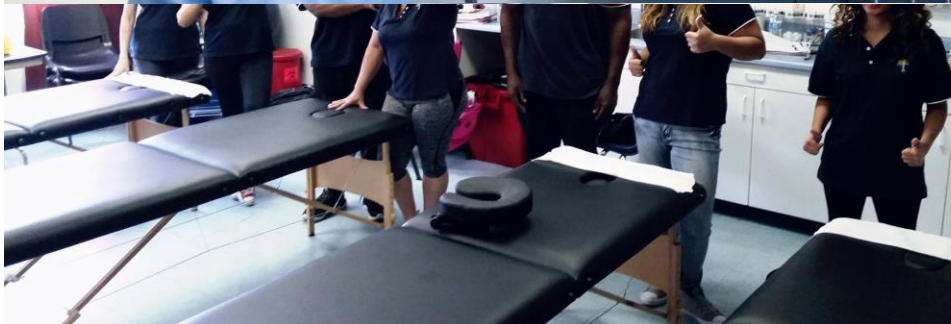




2020

# CES COLLEGE



401 S Glenoaks Blvd., Suite 211

Burbank, CA 91502

[www.CESCollege.edu](http://www.CESCollege.edu)

818-563-9822

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This catalog is the official announcement of the programs, requirements, and regulations of CES College. Students enrolling in CES COLLEGE are subject to the provisions stated herein and therefore should read this catalog carefully. Students are responsible for knowing the rules, regulations, and policies of CES College, and enrollment constitutes an agreement by the student to abide by them. Failure to read this catalog does not excuse students from the requirements and regulations described herein. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Prospective students are invited to visit CES COLLEGE located at 401 S Glenoaks Blvd., Suite 211, Burbank, CA 91502 and receive all necessary information about the school prior to enrolling to classes.

## **GENERAL INFORMATION**

### **MISSION**

CES College is a DBA for Community Enhancement Services. CES College mission is to “offer educational opportunities to address the unique needs of individuals and the communities served by CES by preparing adults with the knowledge and skills necessary for employment, career changes and advanced education.”

### **EDUCATIONAL PHILOSOPHY**

CES believes in making a long-lasting impact on its students by putting emphasis on the achievement of students’ goals. CES COLLEGE stresses outcomes over the process, results over good intentions. We measure our accomplishment by the actual results demonstrated by the graduates.

### **CAMPUS**

CES COLLEGE is located at 401 S. Glenoaks Blvd., Suite 211, Burbank, CA 91502. All classes, except for the clinicals are held at this location. The facility is easily accessible by public transportation routes and is close to the freeways. There is ample free underground parking. The students can walk to restaurants, shops, and libraries, as well as a wide variety of entertainment, cultural, and media institutions. The campus has administrative offices, student lounge and resource center, computer labs, air conditioned classrooms and laboratories where students can practice their skills.

### **EQUIPMENT**

CES COLLEGE classrooms and labs are equipped for lecture and hands-on exercises. Equipment includes multimedia projectors, computers, simulation manikins, hospital beds, medication cart, etc.

### **ACCREDITATION and APPROVALS**

CES COLLEGE is accredited by the Council on Occupational Education (COE).

Vocational Nursing program is accredited by the California Board for Vocational Nurses and Psychiatric Technicians.

The College is approved for training of Veterans and eligible persons under the provisions of Title 38, United States Code.

CES College This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

**HEALTH AND SAFETY COMPLIANCE** The institution, the facilities it occupies, the classrooms, and the equipment it utilizes comply with requirements of the appropriate regulatory agencies. Students are required to comply with certain health and safety requirements. Because students at the College are involved with direct patient care, they may be exposed to conditions of high risk and must be protected. Patients must also be protected against potential health risks from students. All students must meet the requirements of the clinical site to which they are assigned. If a student does not meet the requirements for the site, the student may become ineligible to participate in the program of study and unable to complete the program.

