



# College Catalog 2019



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## **School Information**

### Mission and Vision Statements

The mission of Angeles Institute is to provide each student a professional, ethical, and stimulating educational experience in healthcare.

The vision of Angeles Institute is a community where healthcare needs are met by competent professionals.

The goal of Angeles Institute is to prepare students to meet their goal in a healthcare profession or education. A graduate from Angeles Institute will be able to enter the healthcare field as a safe and competent practitioner. The graduate will be able to enhance health and wellness in individuals, families, and/or communities.

The Mission, Vision, and Goals work together in reflecting the core values of Angeles Institute (Respect, Integrity, and Responsibility). Angeles Institute offers a diploma program in Vocational Nursing and certificate programs in Nurse Assistant Training (CNA) and Home Health Aide.

### Statement of Philosophy

The faculty recognizes the learning is a lifelong, self-initiated process by which knowledge, skills, attitudes, and values are acquired. Learning occurs independently through perception, assimilation, formulation, and synthesis. The faculty member functions as a facilitator by establishing a learning climate of mutual respect and by providing learning opportunities and guidance. Learning experiences are designed to facilitate personal and professional growth within the student's cognitive, affective and psychomotor domains. The ultimate responsibility for learning rests with the learner.

The learning experiences are organized for an orderly progression through an increasing complexity of situations. It requires participation and group discussion in the classroom, skills laboratory, computer labs and varied clinical/satellite settings. The curriculum is designed to prepare the student for basic practice, to be competent, and to be safe. The faculty envisions its graduates in their chosen career, continuing developing their knowledge/skills as well as broadening educational and personal horizons.

### Campus Location and Facilities

Angeles Institute, moved to its location 17100 Pioneer Blvd., Suite 170, Artesia, CA 90701 from its previous location of 11688 South Street, Artesia, California 90701 in 2015. Angeles Institute's original location (2005-2010) was 4931 Paramount Blvd., Lakewood, California 90712. The Pioneer Blvd. site was chosen due to its location in south Los Angeles County. This location can serve the needs of Los Angeles & Orange County residents as well as other counties. The Institute is nearby to the 405, 710, 91 and 605 freeways, making it an accessible location for all students. The campus occupies approximately 14,784 sq. ft. of classroom and office

space. The campus has ample parking. The classrooms are furnished appropriately with laboratory and instructional furniture for the type of work performed.

### Hours of Operation

Office: 8:00 AM to 5:00 PM Monday through Friday

### Owner

Angeles Institute, LLC – A California limited liability corporation

### Corporate and School Administration

Brandy Coward – Director of Nursing/President/Veterans Record Clerk/VA Certifying Official

Scott Coward – Campus Director/Treasurer/Veterans Record Clerk/VA Certifying Official

Alicia Robinson – Director of Student Affairs/Marketing

James Rosa – Placement Manager/Recruitment Specialist

Kelvin Solomon – Chief Financial Officer/Secretary/Veterans Record Clerk/VA Certifying Official

Kennith Solomon – Director Business Operations/Veterans Record Clerk/VA Certifying Official

Veronika Solomon – Campus Operations Director

### Faculty and Qualifications

#### Full-time Faculty:

Brandy Coward, RN, PHN, BSN, MA – California State University, Long Beach

Scott Coward, RN, ADN – Long Beach City College

Pol Cruz, LVN – Angeles Institute

Lori Ann DuFrene, LVN, AS – Long Beach City College

Mary Franklin, LVN, Teaching Credential – Long Beach City College

Brandi Fry, LVN – Angeles Institute

Meri-Margaret Halvorsen, RN, ADN, BA – Purdue College

Elisabeth Henderson, LVN – American Career College

Eugenia Quismundo-Tiu, LVN – Cerritos College

Michael Sumague, LVN, BA – California State University, Long Beach

Eboni Thomas, LVN – CNI College

#### Part-time/Substitute Faculty:

Rebecca Abrams, RN, ADN – Golden West College

Kristine Bustos, MSN, NP – Charles Drew University

Lisa Delacirna, LVN – Angeles Institute

Susan Demendoza, LVN – Vocational Nursing School of California

Jervonne Johnson, LVN – Angeles Institute

Kristina Sakowicz, LVN – Bryman College

### AI Staff

Trevor Coward – Supplies Manager/Assistant Registrar/Placement Assistant

Samantha Delaney – Assistant Registrar/Graphics Design Developer/Illustrator

Louie Garcia – Financial Aid Advisor/VA Certifying Official

Klarissa Fielder – Computer Lab Proctor

Luis Figueroa – Financial Clerk

Jenny Iturrios – Reception

### AI Staff continued

Joselyn Lopez Santillan – Student Affairs Officer  
Laura Monay – Reception  
Alicia Scannapieco – Admissions Clerk  
Klay Solomon – Financial Clerk

### Accreditations, Approvals, and Memberships

Angeles Institute has been granted institutional Approval to Operate by Means of Accreditation from the Bureau for Private Postsecondary Education pursuant of the California Education Code Section 94890. Approval means compliance with the minimum state standards as set forth in the California Education Code.

<https://app.dca.ca.gov/bppe/default.asp>

Angeles Institute has obtained provisional approval by the Board of Vocational Nursing and Psychiatric Technicians.

[http://www.bvnpt.ca.gov/education/schools/vn\\_schools.shtml](http://www.bvnpt.ca.gov/education/schools/vn_schools.shtml)

Angeles Institute has obtained Accreditation by the Commission of the Council on Occupational Education.

<http://www.council.org/accredited-institutions/>

Angeles Institute is an education agency member with the National League of Nursing.

<http://www.nln.org/membership/memberschools.cfm>

Angeles Institute has obtained approval by the California Department of Public Health.

<https://www.cdph.ca.gov/services/training/Documents/CNA.pdf>

## **Admissions**

### Admissions Procedures

The following are the requirements for admission to Angeles Institute Diploma and Certificate programs:

- A. Required Interviews and appointments that must be completed.
  1. Interview with Recruitment Specialist.
  2. Interview with the Academic Department.
  3. Schedule appointment with the Financial Coordinator to arrange payment.
- B. Required documentation that must be submitted (Transcripts and other documents submitted become the property of Angeles Institute and they are not returned to you or forwarded in any form to another college/university).
  1. Completed Admission application.
  2. Proof of age by official documentation (must be at least 17 years of age at time of course completion).

3. Proof of successful completion of any of the following with transcripts or documentation:
  - a. 12<sup>th</sup> grade U.S. education from an accredited school.
  - b. General Education Development test (GED).
  - c. California High School Proficiency Examination (e.g., CHSPE, HiSet, TASC).
  - d. Foreign equivalency of 12<sup>th</sup> grade U.S. education as evaluated by an approved professional service (information on service provided).
  - e. School District letter with seal/letterhead documenting graduation from U.S. High School, if transcripts or diploma not available.
- C. Required testing
  1. Passing score on the Wonderlic examination.
    - a. Wonderlic score of 12 is required.
  2. An additional examination or program will be required (i.e., HESI) if the qualifying assessment score for a VN student is <16.
    - a. An HESI score is required of 70% or
    - b. Completion of the Angeles Institute CNA/HHA program or
    - c. Completion of the Angeles Institute MA program
  3. Successful completion of a clear Background check, needed for clinical placement (information on service provided).
  4. Drug testing may be required during the program due to clinical site specifications. Students demonstrating a positive result on the drug testing will be dismissed from the vocational nursing program.

### Admissions Policy

- A. Completion of **all** admission procedure steps.
- B. Additional procedures:
  - a. Approval of admission by the Academic Team.
  - b. Completion of the Enrollment agreement with required nonrefundable fee. Enrollment agreement must be signed by a parent or guardian if the applicant is under 18 years of age.
  - c. Completion of all financial arrangements during enrollment.
  - d. Transfer students (Vocational Nursing):
    - i. Must complete all admission procedures/policy steps.
    - ii. Provide official transcripts of previous coursework for evaluation (completed within the last 5 years).
    - iii. Grades of "C" or better or its equivalent are required to be considered for credit (school must be accredited).
    - iv. All documentation and admission procedures must be completed at least two weeks prior to start of expected start date.



- v. Recognition of credits earned at another institution is limited to no more than 292 hours of the total hours required for completion of the program (approximately 18.136%). A transfer student must complete a minimum of 1318 hours of the program at Angeles Institute (approximately 81.863%). A transfer student with the appropriate transfer credit (e.g., hours completed and content completed at previous nursing school, etc.) **would enter into VN 100B.**

Acceptance into the program is granted after successful completion of all components of admission as well as the availability of space within the classroom and clinical settings.

### **ADDITIONAL REQUIREMENTS**

- A. The academic & attendance requirements as well as stamina demands requires the nursing student to be in good physical and mental health.

In order to provide safe and effective patient care in the program, the student must be able to demonstrate, with or without reasonable accommodation, physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the program curriculum requirements.

- B. All students are required to meet the following health policies:
  1. Pass a general physical examination with a physician release within two weeks into the program.
  2. Provide titers or if titers are negative provide proof of immunization for:
    - a. Measles, Mumps, Rubella
    - b. Hepatitis B, Varicella
    - c. PPD and/or CXR if positive
- C. The completed health record which includes the physician release, physician opinion of overall health, results of titers, PPD and CXR and immunization record is kept in the student file.

**NOTE: IT IS IMPORTANT FOR THE STUDENT TO DISCLOSE TO NURSING ADMINISTRATION ANY CHANGES IN HEALTH. IF A CHANGE IN HEALTH HAS OCCURRED THE STUDENT IS REQUIRED TO OBTAIN A FULL MEDICAL RELEASE FROM THEIR PHYSICIAN AND SUBMIT IT TO NURSING ADMINISTRATION. THE FULL MEDICAL RELEASE FROM THE STUDENT'S PHYSICIAN MUST BE SUBMITTED PRIOR TO ATTENDING THE NEXT CLINICAL. A STUDENT MAY NOT ATTEND CLINICAL WITHOUT FULL MEDICAL RELEASE AND COULD BE SUBJECT TO DROP FROM THE PROGRAM WITHOUT IT. IF REASONABLE ACCOMODATION IS NEEDED, CONTACT THE STUDENT AFFAIRS DEPARTMENT FOR THE APPROPRIATE DOCUMENTATION AND DIRECTIONS.**

### Financial Aid Eligibility Requirements

To be eligible for financial aid, a student must:

1. Be a citizen of the United States or an eligible permanent resident;
2. Be enrolled in an eligible program;
3. Be making Satisfactory Academic Progress toward graduation;
4. Be a high school graduate or its equivalent;
5. Be enrolled at least half-time;
6. Have a valid Social Security Number;
7. Not be in default on a financial aid loan nor owe a refund to a financial aid grant received at any postsecondary college or institution;
8. Not been convicted of a drug-related offense that occurred while enrolled in school and receiving Title IV aid;
9. And have completed the United States Selective Service requirements, if applicable.

### Entrance Exam

The Wonderlic Scholastic Level Exam is a short form measure of cognitive ability. Cognitive ability is used to describe the level at which an individual learns, understands instructions and solves problems.

Each Wonderlic test form consists of 50 questions and incorporates a wide variety of problem types. The questions include word comparison, disarranged sentences, sentence parallelism, following directions, number comparisons, number series, analysis of geometry figures and story problems requiring either mathematics or logic solutions. The test questions are arranged in order of difficulty, beginning at a modest level and gradually increasing.

Successful applicants will demonstrate a suitable level of learning ability and a mastery of fundamental basic skills.

The applicant can take the examination a maximum of three times in a 6-month period and only once per day. The acceptable score for all programs is a score of 12. These applicants are eligible for an interview with the academic department.

Applicants that do not meet the above score for their program do not qualify to enter the certificate or diploma programs.

At the discretion of the Director of Nursing applicants may also have to complete additional content (e.g., testing for International students).

An additional examination (i.e., HESI) or program (CNA/HHA or MA) will be required by Vocational Nursing Students who score less than 16 on the qualifying assessment. A score of 70% on the HESI A2 will be required for entrance into the VN program or successful completion of either the Angeles Institute CNA/HHA or MA program. An applicant may use a previously completed HESI examination within one year of administration. The HESI A2 may be taken a maximum of three times in a 6-month period and only once per day. The student fee for the examination is \$50.

The Health Education Systems Incorporated (HESI) entrance examination is a multiple-choice assessment measuring basic academic preparedness in English and Math. The objectives assessed are those that nursing and allied health educators deem most relevant for measuring entry level skills and abilities of program applicants.

### Credit for Previous Training (Vocational Nursing only)

Nursing applicants can receive credit for education successfully completed within the last five years. Courses that qualify for evaluation are:

- o Accredited vocational or practical nursing courses
- o Accredited registered nursing course
- o Accredited psychiatric technician course
- o Armed services nursing course
- o Certified nurse assistant courses

Recognition of credits earned at another institution is limited to no more than 292 hours of the total hours required for completion of the program (approximately 18.863%). A transfer student must complete a minimum of 1318 hours of the program at Angeles Institute (approximately 81.395%).

