check its website at <http://resources.wonderliconline.com/atb%20manual.pdf>.

ENGLISH PROFICIENCY REQUIREMENT

SELECT THERAPY INSTITUTE uses the *BEST Literacy* test as an English Proficiency test. All prospective students whose native language is not English and who desire to enroll in a school program other than the ESOL Program should be proficient in English language, which is verified by students reaching the Low beginning ESL level of the *BEST Literacy* test. Students who reach the Low beginning ESL level will get at least a score of 21 or higher in the test, which means students are expected to read most sight words, many other common words, familiar phrases and simple sentences for reading; they are expected to write some simple sentences with some limited vocabulary. Students are also interviewed for proficiency by the school's academic director. Since most of our instructors are bilingual either in English, Spanish, or Chinese, some translation of the terms may be available, but ALL instructions will be conducted in English. All textbooks are also in English.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the Health Care field must be in good physical health for he/she will be working in direct contact with patients. In most aspects of the Health Care field, there is a great deal of standing, walking, pushing, bending, and stretching for long periods of time. Being a security guard also requires one in general good health because it involves long-time standing, walking, and other physical activities during the work. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill the training demands. All female students who are pregnant must furnish a written medical release from their Physician stating they are in proper physical shape to be enrolled in their course of study.

SCHOOL CATALOG INFORMATION

The School Catalog is updated every year. When a student is admitted, Select Therapy Institute, Inc. accepts the responsibility to provide the educational program in which the

student has enrolled. To accomplish this goal, all programs are under constant review for improvement and updating to best meet the demands of the job market.

If any program requirements are changed, students already enrolled will be protected from any hardship resulting from such changes. Consequently, the course and the unit hour requirements stated in the catalog at the time of the student's start date shall determine that student's graduation requirements.

Restarts however, will be required to meet new program requirements. Catalogs in force at the restart date will become the catalog of entry.

ARTICULATION AGREEMENTS

Select Therapy Institute, Inc. does not currently have articulation agreements with any other institutions.

TRANSFER CREDIT EVALUATION

Credits earned at other institutions will not be evaluated.

EXPERIENTIAL CREDIT

Prior experiential credit is not given nor evaluated at Select Therapy Institute, Inc.

CHALLENGE EXAMINATIONS

Challenge examinations are not available.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

DISTANCE EDUCATION

There are no Distance Education courses available at Select Therapy Institute, Inc. Only classroom delivery is available.

TEXTBOOKS

Textbooks are issued at the beginning of the class. All needed supplies and equipment will be

maintained in the classroom. At the beginning of second week of the training, each student will be offered the opportunity to purchase at a reduced rate materials necessary for the satisfactory completion of the class.

CALENDAR/HOLIDAYS

The school offices are closed on Saturdays and Sundays; however, the classroom and skill labs are open for use if classes are scheduled.

The following holidays are observed at STI: New Year's Day, Fourth of July, Labor Day, Thanksgiving Day and the day after, and Christmas.

A 'special' holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

COURSES OF STUDY AND CLASS SCHEDULES

Nurse Assistant Program

Nurse Assistant Training Program (NATP) includes classroom (theory) training of 61 hours and clinical training of 104 hours, which takes 9.5 to 13 weeks to complete depending on which scheduled class (morning, afternoon or evening) of NATP you sign up for. The classroom training is offered at three (3) different time schedules (see below), 3-4 days a week while the clinical training is conducted from 7:00 a.m. to 3:30 p.m., usually 3 days a week including weekends.

Three classroom (theory) training time schedules*:

1. Morning Class (S-1451): 9:00 a.m. – 1:00 p.m.
2. Afternoon Class (S-1427): 1:00 p.m. – 5:00 p.m.
3. Evening Class (S-1315): 5:00 p.m. – 9:00 p.m.

** Please note Select Therapy Institute may not have all 3 time schedules available at a given time for the classroom training, and they may fall on different weekdays; therefore, you need to make sure the schedule that suits your availability is offered at the time of your application. Our staff is always willing to assist you in choosing the right schedule for you. The Enrollment Agreement that you sign will clearly states your NATP schedule.*

Home Health Aide Program

Home Health Aide classes (5 weeks; 40 clock hours) are every Monday from 8:00 am – 4:30 pm with 20 hours of classroom study and 20 hours of clinical training.

Security Guard Power to Arrest Training and Skills Training Program (SGTP)

The SGTP classes (4 weeks; 40 clock hours) are from 4:00 pm – 8:30 pm on Wednesday evening, and from 8:00 am – 12:30 pm on Saturday and Sunday.

English for Speakers of Other Languages Program (ESOL)

The ESOL classes (10 weeks, 160 hours for each of the 6 levels) have evening and weekend periods. Two classes of 2 different levels are held for a total of 16 hours for each class each week. See below for the schedule:

Class One Monday & Thursday: 5:00 pm – 10:30 pm* (10 hours)

Saturday: 1:00 pm – 7:30 pm* (6 hours)

Class Two Tuesday & Friday: 5:00 pm – 10:30 pm* (10 hours)
Saturday: 1:00 am – 7:30 pm* (6 hours)

*There is 30-minute break time.

Basic Life Support/CPR for Healthcare Providers Course

The Basic Life Support/CPR for Healthcare Providers course takes total 4 hours to complete. The class takes place either from 9:00 am - 1:00 pm or 1:00 pm to 5:00 pm Monday to Friday. To enroll into the course, a student can either schedule by phone (626-572-7231) ahead of time or walk in (Rosemead) for the next available class.

Acupuncture Continue Education Unit Class

The Acupuncture Continue Education Unit (ACU CEU) Class is taken on an hourly basis, depending on the amount of required hours needed for the licensed acupuncturist renewal purpose. Students MUST schedule ahead of time by phone (626-572-7231) since all of the class dates and times are pre-set and approved in compliant with the California Board of Acupuncture of the Department of Consumer Affairs. The classes will only take place on the normal business days of operation (Monday- Friday) during normal business hours (9:00 am - 5:00 pm Monday ~ Thursday and 9:00 am - 4:00 pm Friday)

ORIENTATION

Orientation classes for all new students are held prior to any new class starting. All new and re-enrollment students are required to attend prior to admission.

ATTENDANCE POLICIES

Consistent attendance is essential to the overall effectiveness of the training a student receives at Select Therapy Institute, Inc. Students are required to attend all scheduled classes regularly and punctually.

If students are 15 minutes late, this will be considered a tardy. The accumulation of three tardies becomes equal to one absence. A tardy of more than 15 minutes will be counted as an unexcused absence. A student who is habitually tardy (3 times in one month) will be counseled by the school supervisor. If tardiness continues, the student may be suspended or be placed on probation until tardiness ceases. Students who are absent for theory or clinical hours must make up the time at the instructor's convenience and at the students' expense. All theory and clinical time must be made up prior to sitting for the State Competency Test, or for any test required to obtain a professional license.

