



Spearheading your nursing career.



COLLEGE CATALOG 2015-2020

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Pomona, CA 91767
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<http://amccpomona/magix.net>



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ADMINISTRATIVE POLICIES AND PROCEDURES

STATEMENT OF PHILOSOPHY

The intent of CNA (Certified Nurse Assistant) curriculum is to promote quality of patient care; to provide entry-level skills for employment as a CNA, and to provide awareness of opportunities/choices in health care occupations. The intent of HHA (Home Health and Aide) curriculum is to promote quality of patient care; to provide skills that was learned in CNA training and additional skills learned in HHA training for employment as a HHA, and to provide awareness of opportunities/choices in home health care occupations.

To achieve its threefold purpose, the CNA and HHA Curriculum is based upon the following beliefs:

1. Individuals have the right to receive optimum health care delivered in a safe environment by a competent caregiver.
2. Learning occurs in an atmosphere of mutual respect, where questioning is welcomed, problem solving is encouraged, and opportunities for guided practice exist.
3. The CNA is an important member of the health care team. The CNA, under the direct supervision of licensed nursing personnel, provides direct care to the resident; promotes comfort measures, and collects, records and reports data.
4. The HHA is an important member of the health care team. The HHA, under the direct supervision of licensed nursing personnel, provides direct care to the resident in home; promotes comfort measures, and collects, records and reports data.
5. Individuals have the right to the fulfillment of their basic physical, psychosocial, and spiritual needs.

CONCEPTUAL FRAMEWORK

The conceptual framework of the curriculum is based on Maslow's Hierarchy of Needs. The Maslow's Hierarchy of Needs focuses on physiology, safety, protection, love, belonging, self-esteem, and self-actualization.

The additional organizing principles of caring, critical thinking/problem solving, team building, ethics, and cultural sensitivity have been integrated in with selected curriculum activities.

Caring

The demonstration of empathy and concern for the client's comfort and well-being. Respecting the client's lifestyle, personal beliefs, environment, and personal property. Recognizing the importance of the client's family, caregivers, and other relationships.

Critical Thinking/Problem Solving

When given a problem or situation, the identification and collection of relevant information and collaboration with others to address the situation.

Team building

Interacting effectively with members of the health care team, family, or others involved in the care of the client. Demonstrating accountability and loyalty to the team.

Ethics

The demonstrations of honesty, confidentiality, and integrity. Recognizing the need for separation of the Certified Nurse Assistant role from one's personal life.

Cultural Sensitivity

The awareness of and respect for various cultural, ethnic, and religious beliefs and practices.

OWNERSHIP AND GOVERNANCE

American Medical Career College, owned by Asima Jabbar, is incorporated in the state of California as a for profit corporation, duly formed and organized under the laws and regulations of the Secretary of State for the State of California. The Articles of Incorporation were filed with the Secretary of State.

HISTORY

The American Medical Career College (AMCC) was founded in 2015 by Asima Jabbar who recognized the demand for qualified healthcare professionals in a community where the patients are diverse and proficient care is at a deficit. AMCC is a private education institution in the city of Pomona. American Medical Career College will provide a comprehensive education in the fields of healthcare by offering courses that will culminate into careers in nursing health care profession.

MISSION STATEMENT AND OBJECTIVE

Reflecting our diverse and vast community, it is our mission to train, educate, and prepare multiethnic healthcare professionals. It is our objective to leverage the cultural and multi-lingual knowledge of individuals and to train them for a successful career in the healthcare field.

Due to the large size of the community, there is a shortage of patient-to-healthcare professional ratio as well as the number of “beds” available and less qualified healthcare professionals. It is our goal to strive to meet the medical needs of our socially diverse community by instructing and developing qualified professionals with multilingual skills and/or multiethnic understanding.

It is our intent to successfully train and prepare students by adhering to the philosophy of a “patient-centered approach.” Students completing the programs will be able to confidently demonstrate and practice requisite skills and knowledge.

GOAL AND OBJECTIVES

The Nurse Assistant Program and Home Health Aide has been developed to prepare the student for certification by the State of California as an entry-level worker on a health care team in a long-term care facility and at homes. The curriculum is structured to provide theory and practical application on skills needed to function as a CNA followed by HHA as a separate, but continuing program.

In order to achieve the stated goal, the curriculum is designed to:

- Focus on the needs of learners and society at large by:
 - providing learning experiences that respond to learner interests.
 - promoting clarity and understanding of the larger world.
 - fostering development of citizenship and economic survival skills.
 - developing learners’ feelings of self-understanding and personal worth.
- Implement a curriculum that meets OBRA and California Title 22 Guidelines for safe and quality care in long-term care settings.
- Promote consistency in training that responds to practice as reflected in the State Certification Exam.
- Promote consistency and equity between different teaching environments.
- The intent of CNA (Certified Nurse Assistant) curriculum is to promote quality of patient care; to provide entry-level skills for employment as a CNA, and to provide awareness of opportunities/choices in health care occupations.
- The intent of HHA (Home Health and Aide) curriculum is to promote quality of patient care; to provide skills that was learned in CNA training and additional skills learned in HHA training for employment as a HHA, and to provide awareness of opportunities/choices in home health care occupations.

American Medical Career College, via the Program Director will regularly monitor and evaluate each program and course to ensure that all teaching methods as well as classroom and clinical environment adhere to the above stated Goals and Objectives.

CAMPUS LOCATION

1460 E. Holt Avenue, Suite 176A
 Pomona, CA 91767
 School Telephone # (909)625-8050
 School Fax # (909) 632-1800

HOURS OF OPERATION

Office: 9:00AM-5:00PM

HOLIDAYS

AMCC observes the following holidays:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

HOUSING

American Medical Career College does not have any dormitory facilities. Approximate cost for one and two bedrooms around the Pomona area ranges from 900 to 1200 dollars as per Zillow.

https://www.zillow.com/homes/for_rent/Pomona-CA/condo,apartment_duplex_type/20008_rid/34.113794,-117.69147,34.01866,-117.845278_rect/12_zm/

AMCC does not assume any responsibility for placing the students in housing, therefore students provide their own housing.

PARKING

American Medical Career College has more than 100 parking spaces around the campus.

APPROVED CLINICAL FACILITIES

Pomona Vista Care Center
 651 N Main St. Pomona, CA 91768
 (909) 623-2481
<http://www.pomonavistacarecenter.com>

Community Extended Care of Montclair
 9620 Fremont Ave Montclair, CA 91763
 (909) 621-4751
<https://www.communityech.com/>

Chino Valley Health Care Center
 2351 S Towne Ave Pomona, CA 91766
 (909) 628-1245

Upland Rehab & Care Center
 1221 East Arrow Highway Upland, CA 91786
 (909) 985-1903
<https://uplandcare.com/>

Inland Empire Rehabilitation Center
 250 West Artesia St Pomona, CA 91768
 (909) 623-7100
<https://pomonavalleyrc.com/>

This site was chosen to serve the needs of Pomona, Claremont, La Verne, Chino, Chino Hills, Montclair, Upland, San Dimas, Glendora, Walnut, Diamond Bar, Covina, West Covina, Fontana, and Rancho Cucamonga. We are located approximately next to Pomona School District and is easily accessible to the Interstate 10, 71, 57, and 210 Freeways. A bus stop location are ¼ mile from the school, making it accessible location to all students. The campus occupies approximately 1,822 square feet classroom, skills lab, common library, office space and the lobby. The campus has ample amount of parking space. The classrooms are furnished appropriately with laboratory and instructional furniture for the type of work performed.

AMCC is a private institution and that it is approved to operate by the Bureau for Private Postsecondary Education. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (Toll Free: (888) 370-7589) or by completing a complaint form, which can be obtained on the bureau's internet Web site:
<http://www.bppe.ca.gov>

Any question regarding this catalog that has not been satisfactorily answered by AMCC may be answered by contacting the following agencies:

The Bureau for Private Postsecondary Education (BPPE)

2535 Capitol Oaks Drive, Suite 400

Sacramento California, 95833

Phone: (916) 431-6959

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

Website: www.bppe.ca.gov

Counsel on Occupational Education

7840 Roswell Road, Bldg. 300, Suite 325

Atlanta, GA 30350

Telephone: (770) 396-3898

Fax: (770) 396-3790

Website: www.council.org

California Department of Public Health (CDPH)

Licensing and Certification Program

P.O. Box 997416, MS 3301

Sacramento, CA 95889-7416

EMAIL: cna@cdph.ca.gov

“As a prospective student, you are encouraged to review this catalog prior to signing an enrollment. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment.”

OWNERSHIP:

American Medical Career College AMCC—an S Corporation. A private institution. We have no pending petition in bankruptcy, nor is it operating as a debtor in possession, nor has filed a petition within the preceding five years, nor has had any petition in bankruptcy filed against AMCC within the preceding 5 years that resulted in reorganization under the Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

CORPORATE AND SCHOOL ADMINISTRATION:

Asima Jabbar, RN-MSN-ED, Director of Nursing/CAO/CFO

Dr. Saif Hossain MD, CEO

Valerie Arteaga-Herrera, HSD, Office Manager/ Job Placement Assistant

Zahraa Ahmed, HSD Admission Counselor

ADMINISTRATION AND FACULTY- QUALIFICATIONS

Lorena L. Hossain LVN DSD

Immaculate Anebere, RN & DSD

Asima Jabbar, RN, MSN & DSD

Irma Rivera, LVN, DSD

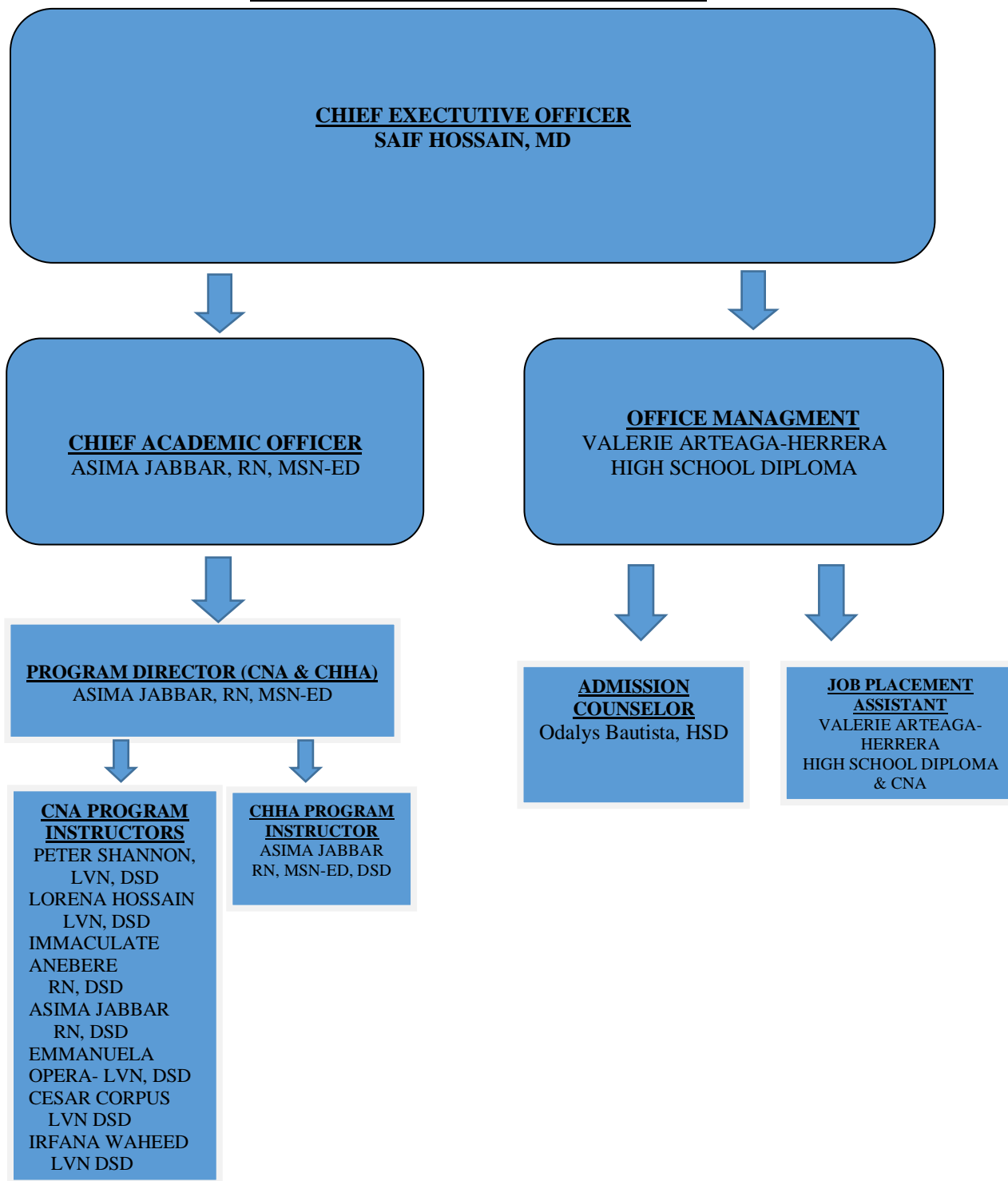
Coleen Hernandez, LVN, DSD

Irfana Waheed, LVN, DSD

ADMINISTRATIVE POLICIES AND PROCEDURES

5.1 ORGANIZATIONAL AND MANAGEMENT CHART – AMERICAN MEDICAL CAREER COLLEGE

NURSE ASSISTANT AND HOME HEALTH AIDE



ACCREDITATIONS, APPROVALS, AND MEMBERSHIPS

AMCC is a private institution and that it is approved to operate by the Bureau for Private Postsecondary Education

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

Approved to operate CNA and CHHA programs by the CDPH <https://www.cdph.ca.gov/>

JOB PLACEMENT

AMCC provides job placement assistance throughout the program school year by Instructors and our job placement assistant. At AMCC, we cannot guarantee employment without the full involvement of the student and the Job Placement Assistant.