A transfer student with the appropriate transfer credit (e.g., hours completed and content completed at previous nursing school, or other approved experience, etc.) could enter into VN 100B.

Applicants may be required to demonstrate competence in areas requested for evaluation for credit.

Transfer of credit for nursing courses is subject to the discretion of the Director of Nursing. Other courses may be considered for transfer credit if the school determines the courses are equivalent to courses in the program.

Nurse Assistant Training Program (CNA) Student may have their credits evaluated from a school with an articulation agreement with Angeles Institute. The CNA Student must complete a total of 190 hours. Home Health Aide Students must complete the entirety of the program and do not qualify for transfer credit.

### Experiential Learning Credit

A student who has prior experience that contributes to learning relevant to the healthcare curriculum may petition for academic credit. The amount of credit (hours awarded) is determined by an assessment of the experiences and documentation provided. Experiential learning materials will be evaluated by the Program Director and Student Affairs Department. A resume, support materials and a letter for the reason for requesting credit must be turned in at the time of the petition to the Student Affairs Department. Experiential learning that is granted is listed as credit or transfer. Students may be awarded a

maximum amount of 50 hours (Vocational Nursing) and 25 hours (Medical Assisting) through prior experiential learning. The Certified Nursing Assistant and Home Health Aide programs are not eligible due to minimum amount of hours required to be completed for these programs. The fee for experiential learning evaluation is \$50.00. Student may appeal the decision made by filing a request to appeal with the Student Affairs Department.

### Acceptance to the Institute

Upon completion of the required documents, testing and interviews for admission, the administration will review the information and a final determination will be made. If accepted the applicant will be offered a contract for enrollment. If an applicant is not accepted, all fees paid are refunded except the nonrefundable application fee and other nonrefundable fees (see additional course fees).

### Transfer of Credit Between Programs

Nursing applicants can receive credit for education successfully completed within the last five years. Refer to Credit for Previous Training for further information.

### Transfer of Credit to Other Schools

It is the responsibility of students who plan to transfer to other postsecondary institutions to acquaint themselves with the requirements of any selected college, university, or institution. Angeles Institute does not guarantee transferability of credits and it should not be assumed that any courses or programs described in this catalog could be transferred. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution. This is a standard transfer-of-credit procedure.

### **“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS AT OUR INSTITUTION”**

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

Angeles Institute has not entered into a transfer or articulation agreement with any other university or college.

## Student Information and Services

### Code of Conduct

Angeles Institute has the right to protect its educational purpose and its students from the irresponsible conduct of others. A violation the code of student conduct may result in serious consequences, ranging from: a warning notice, suspension, probation, or dismissal from the program.

Conduct that could subject a student to disciplinary action, includes, but is not limited to, the following:

1. **Students will be held responsible for their actions** while in attendance at the institute and at other facilities (such as clinical sites, satellites, field trip locations, etc.).
2. **Dishonesty**, such as cheating, plagiarism, deception, fabrication or knowingly furnishing false information to the institute or in helping someone else violate the standards of academic behavior.
3. **Falsification, Forgery, alteration or misuse** of documents, records, identification materials, educational materials, internet access or institute property.
4. **Obstruction or disruption** of teaching, administration, disciplinary proceedings or other institute activities.
5. **Theft, misuse, or damage** to property on institute premise or clinical, satellite, field trip property.
6. **Unauthorized entry or use** of institute, clinical, facilities, satellite, or field trip facilities and equipment.
7. **Disorderly, indecent, or obscene** conduct on institute property or at the clinical site, satellite location or field trip site.
8. **Harassing** a person through unwanted conduct directed at him/her that causes reasonable fear for safety or is sufficiently pervasive and persistent that it interferes with the person's schooling or employment.
9. **Threatening** physical abuse, intimidation, coercion and/or other conduct which threatens the health or safety of others.
10. **Physical abuse or action** that threatens the health and safety of any person on institute property or at a clinical site, satellite location, or field trip site property.
11. **Engaging in, any sexual misconduct**, including but not limited to, sexual assault and sexual harassment.
12. **Students may not be in possession of a weapon** or create a safety hazard to others while on institute or clinical.
13. **Possessing, consuming or distributing any controlled substance, including alcoholic** beverages, in violation of the law or institute rules and

regulations, or appearing on campus or at clinical under the influence of such substances.

14. **Failure to comply with the verbal or written instructions** of institute employees or off-site facility employees acting in the performance of their duties.
15. **Failure to comply with reasonable requests** by authorized institute officials or representatives acting on behalf of the institute (e.g., appointments, disciplinary meetings, investigations) or by off-site facility employees.
16. **Failure to comply with re-entry procedures or any sanctions imposed.**
17. **Condoning any act by another student that violates institute policy** and institute conduct expectations or the policies of the clinical site, satellite location, or field-trip site.
18. **Dress code that fails to meet the institute policy** in the classroom and clinical site, satellite location, or field-trip site settings.
19. **Violation of "No Smoking"** policy within the building of the institute and clinical site, satellite location, or field-trip site.
20. **Nondisclosure of changes** in health status or disclosure of personal identifiable information.
21. **Knowingly filing a complaint in whole or part of false accusations.**
22. **Providing any false statement or misleading information**, including by omission, to or about the Institute, its employees, or other students.
23. **Posting false or incorrect information.**
24. **Commission of any offense prohibited by federal, state or local law.**

NOTE: The Institute does not provide child care services. Children are not permitted in the instructional areas.

Violation of any of the conduct guidelines may result in a warning notice, suspension, probation, or **termination** from the program.

## Academic Dishonesty

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The maintenance of academic integrity and quality education is the responsibility of each student within Angeles Institute. Cheating or plagiarism in connection with a program at Angeles Institute is an offense for which a student will be expelled. Academic dishonesty is an especially serious offense and diminishes the quality of knowledge and defrauds those who depend on the knowledge received (i.e., future employer, patient, clinical facilities, etc.).

- Cheating – Any attempt to give or obtain assistance in an academic setting (e.g., giving or receiving help during tests)
- Plagiarism – The adoption or reproduction of ideas or words or statements of another person
- Deception – Providing false information to the instructor or any campus employee
- Fabrication – Falsification of data or information

- Sabotage – Acting to prevent others from completing their work

When a student is accused of academic dishonesty, the resolution of the accusation is between the Investigative Team (e.g., DON/ADON/Lead Instructor/Clinical Instructor/Student Affairs) and the student. If the solution is unsatisfactory, there is an inherent right to appeal. The appeal shall be in accordance with the Student Grievance Procedure.

### Dress Code and Personal Appearance

- a. After admission to the program, the student must comply with the following dress code, which is derived from concepts of asepsis, protection of the patient and professional appearance. The basic school dress policy will be followed until school uniforms are issued.
  - Basic school dress policy: appropriate professional appearance is to be maintained at all times. Make-up, hairstyles and fingernails must be moderate and understated. Students are expected to practice good personal hygiene and maintain a clean, neat appearance.
  - Only the approved school uniform is to be worn on campus and the clinical facilities except when a specific clinical site requires a specific dress policy.
  - The uniform should be laundered and free of wrinkles each time it is worn in the clinical area.
  - **White nursing shoes** or **white nursing sneakers/tennis shoes** will be worn with the school uniform. A small logo or design is permitted as long as the majority of the shoe is white. **No** clogs, platform shoes, open toed shoes or any other shoes are allowed.
  - The name badge is to be worn on at all times at all facilities and on campus. It must be attached to the tab on your uniform. No unauthorized emblems or tags may be affixed to the name tag.
  - If School patches are issued it must be worn/sewn on the right sleeve of all uniforms (i.e., uniform scrub tops and lab jacket).
  - You are to be dressed in full uniform before pre-conference (clinical) and not to change clothes until after post-conference (clinical).
  - No "fanny packs" or external holders will be allowed while in uniform.
  - Nothing is to be worn around the neck including jewelry, key and pencil holders.
  - Campus: A white cardigan, white lab jacket, white jacket/sweatshirt/hoodie (without logo) may be worn. **The name badge (Angeles Institute identification) must be worn where it can be easily seen** on the outside of the jacket.
  - Clinical Facility: **Must** wear the issued Angeles Institute white lab jacket. Other jackets or cover-ups are not acceptable. **The name badge (Angeles Institute identification) must be worn where it can be easily seen** on the outside of the jacket.

- If needed a **White** t-shirt, thermal, or turtleneck may be worn under the uniform on campus or at the clinical facility.
  - Hats and sunglasses may not be worn on campus or in the clinical facility.
  - **No electronic devices or cellular phones** will be carried/used by the student in the clinical area or in the classroom. If an emergency arises, the school or the instructor should be called. The student will be immediately notified.
  - Cellular phones are allowed in the student breakroom only
    - Angeles Institute is **not** responsible for lost, damaged, or stolen phones or any equipment
- b. Personal Hygiene and Grooming
- Good personal hygiene is expected.
  - No gum chewing or smoking is allowed the clinical sites. All hospital "No Smoking" policies must be observed.
  - Hair must be worn off the collar and face at all times. Hair must be secured into a bun to avoid the possibility of hair falling into food or onto a sterile field. Hair must not be allowed to fall onto a patient. Ponytails are not permitted. If hair is dyed it must be natural hair color.
  - Make-up should be subdued.
  - No perfume or cologne is allowed. Scents in hairsprays, deodorants, hand lotions, etc., this may be offensive to clients or may cause an allergic reaction.
  - Fingernails should be short and clean. Acrylic, gel, or silk nails are **not** allowed. Only clear nail polish may be worn.
  - **No oral, facial jewelry, or earrings are allowed.**
  - Bracelets or necklaces may not be worn at any time.
  - One watch with a second hand will be worn at all times
  - A current CPR card must be in the student's possession when at a clinical assignment.
- c. Required Supplies for Clinical Settings
- Wristwatch with a second hand
  - Name badge & Pen
  - Stethoscope
  - CPR Card
  - Medication Reference
- d. Full Uniform
- **Only** school issued uniforms
  - School patch should be sewn on the right sleeve of the uniforms and lab jacket if issued
  - White socks only

### Tutoring & Advising Assistance

The administration, staff, & faculty welcome the opportunity to assist students in working out solutions to problems they may experience during the course of their training. Those students with personal problems unrelated to their training will be referred to other agencies where they can receive assistance.



Please see examples in the Student Handbook on Drug and Alcohol Abuse Awareness and Prevention.

Students are enrolled in the SOAR Student Assistance program for 24 hours, 7 days a week assistance in dealing with academic pressures, relationship or family issues, financial problems, substance abuse, depression or anxiety. All calls are confidential. SOAR enrollment also includes assistance for the family of enrolled students.

An open-door policy, with the faculty and staff available to assist students, is in effect. Students are encouraged to meet with their instructors to discuss any academic concerns. Campus Directors, Program Directors or Instructors are available to provide individual assistance to students with academic needs.

Angeles Institute provides tutoring assistance for students experiencing academic difficulties, and such students may be required to participate in skill reinforcement sessions outside of regular class time. Instructors make every effort to identify students in need of assistance. Students, themselves, however, are urged to take the initiative in seeking out-of-class help and to discuss their difficulties with their Instructors or Program Directors.

### Grievance Procedures

Student Affairs is always available for any issue, complaint, grievance, concern, suggestion or idea. **The student can speak to a Student Affairs representative at any point of the grievance process.**

If a student has a complaint, grievance or concern, the student should follow the following procedure (steps):

1. Discuss the matter with your **Theory or Clinical instructor**. Discussions are before or after class or by scheduled appointment. If the matter is not resolved proceed to next step.
2. Discuss the matter with your **Lead instructor**. Discussions are before or after class or by scheduled appointment. If the matter is not resolved proceed to next step.
3. Discuss the matter with the **Nurse Assistant Training Program Director** (CNA Program) or **Home Health Director** (Home Health Program) or **Medical Assistant Program Director**, if applicable. Discussions are before or after class or by scheduled appointment. If the matter is not resolved proceed to next step.
4. Discuss the matter with **Assistant Director of Nursing**. Discussions are before or after class or by scheduled appointment. If the matter is not resolved proceed to next step.