In case of illness or emergency on any day, students must call in to the school supervisor to report any absence before 9:05 am that morning or at least 1 hour prior to the start of class. Absence of two days or more without notification shall be considered cause for suspension. Students who have more than three consecutive days of absences without notifying the school will be considered terminated from the class.

LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. Select Therapy Institute, Inc. allows a student under such circumstances to take a Leave of Absence (LOA) from the program up to 60 days. LOA must be requested in writing by the student and must be approved by the School Director.

RE-ENTRY POLICIES

All students who withdraw may re-enter into the program without the loss of credit Program hours and provided it is within 5 years from the date of their withdrawal which is an institutional policy. All records of the student except student transcripts are stored for five (5) years only (student transcripts are retained permanently) and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the school before the student is accepted for re-enrollment.

GRADING POLICIES

Nurse Assistant and Home Health Aide Programs

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued at the instructor's discretion. The evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a "C" (75%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

ACADEMIC GRADING

100% -90%	A	Superior Performance	(GPA 4) 4POINTS =A
90% -80%	B	Above Average	(GPA 3) 3 POINTS =B
79% -75%	C	Average	(GPA 2) 2 POINTS =C
<i>Below 75%</i>	<i>D/F</i>	<i>is a failing grade.</i>	

POINT GRADES FOR PRACTICAL WORK

Security Guard Power to Arrest Training and Skills Training Program (SGTP)

Satisfactory completion of the 8-hour Power to Arrest Course and 100% score in the Power to Arrest Training Manual Test are required to apply for a security guard license (card) from the BSIS.

English for Speakers of Other Languages Program (ESOL)

Student grades are based on homework assignments, class work, oral and written examinations, and performance evaluations given with each unit of learning. Written examinations are given periodically, and at the completion of each course a comprehensive final exam is given. For this course, the total course grade is made up of the following:

1. Attendance: 10%
2. Class Participation: 10%
3. Projects and Assignments: 10%

- 4. Quizzes & Mini Tests: 40%
- 5. Final Exam: 30%

Basic Life Support/CPR for Healthcare Providers Course

Students are evaluated in accordance with the standards set forth by the American Heart Association. Evaluations include the instructor’s visual inspection of the skills performed throughout the course and a written multiple-choice quiz that needs to result in a percentage grade above 80% to be considered satisfactory. If the expectations of the evaluation are not met, students will receive more chances to redo the assessment.

Acupuncture Continue Education Unit Class

Acupuncturists have to complete a short quiz relating to the subject title for the ACU CEU. A percentage grade of 80% must be maintained to be considered as satisfactory. Failure to do so will result in a retake of the quiz before issuing the Acupuncture Continue Education Unit credit.

Attendance: Attendance of all scheduled class meetings is expected and required. Attending class is one of the most important parts of the learning process. Every absence in excess of two absences will result in a reduction of the attendance grade by 1% per absence (i.e., from 10% to 9%). Arriving to class on time is essential. A student who arrives late can be disruptive to other students, and often spends a good part of the session trying to figure out what is happening rather than learning. Each late arrival in excess of two is considered an absence.

Class Participation: Communication skills are vital to job seeking and career building. Throughout the class, students are called on to communicate their understanding of the material being discussed, and they are evaluated on their preparedness and willingness to respond to questions, not on the accuracy of the answers. Active class participation is highly encouraged. Reading the appropriate pages in the text prior to coming to class will help the student grasp the concepts presented in class, as well as adding to the classroom learning experience.

Projects and Assignments: Students are required to complete workbook subject wise as they are covered in class. The students are graded for their efforts and the quality of material that they present.

Quizzes & Mini Tests: Quizzes or mini tests are given to assess the student’s understanding of the material. The format of the questions on the quizzes is either verbal or multiple choices. All of the quizzes or mini tests are based on material covered in the class. Quizzes or mini tests may not be re-taken for any reason.

Additionally, student transcripts will reflect a final letter grade. Letter grades are based on a percentage grading scale. The official grading scale is as follows:

Letter	%	Description	GPA
A	90-100	Exceptional work	4.00
B	80-89	Above-average work	3.00

C	70-79	Acceptable work	2.00
F	<70%	Failing work	0.00
P	Course requirements successfully completed		N/E
F	Course requirements not successfully completed		0.00
W	Student withdrew during course		N/E
U	Student took leave of absence during course		N/E
S	Student is repeating course		N/E
I	Incomplete		N/E

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

Select Therapy Institute, Inc. expects its students to maintain Satisfactory Academic Progress (SAP) as established by this institution. The student must:

1. Maintain a cumulative academic average of "C" (75%) or better on all tests, projects and other required course work.
2. Notify the school of any absence at his/her earliest convenience. Regardless of the average level of attendance, students who have more than three consecutive days of absences without notifying the school will be considered terminated from the class. This standard shall apply to all students except those on an approved Leave-of absence.
3. Meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the end of an evaluation period. A student will be considered to be making satisfactory progress until the next evaluation.

ACADEMIC PROBATION

Students who fail to meet SAP standards during a given evaluation period of 1 week will be placed on academic/or attendance probation for one additional evaluation period of 1 week.

ACADEMIC DISMISSAL

Students who fail to meet SAP standards and have received three (3) consecutive 1-week academic/or attendance probation will be dismissed from school.

APPEAL PROCEDURES

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame (5-10 days) and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (5-10 days). The decision of the committee shall be final. Students that prevail upon the appeal process, re-entering the program after an interruption of training, or having re-established

satisfactory progress, and determined as making satisfactory progress, will be re-entered in the course and will be reinstated. Students accepted for re-entering the program that previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation of re-entry.

COURSE INCOMPLETE

Course incomplete, repetitions, and non-credit remedial course are not applicable to this institution's form of instruction.

MAKE-UP POLICIES

Due to absences, all assignments, tests and homework may be made up. The student needs to contact the instructor to arrange how missing work will be made up. It is the student's responsibility to make-up any missing work. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.

SCHOOL RULES AND REGULATIONS

1. School Offices are open Mondays-Fridays, 9:00 a.m.-5:00 pm and closed on Saturdays and Sundays. (Clinical hours are often conducted over weekends and students scheduled must be in attendance.)
2. In case of illness or emergency on any day, students must call in to the school supervisor to report his/her absence before 9:05 a.m. that morning or at least 1 hour prior to the start of class.
3. A student who is habitually tardy (3 times in one month) will be counseled and if tardiness continues he/she may be suspended or be placed on probation until tardiness ceases.
4. Students in the evening classroom training schedule of the Nurse Assistant Program need to complete at least 16 hours of theory in order to start their clinical hours.
5. Students may not leave the classroom or clinical site without the instructor's permission.
6. No gum chewing is allowed in the school at any time. Smoking is allowed in assigned areas only 20 feet from every entry and/or exit OUTSIDE of the building.
7. No visitors are permitted in the classroom or student lounge area unless approved by the director.
8. School business phones may not be used for personal calls.
9. Students must keep their work area, in class or on the floor, clean and sanitary at all times.
10. All students serving residents in the clinical setting must be courteous and pleasant. If difficulty arises, please call the instructor. Students must take all residents assigned to them. Failure to care a resident is grounds for suspension.
11. No student may leave a resident while giving care, except in an emergency and excused by an instructor. Students are not allowed to perform care other than what is assigned. Students violating this rule will be disciplined accordingly.
12. Students are responsible for the return of school materials or equipment loaned to them. Students must not borrow equipment from one another. Each student is solely responsible for his/her personal belongings and materials.
13. Students must not congregate in the lobby or visit with another student who is busy with

a resident.