JOB PLACEMENT ASSISTANT

1. Orientation - an orientation session prior to the start of each class date. Students discuss program expectations, occupational outlook, career goals and aspirations.
2. Resume Writing – the resume will integrate skills and knowledge acquired at American Medical Career College with previous experiences. The services offered by American Medical Career College are not an obligation or guarantee of employment.
3. Interviewing Techniques – techniques include: the positive first impression, attitude, motivation, as well as what to wear and bring.
4. Job Search Techniques–areas to be covered are:researching companies, web links to companies, career sites and newspapers.
5. Networking – when available students will be able to participate in job fairs and learn to network with peers and potential employers.

Since building your career is a team effort involving both student and the Job Placement Assistance, AMCC cannot guarantee employment.

STUDENT TUITION RECOVERY FUND (STRF)

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

“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.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“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.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code. http://www.bppe.ca.gov/lawsregs/regs.shtml#_Toc485025224

NOTE: As of July 2017, the current STRF assessment rate is zero dollars (\$0). Although Bureau-approved and registered institutions are not currently required to collect STRF assessments from students, institutions are still required to complete and submit the STRF Assessment Reporting Forms issued by the Bureau. Institutions are also required to maintain all back-up documentation supporting the information reported on their STRF Assessment Reporting Forms. <http://www.bppe.ca.gov/lawsregs/strf.shtml>

Facilities and Equipment

AMCC is renting campus area from Pomona school district which is well maintained including heating and cooling, ventilation, lighting, and campus environs. AMCC maintains class room with tables, chairs, fan, smart board, Power Point projector, regular board, lap top, markers etc. Skills laboratory contains necessary equipment's sufficient for instructional purposes, although CNA and HHA students obtained their skills training in Hospitals. All equipment and supplies are owned by the AMCC.

FACILITIES AND EQUIPMENT FOR CNA & CHHA PROGRAMS

Our facility is located on 1460 E. Holt Ave. Suite 176A Pomona, CA 91767.

The equipment(s) used in AMCC are listed below and owned by AMCC:

Facility Equipment

- Filing Cabinets: 3
- Large filing cabinets (5 drawers): 2
- Book shelf: 5
- Display cabinet: 3
- Side Table: 4
- Sofa set: 1
- Wastebasket: 4
- Desk cart: 1
- Fans: 2
- Office chairs: 11
- Student chairs: 30
- Flower Vases: 4
- Office Desks: 7
- Student desks: 15
- Office phones: 3
- Cellular Phones use for business: 3
- Computers (laptop/desktop): 7
- Surveillance camera set: 1
- Suggestion box: 1
- Fire extinguisher: 1
- Central Table: 1
- Key Boards: 17
- Stools: 1
- Frames: 24
- Cork Boards: 7
- Posters/Charts: 4
- Clocks: 3

- Coffee Maker: 1
- Utensil Basket: 1
- Credit/Credit Card Machine (Clover): 1
- Scanner: 2
- Printer with Fax Machine: 2
- Printer: 1
- Paper Cutter: 1
- Laminator: 1
- Laminating Sheets: 100
- Paper Shredder: 2
- Rolodex: 1
- Time Clock Machine: 1
- Label Maker: 1
- Pencils: 200
- Pens: 200
- Scantrons: 1000
- Scantron Machine: 1
- Big Binders: 25
- Smart Board and projector:1
- Projector: 1
- Projector screen: 1
- Computer desk: 10
- Computer Monitor: 17
- Television: 2
- Blu-ray/DVD Player
- Karaoke Machine: 1
- Samsung Sound bar: 1
- Refrigerator: 1
- Microwave: 1
- Vacuum: 1
- Telephone: 4

- Show Case Counters: 3
- Filing Cabinets: 17
- Sliding glass cabinets with locks: 4
- Student tables: 22
- Students chairs: 72
- Office chairs: 10
- Sofa Set: 2

Student Use:

Blood Pressure Kits for students: 50 (we order for students)
 Uniforms: 100 (we order for students)
 Shoes: 50 (we order depending on size)
 Wristwatch: 25 (we order for students)
 Textbook: 50 (online)

Equipment listed above are used for staff, students, and guest. Our staff and students use the computers and printers on a daily basis for administrative and educational purposes. AMCC also use computers for advertising purposes. All equipment's are owned by AMCC.

Skills Lab Inventory for CNA/CHHA:

Gloves, Exam Latex P/S SM 100: 50	Gloves, Exam Nitrile LF PF MED: 50
Emesis Basin: 5	Bath basin: 5
Urinal: 2	Bedpan: 4
Fractured bed pan: 1	Trash can with Hazardous red bad: 1
Bags, Red Infectious: 1 box	Stethoscope, teaching dual Head: 2
Stethoscope: 5	Gauze bandage, 4"x4", 1 YD NS 12: 4 rolls
Electric Thermometer: 3 (forhead 1)	Probe Covers, WA/Diatec: 30
Blood pressure cuff with stethoscope: 50	Weight Scale: 2 (standing scale)
Walker: 2	First Aid: 1
Shaving kit: 1	Denture with cup: 3
Combs: 2	Toothpaste and Toothpaste: 3
Yellow Gown (PPE): 50	Mask (PPE): 50
Chuck: 10	Patient gown: 5
Restraints (wrist): 2	Posy Jacket: 1
Gait Belts: 4	Wheelchair: 1
Cane: 2	Bed: 2
Linen: 1	Biohazard Bag: 10

Sharp Container: 1	Soap: 8
Lotion:	Linen Hamper: 1
Pillows: 7	Mannequin: 1
Overboard table: 3	Ted House stocking: 3
Bedside Commode: 1	Drainage Kits: 2
IV Pole: 1	Ivy kits (bag refill): 3
Gown: 1	Blankets: 2
Bath Blankets: 3	Underpants Park: 1
Food Tray: 2	Mattress: 1
Male urinal part: 1	Female urinal part: 1
Ace Bandage: 5	Water Pitchers: 2
Abdominal Pads: 25	Gauze sponges: 200
Face Towels: 20	Mannequin (baby): 8
Storage bin: 2	Large towels: 10
Mannequin (adult): 8	CPR Cards: 200
CPR Books: 50	Ambu bags (large): 18
Ambu bags (small): 18	CPR DVD Training Disc: 2
Defibrillator: 2	Portable Commode: 1

LIBRARIES AND OTHER LEARNING RESOURCES

AMCC has an on-campus library measuring 12 x15 feet that is available for students. Students utilize this space either to learn and study and/or help prepare for the State Exam. We have 2 tables, 1 Bookshelf, and 10 chairs for student use. We have a library of books, journals, workbooks and periodicals that are less than 10 years old. We have computer and internet access, and clinical supplies that the students can use to study, practice and learn. The library is accessible during normal school hours from Monday through Friday between 9:00AM – 5:00PM and/or by scheduled appointment. We make these tools accessible in house only for independent study and for classroom use.

OPTIONAL:

AMCC students may also have additional access to online library and learning resources. Students can log in to CNAplus.com and NNAAP to practice and learn CNA materials.

<http://cna.plus/>

<https://home.pearsonvue.com/getattachment/0c87d616-1cc4-4c3a-ade3-4aaab227e9c3/NNAAP%20Nurse%20Aide%20Practice%20Written%20Exam%20Packet.aspx>

a) Open online Library is another option for the students:

At its heart, Open Library is a catalog. Some of the biggest libraries in the world ever since. They have well over 20 million edition records online, provide access to 1.7 million scanned versions of books, and link to external sources like WorldCat and Amazon when we can. They have actual document students are looking for as they can, whether that is a scanned version courtesy of the Internet Archive, or a link to Powell's where you can purchase your own copy.

Gutenberg is a place to download and read thousands of free eBooks. Open Library's goal is to list *every* book -- whether in-print or out-of-print, available at a bookstore or a library, scanned or typed in as text. In other words, they provide access to all of Project Gutenberg's books, but they have hundreds of thousands of others as well.

Accessing the Online Open Library

To Access the Open Library one must go the website

<https://openlibrary.org/>

To use Open Library:

To create your Open Library digital library card account, click the “sign up” link at the top right corner of our home page, openlibrary.org. You will be prompted to enter the following information:

Full name: (i.e. Jane Doe - this will be visible on your user page)

Username: (i.e. janeqdoe - must be all one word, alphanumeric only)

Password: (your choice)

Email address: (name@example.com - so they can email you if you lose your password.

You must also check the box agreeing to the Open Library Terms of Use before continuing.

Click “sign up” when you are finished. You will receive an email requesting verification of your account. Click the link in the email and you will now be able to sign in and start using Open Library. If you have trouble with the signup process please click HELP at the bottom of page and see information or click on contact form.

Once you are registered, click the “log in” link at the top right corner of any page. Enter your username and password. Your name will now appear as a link in the top right corner. Click on the link to display a drop-down menu; here you can edit your profile, manage your Loans, manage the Lists you create, edit your Settings, or log out.

b) Addition materials may be accessed at the Pomona Library which is open to the public. AMCC students has access to medical reference books as well as basic nurse assistant books that they can utilize. All the books and materials are updated every 5-6 years and are well within the scope of compliance. At the library AMCC students have computer access as well as Wi-Fi. There’s no requirement for accessing the library material. If a student chooses to check out book(s), one must have a library card. To obtain a driver’s license or a State ID is needed with the most current address or recent postal mail with students name and current address must be submitted.

To access the Pomona Public library catalog, students may log on to:

www.ci.pomona.ca.us

The Address:

625 South Garey Avenue

P.O. Box 2271

Pomona, CA 91769

Contact: Bruce Guter of Jeff

Phone: 909-620-2043

Fax: 909-620-3713

All courses in every AMCC program are delivered in English. Instructions are thought no other language than English. Most programs require an entrance exam measuring English competency or High School Diploma or a GED. This exam must be taken in order to determine a student’s eligibility.

Maintenance of Records.

(a) AMCC will maintain student records as mandated by CCR 71930. In addition to permanently (indefinitely) retaining a transcript as required by section 94900(b) of the Code, AMCC will also maintain pertinent student records for a period of 5 years as described in Section 71920 from the student's date of completion or withdrawal.

DESCRIPTION OF EDUCATIONAL PROGRAM

AMCC Provides CNA and HHA courses, accredited and approved by the California Department of Public Health. AMCC does not have courses in degree programs accredited by an accrediting agency recognized by the United States Department of Education.

- (A) AMCC does not provide degree program, therefore a graduate will not be eligible to sit for the applicable licensure exam in California and other states
- (B) A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, but not limited to, positions with the state of California.
- (C) That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

1. Describe each educational program:

All courses in every AMCC program are delivered in English. Instructions are thought no other language than English.

The nurse assistant training program at American Medical Career College has one hundred (102) hours of clinical and 60 hours of theory instruction presented in the classroom under the immediate supervision of the Director of Staff Development (DSD)/ Instructor.

Program CNA program Description

This program prepares the student to function as an entry-level worker on a healthcare team. Focus will be on preparing the student to provide direct care to the patient/resident; promote comfort measures; and collect, record and report data to licensed personnel. Principles of critical thinking, team membership, ethics, caring, communications and cultural sensitivity are integrated throughout the program. The program includes classroom, laboratory and clinical care experiences.

The Nurse Assistant Program has been developed to prepare the student for certification by the State of California as an entry-level worker on a health care team in a long-term care facility and at homes. The curriculum is structured to provide theory (must complete 16 modules and pass all the required test) and practical application on skills needed to function as a CNA.

CNA Program Objectives

- Prepare a competent, nurse assistant to function effectively in acute, long-term care, and ambulatory settings
- Provide a collaborative learning environment in which the student will develop and apply principles of systematic reasoning through critical thinking
- Guide the learner in the continuing process of personal and professional growth Program.

Program Delivery:

1. Residential Classroom and Clinical Instruction
2. Temporary Flex Approval for emergency: online education (Zoom and Google Drive classroom) and skills lab
 - CNA- Title 22 of the CCR Section 71835

The number and qualifications of the faculty needed to teach the CNA educational program.

CNA Training:

The nurse assistant training program at American Medical Career College has one hundred (102) hours of clinical training and 60 hours of theory instruction presented in the classroom. Clinical and theory training is presented under the immediate supervision of the LVN or RN for CNA training only who completed the Director of Staff Development (DSD)/ training. The Director of Staff Development (DSD) and Instructor are terms that are synonymous. Please look below for the instructor qualifications as required by BBPE.