5. Discuss the matter with **Director of Nursing**. Discussions are before or after class or by scheduled appointment. If the matter is not resolved proceed to next step.
6. Discuss the matter with the **Campus Director**. Discussions are by scheduled appointment. If the matter is not resolved proceed to next step.
7. Unresolved concerns may be appealed to a **Review Board** in writing. Appointments with the review board are scheduled through the Campus Director's office. The review board has the responsibility for reaching a decision that is in balance with the best interests of both the student and the college.
8. If the problem, complaint, or grievance cannot be resolved, the student may at any time report to:
  - o California Department of Public Health, Mailing Address: PO Box 997377, MS 0500, Sacramento, CA 95899-7377; Telephone: 916-558-1784; Internet address: [https://www.cdph.ca.gov/Pages/contact\\_us.aspx](https://www.cdph.ca.gov/Pages/contact_us.aspx) and/or
  - o The Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350; Telephone 800-917-2081; Fax 770-396-3790; Internet address: <http://www.council.org/> and/or
  - o Department of Consumer Affairs; The Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, Telephone 916-263-7800; Fax 916-263-7855; Internet address: <http://www.bvnpt.ca.gov>; Email [bvnpt@dca.ca.gov](mailto:bvnpt@dca.ca.gov) and/or
  - o Department of Consumer Affairs; The Bureau for Private Postsecondary Education, Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Telephone (toll-free): 888-370-7589; Internet address: <http://www.bppe.ca.gov> ; Email [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov) ; Fax: 916-263-1897

## Orientation

An orientation for new students is held prior to the beginning of each Class start date. Presentations are made by each department as a means of making students aware of all student services that are available. Students are required to attend the orientation. Students will be informed of the date and time of orientation during the enrollment process.

## Housing

Angeles Institute does not maintain any resident housing. The Institute assumes no responsibility for student housing. Housing estimates in Artesia, CA range from \$1200-\$2400.

## Parking

Angeles Institute has parking around the campus.

## Library & Computer Lab

An on-campus library will offer reference sources and materials related to the Institute curriculum for study and research needs. The library will be open during school hours for student use. Library materials can be checked out with the Lab/Library proctor. Library materials are for on-campus use only. A computer lab is available to students for independent study and for classroom use. The computer lab can be used to access e-materials that are available via the Canvas portal. This includes ebooks, handouts, videos, and other instructional materials. Canvas training and login information is provided in the first week of school by your instructor.

## Client Relations Department

The Client Relations Department includes Student Affairs, Career Development (Placement) and Registrar. Client Relations develops and maintains a positive relationship between Angeles Institute and an applicant, current student, or graduate by listening and understanding the students' needs. Client Relations also interacts with clinical sites, community sites, volunteering facilities and other charitable organizations. Client relations also manages programs or services to further provide educational or learning opportunities to our student population. Client Relations maintains high standards of ethics and confidentiality.

## Student Affairs Department

The Student Affairs Department is available to provide students with resources that make college life easier. The Student Affairs Department responds to basic student questions, needs and requests in the areas of academics, seminars, transportation, counseling services, activities, and other information, as available, to address the special concerns that may arise while attending Angeles Institute.

Student Affairs Services are:

1. Orientation – An orientation session prior to the start of each class date. Students discuss program expectations, occupational outlook, career goals and aspirations.
2. Library – All students and staff have access have access to Library Information Resources Network (LIRN), ask Student Affairs for the access code.

3. Advising/Tutoring Assistance – Faculty and staff are committed to assisting students with academic advising and tutoring, when needed. Students are strongly encouraged to meet with their instructors to discuss any academic concerns. Students can be referred to the SOAR Student Assistance Program, when appropriate.
4. Grievance Assistance - Student Affairs is always available for any issue, complaint, grievance, concern, suggestion or idea. The student can speak to a Student Affairs representative at any point of the grievance process.
5. Reasonable Accommodation – Documents needed for the reasonable accommodation process are available through student affairs.
6. Commencement Ceremony – Organizes the ceremony for the graduate
7. Health Services – The Institute offers no on-campus health services. However, referrals are available for nearby hospitals and clinics.
8. Seminars Given by Angeles Institute – Periodic seminars/classes are given for graduates (e.g., NCLEX LIVE & IV/BW), sign up with Student Affairs.
9. Seminars Available Through Outside Groups – Periodic seminars/classes can be offered to graduates throughout the year (e.g., trach/vent class), sign up with Student Affairs.
10. Surveys – Student Evaluations & Surveys are obtained, recorded and compiled by Students Affairs.
11. Badges and Diplomas Services – Initial and replacement badges as well as diplomas are acquired through Student Affairs.
12. Federal Work Study (FWS – On Campus) – Student Affairs manages the FWS on-campus program with the Financial Aid Department.
13. Housing – The Institute does not provide housing facilities. Housing options are available within a reasonable distance from the Institute.
14. International Students – Student Affairs with the Recruitment Department (Admissions) facilitates the needs of the International Student (e.g., orientation, acclimation, advocacy, support, etc.)

### Career Development (i.e., Placement) Department

Career Development assistance is provided throughout the normal course of study. Since building your career is a team effort involving both you and the Career Development Department, Angeles Institute **cannot** guarantee employment.

Career Development (Placement) is also available to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements. Many students desire to obtain employment on their own. Angeles institute supports and encourages this effort and will provide techniques on seeking employment. Students are responsible for advising the Institute on their employment information. Students should also update their contact information such as address, telephone numbers, and email to be able to receive information concerning career development

Career Development Services are:

1. Resume Writing – the student resume is reviewed and tailored for the job the applicant is applying.
2. Interviewing Techniques – review of techniques: “mock” interview, the positive first impression, attitude, motivation, researching your prospective employer as well as what to wear and bring.
3. Job Search Techniques – Areas to be covered are: researching companies, web links to companies, career sites, social media and newspapers.
4. Networking – When available students will be able to participate in career fairs and learn to network with peers and potential employers. Students are also encouraged to develop a mentor and become a mentor.
5. Employers On-campus Visits: Prospective employers are invited to the campus regularly for career guidance, goals, and for potential employment.
6. One-on-One Meetings – Career Development is available to meet with students/graduates as often as necessary for placement assistance.
7. Federal Work Study (FWS – Off Campus) – Career Development manages the FWS off-campus program with the Financial Aid Department.
8. Clinical Site Visits – Career Development & the Nursing Department visit and evaluation clinical sites and instructors for effectiveness, compliance with policies and for potential preceptorship/employment.
9. Graduate Employment Verification – As part of state compliance employment of students after graduation is verified by Career Development.

## Registrar Department

The Registrar Department mission is provide accurate academic record information and policy services to faculty, staff, students, administration, and outside agencies.

The Registrar Department maintains all student and alumni academic records, certifies graduation requirements, maintain official grades, issues transcripts, transfer evaluations, and enrollment certifications/verifications.

## Statement of Non-Discrimination

Angeles Institute does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, Veteran, or military service status, age, or disability. Angeles Institute complies with all local, state, and federal laws barring discrimination. Accordingly, equal opportunity for employment and admission shall be extended to all persons. All inquiries or complaints regarding these laws and regulations should be directed to the Campus Director, who will provide

students with procedures available for resolving complaints relating to alleged unlawful discriminatory actions.

### Reasonable Accommodations

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, Angeles Institute abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in the programs and services offered by the Institute “solely by reason of the handicap.”

Angeles Institute is committed to providing equal access to all of its programs, services, and activities for students with all types of disabilities. Angeles Institute is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit or service provided by the Institute.

A student is eligible for consideration for reasonable accommodations and/or auxiliary aids and service if the student has a disability and the Student Affairs Department has met with the student, consulted with Angeles Institute Administration, and determined that the functional limitations of the disability require such reasonable accommodation, auxiliary aids and/or services (and has been deemed eligible).

The Student Affairs Department facilitates this access by coordinating the application process, reasonable accommodations and support services.

Students who wish to request reasonable accommodations are encouraged to contact the Student Affairs Department to start the process for documenting and determining eligibility for services prior to the start of the program (at least four weeks prior). While this process can be started at any time, **reasonable accommodations may not be implemented retroactively.** Although some requests for reasonable accommodation (e.g., test-taking time, clinical site assignment, classroom seat placement, etc.) can be implemented immediately once a student has been deemed eligible for services. Other accommodations though may take up to 4-6 weeks to complete. Please note that students are not eligible to receive reasonable accommodations until the request and eligibility process is complete.

### Field Trips and Guest Lectures

Field trips to program related clinics, laboratories, schools, hospitals, daycares, businesses and other facilities may be scheduled by the Instructor, Administration, Program Director and/or Campus Director. The purpose of field trips is to introduce students to the working world in their respective career field

and to augment classroom instruction. Guest lectures and speakers may be scheduled to reinforce classroom training.

### Health, Security, and Safety

Angeles Institute makes every effort to provide a safe and secure learning environment. Classrooms, skills labs, and clinical sites comply with the safety and usage requirements of the various regulatory agencies.

Students are responsible for their own security and safety and must be considerate of the security and safety of others. Students should immediately report any medical, criminal, or other emergency occurring on campus to an Institute employee.

In case of an emergency, students are directed to immediately notify an Institute employee. Employees have been instructed in how to obtain the services of the appropriate professional help in the most expedient manner.

Students are required to complete certain health and safety requirements according to individual program needs. Because many students at the school are involved with direct patient care in health care careers, they may be exposed to conditions of high risk and must be protected. Patients must also be protected against potential health risks from students. Individual programs may have clinical, preceptorship or externship requirements that must be met prior to the first day of the clinical, preceptorship or externship.

Each program is responsible for tracking and maintaining clinical health and safety requirements and ensuring that students meet the specific program requirements.

All students must meet the requirements of the clinical (including all satellite sites), preceptorship or externship sites to which they are assigned. If a student does not meet the requirements of the clinical, preceptorship or externship, the student may become ineligible to participate in the specific program of study and unable to complete the program.

If at any time during the course/program a student is injured, becomes seriously ill, has surgery, or becomes pregnant, a physician's statement/note must be provided before returning to class &/or clinical. This release must specifically state that the student may participate in both clinical and classroom sessions without restrictions. The statement/note must be given to the department and the instructor.

### Personal Property

Angeles Institute assumes no responsibility for the theft, loss, or damage to a student's personal property or vehicle, or loss by theft of any vehicle or its contents, in, on, or adjacent to the school property or during participation in any

activity, such as but not limited to field trips, clinical site attendance, and/or satellite site attendance.

### Holiday Schedule and In-service Days (Subject to change)

Angeles Institute may schedule up to three in-service days for its faculty & staff.

Holidays, Winter Break and in-service days are posted for the student.

Angeles Institute observes the following holidays:

New Year's Day

Martin Luther King's Birthday

President's Day

Spring Break

Memorial Day

Summer Break (Independence Day)

Labor Day

Fall Break (Constitution Day)

Columbus Day

Veteran's Day

Thanksgiving

Winter Break (Christmas Day)

### Student ID card

Each student is given a student identification card and key card which must be worn at all times (above the waist and outside clothing) while the student is attending classes at Angeles Institute and during any Institute activities (clinical, satellite, field trip, etc.). If the identification card needs to be replaced there will be a replacement cost of \$10.00. If the key card needs to be replaced there will be a replacement cost of \$10.00.

### Transcripts, Paperwork & Other Documents

The student's financial accounts must be current prior to the Institute furnishing any transcripts or other documentation. Angeles Institute will withhold a student's transcript or grades or any documentation if the student is in default on their tuition contract or is not in good financial standing.

A fee of \$10.00 will be charged for each official transcript. The student must request transcripts in writing. Please allow 5-10 business days for documents to be completed. Documents for coursework attempted or completed over 5 years ago may take approximately 30 business days to process if available. This documentation may no longer be available due to the length of time.

Any documents requested by the student must be in writing. Some documents will only be completed at the discretion of the Administrator(s) &/or Instructor(s) you are requesting the document from (e.g., Recommendation Letter). All



student academic records are retained, secured, and disposed of in accordance with local, state, federal regulations.

An applicant who has let their eligibility letter or ATT expire or has been deemed to have an abandoned application **will be required** to complete an assigned review for updated content material related to the new NCLEX PN test plan. This NCLEX-PN review will be assigned, monitored and approved by the Angeles Institute Academic Team (e.g., UWorld, Hurst, Kaplan). Any associated fees for the review will be paid by the applicant as well as the administrative fee. Applicants that complete this review with the current passing standard will be able to resubmit their application to the appropriate agency. All applicants are bound by the current Angeles Institute catalog year and the current NCLEX-PN test plan.

### **Graduates with Expired Review:**

- All graduates who have completed course requirements but have had a delay of more than 8 weeks in their application processing (e.g., due to ROC, Financial Hold or other circumstance) will be required to complete a review course prior to the submission of their application to the BVNPT.
- All graduates who have had their application processed but have had a delay of more than 8 weeks in scheduling their NCLEX (e.g., due to personal, academic, or any other circumstances) will be required to complete a review course prior to the submission of their application to the BVNPT.
- All graduates who have allowed their application to expire will also be subject to a review prior to submission of application and associated documents to the BVNPT.

The Review will include one online component as well as a series of predictor exams which must be passed with an acceptable score to be determined by the DON. The review will also include an administrative fee.