14. Students have the privilege at all times to consult the management on personal problems.
15. The school positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
16. The school will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.
17. Appropriate appearance is one component of professional nursing care. Inappropriate attire:
 - Sweat pants and sweatshirts
 - Shorts or walking shorts
 - Low-cut shirts/blouses, low-waist trousers/pants, including rolling down scrub pant waist bands
 - Sheer or revealing clothingClothing with bulky sleeves or pants, which may become entangled in equipment or be dragged through body fluids, is completely inappropriate and not allowed.
18. Students are to park only in the areas designated (by unmarked stalls). During orientation class, students will be shown the parking areas, and where to park when the unmarked stalls are full.
19. All students will be expected to maintain an average score of 75% in theory and in all practical subjects. Probationary status will result in case of failure to do so.
20. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination, fighting, gossiping or deformation to another student or staff member will not be tolerated. Students must comply with school policy and state rules and regulations.
21. Due to absences, all assignments, tests and homework may be made up, and arranged for by the Chief Academic Officer. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
22. Notify office immediately of any address or telephone change.
23. Absence of two days or more without notification shall be considered cause for suspension
24. These rules are designed to form excellent work habits and attendance, and to aid students in completing their course as soon as possible. Violation of school rules may result in suspension or termination.

CANCELLATION AND WITHDRAWAL

An applicant not accepted for training by Select Therapy Institute, Inc. shall be entitled to a refund of all moneys paid less the non-refundable Registration Fee not to exceed \$250.00 for the Nurse Assistant Program or \$100.00 for the Home Health Aide program.

Cancellation

Students have the right to cancel the **ENROLLMENT AGREEMENT** that a student signed for a program of instruction including any equipment, such as books, study materials, or any other goods and services included in the agreement. **SELECT THERAPY INSTITUTE, INC.** shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or registration fee not to exceed two hundred fifty dollars (\$250.00) for the Nurse

Assistant Program and ESOL Program, or \$100.00 for the Home Health Aide Program and SGTP Program if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later (*§94920(b) of California Private Postsecondary Education Act of 2009*). Cancellation shall occur when students give written **NOTICE OF CANCELLATION** at the address of the school: 2209 N. San Gabriel Blvd., Suite C, Rosemead, CA 91770, or by verbal notice through a telephone conversation with any of the school staff members. Students can do this by mail, hand delivery, or email. The written **NOTICE OF CANCELLATION**, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid; if given by hand delivery, when handing it to any of the school staff members; if sent by email, when received at selecttherapyinstitute@gmail.com. The written **NOTICE OF CANCELLATION** need not take any particular form, and, however expressed, it is effective if it shows that students no longer wish to be bound by students' **ENROLLMENT AGREEMENT**. Students will be given a '**NOTICE OF CANCELLATION**' form when they enroll, but if a student chooses to cancel, the student can use any written notice that the student wishes.

SELECT THERAPY INSTITUTE, INC. has a refund policy for the return of unearned institutional charges if the student cancels an **ENROLLMENT AGREEMENT** or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund (*§94920(d) of California Private Postsecondary Education Act of 2009*).

If the student has borrowed any equipment from the school, including books or other materials, students shall return them to the school within 30 days following the date of student's **NOTICE OF CANCELLATION**. If student fails to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment including books from any refund that may be due student.

Withdrawal

Should students find it necessary to discontinue their training, they should arrange to meet with an admissions representative to discuss their situation and submit written notification of their request. Students may withdraw from the program. Withdrawal may be effectuated by the student's written **NOTICE OF CANCELLATION** or by the student's conduct, such as a phone call for urgent personal or family matters, but not including lack of attendance. Students have the right to withdraw from a program of instruction they have enrolled in with a refund including any equipment, such as books, materials, and supplies, or any other goods and services included in the **ENROLLMENT AGREEMENT**. Withdrawal shall occur when students give written **NOTICE OF CANCELLATION** at the address of the school: 2209 N. San Gabriel Blvd., Suite C, Rosemead, CA 91770, or by verbal notice through a telephone conversation with any of the school staff members. Students can do this by mail, hand delivery, or email. The written **NOTICE OF CANCELLATION** is effective, if sent by mail, when deposited in the mail properly addressed with postage prepaid; if given by hand delivery, when handing it to any of the school staff members; if sent by email, when received at selecttherapyinstitute@gmail.com. The written **NOTICE OF CANCELLATION** need not take any particular form, and, however expressed, it is effective if it shows that students no longer wish to be bound by students' **ENROLLMENT AGREEMENT**. Students will be given a '**NOTICE OF CANCELLATION**' form when they enroll, but if a student chooses to cancel, the

student can use any written notice that the student wishes.

REFUND POLICY

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

- a. Students notify the School in writing of their withdrawal or the actual date of withdrawal.
- b. The School terminates their enrollment.
- c. Students have failed to attend classes for a three-week period. The date of their withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of the three-week period.

If the amount students have paid is more than the amount that is owed for the time they attended, then a refund will be made within 45 days of withdrawal. If the amount that students owed is more than the amount that they have already paid, they will have to make arrangements to pay it.

Please see the Enrollment Agreement of a particular program for the details of refund.

STUDENT RECORDS

Student records are confidential and are kept in the Registrar's Office for five years, except student transcripts which are retained permanently, in accordance with Bureau for Private Postsecondary Education rules, i.e., § 94900, 94900.5, 94900.7 of *California Private Postsecondary Education Act of 2009*. No one, except appropriate school faculty and staff or, an authorized representative or the Bureau for Private Postsecondary Education, or an authorized representative of a sponsoring agency (i.e. WIOA, VA) may review any educational records without the approval of the student. Student financial and academic records are kept separately in the Registrar's Office while students are active, both in paper and digital formats. Once a student has graduated, the financial and academic files are merged and maintained in digital format indefinitely.

Without the student's written consent and upon authorization of the School Director or designee, Select Therapy Institute, Inc. may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:

- a. College with a legitimate educational interest.
- b. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law, except that when collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of

federal legal requirements.

c. Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.

d. Officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 76225 of the Education Code.

e. Agencies or organizations in connection with a student's application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.