PROGRAMS/COURSES- DESCRIPTION AND START DATES

A. Occupational Title: Certified Nurse Assistant – Course Description

Course Code	Title	Clock Hours	Semester Credit Hours	Course Description
CNA-001	Introduction to Nursing	2	0.10	Care giving an art, identifying health care settings where one can work, types of specialized hospitals, describing things that a nurse assistant may do in a hospital setting, types of residents in a nursing home, describing ways in which nurse assistants are similar in all the health care settings.
CNA -002	Resident Rights/Patient Rights	4	0.20	Keep Resident records confidential, Knocks on door before entering, Pull privacy curtains during privacy care, encourage resident to make choices, explain procedures to resident.
CNA -003	Interpersonal Skills	2	0.10	Understanding communication and how it works, using communication skills to interact with all people in care, influence a person's behavior, interact with families and teach, describing cultural diversity and how culture may influence behavior, recognizing and respecting differences among people in care.
CNA -004	Prevention and Management	2	0.10	Emergency and prevention of catastrophe, Applying postural support (safety device), and applying soft ankle/wrist restrains as safety device, Heimlich maneuver for the conscious/unconscious resident, position of call light, demonstration of fire/disaster, use of fire extinguisher.
CNA -005	Body Mechanics/Body Dynamics	6	0.30	Use of Gait Belt, helping the helpless resident up to the head of the bed with two assistants, turning and positioning the resident, supine, side lying, apply mask, double bagging trash/waste, Assisting transfer from bed to chair/wheelchair, assisting transfer from chair/wheelchair to bed, Mechanical Lift.
CNA -006	Medical Surgical Asepsis/Asepsis	10	0.50	Understanding the need to protect the patient and nurse against cross-contamination from pathogenic organisms, compare the use of medical asepsis for low-level disinfection and surgical asepsis required for sterile procedures, situations which require the healthcare worker to wear a mask, eye protection, gown and gloves, recognize the need to correctly dispose of sharp items and prevent needle-stick injuries, hand-washing procedure using the correct technique, how to prepare a

				sterile field and cleanse a surgical wound, how to apply sterile gloves, identify strategies which prevent contamination during specimen collection and emptying drainage bags, employ measures which are necessary to ensure used supplies are disposed of safely.
CNA -007	Weights and Measures	2	0.10	Measuring Oral Intake, Measuring urinary output, measuring the height of the resident in bed, measuring and weighing the resident using an upright scale, documents in military time.
CNA -008	Patient Care Skills	54	2.70	Bed Making Skills, Back Rub, Bed bath/partial bath, Tub bath, Shower, Occupied Bed making, Unoccupied Bed making, assist in use of urinal, assist in the use of bedpan, assisting the resident to commode/toilet, bladder retraining, bowel retraining, perineal care, assist in oral hygiene, mouth care of the unconscious resident, combing resident's hair, shampoo with shower or tub bath, medicinal shampoo, shaving with electrical shaver, shaving with razor blade, changing the clothes of residents, artificial limbs, splints, applying a behind-the-ear hearing aid, removing, cleaning and reinserting an artificial eye.
CNA -009	Patient Care Procedures	27	1.35	Admitting the resident, transferring the resident, discharging the resident, administering the commercially prepared cleansing enema, administering enema with tap water, soap suds, administering laxative suppository, empty urinary bag, care of resident with tubing, oxygen, gastronomy, urinary catheter, application of non-sterile dressing, application of non-legend topical ointment, antibiotic hose, elastic stocking (TED) hose, collect and identify specimen, sputum specimen, urine specimen clean catch, urine specimen: routine UA, stool specimen.
CNA -010	Vital Signs	9	0.45	Measure and Record Vital signs, Temperature, Oral, Axillary, Rectal, Electronic, Pulse Radial, Pulse Apical.
CNA -011	Nutrition	8	0.40	Assisting the resident who can feed self, verifying that the resident has been given correct dinner tray, feeding the helpless resident, use of feeding assistance device.
CNA -012	Emergency Procedures	3	0.15	Patient transfers, simple triage, wound preparation, communications
CNA -013	Long Term Care Patient	11	0.55	Health care team member's duties, Role as a Nurse Assistant, Providing Direct care, Providing emotional support, participating as a team member, promoting and practicing six principles of care (Safety, Privacy, Dignity, Communication, Independence and Infection Control).
CNA -014	Rehabilitation/Rest	6	0.30	Range of motion exercises, assisting ambulation of

	oration			resident, assisting the resident to ambulate with walker.
CNA -015	Observations and Charting	8	0.40	Report appropriate information to the Charge Nurse, Document changes and residents body functions/behavior, Documents V/s Apt' s timely/correctly, participate in resident care planning.
CNA -016	Death and Dying	2	0.10	Palliative care, hospice care, factors that influence a person's reaction to death, five emotional stages of death, describing what is important to the persons who are dying, role in providing for the needs of a person who is dying, recognize pain and non-pain symptoms experienced at the end of life, discussing the needs of the family and friends of someone who is dying, recognizing signs of approaching death, recognizing signs that death has occurred, discussing the bereavement process for family, friends and staff.
CNA- 017	Abuse	6	0.30	Preventing recognizing and reporting instances of resident abuse.
Hours of Theory		60		
Hours of Clinical		102		
Total Hours Per Week		27		
Total Hours		162	8.10	

B. Occupational Title: Home Health Aide – Course Description

Educational Objective

Students admitted into this course must have successfully passed the Certified Nurse Assistant program prior to admission. Graduates of this course will be eligible to for the Home Health Aide Certification upon successful completion of required courses.

1. CHHA Course Description

Home Health Aide workers (HHA) offer in-home treatment to patients who do not require the full services offered by a hospital or extended-stay facility. HHAs are trained in patient interaction, personal care services, physical therapy and other more specific skills as dictated by their patients' needs.

This 40-hour Home Health Aide Program prepares the Certified Nurse Assistant (CNA) to work as a Home Health Aide, providing basic care to clients and their families coping with an illness or disability in their homes.

The Home Health Aide has been developed to prepare the student for certification by the State of California as an entry-level worker on a health care team in a long-term care facility and at homes. The curriculum is structured to provide theory (must complete 5 modules and pass all the required test) and practical application on skills needed to function as a HHA.

CHHA Course Objectives

- Provide personal care and other services as needed in the client's home under the direction, instruction and supervision of a licensed nurse.
- Students enhance their personal competence and discover their value as part of the health care team.

- Meet the requirements of CNA to work specifically in the home of clients and their families coping with an illness or disability.

Program Delivery

Residential Classroom and Clinical Instruction

At the completion of the program, the student will:

- Be eligible for Certification by the California Department of Public Health
- Be qualified to work in long-term health care institutions or with a home health agency

3. The number and qualifications of the faculty needed to teach the HHA educational program.

CHHA Training:

CHHA training is total of 40 hours, of which 20 hours is class room lecture and 20 hours is clinical training. A registered nurse (RN) that met DSD/Instructor qualifications is designated as having the responsibility for the general supervision of the HHA training.

STUDENTS TO INSTRUCTOR RATIO FOR HHA TRAINING

Per Title 22, §712835(m) (1), there shall be no more than 15 students assigned to each instructor at any time during clinical training and demonstration skills.

The instructor who teaches the nursing assistant certification training and Home Health Aide training, the RN program director, and the complete program has to be approved by the California Department of Public Health prior to operating the program.

C. Occupational Title: Home Health Aide – Course Description

Course Code	Title	Clock Hours	Semester Credit Hours	Course Description
HHA-001	Introduction to Aide and Agency Role	2		Students will be able to: Explain why home care is popular, Explain purposes of home care, Describe clients who need home care, Describe contents of a policy and procedure manual, List the members of the health care team, Identify the responsibilities of the health care team, List the role and responsibilities of the home health aide, Describe the personal qualities and characteristics of home health aide, Explain the importance of confidentiality, Explain ethical and legal considerations they may encounter in the home.
HHA-002	Interpretation of Medical and Social Needs of People Being Served	5		Students will be able to: Describe how culture and religion affect losses and illness, discuss their feelings when a culture and religion are different from theirs, Identify and describe eight stages of growth and development, Explain how injury can affect sexuality, Explain how to deal with a sexually aggressive client, Explain how children react to illness and how to meet their emotional needs.
HHA-	Personal Care Services	20		Students will be able to: Explain why personal

003				<p>care and elimination is different in the home, Demonstrate skill for shampooing hair, Demonstrate how to dress a client with an IV, Discuss guidelines for making a waterbed, Discuss ways to care for client's mattress, Discuss the care of client with ileostomy/colostomy, Demonstrate how to change an ostomy, Discuss collecting specimens on children.</p> <p>Clinical Experience: Clinical learning within the Home Health Aide program is executed in cooperation with a long term care facility. All Nurse Assistants will be supervised by the Clinical Instructor for 15 hours of Personal Care that consists: Assisting patients with personal hygiene, Assisting patient in self-care activities: Bathing-tub, shower, bed, Dressing and undressing, Feeding, Assisting with mobility: Getting in and out of bed, chair, wheelchair, toilet, Walking with or without devices, Assisting with exercises as ordered and Positioning.</p>
HHA-004	Nutrition	8		<p>Students will be able to: Describe six factors that affect eating and nutrition, Discuss diabetic diets, Explain meal management, Describe special consideration in serving meals and feeding clients in the home, List guidelines for special nutrition and fluids considerations for children.</p> <p>Clinical Experience within this module will provide the following experiences for the students: Basic principles of diet, Meal planning and serving, Food purchasing, Food preparation, sanitation and storage.</p>
HHA-005	Cleaning and Care Tasks in the Home	5		<p>Students will be able to: Identify the housekeeping responsibilities of a home health aide, Organize housekeeping tasks, Describe four types of cleaning products and how to use them safely, Clean a kitchen, bathroom and the client's room, Describe the guidelines for care and laundry of linens.</p> <p>Clinical Experience: Clinical learning within the Home Health Aide program is executed in cooperation with a long term care facility. All Nurse Assistants will be supervised by the Clinical Instructor for 2 Hours of Cleaning and Care Tasks in the Home that consists: Home Safety Measures, Economical Cleaning materials and methods of use, Maintenance of cleanliness where dishes and food are stored, Principles of general cleanliness of environment and Handling of laundry.</p>
Total Hours Per Week		40		
Total Hours (1 Week)		40		

NA – Role Transition

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.

CNA AND HHA TRAINING SCHEDULE

CNA SCHEDULE

CNA Start Date	CNA Completion Date	
01/14/2019	02/26/2019	
02/19/2019	04/02/2019	
03/26/2019	05/06/2019	
04/29/2019	06/11/2019	
06/04/2019	07/17/2019	

CNA Start Date	CNA Completion Date	
07/10/2019	08/21/2019	
08/14/2019	09/26/2019	
09/19/2019	10/31/2019	
10/24/2019	12/26/2019	
11/29/2019	01/14/2020	

CNA Start Date	CNA Completion Date	
01/07/2020	02/19/2020	
02/11/2020	03/25/2020	
06/01/2020	07/14/2020	
07/15/2020	08/26/2020	
08/27/2020	10/09/2020	
10/12/2020	11/23/2020	
11/24/2020	01/11/2020	

HHA SCHEDULE

HHA Start Date	HHA Completion Date	
02/27/2019	03/05/2019	
04/03/2019	04/09/2019	
05/07/2019	05/13/2019	
06/12/2019	06/18/2019	
07/18/2019	07/24/2019	
02/27/2019	03/05/2019	
04/03/2019	04/09/2019	
05/07/2019	05/13/2019	
06/12/2019	06/18/2019	
07/18/2019	07/24/2019	
08/22/2019	08/28/2019	
09/27/2019	10/03/2019	
11/01/2019	11/07/2019	
12/09/2019	12/13/2019	
01/15/2020	01/22/2020	
02/20/2020	02/26/2020	
05/22/2020	05/28/2020	
07/15/2020	07/21/2020	
08/27/2020	09/02/2020	
10/12/2020	10/16/2020	
11/24/2020	12/01/2020	
01/11/2021	01/15/2021	

ADMISSION POLICIES***Steps for Enrollment***

Potential applicants should apply to American Medical Career College by visiting the institution and meeting with an Admissions Representative. The representative will give a tour of the campus, provide detailed information on the institution's programs and policies, discuss the applicant's qualifications, and assist him/her in determining the best way to meet his/her career objectives. A career profile is conducted. The applicant will also discuss tuition payments and options for financial aid. If an inquiry is made by phone, the Admissions Representative/Secretary will invite the applicant to visit the College.

Applicants may be admitted provided they are beyond the compulsory age of school attendance (18) or higher. Applicants who are 16 to 17 or under the compulsory age of school attendance may be admitted provided they are high school graduates or equivalent and a parent; legal guardian or spouse of legal age is required to co-sign the enrollment agreement.

Admission Requirements Policy for CNA:

The admission requirements, including minimum levels of prior to training;

- a) Candidate must be at least 16 years of age (parent's/guardian's signature required on application).
- b) Must have completed High School or have obtained a GED or Passing score for the Wonderlic test. (Passing score is 200 in verbal skills and 210 for quantitative (math).
- c) Must have no disability to perform clinical skills or to read and understand Nursing Assistant text book.
- d) All students complete Live Scan BCIA8016 form fingerprinting upon enrollment.
- e) Must fill out top portions (Sections I-III) of CDPH 283B application.
- f) Must meet and agree to the Health exam and screening requirements: (Medical History, Physical Examination, including TB and/or chest x-ray within 90 days of starting clinical. Report signed by the MD, or Nurse Practitioner "that the student does not have a health condition that creates a hazard to self or others.

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 portion of the WBST is 20 minutes timed. The math portion consists of 45 items and the English language portion consists of 50 items 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.

Applicants are responsible to pay a fee of \$50 to attempt Math and English examinations. Applicants that do not meet the score below do not qualify to enter the certificate or diploma programs.

Students applying to the CNA and CHHA programs must meet or exceed entrance exam baseline score levels as (Baseline Score to Pass Verbal-200 and Quantitative- 210) as stated on Wonderlic Basic Skills Test (WBST) to show that they are well-suited to study in the specific program for which they have applied.