### Student Records

Student transcripts are kept permanently. Other Student records are kept for 5 years. Records that are unneeded may be destroyed unless they are required to be maintained by federal, state, or campus policy. Records are kept in locked facilities and electronically. Records are also maintained at a secure off-site location.

### **Academic Policies**

#### Leave of Absence

In case of serious illness, family bereavement, military obligation, jury duty, family medical leave act conditions, or other unforeseen or emergency

circumstances, a student may apply for a Leave of Absence. The Campus Director or Program Director or Administrator must approve a Leave of Absence.

In addition, the following guidelines for Leave of Absence apply:

- A Leave of Absence must be requested in writing by the student.
- Submit a Leave of Absence form that outlines the circumstances (reasons) and duration (documentation required).
- A Leave of Absence may not exceed one hundred & eighty (180) days or two terms in any 12 month period.
- Students making tuition payments for non-Title IV funds on courses completed must continue to do so during a Leave of Absence.
- Acceptance back into the Institute from an approved Leave of Absence is dependent upon space and class availability.
- Must meet with the re-entry committee for approval of re-entry (e.g. space availability, physician's statements, etc.)
- A physician's statement must be provided upon return from any medical leave stating that the student can resume studies without restrictions.
- The time taken for a Leave of Absence will not be counted against the maximum allowable time for program completion. Hours of the program will resume when the Leave of Absence is officially completed.
- A student who fails to return to class on the date scheduled will be considered withdrawn from the program, and must reapply to reenter the program.
- A student who fails to return to class on the date scheduled could affect the repayment terms on any student loan, including the expiration of the grace period.

A Student on Leave of Absence:

- Will not be assessed additional charges upon return from an approved leave of absence.
- Will not have additional disbursements of Title IV funds except for Pell Grant funds.
- Is not eligible for any additional funds that are not part of a Title IV credit balance (i.e., funds that have already been disbursed).

### Assigned Homework

Homework is regularly assigned throughout the program. Students are expected to complete homework to maintain satisfactory progress. Homework that is not completed or completed late can result in a poor grade, unsatisfactory progress and disciplinary action.

Homework Unsatisfactory Progress

- Unsatisfactory progress, such as missed homework/projects, low quiz/test scores and/or problems in conduct or policies will result deficiency warning notice and plan.

- A second unsatisfactory progress, such as missed homework/projects, low quiz/test scores and/or problems in conduct or policies will result in a probationary notice and plan.
- A third unsatisfactory progress, such as missed homework/projects, low quiz/test scores and/or problems in conduct or policies can result in a drop from the term.

### Required Study Time

Outside study, apart from regular classroom activities, is required to complete the class assignments. The amount of time spent for outside study will vary according to individual student abilities and the complexity of the assignments. Study time is required daily to be successful in class. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time. Students are encouraged to form study groups to promote interaction and the learning process.

### Class Size

Depending on the subject matter and method of instruction classes generally range in size from 15 to 60 students as well as alternate students within each classroom. Maximum clinical ratio is 15 students to 1 instructor.

### Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

Student Records are maintained for a minimum of five years.

FERPA Frequently Asked Questions – FERPA for Parents and Eligible Students:

<http://familypolicy.ed.gov/faq-page/ferpa-parents-and-eligible-students>

## Attendance Policy

- Excellent attendance is encouraged so that students can get the most out of their education. Dedication to lectures, lab work, assignments, projects, discussions, presentations, and clinical experiences is essential.
- Students should attend scheduled classes, clinical rotations, satellite clinical rotations, volunteering experiences, and field trips. Attendance is recorded on a daily basis. All missed content must be made up.
- If absences cannot be avoided, students are required to call the Institute or instructor 60 minutes prior to start time.
- When a student is absent from classes, it is the student's responsibility to inform the instructor of the reason for the absence, and to arrange to make up missed assignments, tests and class work.
- Projects/Assignments/Homework due must be turned in by the assigned date/time. Late Projects/Assignments/Homework will not be accepted, but is accepted early.
- All content must be made up prior to any paperwork being sent to an agency (e.g., BVNPT, CDPH, AMT, etc.).

## Vocational Nursing

- Students may accrue up to seven (7) absences within the entirety of their coursework (i.e., during the three (3) terms at Angeles Institute), however students **may not accrue more than three (3) absences in a term**.
- **All content** (i.e., objectives) must be made up regardless of the reason for the absence. Content must be made up within the required time frame or the student will be dropped from the program.
  - Absence #1 – Warning Level 1
  - Absence #2 – Warning Level 2
  - Absence #3 – Probation Level 1
  - Absence #4 – Probation Level 2
    - If a fourth absence is accrued in a single term the student is dropped from the program
  - Absence #5 – Probation Level 3
    - If a fourth absence is accrued in a single term the student is dropped from the program
  - Absence #6 – Probation Level 4
    - If a fourth absence is accrued in a single term the student is dropped from the program
  - Absence #7 – FINAL PROBATION
    - If a fourth absence is accrued in a single term the student is dropped from the program
  - Absence #8 – Student **dropped** from the program

- Students failing to improve attendance for the remainder of the program or who do not follow the terms of the Warning/Probation Notice may be dismissed/dropped from the Vocational Nursing Program.

An absence that occurs in the first week of the program may result in drop from the program.

Content **must** be made up within the required time frame or the student will be dropped from the program.

#### Medical Assistant Program (MA)

- All missed hours **must** be made-up on an hour per hour basis.
- The number of theory makeup days allowed is one day per module.
- The Medical Assistant Instructor will schedule the makeup day (theory).
- The Medical Assistant Student must attend the scheduled makeup day.
- Externship hours must be completed within the required timeframe.
- Failure to attend the makeup day will result in drop from the program.
- Failure to complete all externship hours will result in drop from the program.
- Failure to complete all program hours will result in a drop from the program.

#### Nurse Assistant Training Program (CNA)

- All missed hours **must** be made-up on an hour per hour basis.
- The Nurse Assistant Instructor will schedule the makeup day (theory/clinical).
- The nurse assistant student must attend the scheduled makeup day (theory/clinical).
- The number of theory and clinical makeup days allowed is one day.
- Theory make-up must occur prior to clinical.
- Failure to attend the makeup day will result in drop from the program.
- Any further absences will result in drop from the program.
- An absence that occurs in the first week of the program will result in drop from the program

#### Home Health Aide Program

- Students must attend **all** hours/days or be dropped from the program

Students (in all programs) failing to improve attendance for the remainder of the program/course or who do not follow the terms of the Probation Notice will be dismissed from the Program.

#### Mitigating Circumstances

The Nursing Director may temporarily waive the standards of satisfactory progress for circumstances such as: military service, court dates, emergency health situations, family crisis, bereavement, or other significant occurrences outside of the control of the student. These circumstances must be documented

by the student to demonstrate that they had an adverse impact on the student's performance. However, all content must be completed.

## Tardiness/Early Departure

### Classroom Policies

- Students arriving late for a scheduled exam/test will be admitted to class and allowed the remaining time allotted to complete the test. Pop-quizzes may not be made up.
- Students that leave early or are late and do not attend at least half of the scheduled classroom session will be marked as absent for the full day.
- Students missing the first week of school/clinical and any orientation will be dropped from the program/course.
- Excessive and/or continuing tardiness/early departure can lead to dismissal from the program.

### Vocational Nursing

- Tardiness and leaving early disrupts the learning environment and is discouraged. Each four (4) occurrences within a month will be recorded as **one (1) absence**.

### Medical Assistant Program (MA)

- Tardiness and leaving early disrupts the learning environment and is discouraged. Two (2) occurrences of tardiness &/or leaving early within the module will be recorded as one (1) absence.

### Nurse Assistant Training Program (CNA)

- Tardiness and leaving early disrupts the learning environment and is discouraged. Two (2) occurrences of tardiness &/or leaving early within the program/course will be recorded as one (1) absence.

### Home Health Aide Program

- Students must attend all hours and days.

### Clinical/Lab/Satellite/Externship/Field Trip Policies

- Failure to meet objectives due to excess absences will result in a Warning, Probation, or Dismissal from the Program.
- Students arriving more than 10 minutes after the scheduled arrival time will accrue an absence.
- Students may not leave the site before the designated time. Leaving the site will accrue an absence.
- Students missing the first week of school/clinical/externship and any orientation days will be dropped from the program/course.

## Make-up Work Assignments

Students are required to make up all assignments and work missed as a result of absences. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take tests and/or quizzes missed because of an absence or tardy can only be made with the instructor's approval. The maximum score allowed on a makeup examination is 76%. Pop-quizzes are not eligible for make-up.

Theory – Make Up Policy

1. To be eligible for licensure or certificate, Nursing students are required to complete all theory content.
2. Students who miss content need to make up that content material in order to have completed the requirements for graduation. Make up content must be completed within the required time frame or the student will be dropped from the program.
3. Instructors, the DON/ADON, nursing supervisor, academic team and Nursing administration can assign make up work for theory course objectives missed. This make up work can comprise of any of the following:
  - a. Case study
  - b. Care plan
  - c. Independent study with examination
  - d. Attendance at seminars or workshops
  - e. Computer assignment based on clinical, theory skills, &/or NCLEX simulation
  - f. Auto-tutorial laboratory
  - g. Research Report or Directed Project or Essay
  - h. NCLEX testing simulations
  - i. Video with handout
  - j. Participation in a field trip
  - k. Participation in health fairs or other volunteering opportunities as arranged by nursing administration
  - l. Other assignment pertaining to the theory objectives missed
  - m. Nurse Assistant training program (CNA) students must attend the theory make-up as scheduled by your Instructor/Director.
  - n. Home Health Aide program student must attend all hours and days
4. Failure to complete assigned work will result in dismissal from the course or program.

Clinical – Make Up Policy

1. To be eligible for licensure, nursing students are required to complete all clinical content.
2. Students who are absent need to make up the clinical course objectives missed in order to have completed the requirements for graduation.



Clinical content must be made up within the required time frame or the student will be dropped from the program.

3. Instructors, the DON/ADON, nursing supervisor, academic team and nursing administration can assign make up work for the course objectives missed. This make up work can comprise of any of the following:
  - a. Performance evaluation in the Skills laboratory
  - b. Performance evaluation in the Sims laboratory
  - c. Assignment to the clinical area as coordinated by the Instructors, the ADON, nursing supervisor, academic team and Nursing administration
  - d. Participation in hospital/facility coordinated activity
  - e. Nurse Assistant training program (CNA) students must attend the clinical make-up as scheduled by your Instructor/Director.
  - f. Home Health Aide program student must attend all hours and days
4. Failure to complete assigned clinical make up assignment may result in dismissal from the course or program.

### Withdrawal from Institute

Students who wish to voluntarily withdraw from the Institute for any reason must officially notify the school. Students who wish to withdraw should contact the Program Director or the Institute Director in writing. All students who withdraw are required to meet with the Financial Aid Department. Regardless of the circumstances of withdrawal or date of notification to the Institute, the official withdrawal date is the last date on which a student attended classes. Refunds or amount due and final grade determinations are based upon the last official class attendance.

### Student Appeal Process

Students who are dismissed, voluntarily withdraw for failure to maintain satisfactory progress, fail to complete the terms of probation, or withdraw for any other reason (except exceeding the maximum program completion time), may request reinstatement or appeal of the dismissal based upon exceptional mitigating circumstances. Such requests must be made in writing within 10 business days of the dismissal/withdrawal. Appeal considerations will be based on the student's overall attendance record, academic progress, professional development, instructors' recommendations, and the circumstances (documentation of circumstances is required) surrounding the occurrence/incident that resulted in the withdrawal or dismissal. The Student should also include their plan of action to correct previous deficiencies.

Re-admission is not guaranteed. An Appeals Board made up Institute officials &/or the Program Director will review the written request and supporting

materials. A decision will be made and the student will be notified in person or in writing within 15 business days. If approved, the student must comply by the terms issued by the Appeals Board for reentry. All decisions made by the Appeals Board &/or Program Director are final.

## Reentering Students

Students wishing to reenter will be required to appeal for readmission. The appeal needs to be reviewed by the Program Director and/or the Appeals Board. If accepted for reentry, Students who have been dropped, withdrawn, or have failed a term/course will be allowed to repeat **once**. Students may only repeat a total of one term so as not to exceed maximum program time.

- If accepted, the student must reenter under the admissions, academic, and administrative policies of the **current catalog**. The student must be aware that additional fees (e.g., book, online programs, etc.) are required and should be arranged with the FA dept.

The student must abide by the terms of the Appeals Board for reentry. The student must have his/her financial account current at the time of reentry.

## Academic Probation

### Vocational Nursing

A Vocational Nursing Student must pass each term/section with a grade of 76% (e.g., 75.5% is rounded to 76%) or better. Students receiving less than 75.5% will receive a failing grade.

#### Term One

Student will receive warning &/or probation notices throughout the term when their grade is less than 76%. The warning &/or probation notice will have instructions to help the student increase their grade (e.g., tutoring, etc.).