DISCLOSURE OF EDUCATION RECORDS

Adult students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. Select Therapy Institute, Inc. will maintain files for five (5) years. Students are not entitled to inspect the financial records of their parents. Written consent is required from the student before education records may be disclosed to third parties with the exception of governmental agencies so authorized by law.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

This institution complies with the Family Educational Rights and Privacy Act (FERPA), which provides students certain rights related to their educational records. The following is a description of those rights:

The right to inspect and review the student's educational records within 45 days of the day the Institution receives a written request for access. Students should submit to the President written requests that identify the record (s) they wish to inspect. A School Official will make arrangements for access and notify the student of the time and place where the records may be inspected.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff). A person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional

responsibility. Upon request, the Institution discloses educational records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requests students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(s), telephone number(s), birth date and place, program undertaken, dates of attendance, and certificate or diploma awarded.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by this Institution to comply with the requirements on file is as follows:

Family Policy Compliance Office
Department of Education,
600 Independence, SW
Washington, DC 20202-4605.

STATEMENT OF NON-DISCRIMINATION

As a learning institution, **SELECT THERAPY INSTITUTE, INC.** must continuously address issues of diversity and multiculturalism. Every member of **SELECT THERAPY INSTITUTE, INC.** is expected to engage in action that leads towards the development of a more democratic and inclusive community. Proactive efforts towards increasing diversity and the elimination of discrimination are necessary in **SELECT THERAPY INSTITUTE, INC.**

In accordance with Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Executive Order 11246, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, the Vietnam Veterans Readjustment Assistance Act of 1974, and all other applicable civil rights and nondiscrimination statutes, **SELECT THERAPY INSTITUTE, INC.** prohibits discrimination on the basis of race, color, religion, sex, national origin, age, ancestry, disability, and veterans status.

EQUAL OPPORTUNITY POLICY

SELECT THERAPY INSTITUTE, INC. is also proud of its goal to help all individuals realize their potential. To this end, this institution is committed to providing an equal opportunity for all qualified individuals to be considered for employment, benefits and conditions of employment, educational programs and activities, regardless of race, religion, color, sex, disability, national origin, ancestry, age, veteran status, sexual orientation, marital status or parental status. All leaders and supervisory personnel of this institution shall recruit, hire, train and promote persons in all job titles utilizing only valid requirements related to the position functions. A school community that provides equal opportunity in hiring and all conditions of employment will make significant strides towards the elimination of discrimination. Thus, SELECT THERAPY INSTITUTE, INC. applauds every effort to create a positive working and learning environment for all individuals. For more information regarding non-discrimination or to resolve complaints, contact the school's President/Executive Director.

SEXUAL HARASSMENT

Select Therapy Institute, Inc. intends to provide a learning environment that is pleasant, healthful, comfortable, and free from intimidation, hostility, or any other offenses that might interfere with work performance. Harassment of any sort – verbal, physical, and visual – will not be tolerated.

Sexual harassment consists of overt activity of a sexual nature that has a substantial adverse effect on a person in the workplace. Such overt activity may include, but is not limited to the following:

- ▷ Demands for sexual favors, accompanied by threats concerning an individual's employment status;
- ▷ Demands for sexual favors, accompanied by promises of preferential treatment concerning an individual's employment status;
- ▷ Verbal, written, or graphic communication of a sexual nature;
- ▷ Patting, pinching, or unnecessary contact with another employee's body is forbidden.

All employees, and particularly supervisors, have a responsibility for keeping the work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident, or being told of it, must report it to their immediate supervisor, or any management representative with whom they feel comfortable. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

The student should immediately report, in writing or orally, any incident in which he/she believes sexual harassment has occurred. Complaints should be presented to the student's instructor. If the problem recurs, or if for any reason the student does not wish to discuss the problem with his/her instructor, contact the President.

STUDENT GRIEVANCE PROCEDURES

Select Therapy Institute, Inc. guarantees procedural fairness to any accused person, whether the person is a student, staff, or faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the institution provides established grievance procedures. These procedures include: 1) Verbal request for redress of grievance; 2) Written request for redress of grievance; If the grievance has not been resolved to the student's satisfaction, the student will be encouraged to file a complaint with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov." The President shall maintain a file on each grievance reported, including the procedures followed and the final disposition of the case.

Filing a Complaint

A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by

completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov."

Bureau for Private Postsecondary Education (BPPE)

Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: www.bppe.ca.gov

Telephone and Fax #'s: (888-370-7589) or by fax (916)263-1897
(916-431-6959) or by fax 916-263-1897

SUBSTANCE ABUSE POLICY

SELECT THERAPY INSTITUTE, INC. recognizes that individuals sometimes use substances such as alcohol and drugs to an extent that impairs their abilities. This policy is implemented because **SELECT THERAPY INSTITUTE, INC.** believes that any students' impairment due to the use of substances is likely to place that student, other students, employees, and other personnel, at risk. Students are required to sign a form stating that they understand this policy.

Our policy on substance abuse remains consistent whether alcohol, marijuana, illegal prescription, and/or controlled substances are at issue. For the purposes of this policy, "substance" refers to any of the above. "Impairment" or "being impaired" refers to a state in which normal physical or mental faculties in use at school have been detrimentally affected by a substance. A "substance abuser" is anyone who uses drugs for non-medical purposes, and this use detrimentally affects academic performance or interferes with normal social adjustment at school.

Any student attending Select Therapy Institute, Inc. while impaired or who becomes impaired while at school will be found in violation of school policy and will be subject to severe disciplinary action. Such action can include suspension, dismissal, or other penalty appropriate to the circumstances. Likewise, the use, possession, transfer, or sale of any substance on school premises or in any parking space, storage area, or job site, is prohibited and subject to severe disciplinary action. Students using prescription drugs have a duty to report this to their instructors, and school officials in case an adverse reaction to the medication occurs while at school, and in case the student is falsely accused of using an illegal substance. When a student is involved in the use, possession, transfer, or sale of a substance in violation of this policy, **SELECT THERAPY INSTITUTE, INC.** may notify the appropriate authorities. Such notice will be given only after the incident is investigated and reviewed by the Director.

Substance abuse is both a school and a medical problem. **SELECT THERAPY INSTITUTE, INC.** is aware that substance abuse is a complex public health issue that has both physical and emotional consequences for students, their families, and other social relationships. Any psychological or physical problem effecting students' academic performance is the concern of **SELECT THERAPY INSTITUTE, INC.**

Any instructor suspecting a substance abuse case should discuss the matter with the Director immediately. Because each case is different, the handling and referral of the case must be

coordinated between the instructor and Director. **SELECT THERAPY INSTITUTE, INC.** maintains a referral service for students with substance problems. Counseling and referrals are provided on a confidential basis. Voluntary, successful participation in a recovery or rehabilitation program may be a mitigating factor in disciplinary action depending on the particulars of each case. While **SELECT THERAPY INSTITUTE, INC.** does not require students to get help, he or she may ask the school for it. In some cases, disciplinary action may be suspended, or the student may be placed on probation, pending the successful completion of a recovery program. Students who enter a rehabilitation program due to performance or behavior problems resulting from substance abuse are subject to dismissal for failing to successfully complete the program.