Source: Wonderlic Basic Skills Test User's Manual for Ability-to-Benefit Testing - © 2010 Wonderlic, Inc.)

Official Diploma/Transcript

As appropriate, an applicant must submit an official high school diploma/transcript or official degree/transcript in English language reflecting all work taken at institutions of education. Applicants who did not graduate from an accredited high school, but received a General Education Development (GED) certificate or passed the WBST, must

provide documentary proof of certification or official transcripts reflecting all work taken at institutions of higher education.

Foreign Transcripts

All academic records from countries other than the United States must be evaluated by the credential evaluation services of an agency that has published standards for membership, affiliations to national international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions and employers (e.g. National Association of Credential Evaluation Services or NACES: <http://www.naces.org/members.html> and Association of International Credential Evaluators, Inc. or AICE: <http://www.aice-eval.org/members/>).

Assessment for Admission

AMCC retains the right to accept or reject an applicant based on the applicant's character reference, scholastic status and/or financial status. Presuming all requirements and standards of admissions are met and the applicant is motivated and prepared to make the financial and personal commitment toward his/her chosen training program, an Enrollment agreement between the school and the applicant may be signed, the first payment may be made (prior to the first day of class, unless other arrangements are made, the student is required to pay in full: the registration fee, cost of books & equipment, and the first tuition payment) and a start date may be set.

Transfer of Credit Policy

AMCC considers credit from other institutions accredited by an agency recognized by the United States Department of Education (DOE) or the Council for Higher Education Accreditation (CHEA).

AMCC has not entered into an articulation or transfer agreement with any other college or university that provides for the transfer of credits earned in the program of instruction. Students must complete a 100% of the programs to obtain full credits to obtain CNA and HHA certificates.

Courses earned in foreign institutions will be evaluated using standards established by an agency which attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer credit is to be awarded (e.g. NACES: <http://www.naces.org/> and AICE: <http://www.aice-eval.org/>).

Official high school or GED Transcripts from the previous institution must be submitted before credit is granted.

ADMISSION REQUIREMENTS POLICY FOR HHA

- a. All the requirements mentioned above for CNA training plus
- b. Must have valid CPR card
- c. To enroll into an HHA program, applicant must pass State Competency exam for CNA or may join HHA course as a consecutive class, but will not receive CHHA certification by CDPH unless they pass CNA state certification examination.

Felony/Misdemeanor Conviction Policy

Prospective students who have a felony or misdemeanor conviction on their record should be aware that they may not meet applicable licensure or certification requirements and may not be able to secure employment in the field. Health care providers are entrusted with the health, safety, and welfare of patients, have access to controlled

substances and confidential information, and operate in settings that require the exercise of good judgment and ethical behavior. Thus an assessment of a student or applicant's suitability to function in such a setting is imperative to promote the highest level of integrity in health care services.

The CDPH evaluates criminal convictions for any offense and either grants or denies criminal background clearance by reviewing evidence of good character and rehabilitation provided by applicants or information gathered by the CDPH in relation to criteria outlined in Health and Safety Code 1337.9(c).

Prospective students should also be aware that due to processing time, it is possible that a student can complete the NATP, pass the competency examination, pay tuition and testing fees, and still not obtain a background clearance. Failure to obtain background clearance prohibits students from obtaining CNA certification.

Potential students who have convictions or who have any question about their ability to obtain the Live Scan/DOJ background clearance, can request an "inquiry" with the CDPH by doing the following:

1. Fill out the top two sections of the CDPH283B form and sign applicant signature line. At the top of the form, write "CLEARANCE ONLY WITH LETTER". The school does not fill out any information on the form.
2. Write at the top of the Live Scan Form (BCIA8016) "CLEARANCE ONLY WITH LETTER" when filling out the form at the Live Scan vendor site. The CDPH will review the Live Scan/DOJ results, determine if the individual is "cleared" or "not cleared," and send the individual a letter explaining the results.

CRITERIA FOR ADMISSION

The final determination on applicant is based on entrance proof of at least 16 years old (parents/guardian's signature required on application) and HSD, GED, any prior education, or (passed Wonderlic exam), motivation, work-experience, placement potential, and general ability for the chosen program. Each applicant is assessed individually. *School does not deny admission on the basis of age, race, creed, color, sex or national origin.*

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.

Reasonable Accommodation Policy

American Medical Career College reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, or disability, including intellectual disabilities. Whenever possible, reasonable accommodation will be made for those with conditions or disabilities that might affect their learning. Prospective students should discuss their individual situation with the Admissions Representative at time of enrollment to determine whether reasonable accommodations should be made and are available at school.

Registration for Admission Policy

Prospective students applying for admission to AMCC programs begin the admission and enrollment process by submitting a complete and accurate enrollment agreement and contract along with the non-refundable \$50 registration fee. AMCC registration.

"As a prospective student, they are encouraged to review this catalog prior to signing an enrollment agreement. Students are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."

An Enrollment Agreement which is later verified to contain incomplete, false, or misleading information may be grounds for dismissal. Once the contract and fee have been received by AMCC, applicants are responsible for ensuring the completion of their admission file.

AMCC will advise students regarding the documents required in order to begin a program of study. Nursing Assistant students have a maximum of 7 days after the first day of class to submit all admission documentation. Students who have not submitted all documents required by the 7th day of class must withdraw until such time as they are formally admitted by AMCC.

Classes are filled on a first-come, first-serve basis. The applicant initially meets with an admissions representative/secretary to discuss career opportunities and the process of enrollment.

Admission Requirements Policy

- a) Candidate must be at least 16 years of age (parent's/guardian's signature required on application)
- b) Must have completed High School or have obtained a GED or successfully passed Wonderlic examination. Must have no disability to perform clinical skills or to read and understand Nursing Assistant text book
- c) All students complete Live Scan BCIA8016 form fingerprinting upon enrollment.
- d) Must fill out top portions (Sections I-III) of CDPH 283B application.
- e) Must meet and agree to the Health exam and screening requirements:
(Medical History, Physical Examination, including TB and/or chest x-ray within 90 days of starting clinical. Report signed by the MD, or Nurse Practitioner "that the student does not have a health condition that creates a hazard to self or others

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 portion of the WBST is 20 minutes timed. The math portion consists of 45 items and the English language portion consists of 50 items 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 12- month period. The acceptable score for an applicant is a total of Quantitative 210 and Verbal 200. These applicants are eligible for an interview with a nursing administrator and program director.

Applicants are responsible to pay a fee of \$50 in their first attempt for Math and English examinations (Wonderlic). If failed, applicants must pay \$25 for each further attempt.

Procedure

All records will be maintained in the student file by the office manager, once completed the Program Director will check for accuracy and maintain records in her office.

Assessment for Admission

The school retains the right to accept or reject an applicant based on the applicant's character reference, scholastic status and/or financial status. Presuming all requirements and standards of admissions are met and the applicant is motivated and prepared to make the financial and personal commitment toward his/her chosen training program, an enrollment agreement between the school and the applicant is signed, the first payment is received (the student is required to pay in full, the registration fee, cost of books & equipment and the first tuition payment prior to the first day of class unless other arrangements are made) and a start date is set. Low or non-income applicants may apply for tuition discounts. Payment plans are available with an additional \$50 charge. This program may not include blood pressure kit, shoes, uniform, Live scan, and state fee.

CREDIT GRANTING**Credit for Previous Training**

Nursing applicants can receive credit for education successfully completed within the last two years and have State Certification for Nursing Assistant to enroll into Home Health Aide training.

Transfer of Credit between Programs

At this time American Medical Career College offer credit from CNA to HHA programs. Currently, American Medical Career College have two active programs.

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. American Medical Career College 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 EARNED AT OUR INSTITUTION”

The transferability of credits you earn at American Medical Career College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in Certified Nurse Assistant and Home Health Aide is also at the complete discretion of the institution to which you may seek to transfer. If the credit, degree or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American Medical Career College to determine if your credit, degree, or certificate will transfer.

Transfer of Credit Policy

AMCC considers credit from other institutions accredited by an agency recognized by the United States Department of Education (DOE) or the Council for Higher Education Accreditation (CHEA).

AMCC has not entered into an articulation or transfer agreement with any other college or university that provides for the transfer of credits earned in the program of instruction. Students must complete a 100% of the programs to obtain full credits to obtain CNA and HHA certificates.

Courses earned in foreign institutions will be evaluated using standards established by an agency which attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer credit is to be awarded (e.g. NACES: <http://www.naces.org/> and AICE: <http://www.aice-eval.org/>).

Official high school or GED Transcripts from the previous institution must be submitted before credit is granted.

RIGHT TO WITHDRAW AND REFUND INFORMATION POLICY**WITHDRAWAL POLICY**

Students who wish to voluntarily withdraw from the program 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 Program Director. 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. Please look below of the enrollment agreement for further information on refund policy.

REFUND POLICY

The student has a right to a full refund of all charges less the amount of \$300.00 which includes the registration fee, books, supplies, equipment, and the STRF Fee. If he/she cancels this agreement prior to the first class session or the seventh day after enrollment, whichever is later.

In addition, the student may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition, if you have completed 60% or less of the instruction.

For example, if the student only completed 30 hours of a 162-hour course and paid \$2500.00 tuition, the student would receive a refund of \$2037.04 - \$300 = \$1737.04.

\$2550	-\$50 -\$250 (books & supplies)	30Hrs of Instruction -462.96	= \$1737.04
Amt Paid \$2500 Tuition \$50 Reg.	Reg. fee Retained by the School	Completed Instruction	Actual refund amount For 30 HRS Instruction paid for and not received

- Unused Clock Hours divided by Total clock hours and multiply by Tuition Amount Paid and equals to amount Refund to Student

The school will also refund money collected for sending to a third-party course

Within 10 days of the day on which the refund is made, the School shall notify the Student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent.

The school will also refund money collected for sending to a third-party course make on the student's behalf such as license or application fees except for Live Scan. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 45 days of cancellation or withdrawal.

Student is responsible to pay full tuition as agreed upon admission if they complete the program. Student will be charged \$25 dollars late fee each time they delayed tuition payment for up to 3 days and there on, \$25 dollars fee for every day will be charged up to 8 days. After 10 days school has the right to drop student for non-payment and students is still responsible for paying full tuition. If the student was referred by another agency and in the event agency failed to provide full tuition then student, parent/legal guardian/spouse, or responsible party is responsible for paying full tuition to the institution.

In addition, if the student borrowed loan or accepted a payment plan (extended credit), it is the student's responsibility to repay the full amount plus interest rate, less the amount refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

AMCC extending credit or lending money to an individual for institutional and non-institutional charges for an educational program shall cause any note, instrument, or other evidence of indebtedness taken in connection with that extension of credit or loan, see notice below.

“NOTICE”

“YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATION PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.”

Please read the following regarding the Federal Truth In Lending Act pursuant to Title 15 of the United States Code.

<https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/loans-sb-2-i4.pdf>

If the student defaults on a federal or state loan, both the following will occur:

- 1. The federal or state government or a loan guarantee agency may take action against a student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.**
- 2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.**

PROBATION POLICY

All students whose scores fall below the 75% requirement will be placed on probation. Students on probation must maintain a program grade level of 75% on all exams and final evaluations for a period of two terms. These students will arrange a remediation session with the instructor at a time other than scheduled class time.

During Theory remediation, the instructor will review the subject matter of the test which the student failed. Library is also available for the students to review books, and educational videos. The student will respond correctly to questions asked by the instructor. The student must score above minimum 90% in order to obtain a passing grade of 75%.

During Clinical remediation, the instructor will observe the student performing clinical skills in the skills lab which the student did not perform correctly in the clinical area. These skills will be reviewed with the student prior to the performance.

Following remediation, the remediation form will be completed by both the student and the instructor. Student will be charge \$50/HR for tutoring, if they exceed the 150% of the program length.

Note: If student fails to do above mentioned requirements, student will be dropped with the approval of the Program Director and the CAO. All this information will be documented and kept in the student file and maintained in the Program Director's office.

ATTENDANCE POLICY

Attendance is the single most critical factor for a student's success both in school and on the workplace. America Medical Career College attendance policy is designed to ensure that students maintain satisfactory academic progress in all of the courses required in their program of study. Students are expected to attend all classes, be on time to classes, remain in class for the entire duration of the class, and be an active participant in their classes.

Student Attendance

Student attendance will be taken at the beginning and end of each class and clinical training session. Excess absence can lead to a lower grade or failure. A student who misses any time is held responsible for all material presented during the absence. A student who is late by more than 5 minutes is considered tardy. Three incidents of tardiness will be considered as one absence.

Students are expected to schedule any appointments or family obligations in a way that does not conflict with scheduled class times. In case of an unavoidable emergency, the student must notify both their Instructor and the Registrar in advance of the situation. Additionally, students must notify both a designated school staff member and the Program Director when they will be absent or late to class or clinical. Students in all programs must attend 100% of the program hours to have satisfactory academic progress to graduate.

Students are responsible for tracking their own attendance and making any necessary arrangements with the School in case of emergencies.

The maximum number of two consecutive excused absences that will result in students being automatically withdrawn from the program is (2) calendar days (3 tardiness is considered as one absence). Student will be

terminated if they have more than one unexcused absence. Excused or unexcused absences must be made up immediately as per CDPH guidelines.

Whether the student has an excused or unexcused absence, students will be terminated from the program if they do not attend the prescribed modules required by the California Department of Public Health prior to starting their clinical.