#### Term Two

A Vocational Nursing Student that fails one system/course will be placed on academic warning until the end of the term. The student will be required to successfully complete a remediation assignment. A Vocational Nursing Student that fails two systems/courses is placed on academic probation until the end of the current term or as specified by the probation notice. The student will be required to successfully complete a remediation assignment. The conditions of the probation notice will have specific remediation instructions to enable the student to pass the failed courses. The student that does not complete the required remediation (i.e., for the first or second system fail) will be dropped from the program. If the student fails a third system/course within the term the student will be dropped from the program. If the student fails to complete the

remediation assignment the student will be dropped from the program. If the student fails to achieve a 76% on any failed course the student will be dropped from the program.

#### Medical Assistant/Nurse Assistant Training Program (CNA)/Home Health Aide

Any student who fails to achieve a minimum grade of "C" (76%) will be dismissed from the MA/CNA/HHA Program(s).

#### Remediation and Repeats

##### Vocational Nursing Term I

- a. All Term I students receiving less than 76% on any test (quizzes are exempt from remediation) will be required to meet with the Instructor, tutor, or ADON during office hours.
- b. A Term I student can only remediate on three (3) examinations. The remediation plan for these examinations can include a review of the material, homework assignment and/or a retest on content. Upon successful completion of the assignment the student will achieve a grade of 76%. This grade is then recorded for the examination.
- c. Students must score a minimum of 76 % on all onsite review programs and to pass each assignment. Those students scoring less than 76% will dropped from the program. Students must also achieve Mastery level on assignments by the assigned deadline. Any student not achieving Mastery level on assigned topics and by the deadline will be dropped from the term.
- d. Any student who fails to achieve a minimum grade of "C" (76% or GPA 2.6) by the end of Term 100A and 100B will be dismissed from the Vocational Nursing Program.

##### Vocational Nursing Term II

- a. All Term II students receiving less than 76% in a single subject must successfully complete remediation to continue the term. Remediation can include a review of the material, homework assignments, and/or a retest on content. Upon successful completion of the assignment the student will achieve a grade of 76% (this grade is entered at the successful completion of term two). The student can only receive a maximum of 76% on systems/subjects that are remediated. The student may only remediate two systems/subjects. The student that does not complete the required remediation (i.e., for the first or second system fail) will be dropped from the program.
- b. A third failure within the term will constitute dismissal from the Vocational Nursing Program. The student may begin the appeal process for re-admission into the beginning of Term 2. Re-admission based on the decision of the Program Director and/or Appeals Board, recommendation of the instructor and on a space available basis. The Director of Nursing has the final approval of readmission and the right to test any student prior to readmission. A student may only reenter a term **once** if approved.

### Vocational Nursing Term III

- a. Students deficient in any skill or clinical objective will be required to have remediation. The Clinical Instructor will provide a remediation plan that may include homework assignments, lab time, individual counseling and instruction. The clinical instructor may also refer any student to the ADON, clinical supervisor, nursing supervisor, &/or skills lab instructor.
- b. Students who demonstrate unsatisfactory skills after remediation will be removed from the clinical area and receive a clinical failing grade. All students must achieve the minimum grade of "C" in the clinical component. The student with less than a "C" is dropped.
- c. Students must score a minimum of 85 % on all onsite review programs and obtain an 85% to pass each assignment. Those students scoring less than 85% will dropped from the program. Students must achieve the appropriate number of points (i.e., for assignments and clinical) to achieve a passing grade. Students must also attain an 85% on their exit examination or be dropped from the program.

### MA/CNA/HHA

- a. All MA/CNA/HHA students receiving less than 75.5% on any test (quizzes are exempt from remediation) will be required to meet with the Instructor or the Remediation/Educational Assistance Coordinator during office hours.
- b. A MA/CNA/HHA can only retest on three (3) examinations. The remediation plan for these examinations can include a review of the material, homework assignment and/or a retest on content. Upon successful completion of the assignment the student will achieve a grade of 76%. This grade is then recorded for the examination.
- c. Students must score a minimum of 76% on all onsite review, review and computer lab assignments to pass each assignment. Those students scoring less than 76% will dropped from the course.
- d. Any student who fails to achieve a minimum grade of "C" (76% or GPA 2.5) by the end of the course will be dismissed from the Program.

Course failures and subsequent repeats will interrupt the student's enrollment and can negatively impact financial aid eligibility. In addition, repeated courses can result in additional program charges.

### Satisfactory Academic Progress

The Satisfactory Academic Progress policy at Angeles Institute applies to all students without regard to financial aid.

Student's progress will be measured at the end of each term. Students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students must:

- Maintain a cumulative grade percent average (GPA) of at least 2.6 with a 76% or better (percentages are rounded)
- Complete all assignments in a timely manner with a 76% or better and have satisfactory performance of required skills (percentages are rounded)
- Maintain satisfactory clinical performance (grade of "C")
- Progress at a satisfactory rate toward completion of their programs/courses
- Complete the training programs within 150 percent the planned program length
- Complete all mandatory review programs with a satisfactory grade (76%)

**QUALITATIVE STANDARD**

- All students must maintain a cumulative grade point average of 2.6 or 76%.

**QUANTATIVE STANDARD**

- Complete a minimum of 67% of cumulative coursework attempted.

**MAXIMUM TIMEFRAME STANDARD**

- Complete the program within 150% of the published length.

**MAXIMUM TIMEFRAME EXAMPLE (VN)**

After this # of wks (months)	16 wks (4 months)	32 wks (8 months)	48 wks (12 months)	64 wks (16 months)
Students must have at least this cumulative grade average	2.6 (76%)	2.6 (76%)	2.6 (76%)	2.6 (76%)
Student must have at least this number of clock hours	390	780	1170	1610

**MAXIMUM TIMEFRAME EXAMPLE (MA)**

After this # of wks (months)	10 wks (2.5 months)	20 wks (5 months)	30 wks (7.5 months)	40 wks (10 months)
Students must have at least this cumulative grade average	2.6 (76%)	2.6 (76%)	2.6 (76%)	2.6 (76%)
Student must have at least this number of clock hours	229	458	687	915

All students who receive federal and state financial aid must meet federal and institutional standards for satisfactory academic progress in order to establish and retain financial aid eligibility.

**REVIEW PERIODS**

Program	# of hours completed	# of hours completed	# of hours completed
Vocational Nursing	450	900	1255
Medical Assistant	450	900	

Satisfactory Academic Progress is determined at the end of each payment review period.

#### SATISFACTORY ACADEMIC PROGRESS WARNING

Students who fall below the qualitative or quantitative measure will be placed on “satisfactory academic progress warning.” Students on satisfactory academic progress warning are eligible for one additional payment period. If the student does not meet the satisfactory academic progress standards by the end of the “warning” period, the student becomes no longer eligible for federal aid until satisfactory academic progress is met or the student successfully appeals the suspension.

#### SATISFACTORY ACADEMIC PROGRESS APPEAL

If a student is found to be ineligible for federal financial aid because the standards of satisfactory academic progress requirements were not met, the student may appeal this decision to the Financial Aid Department by stating, in writing, the reasons why the minimum requirements were not met and why financial aid should not be terminated. When filing an appeal, make sure to provide a full explanation along with documentation, verifying the circumstances that led to the standards for satisfactory academic progress not being met.

#### SATISFACTORY ACADEMIC PROGRESS PROBATION

A student who has their appeal approved, will be placed on “probation” and be eligible for financial aid for one additional payment period. Students on probation will have their academic progress monitored each term to ensure that they can meet the standards of satisfactory academic progress requirements.

#### Mitigating Circumstances

The Financial Aid Office may temporarily waive the standards of satisfactory progress for circumstances of poor health, family crisis, bereavement or other significant occurrences outside of the control of the student. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's performance. If the standards are waived the student will be placed on an Academic Plan. The student's progress will be monitored and the Academic Plan will be evaluated at the end of each payment review period.

#### Grading

The progress and quality of students' work is measured by the following systems (percentages are rounded):

#### Theory/Clinical Grading Policy

Grade	Meaning	Percent	Grade Points
A- to A+	Superior Achievement	90 - 100	3.5 – 4.0
B- to B+	High Level of Achievement	80 – 89	3.0 – 3.4
C to C+	Satisfactory Achievement	76 – 79	2.6 – 2.9
F	Failure	<75.5	0.0
W	Withdrawal		0.0

### Computer Lab & NCLEX Review Grading Policy (100B, 300ABCD)

Students are required to achieve a minimum of 85% in all computer lab and NCLEX review assignments. **Those students scoring less than 70% will be dropped from the term.** Students not achieving 85% but at least 70% may either be assigned to redo the assignment or will have an alternate assignment to complete (must score a minimum of 85%). Students must also achieve Mastery level on assignments by the assigned deadline. Any student not achieving Mastery level on assigned topics and by the deadline **will be dropped from the term.**

### Incomplete Grades

An “incomplete” cannot be given as a final grade. If students do not complete the required class work, assignments and tests within the duration of the program/course, the student will receive a failing grade of “F” or “zero” for the class work, assignments and tests not completed. The “F” or “zero” will be averaged in with the student’s other grades to determine GPA.

### English-as-a-Second Language (ESL) Instruction

ESL is not offered by Angeles Institute. All courses at Angeles Institute are taught in English. The student must be able to speak, read, and write English fluently. English abilities will be determined through the Institute admissions test, interview and completion of the application.

### Pregnancy

Upon confirmation of pregnancy, nursing students must present student records with a written statement from a physician indicating approval for continuation of the student's course of study without limitations.

### Suspension/Dismissal from the Institute

All students are expected to conduct themselves in a professional manner, as responsible adults, to attend classes regularly, and to maintain a level of academic achievement. The Institute reserves the right to suspend or dismiss any student who:

- Displays conduct which the faculty and administration determines to be detrimental to fellow students, other individuals, the community, or the Institute, or as addressed in the conduct section of this catalog.
- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to Institute property or affiliated clinical sites, satellite locations, volunteering locations, or at the field trip site.
- Fails to maintain satisfactory academic progress.
- Fails to meet satisfactory clinical/satellite standards.
- Fails to satisfactorily complete computer lab, onsite review, and/or NCLEX-PN review assignments.
- Fails to meet attendance policies.
- Fails to meet financial obligations to the Institute.
- Submits false or misleading information on admission, registration, student identification, diploma/GED/CHSPE/HiSet/foreign equivalency, or any other forms (e.g., clinical forms).
- Alters Angeles Institute records.
- Violates Angeles Institute Code of Conduct.
- Is Academically dishonest by engaging in the following: cheating, plagiarism, deception, or fabrication
- Puts client safety in jeopardy through the exercise of poor judgment or the inability to safely perform assigned tasks.
- Fails to follow the rules & regulations of any clinical/satellite/facility.
- Vandalizes and/or damages or destroys Institute, Student, Faculty, Administrative, or clinical/satellite/field trip site property.

### Standardized Examinations and Exit Examination(s)

- Multiple standardized examinations are administered throughout the nursing program. It is necessary to assess the nursing student, the focus of safety as a student nurse, and to obtain course mastery prior to progression in the program.
- Standardized Examinations and Exit Examinations passing scores and minimum scores may be adjusted per class by the Director of Nursing based on updated data and information.
- In VN 100B of the Vocational Nursing Program, students are required to complete an EXIT EXAMINATION with a score of 76% or better to complete the requirements of VN 100B
  - The content area of the examination is comprehensive of all material.
  - If the score is less than 76% (on the first attempt) then the student is required to remediate the content.
- A student has **TWO** opportunities to pass the EXIT EXAMINATION.
- In VN 300 of the Vocational Nursing Program, students are required to complete an EXIT EXAMINATION with a score of PASS and 85% or better respectively to complete the requirements of the program/graduation.



- The content area of the examinations is comprehensive of all material.
- If the score is less than 85% (on the first attempt) then the student is required to remediate the content.
- A student has **TWO** opportunities to pass the EXIT EXAMINATION
- All students must pass the EXIT EXAMINATION in order to complete the course and graduate from the program

## Graduation Requirements

To be eligible for graduation and to receive their diplomas/certificate, all nursing students must:

### A. Requirements for graduation

- I. Must complete all of the program or its equivalency.
- II. Must achieve a minimum of 76% in each system/term/course.
- III. Must achieve a minimum clinical grade of Satisfactory (“C”).
- IV. Must have completed all theory and clinical hours:
  - a. Vocational Nursing – as approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT).
  - b. Medical Assistant Program – as approved by the Bureau of Private Postsecondary Education.
  - c. Nurse Assistant Training Program (CNA)/Home Health Aide – as approved by the California Department of Public Health (CDPH).
- V. Must not be on probationary status for absenteeism or behavioral deficiencies.
- VI. Must have completed the program within 150% of the planned program length.
- VII. Must be in **good financial standing** with the Institute and completed all exit interviews.
- VIII. Pass all exit examinations for the course.
- IX. Complete and pass all mandatory computer lab, onsite, and online review programs during and after the program with a minimum of 85% and must achieve mastery level (<60% or not achieving mastery level or not achieving exit examination competence of 85% will lead to drop from the program).