SELECT THERAPY INSTITUTE, INC. is concerned with its students' privacy, especially when matters of a medical or personal nature are concerned. As long as such information is not required for police or security purposes, **SELECT THERAPY INSTITUTE, INC.** shall maintain student information in confidence, but subject to release to authorized school personnel on a "need to know" basis. An exception to this rule exists when the student signs a release for the transfer of such information to designated persons or agencies.

HOUSING INFORMATION

SELECT THERAPY INSTITUTE, INC. has no dormitory facilities under its control, **and has no responsibility to find or assist a student in finding housing**, which means you need to find housing yourself. The following is the information of nearby apartments for rent:

1. San Gabriel Villa

Address: 1415 N. San Gabriel Blvd., Rosemead, CA 91770
Telephone: 877-242-3063
Two Bedroom, One Bath, 850 sqft, \$1,445.00/month

2. Windsor Apartments

Address: 1930 Del Mar Avenue, San Gabriel, CA 91776
Telephone: (626) 571-5903
One Bedroom, One Bath, 790 sqft, \$800.00/month

3. Emerald Apartments

Address: 1232 S San Gabriel Blvd, San Gabriel, CA 91776
Telephone: (626) 287-0080
One Bedroom, One Bath, 800 sqft, \$1,280.00/month

The information regarding other apartments can be provided by the school administrator.

LIBRARY AND OTHER LEARNING RESOURCES

While the school is planning and preparing to launch its own library, the students with a valid ID have access to the following nearby branches of County of Los Angeles Public Library (www.colapublib.org):

1. Rosemead Library

Address: 8800 Valley Blvd. Rosemead, CA 91770
Telephone: (626) 573-5220
Hours: Tue-Thurs 10am-8pm; Sat 8am-6pm

2. **San Gabriel Library**

Address: 500 S. Del Mar Ave. San Gabriel, CA 91776
Telephone: (626) 287-0761
Hours: Tue-Thurs 10am-8pm; Fri & Sat 8am – 6pm

3. **El Monte Library**

Address: 3224 Tyler Ave. El Monte, CA 91731
Telephone: (626) 444-9506
Hours: Mon-Thurs 10am-8pm; Fri & Sat 8am-6pm

The information regarding local public libraries can be provided by the instructor or the school administrator.

STUDENT SERVICES

JOB PLACEMENT

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, the student's name is recorded by the School Registrar and the process of follow-up begins. Students are encouraged to return for placement assistance by reviewing the listings of nursing homes and agencies seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. Select Therapy Institute, Inc. may show prospective students this register upon request. We assist students in placements as often as needed; however, the school does not guarantee placement to any student. **SELECT THERAPY INSTITUTE, INC.** cannot guarantee employment to any student, recent graduate, or alumni of this school.

The job classification that each of SELECT THERAPY INSTITUTE programs (except for the ESOL program which is not a career-oriented program) prepares its students as identified by the United States Department of Labor's Standard Occupational Classification codes is as follows:

Nurse Assistant Program:	O*NET-SOC code: 31-1014.00 – Nursing Assistants
Home Health Aide Program:	O*NET-SOC code: 31-1011.00 – Home Health Aides
Security Guard Program:	O*NET-SOC code: 33-9032.00 – Security Guards

CAREER COUNSELING

Students are counseled individually, as often as necessary, at least every week to review the student's progress and adjustment. Successful clinic owners and agency representatives are scheduled into the school regularly to give demonstrations and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to

evaluate the rate and quality of the student and remedial assignments are made when required.

OUTLINE OF PROGRAMS

NURSE ASSISTANT PROGRAM OUTLINE

COURSE OUTLINE: THE NURSE ASSISTANT course consists of 165 clock hours, which include hours of technical instruction (lecture, demonstration, classroom participation and/or examination) and the following minimum specified practical operations:

DESCRIPTION OF COURSE: (CCR Title 22, Division 5, Chapter 2.5) This course covers aspects of resident care in a Long Term Care Facility. Successful completion of this course will allow the graduate to sit for the State Examination.

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.

Practical Operations means the actual performance by the student of complete care on another person or a mannequin. Instructional Techniques and Methods: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 75% (C) or better. The student will learn the technical techniques and methods of performing personal care including safe and proper techniques. They also will learn professionalism, ethics, personal grooming, dress, employer-employee relationships, personal ethics and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing resident care (clinical practice).

COURSE FORMAT: Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Personal care skills demonstrations, (4) Practical demonstration on mannequin or other person, (5) clinical performance on another person, and (6) Performance reviews (progress evaluations, see satisfactory progress policy). The minimum combined total clock hours of 165 include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications.

CURRICULUM FOR NURSE ASSISTANT PROGRAM

The curriculum for students enrolled in the Nurse Assistant course shall consist of one hundred sixty-five (165) clock hours of technical instruction and practical operations in resident care. Technical instruction means instruction by demonstration, lecture, classroom participation or examination. Practical operation shall mean the actual performance by the Nurse Assistant of all techniques and principles.

Nurse Assistant 165 hours
(These hours are for "Accelerated" classes)

	Subject	Lecture	Practice	Total
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		Clock Hours	Clock Hours	Clock Hours
0001	Introduction	2	0	2
0002	Patient Rights	9	1	10
0003	Interpersonal Skills	2	0	2
0004	Prevention and Management of Catastrophic or Unusual occurrences	1	1	2
0005	Body Mechanics	2	4	6
0006	Medical and Surgical Asepsis	2	8	10
0007	Weights and Measures	1	1	2
0008	Patient Care Skills	14	44	58
0009	Patient Care Procedures	7	20	27
0010	Vital Signs	5	6	11
0011	Nutrition	2	6	8
0012	Emergency Procedures	2	1	3
0013	Long Term Care Resident	4	4	8
0014	Rehabilitative Nursing	2	4	6
0015	Observation and Charting	4	4	8
0016	Death and Dying	2	0	2
Total Clock Hours		61	104	165

REQUIREMENTS FOR CLINICAL TRAINING

Students are required to complete all items below before clinical:

1. A medical history and physical examination
2. An intradermal PPD skin test for tuberculosis (or chest x-ray as appropriate)
3. Finger print-submission
4. CPR First Aid
5. Flu shot (Between November 1 and March 31)
6. Professional liability insurance

REQUIREMENTS FOR CERTIFIED NURSE ASSISTANT IN CALIFORNIA

To become a certified nurse assistant in California, a prospective student will first need to satisfactorily complete the above-described 165-hour Nurse Assistant Program, including all required 61-hour classroom and 104-hour clinical training, which is one of the approved CNA programs by California Department of Public Health (CDPH).

Upon completion of the Nurse Assistant Program, candidates for certified nurse assistants must take the California Nurse Assistant Competency Examination required in California for certification purposes. Candidates must pass knowledge and skills tests; the knowledge test is available in written and oral formats. The oral test includes ten word recognition/ reading comprehension questions in addition to 60 oral questions.