Procedure Attendance Records and Absences

Attendance will be documented on a daily basis and recorded by the Instructor; student absences will be documented from the date of the first meeting of the class day. America Medical Career College will continue to monitor the student's attendance in accordance with the following procedure:

1. The faculty member shall report each absence by submitting the daily class roster to the Office Manager and Director of Nursing. If faculty member is at the clinical, must call Office Manager Or the program director to report the absence for morning class by 7:30 AM and for the evening class by 3:30 PM.
2. Once a student has missed one class, the faculty member shall immediately contact the student (via e-mail or phone) to remind him/her of the institutions attendance policy and the faculty member will submit the requisite reports to the office manager.
3. A student who has not met the 90% attendance requirement by the midpoint of his/her program will be placed on probation (see probation form).

For those on probation, a Committee will determine the status of the academic progress of the student. The Committee (Program Director, Instructor, and two other available administrative staff members) meeting is to establish the student's interest in continuing in the program, what work is to be made up, and whether the student should continue to be placed on academic probation. One of the following actions may be taken:

1. The Committee may determine that the student is maintaining Academic progress and may continue class on academic probation status either until the end of the module/course OR the payment period;
2. The Committee may determine that the student cannot maintain Academic progress and the student will be withdrawn from the course.

Make-up work may be required for any absence at the discretion of the instructor. The instructor has no obligation to provide make-up instruction or assignments to the students including but not limited to providing instruction on how to approach an assignment, what material was missed in class, an actual examination that the student missed due to an absence, etc. Therefore, the student must make every effort to attend classes on a regular and consistent basis. Additionally, make up work done at home cannot be used to count towards hours needed to complete the program. Theory hours are must be made up prior to starting next clinical day.

Make-up Hours Policy

Students absent for more than 12 clock hours in a (module) course will automatically fail that module/course and will be required to repeat the module or course in its entirety. Student is responsible for keeping track of their time. Students may request a copy of their attendance at the front desk during business hours. Make up hour's availability is restricted to the designated make up day for that module and class session. If students want to receive hours for attending on make-up day, student must obtain make up form from Office Manager. Office Manager will accept the form once it is completed by Instructor. If student has not achieved 100% attendance by the close of the module, student will fail the module and must repeat it. Student cannot make up tests or assignments for that module after the make-up day.

Make-up Work Assignments

Students are required to make up all assignments and work missed as a result of absences. 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 75%, but student needs to score 90%. Pop- quizzes are not eligible for make-up.

Make-Up Classes

Any missed classes must be made up and paid for by the student (\$50.00) in order to progress to the next clinical day (6 hours- maximum missed hours) /earn graduate status (See attendance policy).

Testing Policy - FAILURE TO COMPLETE THE PROGRAM

1. If possible, the student must inform the instructor in advance if the student will be unable to attend class on a scheduled examination day.
2. If the absence is due to illness or emergency, written verification must be submitted to the instructor in order to be eligible for a make-up examination.
3. Students will be permitted to a retest for any grade below passing at the discretion of the instructor.
4. Make-up testing schedule is determined by each individual instructor and presented at the beginning of a class

Theory Hours – Make Up Policy

1. To be eligible for State Testing, Nursing students are required to complete all theory hours.
2. Students who miss theory hours need to make up those hours in order to have completed the requirements for the course or graduation.
3. Instructors and Nursing administration can assign make up work for the hours and course objectives missed. This make up work can comprise of any of the following:
 - a. Student needs to attend campus for Theory remediation and attend clinical for clinical remediation.
4. Failure to complete assigned work may result in dismissal from the course or program.

Clinical Hours – Make Up Policy

1. To be eligible for the State, nursing students are required to complete all clinical hours.
2. Students who miss clinical hours need to make up those hours in the skills lab or clinical area in order to have completed the requirements for the course or graduation.
3. A student will be assign with the instructor to make up the clinical hours and course objectives missed.
4. Failure to complete assigned clinical make up assignment may result in dismissal from the course or program.

Tardiness Policy and procedure

Any student who arrives later than five minutes after the scheduled start time of any class shall be considered tardy. 3 tardiness are considered as one absence. Any student who leaves earlier than five minutes before the scheduled end time of any class shall be considered tardy.

If a student is excessively tardy, counseling by the Instructor/Office Manager and the Program Director will be required. Excessive tardiness is among the reasons for dismissal. Any tardiness that will lead to probation of student and non-compliance will be documented by the instructor and kept in student file. No credit for time missed is given to students who depart scheduled classes early or come to scheduled classes late.

Excused Absence Policy and Procedure

For all clock-hour program, up to 10% of the scheduled clock hours may be excused for medical or family emergencies, but still have to make up. Students are strongly encouraged to inform the Office Manager by phone, email, written letter, or in person when they will be absent or late. When possible, the student is encouraged to bring documentation to the Office Manager/Student Services Personnel to justify the reason for the absence. Any absences which exceed 10% of scheduled hours are considered unexcused.

An unexcused absence is defined as an absence which results in exceeding 10% of the scheduled hours for the payment period. **When student does not contact Office Manager/Student Services and student is absent, Office Manager /Student Services makes every effort to contact student by phone, email or by mail.** Students are encouraged to discuss the reason for the absence with the Office Manager or the Program Director in order to reach

a possible solution to the problem which might be keeping the student from maintaining attendance. However, in consideration of privacy, School Personnel does not require the student to discuss the reason, nor supply documentation in order for the absence to be officially excused. (See attendance policy and procedure above) Any absences which exceed 10% of scheduled hours must be made up in order to meet satisfactory completion of attended hour requirements.

Attendance Make Up Policy procedure

The program Director is responsible to develop and implement make-up assignments (theory and clinical). Make-up time allowed up to 6 hours/1 day) for theory absenteeism. All make-up work must be arranged between student and instructor and is made on an hour for hour basis with an instructor present. The class room theory make-up occurs are made up prior to clinical and is supervised by an Instructor available for questions and module/ course exam administration.

Make Up Assignments Policy

The program Director is responsible to develop and implement make-up assignments (theory and clinical) and assure that it's followed through by the instructor. Make up hour form for theory and clinical will be filled out by the instructor and student with the date and assignment completed. The make form than is kept with the Program Director for a period of 4 years. Make-up work may be required for any absence at the discretion of the instructor. The instructor has no obligation to provide make-up instruction or assignments to the students including but not limited to providing instruction on how to approach an assignment, what material was missed in class, an actual examination that the student missed due to an absence, etc. Therefore, the student must make every effort to attend classes on a regular and consistent basis. Additionally, make up work done at home cannot be used to count towards hours needed to complete the program. Theory hours are must be made up prior to starting next clinical day. Students should be available to make up hours 7 days a week between 7 am to 8 pm for clinical make up and 9 am to 10 pm for the theory make up.

Procedure:

Any theory make up hour will be accommodated in the class room or in the library between the student and the instructor for hours missed by the student. Student may see educational videos, study text book, and assignment given by the instructor etc. If a student has to take a missed test or remediation, needs to score above 90% or above of which only 75% will be allotted to the student. Any grade below 90% after remediation will be marked as 74%. Clinical absence has to be made up at clinical site. All grades will be kept in student grade book by the instructor. The program director oversees that the makeup hours are done appropriately.

Expulsion Policy

Students may be expelled from the college when their conduct is deemed unacceptable or for the following reasons:

- Failure to maintain satisfactory grades (above 75%)
- Failure to achieve satisfactory clinical performance
- Failure to represent AMCC in a professional and ethical way
- Failure to abide by the college's rules, including attendance policy

Procedure

A non-compliance form, probation form, or drop notification form will be filled by the instructor and further it will be followed by the Program Director. (See policy above for terminating a student)

Leave of Absence Policy

AMCC does not have a leave of absence policy, if student misses more than 2 excused absences and do not remediate on the same week, the student will be terminated from the program.

Withdrawal Policy

Students who wish to voluntarily withdraw from the program for any reason must officially notify the school. Students who wish to withdraw should contact the Program Director or the Institute Director in writing. 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. Please look at the enrollment agreement for further information on refund policy.

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 to join the school to attend new scheduled class based upon mitigating circumstances. Such requests must be made in writing within 5 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.

STUDENT RECORD RETENTION POLICY AND PROCEDURE

American Medical Career College maintains permanent records of students certificate granted, date on which the certificate was granted, courses and units on which the certificate was based, and the grades earned by the student in each of those courses. AMCC maintains all other academic and financial aid student records for five years and transcripts are kept for indefinite time. A student has the right to review his or her education records, to request amendment of records, to consent to disclosures of personally identifiable information and to file complaints with the Department of Education.

A student who wishes to review or request amendment of education records should request in writing and contact the Office Manager

TUITION FEES

Total Fees, Chargers and Expenses for CNA

Registration Fee	Included	Non-refundable Registration Fee
Tuition	\$2500.00	Total Tuition Charged for the program
Lab Supplies or Blood Pressure Kits	Included	Lab Supplies or Blood Pressure Kits
Textbook and Other Learning Media	Included	Textbook and Other Learning Media
Uniforms	Included	Uniforms or other special Protective Clothing
STRF Current Rate	\$0.00	Non-refundable STRF Fee
CPR	Included	
Finger Printing (Live Scan)	Included	Total Charges the student obligated to pay upon enrollment.
State Testing	Included	

TOTAL PROGRAM COST FOR CNA	\$2500.00	<p>Total charges for current period of attendance.</p> <p>I train Approved Only Estimated total charges for the entire educational program.</p> <p>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE _____; ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM _____; AND THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT _____.</p>
Tutoring (not included)	\$50.00/HR	
Wonderlic Assessment Test (Not included)	\$50.00	
Assessment Fees for Transfer of Credit (not included)	\$20.00/HR	

Total Fees, Chargers and Expenses for HHA

Registration Fee	\$50.00	Non-refundable Registration Fee
Tuition	\$650.00	Total Tuition Charged
Lab Supplies or Blood Pressure Kits-included	Yes	Lab Supplies or Blood Pressure Kits
Textbooks and other Learning Media-included	Yes	Textbook and other Learning Media
Uniforms or other special Protective Clothing-included	Yes	Uniforms or other special Protective Clothing
STRF	\$0.00	Non-refundable STRF Fee
Non-refundable Registration Fee (\$50) and \$650 include text book.	\$700.00	<p>Total Charges the student obligated to pay upon enrollment.</p> <p>Total charges for current period of attendance.</p> <p>I train Approved Only Estimated total charges for the entire educational program.</p> <p>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE _____; ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM _____; AND THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT _____.</p>

3737The Student has the right to withdraw from the program of instruction at any time, including 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. To withdraw or cancel the enrollment agreement, the Student must send, via email or letter, or deliver in person a written Notice of Cancellation or Letter of Withdrawal postmarked NO LATER THAN the end of: (a) the day of the first class session or (b) the seventh day after enrollment, whichever is later. Compliance with this school policy will result in a pro-rated refund within 45 days.

REFUND POLICY

The Student has the right to withdraw from the program of instruction at any time, including 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. To withdraw or cancel the enrollment agreement, the Student must send, via email or letter, or deliver in person a written Notice of Cancellation or Letter of Withdrawal postmarked NO LATER THAN the end of: (a) the day of the first class session or (b) the seventh day after enrollment, whichever is later. Compliance with this school policy will result in a pro-rated refund within 45 days.

The student has a right to a full refund of all charges less the amount of \$300.00 which includes the registration fee, books, supplies, equipment, and the STRF Fee. If he/she cancels this agreement prior to the first class session or the seventh day after enrollment, whichever is later.

In addition, the student may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition, if you have completed 60% or less of the instruction.

For example, if the student only completed 30 hours of a 162-hour course and paid \$2500.00 tuition, the student would receive a refund of $\$2037.04 - \$300 = \$1737.04$.

\$2550	-\$50 -\$250 (books & supplies)	30Hrs of Instruction -462.96	= \$1737.04
Amt Paid \$2500 Tuition \$50 Reg.	Reg. fee Retained by the School	Completed Instruction	Actual refund amount For 30 HRS Instruction paid for and not received

- Unused Clock Hours divided by Total clock hours and multiply by Tuition Amount Paid and equals to amount Refund to Student

The school will also refund money collected for sending to a third-party course make on the student's behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 45 days of cancellation or withdrawal.

However, if the Student owes the School equipment, the Student must return the equipment in good condition to the School within 30 days before receiving the refund. If the Student fails to return it within 30 days, the fair market value of the equipment will be deducted from the amount of the refund.

Within 10 days of the day on which the refund is made, the School shall notify the Student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent.

If any portion of the tuition was paid from the proceeds of a loan, the refund shall be sent to the lender or, if appropriate, to the State or Federal agency that guaranteed or insured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any Student Financial Aid Program from which the Student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the Student.

The school will also refund money collected for sending to a third-party course make on the student's behalf such as license or application fees except for Live Scan. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 45 days of cancellation or withdrawal.

Student is responsible to pay full tuition as agreed upon admission regardless if they completed the program or not. Student will be charged \$25 dollars late fee each time they delayed tuition payment for up to 3 days and there on \$25 dollars fee for every day will be charged up to 8 days. After 10 days school has the right to drop student for non-payment and students is still responsible for paying full tuition. If the student was referred by another agency and in the event agency failed to provide full tuition than student or parent or responsible party is responsible for paying full tuition to the institution.

In addition, if the student borrowed loan or accepted a payment plan (extended credit), it is the student's responsibility to repay the full amount plus interest rate, less the amount refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

AMCC extending credit or lending money to an individual for institutional and non-institutional charges for an educational program shall cause any note, instrument, or other evidence of indebtedness taken in connection with that extension of credit or loan, see notice below.