### B. Requirements for licensure (Vocational Nursing)

- i. Must complete application to BVNPT and pay appropriate fees.
- ii. Must be deemed eligible to take the examination by the BVNPT.
- iii. Must complete application for National Council Licensure Exam and pay appropriate fees.
- iv. Must schedule appointment for exam with the appropriate agency.
- v. Must schedule time and complete adequate study for exam.
- vi. Must pass the exam and pay the appropriate state licensing fee.

- C. Requirements for registration (Medical Assistant)
- i. Must complete application to American Medical Technologists. (AMT)
  - ii. Must be deemed eligible to take the examination by the AMT.
  - iii. Must complete application and pay appropriate fees.
  - iv. Must schedule appointment for exam with the appropriate agency.
  - v. Must schedule time and complete adequate study for exam.
  - vi. Must pass the exam and pay any additional fee if indicated.
- C. Requirements for certificate (Nurse Assistant Training Program (CNA)/Home Health Aide)
- vii. Must complete application to CDPH.
  - viii. Must be deemed eligible to take the examination by the CDPH.
  - ix. Must complete application for State Examination and pay appropriate fees.
  - x. Must schedule appointment for exam with the appropriate agency.
  - xi. Must schedule time and complete adequate study for exam.
  - xii. Must pass the exam and pay the appropriate state fee if indicated.

## Graduation

Upon completion of the student's designated program, they are encouraged to attend a graduation ceremony or other ceremony if scheduled.

Highlights of the ceremony include motivational speeches and presentation of awards & pins. Participation in graduation ceremonies does not constitute graduation from the student's program.

Specific information regarding the ceremony and student expectations will be provided at the end of each program if scheduled.

## Diploma/Certificate

Upon satisfactory completion of all classes and class review content (NCLEX or CNA Review or other review) in a Diploma/Certificate program, with a minimum of a 2.6 GPA, and is current with financial obligations the student will receive an unofficial transcript of grades and a Diploma/Certificate within 10 to 12 weeks of graduation.

## Maximum Program Completion Time

Students are expected to complete their program within the defined maximum program completion time, which cannot exceed 150% of the normal time frame. Angeles Institute defines the normal time frame as the number of clock hours it would take a student to complete the total program credit hour/units/clock hours according to the enrollment agreement. Time during an authorized Leave of Absence is not considered as part of the maximum time frame.

## Changes in Programs or Policies

Angeles Institute has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequence of courses in programs, or locations in the interest of improving the student's education/training, or where deemed necessary due to state agencies changes, industry changes, academic scheduling, class size constraints, or profession requirements especially within the Clinical component.

When federal, state, or professional changes take place that affect students currently in attendance, Angeles Institute is required to make appropriate changes.

## **Financial Information**

### Tuition and Fees

<b>Diploma or Certificate Program</b>	<b>Registration (nonrefundable)</b>	<b>Books, Supplies, Uniforms</b>	<b>Graduation Fees</b>	<b>Tuition</b>	<b>Total*</b>
Vocational Nursing (VN)	\$100.00	\$2,176.00	\$2,635.00 (& VN T3 fees)	\$28,980.00	\$33,891.00
Medical Assistant Program (MA)	\$100.00	\$1508.00	\$270.00	\$10,980.00	\$12,858.00
Nurse Assistant Training Program (CNA)	\$100.00	\$428.00	\$105.00	\$950.00	\$1,583.00
Home Health Aide (concurrent with Angeles Institute NATP-CNA)	\$0.00	\$100.00	\$0.00	\$200.00	\$300.00
Home Health Aide (existing, active CNA)	\$100.00	\$428.00	\$25.00	\$1000.00	\$1,553.00

\*Total charges for the period of attendance and for the entire educational program

### Additional Nursing Department Fees (nonrefundable)

Additional Student Fee Charges (nonrefundable):

California Student Tuition Recovery Fund - Nursing - \$0.00

- Subject to change by State of California

### **Drug Test, Background and Immunizations Check/Review – \$100.00**

- Pricing subject to change per external provider
- To comply with requests from community and clinical agencies the Nursing Department requires immunizations, drug testing, and a background check on all eligible applicants. Up-to-date immunizations, a

negative drug test and clear background check will be necessary for entry into the Nursing Department and the clinical/externship sites.

### **VN Reentry Fee:**

Vocational nursing students that successfully complete the petition-to-reenter process are subject to a \$1000 readmission fee. This fee covers admissions re-processing, financial aid re-processing and renewal of online components as needed by the student. Students requiring updated printed course material or replacement or replenishment of previously distributed supplies or equipment will incur additional charges for those items.

### **Other Costs for Externship &/or Clinical (MA/CNA/HHA)**

In-coming students will be required to complete the following **prior** to attending class (state requirement for entry into the program):

- CPR – American Heart Association – BLS (\$50-75)
- Physical – Get physical form from Angeles Institute (\$80-200)
- Immunizations – Proof of completion (Titers &/or immunization card) (\$40-500)
  - Hepatitis B
  - Varicella
  - MMR
  - Influenza (during flu season)
  - 2-Step TB (Or if positive: CXR)
- DOJ/Fingerprinting – Get fingerprinting form from Angeles Institute (\$75-100)

Costs to the student will depend on the provider chosen by the student. Approximate costs are estimated next to each required section.

### **Student Tuition Recovery Fund**

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 are 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.”

### Tuition Payments

Tuition for the program selected is due the first session of each term unless alternative arrangements are made with the financial aid department. Payments may be made with cash, credit card, check, or money order made payable to Angeles Institute. Tuition payments should be made in person at the Cashier's Office during regular office hours or mailed prior to due date. Checks that are returned for non-sufficient funds will be assessed a \$25.00 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of enrollment agreement, all future payments must be paid in cash or by money order. Students must continue to make tuition payments for courses completed during any withdrawal period or leave of absence.

### Past Due Account

Students who fail to make prompt payments, issue personal checks which are returned by banks, or fail to make a good-faith effort to catch up their account in a timely manner, may be subject to Institute disciplinary action. Students, who have been dismissed for non-payment of tuition, will not be re-admitted until all delinquent tuition payments have been paid in full. Students that are dropped due to nonpayment are still responsible for their account. Angeles Institute reserves the right to withhold a student's transcript or any other documentation for hours completed but not yet paid for.

### Student's (Buyer's) Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance, at the first class session or the seventh day after enrollment, whichever is later. If the student cancels, any payment and signed negotiable instrument shall be returned to the student within forty-five (45) days of the date the student signed the cancellation notice, less a reasonable deposit or application fee not to exceed \$100.00, and non-refundable fees.

If the student does not return unused books or equipment issued to him/her within a 10-day period following the date of the notice of cancellation, the Institute may keep an amount the student paid which equals the cost of the books and equipment and the student may keep the equipment. The Institute is required to refund any amount paid in excess of, that which is retained to cover costs of equipment and books not returned by the students. Damaged, marked or unsanitary equipment/supplies cannot be returned.

To cancel the Enrollment Agreement with the Institute, mail (postmarked in time to ensure receipt by the deadline), or deliver a signed and dated copy of the cancellation notice, or by FAX, or send a telegram, or any other written notice, no later than the first class session or the seventh day after enrollment, whichever is later. Remember **you must cancel in writing**. You do not have the right to cancel by simply telephoning the Institute or not attending class.

Complaints, questions, or problems, which you cannot resolve with the Institute, may be directed to:

- California Department of Public Health, Mailing Address: PO Box 997377, MS 0500, Sacramento, CA 95899-7377; Telephone: 916-558-1784; Internet address: [https://www.cdph.ca.gov/Pages/contact\\_us.aspx](https://www.cdph.ca.gov/Pages/contact_us.aspx) and/or
- Department of Consumer Affairs; The Bureau for Private Postsecondary Education, Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; Physical Address: 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833; Telephone 888-370-7589; Internet address: <http://www.bppe.ca.gov> ; Email [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov) and/or
- Department of Consumer Affairs; The Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, Telephone 916-263-7800; Fax 916-263-7855; Internet address: <http://www.bvnpt.ca.gov>; Email [bvnpt@dca.ca.gov](mailto:bvnpt@dca.ca.gov) and/or
- The Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350; Telephone 800-917-2081; Fax 770-396-3790; Internet address: <http://www.council.org/>

### Right to Withdraw and Refund Information

The student has the right to withdraw from the course of instruction at any time after midnight of the first class session. If the student withdraws or is dismissed after the period allowed for cancellation (as described in the Student's (Buyer's) Right to Cancel), the school will remit a prorata refund (if owed), less a reasonable deposit or application fee not to exceed \$100.00; non-refundable fees; and education services and equipment rendered.

The effective withdrawal date for a student shall be the date the student notifies the Institute in writing of the withdrawal; or the Institute terminates the student's enrollment (e.g., not meeting academic, conduct, and/or attendance standards)<sup>6</sup>. No refunds will be given if the student has attended more than 60% of the course. The school may retain the entire contract price for the period of enrollment – including tuition, fees, and other charges – if the student terminates the training after completing more than 60 percent of the period of enrollment.

If the student has paid more than the amount that is owed, a refund is made within 45 days of date of withdrawal. However if the amount owed is more than

the amount the student has paid, then the student is responsible for the amount owed and should make arrangements to pay the balance owed.

### Refund Policy

An applicant who is not accepted for enrollment to the Institute will receive a full refund of all payments less a reasonable deposit or application fee not to exceed \$100.00, and non-refundable fees. An applicant who cancels their enrollment prior to the first day of classes will receive a full refund of all payments less a reasonable deposit or application fee not to exceed \$100.00, and non-refundable fees.

If a student cancels during the cancellation period (See Buyer's Right to Cancel) any payment and signed negotiable instrument shall be returned to the student within forty-five (45) days of the date the student signed the cancellation notice, less a reasonable deposit or application fee not to exceed \$100.00, and non-refundable fees.

If the student withdraws or is dismissed after the period allowed for cancellation (as described in the Student's (Buyer's) Right to Cancel), the school will remit a prorata refund (if owed), less a reasonable deposit or application fee not to exceed \$100.00; non-refundable fees; and education services and equipment rendered (See Right to Withdraw and Refund Information).

### Calculation of Amount of Refund

The refund calculation is based on the date of withdrawal. Any monies due the applicant or student will be refunded within 45 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the students' loan debt.

The refund will be calculated as follows:

1. Deduct the registration fee plus the cost of books, supplies, fees from the TOTAL COST for tuition, fees, and services.
2. Divide this figure by the number of clock hours in the program. The result is the hourly charge for the program.
3. Multiply the total hours scheduled to be attended on the last day of attendance by the hourly charge.
4. Add to this the cost books, supplies, fees received.
5. Subtract this figure from the total paid by the student or on the student's behalf.

### Hypothetical Refund Example

Assume that a student upon enrollment in a 1000-hour course, pays \$14,000 for tuition, 100.00 for registration and 1000.00 (cost to the school for equipment/supplies) as specified in the enrollment agreement for a total charge of \$15,100.00 and withdraws after completing 500 hours (50% of the course/program) without returning (due to sanitary reasons or marking/use of supplies) the equipment/supplies he/she obtained. The prorata refund to the student would be \$ 7,000 based on the calculation stated below.



Step 1:	\$15,100	-	\$1,100	=	\$14,000
	Total Cost		Fees, Books, Supplies, Services		Tuition
Step 2:	\$14,000	/	1000	=	\$14.00
	Tuition		Clock Hours		Hourly Charge
Step 3:	\$14.00	x	500	=	\$7,000
	Hourly Charge		Hours Scheduled		Tuition Owed
Step 4:	\$7,000	+	\$1,100	=	\$8,100
	Tuition Owed		Cost of Fees, Books, Supplies, Services		Amount owed by student
Step 5:	\$15,100	-	\$8,100	=	\$7,000
	Total Paid by Student		Amount Owed		Refund Amount

## Financial Assistance

Angeles Institute offers students several options for payment. Angeles Institute will make every effort to assist students to achieve their educational goals by helping them meet their financial needs. All students are encouraged to apply for financial assistance if unable to meet educational costs on their own. Arrangements to finance your education can be made by regular, monthly payments through an installment plan. Various options may require an application and have eligibility requirements as indicated by the facility, company, &/or agency (e.g., Loan programs, employer programs, scholarships, financial aid).