California requires criminal background checks; criminal convictions for any offense will not automatically result in denial of an application, but will be evaluated by CDPH. A Live Scan (digital) fingerprinting process will be used for this purpose. The applicant will need to fill out form BCIA 8016, a request for Live Scan services.

HOME HEALTH AIDE PROGRAM OUTLINE

COURSE OUTLINE: THE HOME HEALTH AIDE course consists of 40 clock hours, which include hours of technical instruction (lecture, demonstration, classroom participation and/or examination) and the following minimum specified practical operations:

DESCRIPTION OF COURSE: (CCR Title 22, Division 5, Chapter 2.5) This course covers aspects of resident care in a home setting.

DEFINITION OF TERMS: Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.

Practical Operations means the actual performance by the student of complete care on another person or a mannequin. Instructional Techniques and Methods: Students will attend regularly scheduled theory classes (lecture), must take and pass assigned tests with a grade point average of 75% (C) or better. The student will learn the technical techniques and methods of performing personal care including safe and proper techniques. They also will learn professionalism, ethics, personal grooming, dress, employer-employee relationships, personal ethics and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing resident care (clinical practice).

COURSE FORMAT: Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Personal care skills demonstrations, (4) Practical demonstration on mannequin or other person, (5) clinical performance on another person, and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

CURRICULUM FOR HOME HEALTH AIDE PROGRAM

The curriculum for students enrolled in the Home Health Aide course shall consist of forty (40) clock hours of technical instruction and practical operations in resident care. Technical instruction means instruction by demonstration, lecture, classroom participation or examination.

	Subject	Lecture Clock Hours	Practice Clock Hours	Total Clock Hours
0001	Introduction to Aide and Agency Role	2	0	2
0002	Interpretation of Medical and Social Needs of People Being Served	5	0	5

0003	Personal Care Services	5	15	20
0004	Nutrition	5	3	8
0005	Cleaning and Care Tasks in the Home	3	2	5
Total Clock Hours		20	20	40

REQUIREMENTS FOR CERTIFIED HOME HEALTH AIDE IN CALIFORNIA

To become a certified home health aide, a prospective student must complete the Nurse Assistant Training Program, and also be certified as a Nurse Assistant (CNA). The student is then expected to satisfactorily complete the 40-hour Home Health Aide Training Program described above.

Upon completion of the Home Health Aide Training Program, it will take up to 60 days for the school to submit documents to CDPH, and for the students to receive the certification in mail.

SECURITY GUARD TRAINING PROGRAM OUTLINE

COURSE OUTLINE: THE SECURITY GUARD TRAINING course consists of 40 clock hours. The following chart shows the training completion time and hours needed, as required by the Bureau of Security and Investigative Services (BSIS), California Department of Consumer Affairs:

40 Hour Security Guard Training Requirements

Date of Completion	Training Hours Needed
Prior to submission of an application for a Security Guard registration and being assigned on post	8 Hours (4 hours of Power to Arrest; 4 hours of Weapons of Mass Destruction/Terrorism Awareness Training)
Training required within the first 30 days after receipt of registration or date of hire	16 Hours (8 hours mandatory courses; 8 hours of elective courses from training syllabus)
Training required within the first six months after receipt of registration or date of hire	16 Hours (8 hours mandatory course; 8 hours of elective courses from training syllabus)
TOTAL HOURS:	40 HOURS
Annual Continuing Education required after first year of licensure	8 hours annually

DESCRIPTION OF COURSE: This training course covers aspects of security guard Power to Arrest and skills training. Successful completion of this course will allow the graduate to meet the requirement for a security guard registration/license and obtain employment as an unarmed security guard.

CURRICULUM FOR SECURITY GUARD TRAINING PROGRAM

A training syllabus for security guards is provided by the BSIS in the California Code of Regulations Title 16, Div. 7, §643. Among the training curriculum, Select Therapy Institute, Inc. currently offers the following mandatory and selective courses:

Mandatory Courses	Hours
Power to Arrest Course (including the following 2 subjects):	
A. Power to Arrest	4
B. Weapons of Mass Destruction (WMD) & Terrorism Awareness	4
Public Relations (Community & Customer)	4
Observation & Documentation	4
Communication and its Significance	4
Liability / Legal Aspects	4
Elective Courses	Hours
Post Orders & Assignments	4
Arrests, Search & Seizure	4
Trespass	4
Handling Difficult People	4
Crowd Control	4
Supervision	4
Radio Procedures	2
Annual Continuing Education	Hours
Review or practice of security officer skills	8

Select Therapy Institute, Inc. shall use and closely follow the Power to Arrest Training Manual (Version: October 2011) issued by the BSIS of the DCA when administering the Power to Arrest Course and the examination. A copy of the Manual will be provided to each student enrolled in the program.

REQUIREMENTS FOR CERTIFICATE ISSUANCE BY THE SCHOOL

When a student satisfactorily completes the 8-hour Power to Arrest Course listed in the BSIS' course syllabuses, and also passes the Power to Arrest Training Manual Test with 100% score in accordance with the Manual's Administering Instructions, the institution shall timely issue a course completion certificate with a Request for Live Scan Service Form for the electronic submission of fingerprints and the subsequent automated background checks and responses, so that the student can take both to register with the BSIS and apply for the

security guard card. Each certificate shall be signed by the course provider (also known as training instructor) and the director of the institution.

Thereafter, the institution shall issue a certificate to a student upon his/her satisfactory completion of the entire 40-hour training, which includes the 8-hour Power to Arrest Course, 16-hour mandatory courses and 16-hour elective courses.

A completion certificate shall also be issued to a student who satisfactorily completes the 8-hour annual continuing education required after the first year of licensure.

Upon the request of a student, a certificate may also be issued when the student completes the training required by the BSIS within the first 30 days after receipt of registration or after the date of hire, which includes 8 hours of mandatory courses and 8 hours of elective courses, or after his/her completion of a particular single training course.

REQUIREMENTS FOR SECURITY GUARD REGISTRATION WITH THE BUREAU OF SECURITY AND INVESTIGATIVE SERVICES OF CALIFORNIA CONSUMER AFFAIRS

A student has to register with the BSIS before he/she can work as a Security Guard in California.

Eligibility to Apply for a Security Guard Registration:

- Be at least 18 years old;
- Undergo a criminal history background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI); and
- Complete the above-described 40-hour course of required training. (The training and exam may be administered by any private patrol operator or by a certified training facility like Select Therapy Institute).

Procedures for Expedient Application for Registration:

The following 5 steps will help you expedite your application for security guard registration:

STEP 1

The security guard applicant must have received the eight (8) hour "Power to Arrest" training and passed the examination.

STEP 2

The security guard applicant must submit the security guard application online at http://www.bsis.ca.gov/forms_pubs/online_services/online_licensing.shtml, and pay \$51.00, which includes \$50.00 Application Fee and \$1.00 Online Convenience Fee. The online application is sent electronically to the BSIS.