FINANCIAL ASSISTANCE

American Medical Career College offers students several options for payment. American Medical Career College will make every effort to assist students to achieve their educational goals by helping them meet their financial needs.

Option 1: Full Payment of the Program/Course

Option 2: Installment Payments (5-6 payment) for the Total Program Cost

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

Option 4: Student's Employer Reimbursement or Direct Payment

Option 5: Scholarships (e.g., AMCC Scholarship Foundation)

Low or non-income applicants may apply for tuition discounts. Payment plans are available with an additional \$50 charge. This program may not include blood pressure kit, shoes, uniform, Live scan, and state fee.

STUDENT INFORMATION AND SERVICES

Code of Conduct

American Medical Career College (AMCC) has every right to protect its educational purpose and its students from the irresponsible conduct of others. A violation of the code of student conduct may result in serious consequences, ranging from a warning notice, suspension, probation, or dismissal from the program.

Conduct that can subject a student to a disciplinary action, may include, but not limited to, the following:

1. Students will be held responsible for their actions while attending AMCC and at other facilities (such as clinical sites and field trip sites).
2. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to AMCC and/or in helping someone else, violates the standards of academic behavior.
3. Forgery, alteration or misuse of documents, records, identification materials, educational materials, internet access or AMCC property.
4. Obstruction or disruption of teaching, administration, disciplinary proceedings or other AMCC activities.

5. Theft, misuse, or damage to property on AMCC premise or clinical, and field trip property.
6. Unauthorized entry or use of AMCC, clinical, and/or field trip facilities and equipment.
7. Disorderly, indecent, or obscene conduct on AMCC's property or at clinical, or field trip site.
8. Physical abuse or action that threatens the health and safety of any person on AMCC's property or at a clinical site, or field trip site property.
9. Students may not be in possession of a weapon or create a safety hazard to others while on AMCC or clinical, and field trip property.
10. Possessing, consuming or distributing any controlled substance(s), such as illegal narcotics and/or alcoholic beverages, a violation of the law or AMCC's rules and regulations, or appearing intoxicated or under the influence on such substances while on campus or at clinical, or field trip site.
11. Failure to comply with the verbal or written instructions of an AMCC employees acting in the performance of their duties.
12. Failure to comply with reasonable requests by authorized AMCC officials or representatives acting on behalf of AMCC (e.g., appointments, disciplinary meetings, investigations).
13. Condoning any act by another student that violates AMCC policy and AMCC's conduct expectations.
14. Dress that fails to meet the AMCC policy in classroom, clinical and field trip settings.
15. Violation of the "No Smoking" policy within the building of AMCC, clinical and field trip site.
16. Nondisclosure of changes in health status.

NOTE: Children are not permitted in the instructional areas. AMCC does not provide child care services nor has any insurance for children if any unusual occurrences occurs.

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

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: At all times, each student must maintain in an appropriate professional appearance.

- School uniform is to be worn at clinical sites, except when a specific clinical site requires a specific dress policy. White head scarf may be worn for religious purposes at the discretion of the Program Director.
- Make-up, hairstyles, fingernails and jewelry must be moderate and understated.
- Students are expected to practice good personal hygiene and maintain a clean, neat appearance
- The uniform should be laundered and free of wrinkles each time it is worn in the clinical area.
- Only nursing shoes or white nursing sneakers will be worn with white uniform. No clogs, platform shoes, open toed shoes or any other shoes are allowed. White sneakers or solid white tennis shoes without design may be worn on campus with school scrubs.
- The name badge is to be worn on all clinical units and on campus at all times. It must be attached to the tab on your uniform. No unauthorized emblems or tags may be affixed to the name tag.
- You are to be dressed in full uniform before pre-conference and not to change clothes until after post-conference.
- No "fanny packs" will be allowed while in uniform.

- Nothing is to be worn around the neck including jewelry, key and pencil holders.
- Students may only wear school issued scrubs on campus.
- If unable to wear school issued scrubs to campus, the student must wear the full clinical uniform to campus.
- A white cardigan may be worn on campus or at the clinical site. If a cardigan is worn, the name badge must be attached at the collar.
- No jackets or sweatshirts are allowed at any time while in uniform.
- If needed, a White t-shirt, thermal, or turtleneck may be worn under the uniform.
- Hats and sunglasses may not be worn on campus or in the clinical facility.
- No electronic devices such as cellular phones, electronic watches, wearable technology, or pagers will be carried/used by the student in the clinical area or classroom. If an emergency arises, the school or the instructor should be called. The student will be immediately notified.

b. Personal Hygiene and Grooming

- Good personal hygiene is expected.
- No gum chewing or smoking is allowed on the hospital units. All hospital "No Smoking" policies must be observed on campus and hospital units.
- Hair must be worn off the collar and face at all times. Hair must be secured into a bun to avoid the possibility of 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 nails are not allowed. Only clear nail polish may be worn.
- No facial jewelry or earrings are allowed.
- Only one plain band may be worn on one finger.
- 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 at all times.

c. Required Supplies for Clinical Settings

- Wristwatch with a second hand
- Name badge & Pen
- Stethoscope
- CPR Card

d. Full Uniform – Female

- **Only** school issued white uniforms and shoes for clinical and on campus.
- Knee length white or natural hose or white socks may be worn with pants.
- Stockings with designs may not be worn.
- White or beige underwear and bra.

e. Full Uniform – Male

- **Only** school issued white uniforms for clinical use and School issued scrub uniforms for campus.
- White socks only.

TUTORING AND ADVISING ASSISTANCE

The administration, staff, & faculty welcomes the opportunity to assist students in working out solutions to problems student(s) 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.

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

American Medical Career College 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 encouraged to take the initiative in seeking out-of-class help and to discuss their difficulties with their Instructors or Program Directors.

GRIEVANCE PROCEDURES

If a student has a grievance, a written complaint must be submitted to American Medical Career College either on the institution's petition form or in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps towards resolution:

- Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the Program Director.
- Resolution shall be attempted first at the level of the complaint (instructor, student, staff member and student).
- If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be scheduled for presentation to the Student Grievance Committee for hearing and appropriate action.
- Informal discussion between persons directly involved in a grievance is essential in the early stages of dispute and reconciliation and mutual resolution shall be encouraged at all stages of the procedure.
- If the problem or grievance cannot be resolved after exhausting the formal grievance procedures, students may report to:
 - 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 ; Fax: 916-263-1897 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/>

Procedures for Official Hearings: If informal recourse fails to resolve the grievance within a reasonable time after filing, the Program Director will schedule a Student Grievance committee meeting. The voting members of this committee shall be comprised of the Program Director and two School Officials.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records, which relate to the case, including the grievance and its supporting documentation and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such qualified members may make recommendation, as appropriate or disciplinary actions or for changes in policy to the appropriate administrative officials.

Recourse after hearing: If students have exhausted these procedures and the problems have not been resolved, they have the right to contact the Bureau for Private Postsecondary Education for the State of California (BPPE) or COE. In approaching BPPE or COE with a grievance, students are encouraged to take the following steps:

1. Contact BPPE or COE offices by mail. Complaints received by phone must be accompanied by a written follow-up letter.
2. Include the following required information in the letter of complaint:
 - a. The nature of the problem.
 - b. The approximate date(s) that the problem(s) occurred,
 - c. The name(s) of the individual(s) involved in the problem(s) (within the college or other students who were involved),
 - d. Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions),
 - e. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting BPPE or COE. The complaint must be signed by the complainant.
3. Send the complaint to:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

Telephone: 916-431-6959, (toll-free): 888-370-7589, and Fax: 916-263-1897

Website: www.bppe.ca.gov

Or

Council on Occupational Education

7840 Roswell Road, Bldg. 300, Suite 325

Atlanta, GA 30350

Telephone: (770) 396-3898, Fax: (770) 396-3790

Website: www.council.org

American Medical Career College maintains a Complaint Log documenting name of complainant, date of complaint, date of resolution, and staff member responsible for resolving the issue.

Training Extension Policy and Procedure

Policy:

Students who do not complete training on graduating date (CNA and HHA) due to personal reasons may obtain approval from the program director immediately to complete the program within 15 days or start a new class.

Procedure:

- Students need to request, in writing, to the program director their reasons for absences and no payments.
- The program director will analyze the student's issues and may grant the completion of the course within 15 days of graduation date or may ask students to take a new class.
- AMCC will do their best for the students to successfully complete the CNA training and take their state test within 3 months of their graduation.

ORIENTATION

Each prospective new student must be on campus prior to the first day of class so as to complete the enrollment process and orientation.

The purpose of orientation will be to review and explain:

- All attendance and classroom policies
- Students' responsibility concerning preparedness for classes
- The services provided by the school
- The conduct expected of AMCC students and graduates in their field of study

ANNUAL REVIEW OF POLICY AND PROCEDURE**Policy**

American Medical Career College updates its policy and procedures once a year and make necessary changes with the approval of the Department Health and inform BPPE. The minimal team members to conduct the annual meeting to develop, implement, and change/update policy and procedure will be the Chief Academic Officer, the Program Director, and the instructor.

The annual Policy and procedure reviews will occur once a year in the month of February.

The data for the annual review will be generated with the input of students and staff members as well as any new updates by the CDPH.

Procedure

The annual meeting will be conducted by the following team members, the Chief Academic Officer, the Program Director, and the instructor. The data collected from the curriculum evaluation forms

(Students-after completion of each class and instructors) and an audit form that is filled by each team member after reviewing the curriculum and policies, and any new changes and updates by Department of Health, the Program Director will have the final say to change or update the policy to improve the nursing assistant program. The Program Director after approval from the Chief Academic Officer will inform CDPH and any involved department with any changes/updates made by the school and shall make a policy after the approval by the CDPH. Any changes in policy will be notified to all enrolled students and staff, within 10 days of approval from the CDPH which will be added in the student hand book and policy procedure binder. The binder will be kept in the Program Director's office and front office with the secretary.

The Program Director will regularly monitor and evaluate each program and course to ensure that all teaching methods as well as classroom and clinical environment adhere to the new policies.

The following provides the minimum qualifications faculty members must have to maintain employment in any/all programs at AMCC:

CERTIFICATE PROGRAMS

1. Graduation from an accredited program recognized by the U.S Secretary of Education of the Council for Higher Education Accreditation or an otherwise recognized training entity (e.g., hospital-based program) in their specialty field. Additionally, the faculty member must have two years of occupational experience in the subject field in which they teach; OR
2. A minimum of three years of job-related training and experience for those instructors who are not graduates of an accredited program in the field in which they teach.
3. Hold current licenses, certifications or other designations as required by local, state or federal laws to work in the field.

STAFF JOB DESCRIPTION

Chief Executive Officer Responsibilities: Must have at least a bachelorate degree and 1 year experience with people interaction, preferably in educational field.

The Chief Executive Officer is responsible for the overall administration of an institution, including the supervision of the Chief Academic Officer and the Chief Operating Officer. The Chief Executive Officer is often, but need not to be called the President. The CEO can be a team member during annual policy review and any student grievance meeting.

Chief Operating Officer Responsibilities: Must have at least a bachelorate degree and 1 year experience with people interaction, preferably in educational field.

The Chief Operating Officer is chiefly responsible for the administration of an institution's business operation including finance, management, personal, and contracting for goods, services, or property. The COO can be a team member during annual policy review and any student grievance meeting.

Chief Academic Officer Responsibilities/Administrator: Must have at least a bachelorate degree and 1 year experience with people interaction, preferably in educational field.

The Chief Academic Officer/Administrator operates under the CEO and is primarily responsible for the administration of the institution's academic affairs including the supervision of the faculty, development of educational program (policy) and curricula along with the Program Director, and implementation of the institution's mission, purpose, and objectives.

The administrator/Chief Academic Officer (CAO) will oversee the Nursing Assistant program every three months by conducting a staff meeting. The CAO will assure that the policy and procedures are followed through as written by the Program Director and approved by the CDPH.

The CAO will meet the program director on an ongoing basis to discuss any issues with the Nursing Assistant program, policy and procedure. The CAO and the Program Director will make any necessary changes in the student hand book and the policies after approval from the CDPH. The CAO will over sees the performance of the Program Director. The CAO will also make sure that there is no false or misleading claims or advertisements regarding training.

Program Director Responsibilities

The program director operates directly under the Chief Academic Officer/Administrator and may see only one to two NATP (Nursing Assistant Training Program) locations and will notify the CDPH details if employed by another NATP employment.

It is the responsibility of the Program Director to maintain the program Goal & Objectives as well as the program Philosophy. The Program Director is also responsible for the development of the curriculum and ensuring that the curriculum meets all DHS standards as well as Title 22 requirements. The Program Director will develop, implement and, change/updates as necessary as recommend by the State of California Department of Public Health and need of the school to provide training for Nurse Assistant Training. Any changes in the NATP will be available to the instructor and other staff members after the approval from CDPH. The Program Director will make sure that the students and the instructor are following the approved NATP by monitoring the instructors. The program Director will also evaluate instructor's performance on the form, which will be documented and placed in the binder.