Option 1: Full Payment of the Program/Course

Option 2: Installment Payments (10 months) for the Total Program Cost

Option 3: Private Loan programs or Career Training Loans (e.g., Sallie Mae, TFC)

Option 4: Student's Employer Reimbursement or Direct Payment

Option 5: Scholarships (e.g., California's Vocational Nursing Scholarship)

Option 6: Financial Aid Award (e.g., Free Application for Federal Student Aid)

Financial Aid is based on the length of the program. The academic year for Angeles Institute is 900 clock hours and 26 weeks. The Vocation Nursing is considered to be 1.5 academic years.

## Return of Title IV Funds Policy

The Federal Return of Title IV funds formula dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point.

For official withdrawals a student's withdrawal date is the date the school received notice from the student they are withdrawing. For unofficial withdrawals a student's withdrawal date is their last day of physical attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received federal financial assistance in the form of Pell Grants, Stafford Loans, or Plus Loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%. After the 60% point 100% of Title IV aid will be considered earned.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student received less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. A post withdrawal disbursement will be determined for all students including those students who withdraw after the 60% point-in-time. Post withdrawal disbursements will be made from Pell Grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must have received the student's permission before crediting their account.

The following Title IV refund distribution is used for all FA students due a refund:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Federal PLUS Loan
4. Federal Pell Grant

Refunds will be made to the federal programs within 45 days of the student's date of determination.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

## Loans Obtained

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

**All program start-end dates are projected and subject to change.**

## **Programs/Courses – Descriptions and Start Dates**

### Vocational Nursing (VN) Program

The Vocational Nursing Program is a 44 week program designed to enable students to acquire the knowledge, skills, and competencies related to enhancing the health and well-being of individuals and families. Duties within the scope of practice for a vocational nurse typically include, but are not limited to, provision of basic hygienic and nursing care; measurement of vital signs; basic client assessment; documentation; performance of prescribed medical treatments; administration of prescribed medications; and, performance of non-medicated intravenous therapy and blood withdrawal (requires separate Board certification). The program has classroom instruction and required clinical experiences to prepare the student to become an entry-level practitioner.

### EDUCATIONAL OBJECTIVES

The purpose of the Vocational Nursing Program is to provide students with the classroom, lab and clinical experiences to apply for licensure and become an entry-level practitioner. To achieve this goal, each student will:

1. Become familiar with the roles and responsibilities, duties, clinical skills, and supervisory skills required of the Vocational Nurse.
2. Become familiar with and demonstrate the legal limitations and accountabilities with the scope of practice as defined in the Vocational Nursing Practice Act.
3. Utilize the nursing process, with guidance, in providing care for individuals and families from various cultural backgrounds and developmental levels.
4. Assess basic physical, emotional, spiritual and sociocultural needs of the individual/family.
5. Contribute to the development of nursing care plans for patients with common, well defined health problems.
6. Develop communication, interpersonal and critical thinking skills and effectively utilize these skills.
7. Collaborate with other health team members in revising the nursing care plan to meet goals.

8. Become familiar with the healthcare industry and issues facing professional working in the healthcare industry.
9. Demonstrate an understanding of the employment and educational opportunities in the field of nursing.

### CAREER OBJECTIVES

The Vocational Nursing Student will learn basic nursing care skills to be competent in caring for acutely and chronically ill clients, with predictable health outcomes, in structured settings such as hospitals, skilled nursing facilities, a clinic, doctor's offices, long term care, corrections, home health care, hospice, or for a nursing registry. After the successfully completing the program and passing the State Board licensing examination (NCLEX-PN) the graduate will be able to obtain an entry level healthcare position. The vocational nursing graduate may choose to enter a Registered Nursing Program in lieu of career placement. Standard Occupational Classification (SOC) Codes: 29-2061; 31-1014; 31-1122

### LENGTH OF EDUCATION

The length of the program is 1610 hours; approximately 44 weeks in duration.

### PROGRAM OUTLINE

Course Title	Course Number	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Credit Units
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#### Vocational Nursing

Client Centered Care	VN 100A	196	96	0	292	24.4
Fundamental/Basic Clinical Skills	VN 100B	0	0	200	200	6.6
The Client with Healthcare Deficits	VN 200	380	104	0	484	43.2
Advanced Clinical Skills/Role Transition	VN 300	0	34	520	554	23.0
Totals		576	314	720	1610	97.2

**\*\*\*Hours listed does not include mandatory NCLEX Review program\*\*\***

### INSTRUCTIONAL EQUIPMENT

Throughout the program student's use a variety of equipment such as: Electric Hospital Beds, mannequins, simulators, Balance Scale, Wheelchair, Walker, Crutches, Cane, Gait belts, Stethoscopes, Medication Simulators, Syringes, Syringe Disposal Equipment, Specimen collection containers, Oral hygiene equipment, Bedpans and urinals, Hygiene equipment, Pulse oximeter, and Sterile Gloves.

### INSTRUCTIONAL MODE/METHODS

- Lectures, Discussions
- Skills Laboratory Activities

- Group Activities, Projects
- Case Studies, Care Plans
- Computer Assisted Study
- Video/DVDs, Field trips
- Satellites experiences
- Clinical experiences

### VN Program Course Descriptions

#### ***VN 50 – Beginning Topics in Nursing***

VN 50 is an introduction to vocational nursing. It is designed to assist the pre-vocational nursing student in learning successful strategies and attitudes required for patient/resident care. The program focuses on the academic skills needed by the pre-vocational nursing student. Areas designated for study are: CNA & HHA, student success in healthcare education; medical terminology; and communication.

#### ***VN 100A – Introduction to Client Centered Care***

VN 100A is designed to provide the student with an orientation to the institute and an introduction to the role of the student nurse in the nursing profession. It includes a discussion of all the policies and procedures applicable to the program. As a fundamental course Term I-A is intended to initiate an understanding of basic nursing skills and concepts required to assist a client in meeting their health care needs. Concepts and skills included are growth and development, effective communication, interpersonal skills, physical assessment, documentation, safety, emergency procedures, infection control, and death and dying. Medical terminology, Orem's self-care theory and the nursing process are also introduced. Beginning concepts of the nursing care of the surgical client (pre- and post-operative), anatomy and physiology, nutrition, life cycles (physical, social, and emotional characteristics will be identified) and pharmacology are started. Applications of pharmacology including principles of medication actions and interactions both therapeutic and adverse and the basis for the study of individual medication are incorporated. Calculation of medication dosages, preparation, administration and storage is also emphasized. The leadership/supervision unit will introduce the student to styles of leadership, approaches to nursing care, characteristics to effective leadership, developing leadership skills, the role of the VN, assertive behavior, communication skills, mental mechanisms, and goal achievement. An active skills lab component is integrated within the term. Term 100A provides the framework for development of the initial skills required for all subsequent specialty areas of clinical nursing.

#### ***VN 100B – Basic Clinical Skills-Fundamentals-Gerontology-Medical/Surgical***

VN 100B promotes fundamental and basic clinical concepts upon which subsequent courses in the program build. The clinical component develops entry level nursing skills and competencies as related to direct client care. The

nursing process is utilized for nursing interventions and care. Leadership and supervision skills are also developed.

***VN 105 – Bridge to Vocational Nursing***

VN 105 is designed to prepare students with healthcare experience or education to enter the Angeles Institute Vocational Nursing program. Upon successful completion of VN 105 students can transfer into the Vocational Nursing program. Content includes review of nursing history, nursing process, critical thinking, pharmacology, terminology, skill/procedures, leadership, anatomy & physiology, the surgical client and death & dying. A combination of classroom, laboratory and practical experiences will be required.

***VN 200AM – The Client with Healthcare Deficit***

VN 200AM will introduce the student to the anatomy and physiology of the Integumentary, Musculoskeletal, Respiratory, Cardiovascular, Gastrointestinal, Endocrine, Renal, Neurosensory, Immunology-Oncology, Mental Health/Rehab, Reproductive systems as well as components in Obstetrics and Pediatrics. The student will also be introduced to the etiology of common disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents, age-related changes and nutritional needs are discussed. Assessment, emergency treatment and the complications are also identified. The units emphasize the nursing interventions and the psychosocial aspects for the care of the client with a disorder. Selected skills lab experiences will allow the student to practice appropriate nursing skills.

***VN 300AB – Advanced Clinical Skills/Medical-Surgical & Specialty Nursing***

VN 300AB addresses the theories and skills of each system are integrated in the clinical setting. Individual health care needs of adult and geriatric patients with system disorders will be cared for. Patient assessment skills and the application of nursing process in managing patient needs in the adult medical/surgical, obstetric, and pediatric environments will be examined and practiced. Includes clinical experiences in an acute, subacute, clinic, MD office, and/or daycare setting, clinical experiences can include obstetrics, pediatrics, mental health and virtual hospital experiences.

***VN 300C – Role Transition – Transition to the LVN Role***

VN 300C Role transition explores ethical and legal aspects, negligence, malpractice, informed consent, the Nurse Practice Act and its mandates. Home health, death and dying, hospice, disaster nursing and the role of the health care team are also included. Incorporated is the role transition of the student nurse to vocational nurse. Organizations relevant to the vocational nurse are explored. Selected skills lab experiences will allow the student to practice appropriate nursing skills.

***VN 300D – Role Transition – Career and NCLEX Preparation for the VN Student***

VN 300D Career & NCLEX Preparation for the VN Student Program provides students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Emphasis is placed on NCLEX-PN test-taking skills, computer-assisted simulations and practice test, development of a prescriptive plan for remediation, and review of selective content, specific to the practice of vocational nursing. Preparation for employment is introduced by evaluating job opportunities, compiling a resume, and outlining information essential to finding, applying for, and terminating employment in the healthcare field. Instruction on IV/BW procedures is provided. Post-graduate continuing education, practice issues, professional organizations, and networking are also discussed.

***VN 300E – NCLEX-PN Preparation for the VN Student***

VN 300E is a mandatory class for all Vocational Nursing Students. Emphasis is placed on NCLEX-PN test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content, specific to the practice of vocational nursing.

VN Program Start Dates

Class Start	01/14/2019	Estimated Completion Date	11/15/2019
Class Start	04/15/2019	Estimated Completion Date	02/14/2020
Class Start	07/15/2019	Estimated Completion Date	05/15/2020
Class Start	10/15/2019	Estimated Completion Date	08/14/2020
Class Start	01/13/2020	Estimated Completion Date	11/13/2020

Medical Assisting (MA) Program

The Medical Assisting Program is a 915 clock-hour, 26-week program. The curriculum prepares multi-skilled healthcare professionals to perform administrative, clinical and laboratory procedures. Coursework includes, but not limited to instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examination/treatments, electrocardiography, performing routine laboratory procedures, supervised medication administration; and ethical/legal issues associated with patient care. Successful completion coursework prepares graduates to handle entry-level clinical and administrative aspects of working in a medical office or other healthcare facility.

It is the hope of Angeles Institute faculty and staff that every graduate becomes a Certified Medical Assistant or a Registered Medical Assistant. This certification is offered by the American Association of Medical Assistants and the American Medical Technologist respectively.

## EDUCATIONAL OBJECTIVES

The purpose of the Medical Assisting Program is to provide students with the classroom, lab and externship experiences to become an entry-level medical assisting practitioner as well as have the opportunity to test for certification. To achieve this goal, each student will:

1. Become familiar with the roles & responsibilities, duties, administrative skills, clinical skills, clinical procedures & medical lab procedures required of the Medical Assistant.
2. Become familiar with the legal limitations and accountabilities and the scope of practice of a Medical Assistant as defined by federal, state, and local laws, rules and regulations.
3. Explain how Medical Assistants are impacted by HIPAA and other healthcare related regulations.
4. Assess basic physical, emotional, spiritual and sociocultural needs of the individual/family.
5. List all body systems and their structure and functions and describe common diseases, symptoms, & etiologies as they apply to each system.
6. Explain procedures to follow, to create and maintain accurate medical documentation, especially with regards to patient records and other documentation.
7. Identify drug classification, usual dose, side effects, and contraindications of commonly used medications.
8. Exhibit proper ethical and legal behavior as a Medical Assistant.
9. Demonstrate effective communication and interpersonal skills.
10. Demonstrate behavior that maintains the rights of the client.
11. Using standard medical terminology, explain structures and functions of the human body.
12. Describe universal precautions and explain how to maintain a safe environment in the healthcare field.
13. Become familiar with the healthcare industry and issues facing professionals working in the healthcare industry.
14. Demonstrate an understanding of the employment and educational opportunities in the healthcare field.

## CAREER OBJECTIVES

The Medical Assisting Student will complete administrative and clinical tasks in the offices of physicians, hospitals, clinics, and other healthcare facilities. Employment of medical assistants is projected to grow much faster than average for all occupations (U.S. Bureau of Labor Statistics). After the successfully completing the MA program the graduate will be able to obtain an entry-level Medical Assisting position. The MA graduate may choose to enter a Vocational Nursing Program in lieu of career placement. Standard Occupational Classification (SOC) Codes: 31-9092



## LENGTH OF EDUCATION

The length of the program is 915 hours; approximately 26 weeks in duration.