STEP 3

The security guard applicant must submit fingerprints electronically using Live Scan. You must only use the security guard Live Scan forms downloaded from the BSIS Web site or obtained from the BSIS, and pay \$49.00, which includes \$32.00 DOJ Fingerprint Fee and \$17.00 FBI Fingerprint Fee. The Live Scan form from the BSIS contains the correct coding to ensure that the BSIS receives the FBI and DOJ responses.

Live Scan forms can be obtained at: www.bsis.ca.gov/forms_pubs/livescan/guard.pdf
DOJ Live Scan site locations can be searched at: <https://oag.ca.gov/fingerprints/locations>

Note: Live Scan sites may charge a Live Scan submission processing fee. The BSIS does not set the fee amount.

STEP 4

Once the BSIS has received the online application and criminal history clearances, the **cleared** security guard's name will appear on the BSIS Web site. A screen-print from the Web site may be made and used as an interim security guard registration, which will allow the security guard to be placed on assignment while waiting for the actual security guard registration to arrive in the mail in 10 to 15 business days.

STEP 5

Security guards placed on assignment **must** keep the following documents with them:

1. A valid security guard registration or a screen print of the approval obtained from the Bureau's Web site.
2. A valid photo identification

Normal Processing:

You may also submit your application to the BSIS in the traditional way:

- Submit your completed security guard application, a **\$50 registration fee** and a Security Guard Live Scan form signed by the Live Scan operator, including the ATI number. A **\$32 DOJ fingerprint processing fee**, a **\$17 FBI fingerprint processing fee**, and Live Scan site processing fee (if any) must be paid at the Live Scan site.
- Send your application package to the Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002.

Applications for registration as a security guard are available from private patrol operators or training facilities certified by BSIS.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES PROGRAM OUTLINE

COURSE OUTLINE: THE ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

PROGRAM has six proficiency levels, which have been established for adults in California by the curriculum committee that served in an advisory capacity to the Adult Education Unit of the California Department of Education. At the end of Levels 1, 2, 3, 4, and 5, a Certificate of Completion is awarded to those who successfully complete the required courses. A Diploma is awarded to successful students at the end of Level 6.

The level components are described as follows:

Level	Days	Hours/wk	Weeks	Qtr Credits	Total Hours
ESOL 1 Beginning ESL Literacy	3	16	10	10	160
ESOL 2 Beginning ESL	3	16	10	10	160
ESOL 3 Low Intermediate ESL	3	16	10	10	160
ESOL 4 High Intermediate ESL	3	16	10	10	160
ESOL 5 Low Advanced ESL	3	16	10	10	160
ESOL 6 High Advanced ESL	3	16	10	10	160
Totals	180		60	60	960

COURSE DESCRIPTION

ESOL 1 Beginning ESL Literacy is to introduce elementary English to the students who take the first step to learn English. This step demonstrates very short questions and answers, Who questions, yes/no questions, subject pronouns, basic preposition, etc. The purpose of this course is to let students know that English is a very practical language so they can use it very easily if they practice hard.

Listening/Speaking: Functions in a very limited way in situations related to immediate needs; asks and responds to basic learned phrases spoken slowly and repeated often.

Reading/Writing: Recognizes and writes letters and numbers and reads and understands common sight words. Can write own name and address.

ESOL 2 Beginning ESL is to teach students grammar and expressions. Students will learn how to use correct tenses, nouns, verbs, conjunctions, adjectives like comparative and superlative, and longer vocabulary to make sentences. At this level, students learn more words and idioms through practicing conversation, and learn about basic writing structure.

Listening/Speaking: Functions with some difficulty in situations related to immediate needs; may have some simple oral communication abilities using basic learned phrases and sentences.

Reading/Writing: Reads and writes letters and numbers and a limited number of basic sight words and simple phrases related to immediate needs; writes basic personal information on simplified forms.

ESOL 3 Low Intermediate ESL is the end of the beginning and the start of intermediate course. Students will learn more complex words, expressions and grammar. With the basis of basic knowledge, they will be able to speak in English using the comparison of simple past vs. present perfect and future tense. With the mixture of the grammar and expressions learned from the former level, this step introduces infinitives and gerunds. These are so widely used in all positions of sentence, this level is very important for understand the meaning of infinitives and gerunds, how to use them with the expressions that we've learned before. Also this level introduces conditional sentences using *if* clauses.

Listening/Speaking: Can satisfy basic survival needs and very routine social demands. Understands simple learned phrases easily and some new simple phrases containing familiar vocabulary, spoken slowly with frequent repetition.

Reading/Writing: Can read and interpret simple material on familiar topics. Able to read and interpret simple directions, schedules, signs, maps, and menus. Can fill out forms requiring basic personal information and write short, simple notes and messages based on familiar situations.

ESOL 4 High Intermediate ESL is the continuous study from Beginning High Level, with more complicated expressions. Students will learn about passive, past continuous, and some adverbs variously used in sentences. The focus on this level is to fortify learning structures in practical English. This level is middle of all complete courses, so it's important to study remembering the basic structure. To do so, students can progress their ability in English. In this level, students will learn about present perfect continuous, relative clauses and useful expressions related with them. At this level students can speak English natives using 5-6 sentences without stopping, and they can compose more than three passages. Present perfect continuous is a combination of present perfect + continuous, so this will be also the continuous study of former level. Relative clauses are essential to make sentences longer more than conjunction. Students will learn general usage of relative clauses thoroughly.

Listening/Speaking: Can satisfy basic survival needs and limited social demands; can follow oral directions in familiar contexts. Has limited ability to understand on the telephone. Understands learned phrases easily and new phrases containing familiar vocabulary.

Reading/Writing: Can read and interpret simplified and some authentic material on familiar subjects. Can write messages or notes related to basic needs. Can fill out basic medical forms and job applications.

ESOL 5 Low Advanced ESL is an advance level with focus on students' ability of "how they can speak English fluently with native speakers", "how they can read more difficult subject such as contemporary issues of current society, and how well they can discuss about it", "how they can express their opinion with written words". In this level, students will learn more about relative clauses, gerund phrases, *if* clauses, indirect questions, past continuous, simple past, past perfect, with more advanced idioms. In this level, students will learn about noun phrases containing relative clauses passive infinitives and gerunds, passive in the present continuous and present perfect, prepositions of cause, infinitive clauses and phrases. Students can develop their communicative competence in English and higher-level comprehension skill is also will be developing.

Listening/Speaking: Can satisfy most survival needs and social demands. Has some ability to understand and communicate on the telephone on familiar topics. Can participate in conversations on a variety of topics.

Reading/Writing: Can read and interpret simplified and some non-simplified materials on familiar topics. Can interpret simple charts, graphs, and labels; interpret a payroll stub; and complete a simple order form; fill out medical information forms and job applications. Can write short personal notes and letters and make simple log entries.