- The Program Director will be responsible for instructional staff development and overseeing the execution and application of the program lesson and objectives. The Program Director will sit in on any class or clinical rotation to monitor the performance of the instructor, the students, and the classroom or clinical environment and evaluate on the form. The Program Director will monitor compliance by conducting monthly staff meetings and by making a minimum of one classroom theory visit and one clinical visit per class. The program director will document each visit using the Instructor Theory/Clinical Visit Evaluation Form. The Program Director monitoring instructor's theory and clinical form will be kept in the Program Director's office. The evaluation form (instructor monitoring etc.) will be maintain in the binder by the Program Director. The program Director is responsible to develop and implement make-up assignments (theory and clinical) (See policy below).
- The Program Director may oversee up to three NATP (Nursing Assistant Training Program) locations as approved by the CDPH. (See below for pp)

Additionally, it is the responsibility of the Program Director to

- Listen to the instructors

- Support the instructors to achieve success
- Help problem solve
- Give instructors timely feedback
- Listen to student's issues and solve
- Make sure all student records are kept in the binder
- Make sure that all policy and procedure is followed by staff and students
- Hire qualified staff and terminate as necessary
- Interview students for enrolling in the NATP
- Make clinical visits as necessary
- RN PD to sign CDPH283b after verifying student completed 162 hours.
- make sure that there is no false or misleading claims or advertisements regarding training
- Make sure all forms mandated by the CDPH are followed through and accurate, 283B, BCIA8016, 276A, 27Cetc.

Monitoring Instructors

The Program Director will monitor compliance by conduct staff monthly meetings with instructors to gauge program progress, address any administrative or non-administrative issues, and to set necessary direction or amendments in the program. The Program Director will ensure that the approved training schedule by the CDPH of minimum 50 hours of theory and 100 hours of clinical (skills check list) is followed through by the instructor. The Program Director will report all program and instructor reports and issues to the Chief academic officer.

The Program Director will meet with each instructor on a one-on-one basis for a minimum of three times (or as often as need be) throughout the duration of a program.

- The first meeting will take place just prior to the program starting to review lesson plans, objectives and potential issues.
- The second meeting will take place in the middle of the program course to discuss individual progress, the progress of the class and any resolved issues.
- The third or final meeting will take place just before the program ends to discuss student pass/failure rate, individual and class performance and overall assessment.
- Each meeting will be documented on a form and kept in the binder by the Program Director. If any action is required, that will also be documented and followed through until resolved.

The Program Director will monitor compliance by conducting monthly staff meetings and by making a minimum of one classroom theory visit and one clinical visit per class. The program director will document each visit using the Instructor Theory/Clinical Visit Evaluation Form. The Program Director monitoring instructor's theory and clinical form will be kept in the Program Director's office.

Instructor Qualifications

The following provides the minimum qualifications faculty members must have for American Medical Career College programs:

- a. Minimum of a Certificate of Authorization from the Bureau for Private Postsecondary and Vocational Education and three years experience in allied health related field and/or license required to perform related job functions, or Associates degree or greater preferred
- b. Minimum of an Associate's degree and/or two years of experience in allied health related field and/or license required to perform related job functions, and previous experience with a vocational, private, or public institution is preferred

All health professional instructors teaching the Nurse Assistant Program have been approved to teach by the Department of Health Services. Every instructor is currently licensed or registered and retains one of the following qualifications:

1. Two years of full-time experience as a licensed nurse (RN, LVN), at least one year verifiable care in hospital or SNF except pediatric training of which must be in the provision of direct patient care and services to chronically ill or elderly patients in an acute care hospital, skilled nursing facility, intermediate care facility, home care, hospice care, or other long term care setting in a nursing facility year of experience as a licensed nurse providing direct

patient care in a long-term care facility plus one year of experience planning, implementing, and evaluating educational programs in nursing.

OR

2. Prior to teaching a certification program, the instructor shall obtain completion of a course in a teaching adults, a minimum of 24 hours of continuing education (BRN approved or administered by an accredited educational institution) in planning, implementing, and evaluating educational programs in nursing OR 1 year of verifiable experience in teaching adults OR one-year verifiable experience supervising nurse aides

The School maintains the professional record of instructors and will provide evidence of qualifications and certifications should an inquiry by made.

Instructor Responsibilities

Instructor operates under the Program Director. It is the responsibility of each instructor teaching the Nurse Assistant Program to provide a comprehensive and thorough knowledge of the materials and skills sets. The instructor must evaluate each student and determine the student's qualitative and quantitative comprehension of the program in its entirety. If the instructor determines that a student is not retaining the necessary skills and/or knowledge of the program, the instructor must meet privately with the student to determine the reason for the lack of comprehension. Upon meeting with the student, the instructor must offer any additional teaching assistance or tutoring in order to assist the student in learning the material. If the student still does not retain the necessary skills and/or knowledge and is obviously falling behind in the coursework, the instructor is responsible for failing that student.

The instructor will input in developing, implementing, and changing/updates of the Nursing Assistant Training. Instructor will also make sure that Secretary has helped the students fill background clearance forms and turned in to the Program Director. Instructor also could be member of Grievance Committee. In addition, instructor must make sure that students are signing and out in timely fashion in class room and clinical. The instructor must use all necessary forms required to keep students record and evaluate as mandated by the CDPH and school policy.

The instructor also records the student's theory grades on the Individual Student Record (CDPH 276C) by the end of each week of the class.

The instructor will complete the Individual Student Record 276C within one week of each student's successful completion or withdrawal from the class.

Additionally, it is the responsibility of every instructor to:

- Listen to the student
- Support the student to achieve success
- Help problem solve
- Give students timely feedback
- Be prepared to teach approved lesson plans
- Collect student's attendance
- Counsel students
- Instructor completes 276A, 276b, and 276C

Office Manager

Qualification: High school graduate and computer literate. Must be responsible person with good public speaking manners.

Secretary operates under the Program Director. The Secretary has multiple tasks and must be ready to assist all students and staff members as needed. Besides answering phone calls and assisting clients to enroll in the program appropriately as per school policy and procedure must maintain all documents and forms in binders as per policy within 5 days. During meeting secretary may take notes and keep all records accordingly. All students' personal information must be kept locked and must not share with anyone besides school staff as necessary. Report any issues directly to the program director. If any complaints from the students, must take written complaints and submit it to the Program Director for further evaluation. Maintained daily student's attendance, evaluations, theory grade, finger printing, CPR cards etc. in each student folder accordingly in timely fashion as per policy. Maintain student file and use check list for file.

The Office Manager will also maintain all documents (student's files) and the forms listed below:

1. Nurse Assistant Certification Training Program Application for Schools (CDPH 276S)
2. Nurse Assistant Training Program Skills Check List (CDPH 276A) (Sample)
3. Daily Nurse Assistant Training Program Schedule (CDPH 276 B)
4. Nurse Assistant Certification Training Program Individual Student Record (CDPH 276C)
7. CNA or HHA initial application CDPH 283B
8. Other

NA Student-teacher evaluation

- LOA Request by student
- Notice of probation Critical Incident Report
- Drop notification
- Director evaluating instructor for theory
- Director evaluating instructor for clinical

JOB PLACEMENT ASSISTANT AND ADMISSION COUNSELOR:

Qualification: High school graduate and computer literate. Ability to communicate effectively with participants during the job matching process via phone, email and texting. Attend staff meetings and collaborate with other Ladders for Leaders staff members.

Orientation – assist student in orientation session prior to the start of each class date. Students and staff discuss program expectations, occupational outlook, career goals and aspirations.

Resume Writing – assist students in building resume writing and integrate skills and knowledge acquired at American Medical Career College with previous experiences.

Interviewing Techniques – techniques include: the positive first impression, attitude, motivation, as well as what to wear and bring.

Job Search Techniques—assist in areas to be covered such as: researching companies, web links to companies, Career sites and newspapers.

Networking – Assist in participating in participate in job fairs and learn to network with peers and potential employers.

ADMISSION COUNSELOR:

- They should have a keen understanding of college applications, and they should be able to assist students in understanding the necessary documentation needed for the application process. Counselor also must complete all forms and collect necessary documents from the participants to start the programs.
- Admission Counselor spend one-on-one time with applicants during the application process and help them applicants choose the courses that will best suited for their career goals.
- Admissions counselors will be expected to organize recruitment events for the AMCC where they promote AMCC to potential applicants and their parents. They meet with incoming students to discuss the application status and to provide them with information about financial aid if any, scholarships, programs and majors. Counselors also need to meet with alumni and create networking systems to find promising potential applicants.

ADDITIONAL QUALIFICATIONS

Familiarity with Google drive, spreadsheets, forms and docs
 Ability to work within deadlines and, at times, under pressure
 Effective organizational abilities and detail-oriented
 Strong oral and written communication skills

Policy regarding RN Program Director (RNP) oversight of multiple NATP locations or Outside Employment.

Policy: The Program Director may oversee up to three NATP (Nursing Assistant Training Program) locations, out of the three locations one will be the original location of AMCC, second could be a satellite of AMCC, and third could be another satellite location or outside AMCC employment.

Procedure: The program director must seek and receive CDPH approval prior to the AMCC locations and or employment by another NATP employer.

The NATP at AMCC requires minimum of 20 hours per week per location, provided the RNP is fulfilling job duties required by AMCC and CDPH. The Chief Executive Officer will evaluate the RNP's performance yearly.

The approval process for the RNP to be employed in more than one location includes submission of the following items:

- a. Letter from RNP listing names of current and proposed employers, job titles, and hours of employment per location or employer per week.
- b. Statements describing how RNP will adequately accomplish all responsibilities at all locations and the validation method.

THEORY TRAINING POLICY

The Nursing Assistant program implements CDPH 276B Training Schedule as approved by the Department, to ensure all modules and 60 hours are met per T22, 71835. American Medical Career College has 60 theory hours.

The Nursing Assistant program is using CDPH276C (Individual Student Record) to document theory training, using hand-written documentation.

The Student attendance (sign-in/sign out) sheets maintained for all days of theory, and includes date, printed/typed name of student, student's signature (beginning and end of each theory day), and name and signature of instructor.

Procedure

The Director of Nursing develops lesson plans and implements along with the DSD instructors. Lesson plans developed and implemented for all theory modules is available to instructors and Department staff upon request. The instructor will maintain daily attendance roster with student signature for the theory and clinical days accurately, than submit to the registrar for record keeping. The instructor also records the student's theory grades on the Individual Student Record (CDPH 276C) by the end of each week of the class. The instructor will complete the Individual Student Record 276C within one week of each student's successful completion or withdrawal from the class. The Program Director will make sure that all policies are followed and maintain student record appropriately for 4 years. All student grades and attendance are kept in student file in the Program Director's office.

CLINICAL TRAINING AT THE NURSING FACILITY

The American Medical Career College (AMCC) adhere to the clinical training policies as mandated by the CDPH and they are as follows:

- a) Ratio of students will not (clinical setting) not exceed 15 students to 1 instructor as stated in the clinical agreement.
- b) Nursing Assistant Training Program follows CDPH 283B Training Schedule, to ensure all clinical modules and 100 hours are met, per T22, 71835.
- c) All clinical modules have lesson plans available for Instructor use and Department review upon request.
- d) The Director of Nursing is responsible to develop lesson plans, and implement together with the Instructor.

- e) The Clinical Instructor provides immediate supervision to students and has no other duties.
- f) The Clinical Instructor provides demonstration of clinical skills at the nursing facility (Department approved clinical site) and performs student return evaluations of all skills on CDPH276A (Student Skills Checklist) at the nursing facility.
- g) All the skills are evaluated by the Department approved Clinical Instructor with hand written documentation, on the date the skill was performed.
- h) AMCC will never waive any skill on CDPH 276A form (also listed at T22, 71835).
- i) AMCC will provide 100 hours or more of clinical training under immediate supervision of a Department approved Instructor, in a nursing facility.
- j) AMCC maintains attendance sign-in/sign out sheet for every day of clinical, which minimally includes: date and time of clinical, printed/typed name and signature of instructor, printed/typed name of student, and signature of student. Student attendance sheets used by NATP to verify each student completed 100 hours or more of clinical training.
- k) AMCC will conduct clinical training Monday to Sunday between the hours of 6 a.m. and 8 p.m.
- l) All Student's attendance and clinical record are kept in student file in the Program Directors' office.

RE-ENROLLMENT POLICY

Any student who wishes to re-enroll in the same program should first submit in writing a letter to AMCC, noting the reason for initial withdrawal and reasons for desire to re-enroll. Any student who re-enrolls must sign a new enrollment agreement at the current tuition rate.

Re-enrollment is appropriate if a student:

- Withdrew from the College
- Interrupted continuous program enrollment during class
- Was dismissed or suspended for nonacademic reasons
- Invalidated a leave of absence
- Plans to return for graduation

Students who left in good standing and who are re-enrolling in their previous major, may be approved to re-enroll by the approval of the Program Director. Every re-enrollment request will be reviewed and a status report will be returned to the student.

REINSTATEMENT POLICY

Whether due to probation, termination, suspension or personal reasons, students who have been in any one of these conditions may be reinstated upon approval of the program director. Students must request reinstatement in writing and deliver it to AMCC. All conditions are determined on an individual basis. Please submit a request in person to an admissions representative/Secretary at school.

VACCINATION POLICY

For the Nurse Assistant students required Physical Exams according to the requirements of their particular place of externship or clinical rotation. These requirements must be cleared before a student is able to start clinical rotation. For more information regarding the requirements, please contact school secretary.

STUDENTS TO INSTRUCTOR RATIO

Per Title 22, §712835(m) (1), there shall be no more than 15 students assigned to each instructor at any time during clinical training and demonstration skills.

GRADING, ATTENDANCE (LOOK PG:29-32) and COMPLETION POLICY**GRADING POLICY**

Students must finish with a minimum score of 75% in order to pass the class. Evaluation may be measured by means of written tests, projects, reports, term papers, and clinical performance. The final grade is a composite of all evaluation measures taken.