## PROGRAM OUTLINE

Course Title	Course Number	Theory Hours	Lab Hours	Externship Hours	Total Hours	Credit Units
Medical Assisting						
Introduction to Medical Assisting and Anatomy & Physiology	MA 101	140	0	0	140	14
Administrative Medical Assistant & Medical Office Financial Management	MA 102	100	40	0	140	12
Fundamentals of Clinical Medical Assisting (with Pharmacology)	MA 103	100	40	0	140	12
Clinical Duties R/T Medical Specialties	MA 104	100	40	0	140	12
Assisting in the Clinical Laboratory & Medical Terminology	MA 105	120	20	0	140	13
Career Development & Practicum Seminar	MA 106	35	0	0	35	3.5
Medical Assisting Externship	MA 107	0	0	180		6
Totals		595	140	180	915	72.5

**\*\*\*Hours listed does not include Certification Review program\*\*\***

## INSTRUCTIONAL EQUIPMENT

Throughout the program student's use a variety of equipment such as: EKG machine, Microscopes, Refrigerator, Mannequins, Balance Scale, Wheelchair, Walker, Crutches, Cane, Gait belts, Stethoscopes, Medication Simulators, Syringes, Syringe Disposal Equipment, Specimen collection containers, Glucometer, Instruments for examinations and minor procedures, Centrifuge, Autoclave, Pulse oximeter and Sterile Gloves.

## INSTRUCTIONAL MODE/METHODS

- Lectures, Discussions
- Skills Laboratory Activities
- Group Activities, Projects
- Case Studies, Care Plans
- Computer Assisted Study
- Video/DVDs
- Externship experiences

## MA Course Descriptions

### **MA 101 – Introduction to Medical Assisting and Anatomy & Physiology**

MA 101 will complete a general orientation of the role of the medical assistant in the health care setting. The student will learn the role and responsibilities of the Medical Assistant. Emphasis is placed on professionalism, communication (i.e., with patients, families, and the healthcare team), human relations, cultural awareness, and medical law & ethics. Concepts of anatomy & physiology such as: the body systems structure and functions, common diseases, diagnostic and treatment modalities as well as diet and nutrition.

### **MA 102 – Administrative Medical Assistant & Medical Office Financial Management**

MA 102 introduces the medical office administrative procedures. Topics includes appointment processing, written and oral communication, medical records, health information management, electronic application in the medical office and managing the medical office. In addition, management of the financial aspects of the office will also be covered. Areas such as coding, health insurance and reimbursement, and accounting responsibilities.

### **MA 103 – Fundamentals of Clinical Medical Assisting (with Pharmacology)**

MA 103 introduces the students to the fundamentals of medical assisting. Topics covered are: Nutrition, Medical Asepsis, Medical History & Patient Assessment, Vital Signs, Assisting with the Physical Examination, Surgical Instruments, Assisting with Minor Surgery, Diagnostic Imaging, and Pharmacology (including administration of medications). Disaster Preparedness and office emergencies will also be addressed.

### **MA 104 – Clinical Duties R/T Medical Specialties**

MA 104 will introduce the student the student of disease symptoms and the appropriate actions to be taken by medical assistants. The student will be introduced to the etiology of common disorders/diseases, and the diagnosis, treatment and prevention of disease. Areas include: Dermatology, Orthopedics, Ophthalmology, Otolaryngology, Pulmonary, Cardiology, Gastroenterology, Neurology, Urology, Obstetrics/Gynecology, Endocrinology, Pediatrics, and Geriatrics.

### **MA 105 – Assisting in the Clinical Laboratory & Medical Terminology**

MA 105 will introduce the student to methods of specimen collection, including blood tests, urinalysis, and other office laboratory tests as well as microbiology. Phlebotomy skills will be introduced. Also included is Medical Terminology. Topics include medical vocabulary, terms related to anatomy, physiology, pathological conditions and terms related to body systems.

### **MA 106 – Career Development & Practicum Seminar**

MA 106 will prepare the student for the upcoming externship experience. Additional topics will include preparation of the graduate for employment. Topics to include: the Successful Externship experience and

Graduate/Employee responsibilities. The student will be encouraged to obtain their credential after graduation.

**MA 107 – Medical Assisting Externship**

MA 107 enables student to have the opportunity to demonstrate and reinforce the knowledge and skills presented and practiced throughout the training program. The practical experience in the healthcare setting will allow the student to perform the administrative and clinical skills learned. Students will have observational and supervised work assignments at their externship site, supervised by site personnel.

MA Start Dates

Class Start	01/07/2019	Estimated Completion Date	07/19/2019
Class Start	02/04/2019	Estimated Completion Date	08/16/2019
Class Start	03/04/2019	Estimated Completion Date	09/13/2019
Class Start	04/08/2019	Estimated Completion Date	10/18/2019
Class Start	05/06/2019	Estimated Completion Date	11/15/2019
Class Start	06/03/2019	Estimated Completion Date	12/13/2019
Class Start	07/08/2019	Estimated Completion Date	01/17/2020
Class Start	08/06/2019	Estimated Completion Date	02/14/2020
Class Start	09/03/2019	Estimated Completion Date	03/13/2020
Class Start	10/07/2019	Estimated Completion Date	04/17/2020
Class Start	11/04/2019	Estimated Completion Date	05/15/2020
Class Start	12/03/2019	Estimated Completion Date	06/12/2020

Nurse Assistant Training Program (CNA program)

**Course Description:**

The Nursing Assistant Training Program (CNA Program) is designed to familiarize students with basic principles, knowledge and skills which form the basis of patient care. The nursing assistant assists the nursing team in bathing, dressing, feeding, ambulating, and transporting patients. They also assist with meeting the physical and emotional needs of patients. The Nursing Assistant Training Program (CNA Program) is an opportunity to learn skills and prepare for a career in the healthcare field. Students receive classroom and skills laboratory instruction as well as supervised clinical experiences in nursing care at an acute care setting, Skilled Nursing Unit, Long Term Care Facility or Assisted Living Facility.

Educational Objectives:

Upon completion of this course/program, the student will be able to:

1. Perform basic nursing skills for clients in a variety of settings.
2. Safely and effectively perform personal care skills.
3. Recognize the psychological, emotional, physical and spiritual needs of clients.
4. Demonstrate appropriate attitudes in giving nursing care.
5. Exhibit proper ethical and legal behavior in giving nursing care.
6. Demonstrate effective communication and interpersonal skills.

7. Demonstrate behavior that maintains the rights of the client.
8. Perform nursing care with regard to the principles of infection control.
9. Acquire the proper knowledge and skills to respond to emergencies.
10. Be aware of educational opportunities.
11. Be prepared to take the State Nursing Examination and Certification to become a Certified Nursing Assistant (CNA).

**Career Objectives:**

After successful completion of the program and required testing the Nursing Assistant Training Program (CNA Program) prepares the graduate for entry-level employment in healthcare in a variety of settings (e.g., home health care agencies, long term care facilities, medical offices, outpatient clinics, labs, and other healthcare facilities) or in lieu of career placement the graduate may choose to enter a Vocational Nursing Program. Standard Occupational Classification (SOC) Codes: 31-1014; 31-1122

**Length of Education:**

The length of the program is 190 hours; approximately 6 or 12 weeks (FT/PT).

**Program Outline:**

Course Title	Course Number	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Credit Units
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**Nursing Assistant Training Program (CNA Program) – NA 100**

Nursing Assistant Training Program (CNA Program)	NA 100	50	36	104	190	10.25
Totals		50	36	104	190	10.25

**Instructional Equipment:**

Throughout the program student's use a variety of equipment such as: Electric Hospital Beds, mannequins, Balance Scale, Wheelchair, Walker, Crutches, Cane, Stethoscopes, Specimen collection containers, Oral hygiene equipment, Bedpans and urinals, Hygiene equipment, and Gloves.

**Instructional Modes and Methods:**

- Lectures
- Discussions
- Skills Laboratory Activities
- Group Activities
- Projects, Case Studies, Care Plans
- Computer Assisted Study
- Video/DVDs
- Clinical experiences

Resources:

On-campus & online library, skills lab, and computer lab for student use.

Evaluation:

Classroom: Quizzes, Tests, and Computer, & Clinical and Skills Lab Evaluations.

Clinical: Satisfactory completion of objectives.

CNA program (Full-time) Start Dates:

Class Start	01/14/2019	Estimated Completion Date	02/20/2019
Class Start	02/26/2019	Estimated Completion Date	04/12/2019
Class Start	04/15/2019	Estimated Completion Date	05/20/2019
Class Start	05/28/2019	Estimated Completion Date	07/12/2019
Class Start	07/15/2019	Estimated Completion Date	08/19/2019
Class Start	08/27/2019	Estimated Completion Date	10/11/2019
Class Start	10/15/2019	Estimated Completion Date	11/20/2019

CNA program (Part-time) Start Dates:

TBA

Home Health Aide (HHA) Program

**Course Description:**

The Home Health Aide (HHA) Program is designed to familiarize students with basic principles, knowledge and skills which form the basis of patient care in the home environment. The California State approved Home Health Curriculum provide 20 hours of theory and 20 hours of clinical. The HHA theory component includes: Introduction to Aide and Agency role; Interpretation of Medical and Social Needs of the Clients; Personal Care Services; Nutrition; and Cleaning and Care Tasks in the Home. The clinical component includes supervised clinical skills training in a long term care facility or an assisted living facility. The Home Health Aide Program is an opportunity to learn skills and prepare for a career in the health field. The Nursing Assistant and Home Health Aide Program can be taken as separate components however; the Home Health Aide component requires a Certificate of Nursing Assistant or concurrent enrollment in a Nursing Assistant Program.

Educational Objectives:

Upon completion of this course/program, the student will be able to:

1. Perform basic nursing skills for clients in a variety of settings (e.g., home health, assisted living, long-term care).
2. Safely and effectively perform personal care skills.
3. Recognize the psychological, emotional, physical & spiritual needs of clients.
4. Demonstrate appropriate attitudes in giving nursing care.
5. Exhibit proper ethical and legal behavior in giving nursing care.
6. Demonstrate effective communication and interpersonal skills.

7. Demonstrate behavior that maintains the rights of the client.
8. Perform nursing care with regard to the principles of infection control.
9. Acquire the proper knowledge and skills to respond to emergencies.
10. Describe basic principles of nutrition, food selection, storage, & planning/preparation of different diets for the home care setting.
11. Describe basic principles of home cleaning.

**Career Objectives:**

After successful completion of the program and required testing the Home Health Aide (HHA) Program prepares the graduate for entry-level employment in healthcare in a variety of settings (e.g., home health care agencies, long term care facilities, and other healthcare facilities) or in lieu of career placement the graduate may choose to enter a Vocational Nursing Program. Standard Occupational Classification (SOC) Codes: 31-1121; 31-1122

**Length of Education:**

The length of the program is 40 hours; approximately 1.5-2 weeks (FT & PT).

**Program Outline:**

Course Title	Course Number	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Credit Units
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**Home Health Aide Program – HHA 100**

Home Health Aide (HHA) Program	HHA 100	20	0	20	40	3
Totals		20	0	20	40	3

**Instructional Equipment:**

Throughout the program student's use a variety of equipment such as: Electric Hospital Beds, mannequins, Balance Scale, Wheelchair, Walker, Crutches, Cane, Stethoscopes, Specimen collection containers, Oral hygiene equipment, Bedpans and urinals, Hygiene equipment, and Gloves.

**Instructional Modes and Methods:**

- Lectures
- Discussions
- Skills Laboratory Activities
- Group Activities
- Projects, Case Studies, Care Plans
- Computer Assisted Study
- Video/DVDs
- Clinical experiences

**Resources:**

On-campus & online library, skills lab, and computer lab for student use.

Evaluation:

Classroom: Quizzes, Tests, and Computer, & Clinical and Skills Lab Evaluations.

Clinical: Satisfactory completion of objectives.

HHA Program (Full-time) Start Dates:

Class Start	02/19/2019	Estimated Completion Date	02/25/2019
Class Start	05/20/2019	Estimated Completion Date	05/24/2019
Class Start	08/20/2019	Estimated Completion Date	08/26/2019
Class Start	11/21/2019	Estimated Completion Date	12/04/2019

HHA Program (Part-time) Start Dates:

TBA

### **Catalog Certification**

Angeles Institute certifies that the information contained in this publication is current and correct, but is subject to change without notice.

As a prospective student, you are encouraged to review the 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, Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Telephone (toll-free): 888-370-7589; Internet address: <http://www.bppe.ca.gov> ; Email [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov) ; Fax: 916-263-1897

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

Angeles Institute does not have, is not, or has not:

1. A pending petition in bankruptcy,
2. Operating as a debtor in possession,
3. Filed a petition within the preceding five years,
4. Had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy code.