ESOL 6 High Advanced (TOEFL® Exam Preparation) is to help students prepare for the TOEFL® with diagnostic tests to pinpoint problem areas, classroom instruction by professional ESOL teachers, lab assignments, practice materials and practice TOEFL® tests. In addition, students will learn about American academic culture and what is expected of a student in an American university. This course includes 16 hours per week of Reading, Writing, Listening and Grammar for TOEFL® and related American cultural background. This is scheduled as a full-time program, which meets F-1 visa requirements. The new TOEFL® is an internet-based test (TOEFL iBT®). It is very different from older versions of the test, and it is much more challenging. This course is especially designed to prepare students for the new challenges of TOEFL iBT®. The TOEFL iBT® evaluates the four core language skills: speaking, listening, reading, and writing. Testing speaking skills is a new feature of the TOEFL iBT®. Also new is that every problem tests as many as three language skills at once. Students find this new test format very challenging.

ESOL DIPLOMA: Upon completion of ESOL 6 and meeting all graduation requirements and financial obligations, a Diploma is awarded to the student.

GRADUATION REQUIREMENTS

To graduate from the ESOL program, a student must successfully complete ESOL 6 Advanced High Level by achieving an average grade of 70% (GPA of 2.0) or more. The student must also meet the attendance policy and thereby maintain an overall attendance rate of 80%.

BASIC LIFE SUPPORT/CPR FOR HEALTHCARE PROVIDERS COURSE OUTLINE

The **BLS** course consists of 4 instructional hours which includes the topics of the following:

- Adult One Person Rescue CPR
- AED and Bag Mask
- Adult Two People Rescue CPR
- Children CPR
- Infant CPR
- Choking
- Special Considerations

COURSE DESCRIPTION: This course covers the actions and skills needed to successfully resuscitate an individual in an emergency medical response scenario, such as a cardiac arrest.

COURSE FORMAT: The course is a video based course and is taught in accordance to the standards set forth by the American Heart Association. The American Heart Association requires students to watch the instructional video provided by the instructor and to perform the skills in front of the said instructor when required by the instructional video. At the end of the course the instructor will hand out a written multiple choice quiz to be completed by the student.

REQUIRES FOR COMPLETION: The individual must pass all the skills evaluation perform visually by the instructor and as well as an 80% or higher in the written multiple choice exam given at the end of the class to receive an American Heart Association Basic Life Support Certificate.

ACUPUNCTURE CONTINUE EDUCATION UNIT CLASS COURSE OUTLINE

The **ACU CEU** courses cover very basic fundamental concepts and understandings relating to Oriental Medicine. Such as:

- Yoga (Qi Gong) Exercises and their relations to Health
- Meditation
- Professional Ethics
- Basic Principles for prescription and selection of points
- Traditional Chinese Medicine (TCM)
- Massage Therapy
- Ancillary Therapies combined with Acupuncture Treatment

COURSE DESCRIPTION: These individual units cover a wide range of fundamental concepts relating to Oriental Medicine, listed above. The purpose of these classes are to re-enforce old information and to update new information to the current Acupuncturists for their license renewal purposes.

COURSE FORMAT: Classes are held in-class and will be video based supervised by the course's instructor. At the end of each class, students will be given a short quiz to complete before the credit is issued.

REQUIREMENTS FOR COMPLETION: The individual must complete the entire video given by the instructor and complete the written quiz at the end of the class with a percentage grade equal or above 80%. Failure to pass the quiz will result in a retake of the written quiz.

ADMISSIONS & FINANCE OFFICE HOURS AND CONTACT INFORMATION

ADMISSIONS:

Applicants for Admissions may secure information on Monday through Fridays between 9:00 a.m. and 5:00 p.m. except Saturday and Sunday. The school office is closed Saturday and Sunday. **Contact: Admissions Representative Tel: (626) 572-7231**

FINANCIAL:

Applicants or students may secure financial information Monday through Fridays between 9:00 a.m. and 5:00 p.m. The school office is closed on Saturday and Sundays.

Contact: Dean Tel: (626) 572-7231

PLACEMENT ASSISTANCE:

Wednesday and Thursdays between: 10:00 a.m. and 12:00 p.m.

Contact: Administrative Assistant Tel: (626) 572-7231

DRUG ABUSE PREVENTION PROGRAM

The school makes the following information available to its students, staff, and instructors.

Any individual associated with **SELECT THERAPY INSTITUTE, INC.** who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

**CHARTER HOSPITAL
6060 PARAMOUNT BLVD.
LONG BEACH, CA. 90805
(562) 634-9534**

ORGANIZATIONAL CHART

SELECT THERAPY INSTITUTE, INC.

ORGANIZATIONAL CHART

Director & Administrator (CEO):	Kai Di
Chief Academic Officer & Dean:	Kevin Ren
Chief Financial Officer	Kevin Ren
Chief Operations Officer & Office Manager	Kevin Ren
Administrative Assistant:	Nan Liang
Job Placement Consultant, Assistant to Office Manager & Teacher Assistant:	Peiyi Hu
Program Coordinator:	J. An Ling

FACULTY QUALIFICATIONS

All faculty at Select Therapy Institute, Inc. have years of professional experience, combined with an educational background that allows them to be prepared to teach the students. The faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest lecturers.

Nurse Assistant and Home Health Aide Programs Faculty

<u>Instructors</u>	<u>Teaching Specialty</u>	<u>Years of Teaching Experience</u>
Donna Speegle, RN, Director of Nurses	License # RN: 489718 Home Health Aide Instructor	33 years

Wen (Henry) Chieh RN	License # RN725280 Clinical Instructor	12 years
Hilda Chwa, LVN, DSD	License # VN 160901 Clinical Instructor	12 years
Robin Dolan, LVN, DSD	License # VN 209485 Theory and Clinical Instructor	13 years
Sharon Henry, LVN	License # VN 177506 Clinical Instructor	17 years
Christian Lara, LVN	License # VN 249941 Theory and Clinical Instructor	4 years
Patricia Mendoza, LVN	License # VN 244139 Theory and Clinical Instructor	3 year

Security Guard Training Program Faculty

Instructor(s)

- Thomas Yu,**
Attorney
- A graduate from Police Academy
Deputy Sheriff, L.A. County Sheriff's Department
A former police officer of ten years
Gang Detective with experience in gang and narcotics related crimes such as:
- Murder
 - Attempted murder
 - Assault with deadly weapon
 - Robbery
 - Kidnapping
 - Home invasion robbery
 - Extortion
 - Burglary
 - Thefts
 - Possession

600 hours of training, and 11 years of experience as an expert witness and lecturer in:

- Gangs and narcotics
- Gang subcultures
- Search and seizure
- Laws of arrest
- Surveillance

English to Speakers of Other Languages Program Faculty

<u>Instructors</u>	<u>Teaching Specialty</u>	<u>Years of Teaching Experience</u>
Edward H. Stepanian BCLAD & MA in Education	ESL, Bilingual, Health Science (English and Spanish)	16 years
Lawrence Bian TESOL Certificate & MA	ESL and Bilingual (English and Chinese)	14 years