GRADING STANDARDS

The grading standard is according to the following system:

Grade	Score	Grade Explanation	Grade Point
A	100 – 89.5%	Excellent	4.0
B	89 – 79.5%	Very Good	3.0
C	79.4 – 74.5 %	Good	2.0
F	74.4 and below	Failing	0
CR		Credit	
NC		No Credit	
I		Incomplete	

***Rounded to the nearest whole number (e.g. 74.51 rounded to 75%)**

“I” may be made up upon arrangement with the instructor.

These letter grades are used on transcripts and in computing grade point averages. Instructors may use plus (+) or minus (-) notations, but such notations are not used in final GPA computations. English as a Second Language (ESL) Program courses will receive letter grades which are not included in the GPA calculation.

Additional codes include:

Code	Explanation of Code
RP	Repeat a Course
T	Transfer Credit/Course
AU	Audit
	Remediation

SATISFACTORY ACADEMIC PROGRESS (SAP)

A student must maintain Satisfactory Academic Progress (SAP) in order to remain in training. SAP is cumulative and it includes all periods of attendance, which are counted toward the maximum time frame allotted. SAP is applied to all students equally and measured throughout each course.

The following requirements must be met in order for students to achieve SAP and be awarded Certificate of Completion from AMCC.

Standards of Satisfactory Academic Progress (SAP) are measured using the following criteria:

- I. Grade Point Average (GPA)
- II. Clock Hours Completed
- III. Maximum Time Frame (MTF) for completion of educational objective

In order to comply with the school's SAP, the student must:

1. Maintain a cumulative grade average of 75% or higher (or a C on a letter scale)
2. Maintain satisfactory attendance
3. Complete his/her program within the maximum time allowed (150% of the normal program length)
4. Once a student shows he/she has attempted more than 125 percent of his/her certificate clock hour requirements a student will receive a timeframe warning.

The instructor shall inform the Program Director of any student who is failing the class. The Director shall schedule a meeting with the student within a week of this notification. At the meeting, the Director shall advise the student ways to improve his/her academic performance and shall make clear other available options, such as withdrawal or leave of absence from the program.

Two (2) verbal and one written warnings will be given to students prior to placing the student on one (1) week probation. A student who fails a class will be automatically placed on academic probation until he/she has brought his/her coursework back to a satisfactory level (within 1-week period) and has made-up failed class hours. A note describing this remedial action will be placed in the student's file.

The Program Director will inform the CAO of any student on probation. The Program Director will ensure that adequate counseling and support is given to any student failing his/her coursework. If improvement is not evident immediately after the terms of the probation and the reasons behind it have been made known to the student, the student will face dismissal from the school. If the Program Director determines that the conditions which caused the interruption have been rectified, the student will be eligible to receive benefits. If improvements are made by the student, the Program Director will reinstate the student in the program of study.

Students regaining eligibility through the appeal process will be placed on probation status and will have specific requirements to meet in order to regain and maintain financial assistance eligibility.

PROCEDURE FAILURE TO COMPLETE THE PROGRAM

There are four possible results if students fail to complete the program as originally enrolled. Failure to take the appropriate steps can lead to an F in the student's permanent records. The Program Director has the final say in terminating a student. Student must give written request to the secretary to withdraw or re-enroll in the program. This written request will be then forwarded to the Program Director. Decision will be made to terminate or to enroll the student depending on the issues listed below by the committee members including the Program Director, Instructor, and one administrative staff. All written request and decision-making documents will be kept in student record for 5 years and a copy will be provided to the student.

Different Types of Incompletes

1. **Withdrawal:** It is the student's responsibility to process an official withdrawal from class either in person or in writing to be sent to the Registrar. Students must withdraw by the end of the second week of classes or an Incomplete will result (F). Full school fees will be charged to the out of pocket paying student and fees not be refunded at this point.
2. **Leave of Absence/Re-Enrollment:** After the second week of class, the student may choose to withdraw from class and re-enroll within a year without paying again or receiving a refund.
3. **Incomplete:** After the second week of class, a withdrawal from class receives an incomplete grade. Incomplete grades may be made up upon arrangement with the instructor. Students are entitled to a prorated refund if fees is obtained through governmental agencies like work source or EDD etc. (see refund policy).
4. **Fail:** A student with 75% or below fails the course, receiving an F. These students may be readmitted the following term to strive for a higher grade. All 17 modules can be re-tested in the CNA course. Upon remediation

students must score more than 90% to receive a passing grade of 75%. Clinical skills can be remediated and student must demonstrate skill to achieve 75% or better.

Auditing a Class, Non-Credit Courses and Repeating a Class

AMCC does not charge for auditing a course or for any course which a grade assigned is not used in computing requirement for graduation. This includes repeats of final average of 75% or better and courses which are not applicable to the declared certificate/program objective. This does not apply to repeats of required courses which the student has failed.

GRADUATION REQUIREMENT

Students enrolled into any program will be considered “graduates” after meeting the following requirements:

- Must achieve passing grades for the program (75% and above)
- Must maintain satisfactory attendance
- Must have completed the program within 150% of the planned program length
- Must be in good financial standing with the college
- VN students must also pass the exit exam within 150% of the planned program length
- Form 283B will be given to the student upon completion of the program, if lost or made an error by the student on there form, AMCC will charge \$25 fee for a new 283B form.
- Student may take their state test with state approved vendor, school will pay \$100 only for the State fee

A Certificate of Completion will be awarded to each graduate upon completion of the program.

INSTRUCTIONAL CLOCK HOUR TO CREDIT CONVERSION: The formula used to calculate the number of semester units is as follows:

A semester unit equals fifteen (15) hours of lecture hours

A semester unit equals thirty (30) hours of laboratory hours

A semester unit equals forty five (45) hours of externship/worked-based activities

A CLOCK HOUR IS DEFINED AS: “A period of sixty (60) minutes with minimum of fifty (50) minutes of instruction and 10 minutes are allowed for a student break.”

CRIMINAL BACKGROUND CLEARANCE POLICY AND PROCEDURE (CDPH283B Department Submission)

The NATP will follow instructions to maintain Criminal background policy for students as mandated by the Department of Health upon enrollment of the student.

The policy includes the following:

- a) AMCC have students fill out top portions (Sections I-III) of CDPH 283B application upon enrollment.
- b) AMCC fill out (Section IV).
- c) All students complete Live Scan fingerprinting upon enrollment.
- d) Statement that NATPs submit CDPH283B and Live Scan BCIA8016 forms to the Department’s Aide & Technician Certification Section Registry upon student enrollment.

Procedure:

The Program Director is responsible to submit CDPH283B to the Department. The secretary will make sure that students filled out all necessary forms and notify responsible party to schedule for finger printing. Students will be notified by the secretary to bring important documents in order to complete the finger printing process.

The Program Director will sign CDPH283B, after student’s successfully complete state and federal NATP requirements and eligible for CNA competency exams. The Program Director will review CDPH276A, CDPH27C

and student attendance, sign-in sheets (including make-up sessions) to verify successful NATP completion. AMCC will keep copies of initial CDPH283B, Live Scan BCIA8016, and signed CDPH283B in student files for 4 years in locked cabinet and maintained by the program Director and the secretary/registrar.

STUDENT SCREENING

Policy

Policy. Pursuant to SB 1384 (Chapter 847, Statutes of 2014), the “Disqualifying Penal Code Sections” list can no longer be used to deny a certified nursing assistant (CNA) application and examination application (CDPH283B) or to revoke or suspend a CNA certificate. NATPs may no longer use this list to automatically disqualify applicants.

All students, however, are required to submit the CDPH 283B (CNA/HHA) application form and a Live Scan at the time of enrollment as noted in the previous section.

NATP students who submit DCPH283B application and Live Scan to DOJ and want verbal acknowledgement regarding “clearance,” may call the Aide and Technician IVR line at (916) 327-2445 and request information from the ATCS phone representative regarding clearance.

Procedure:

All students are required to fill the form for fingerprinting upon admission and then the form is given to Secretary or registrar. The secretary will check and make sure that information is accurate before turning the form to the program Director. Steps will be followed for fingerprinting as advised by the CDPH by the program Director. Any students with issues will be counseled by the Program Director and necessary action will be taken to terminate or drop the student from the program. Termination record will be maintained in the student folder with the reason for dropping the student for 5 years.

POLICY REGARDING SCHOOL ADVERTISEMENT

Policy

The NATP at AMCC will not make false or misleading claims or advertisements regarding training.

The CEO and the Program Director is responsible for approving any advertisement for the school.

Procedure

Any time NATP changes its policy which will affect the advertisement or make a new advertisement, a meeting will be held between the CEO, the Program Director and the administrative staff members to discuss and approve prior to printing and distributing to the public. The School administrative staff will review advertising annually and notify CDPH.

HEALTH EXAM AND SCREENING REQUIREMENTS

Policy

All students must have their physical examination performed by the physician prior to start of their clinical. The report must state “that the student does not have a health condition that creates a hazard to self or others”

Health Screening includes the following:

- a. Medical History
- b. Physical Examination, including TB and/or chest x-ray, prior to starting the clinical.
- c. Report signed by the MD, or Nurse Practitioner “that the student does not have a health condition that creates a hazard to self or others”

Procedure

The secretary will inform the student upon enrollment regarding physical examination and provide a form. The Program Director will monitor and make sure that all students has completed their physical examination and have written documents from their physician or Nurse Practitioner. Any student who does not complete the physical examination as required by the CDPH will not be allowed to continue into the program, therefore will be terminated.

STUDENT ACADEMIC INTEGRITY POLICY

All students enrolled at American Medical Career College are expected to maintain ethical standards suitable for their chosen profession, as well as the highest standards of academic honesty. Students have the responsibility to each other to make known the existence of academic dishonesty to their course instructor, and then, if necessary, the School Director.

Academic dishonesty includes, but is not necessarily limited to, the following:

1. Cheating: Giving or receiving assistance unauthorized by the Instructor in homework or examination. Using or attempting to use any unauthorized materials in an examination.
2. Plagiarism: Representing the ideas or language of others as one's own.
3. Falsification: Falsifying or inventing any information, data, or citation.
4. Multiple Submission: Submitting substantial portions of homework, classwork, or papers more than once for credit without the prior authorization and approval of the Instructor.
5. Complicity: Facilitating any of the above actions or performing work that another student then presents as his or her assignments.
6. Interference: Interfering with the ability of another student to perform his or her assignments.

Students who are found to violate academic integrity policy will be referred to the Program Director for disciplinary action, up to and including termination.

PLAGIARISM

As defined by the Council of Writing Program Administrators, plagiarism “occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common knowledge) material without acknowledging its source.” (“Defining and Avoiding Plagiarism: The WPA Statement on Best Practices.” <<http://www.wpacouncil.org/positions/WPAplagiarism.pdf>>

Plagiarism can occur in the following ways:

- Using text from another source (e.g. websites, books, journals, newspapers, etc.) without documenting the source
- Using direct quotation from a text without quotation marks, even if the source has been cited correctly
- Paraphrasing or summarizing the ideas or text of another work without documenting the source.

TUITION PAYMENT

Payment may be made with credit or credit card, or money order payable to American medical career College. Tuition payments should be made in person at the Business Office during regular office hours or mailed prior to the due date. Checks that are returned for non-sufficient funds will be assessed a \$25 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be paid in cash or by money order. Diploma/Certificate and Transcripts will be withheld by American Medical Career College until all payments are made in full.

FORMS AND RETENTION

All the forms are kept/maintained by the school Director, instructor and the unit secretary. Any information pertaining to student security is kept locked by the Program Director and by the secretary.

- a. The Instructor and the unit secretary/registrar responsible for completing daily attendance theory/clinical sign-in sheets
- b. The instructor is responsible for completing student records (theory/clinical) weekly.
- c. Timeframe for keeping records is 4 years.
- d. Location where stored (locked) locked cabinet/storage room and or in the office.
- e. Completion of student records during the course is instructor’s responsibility (maintaining in the student file after completion or withdrawal of the program is registrar’s responsibility) and at the completion the program Director will make sure all records are completed and maintained in the binder within 4 years by the Instructor.
- f. Registrar make sure that the student theory/clinical records completed prior to the Program Director signs CDPH 283B.
- g. Registrar or instructor will submit (CDPH283Bs, copy of Live scan BCIA8016, and coversheet for student roster (CDPH 283I) after first day of the class.

COMPETENCY EVALUATION TESTING VENDOR POLICY

The Nursing Assistant Training Program only refers students to CDPH approved testing vendors (American Red Cross and National Nurse Aide Assessment Program) for competency evaluation exam. Students will be provided with the description of the information regarding the competency evaluation testing and contact numbers. The Program Director will be responsible to implement and supervise the policy.

NOTE: Before being certified as a CNA in the state of California, applicants are required to pass a CNA certification examination. The exam includes a written multiple-choice portion, as well as a practical portion requiring the demonstration of several randomly selected CNA skills.

When completed, mail your application along with testing fees of 100 dollars to NATP to:

California Department of Public Health
Licensing and Certification Program
Aide and Technician Certification Section
Training Program Unit
MS 3301
P. O. Box 997416
Sacramento, CA 95899-7416

The Nursing Assistant Training Program at American Medical Career College will never make false or misleading claims or advertisements regarding training

I _____ received the hand book with school policies and procedures, I read all school policies and I will abide by the school policies.

I agreed to all the school policies as stated in the student hand book.

Student signature _____

Date: _____