**REQUIRED DISCLOSURE INFORMATION** For information on graduation rates and other important information, visit [www.cescollege.com](http://www.cescollege.com) or ask your admissions representative. CES College makes every effort to ensure accuracy of the information contained in this catalog. The College reserves the right to change policies, regulations, fees, and courses of instruction. All information in the content of this college catalog is current and correct as of the publication date. CES COLLEGE **does not** have a pending petition in bankruptcy, is **not** operating as a debtor in possession, has **not** filed a petition within the preceding five years, and has **not** had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the US Bankruptcy Code.

### GOVERNANCE

A private, non-profit corporation, CES is governed by a Board of Directors. The Board members and their titles are listed below:

Dr. Irving Lebovics	Chairman of the Board
Mr. Eric Roth	Secretary
Mr. Zigmund Vays	Board Member

### ADMINISTRATION/STAFF

Zigmund Vays	President/Chief Executive Officer (CEO)
Lusin Kuyumjyan	Chief Financial Officer (CFO)
Alla Kogan	Director
Oleg Khilkevich	Vocational Nursing Program Director
Irina Rhatz	Financial Aid Officer/Registrar
Rimma Akodes	Student Services Representative
Anna Teshher	VN Program Coordinator

### FACULTY

NAME	DEGREE	EXPERIENCE	Program	Part Time
Mr. Oleg Khilkevich, RN	BS, History, OSU, RN-ASN, Excelsior College Albany, NY	25 years	Theory and Clinical	X
Ms. Carol Holden	MS-NP, State University of New York	43 years	Theory and Clinical	X
Ms. Amanda Karley	Casa Loma College LVN	10 years	Clinical Instructor	X
Ms. Mariya Miladinova	California Career College LVN	19 years	Clinical Instructor	X
Ms. Adelaiada Soghomonyan	BA, English Language & Literature, Mesrop Mashtoc University, Armenia, Nursing, St. Tereza Medical University, Armenia	7 years	Clinical Instructor	X
Mr. Francis Assi B Ibarra	LVN, Marian College, BS, Marketing, Xavier University	14 years	Clinical Instructor	X
Josefino L Villalobos	LVN, Casa Loma College BS, Medical Technology, Far Eastern University, Manila Phillipines.	15 years	Clinical Instructor	X
Ms. Maria Ulanskas	AS, RN Community College of Denver	31 years	Clinical Instructor	X

CES College instructors are professional, patient, caring and dedicated individuals who are sensitive to the needs and cultural differences of the students. CES COLLEGE also has an Advisory Board, which provides advice and expertise to further improve education services provided by CES.

## **CLASS SIZE**

CES COLLEGE limits the size of its classes in order to provide high quality instruction and individualized attention to each student. Class size may vary depending on specific program needs and applicable regulations. Regardless of the class size, CES College always ensures that the students receive individual attention and high quality educational services. Please ask your Admissions Representative regarding the class size for your program of interest.

## **LEARNING RESOURCES**

Computer lab is Internet-connected and is available for student use. Access to online libraries and resources is given to all enrolled students and the resources are available 24/7. Please check with your instructor or Student Services. How to access the resources:

The codes for the online resources will be either provided by your instructor (online-only courses/books) or included in the new print book as a scratch-off label on the inside of the front cover. Follow these steps to redeem this code: Visit [evolve.elsevier.com](http://evolve.elsevier.com) Choose "I'm a Student" Click on "Sign in" in the upper right corner of your screen to log in to your account. If you do not yet have an account, choose "Create Account" and follow the instructions. Then sign in to your account. Click the Evolve logo in the upper left corner to go back to the home page. Scroll down the home page to "Redeem an Access Code" and enter the code. Click the "Submit" button. Your resources will now be shown in the My Evolve list for you to access and start learning!

**PROGRAM AND POLICY CHANGES** CES College, at its discretion, may make reasonable changes in program content, materials and equipment as it deems necessary in the interest of improving students' educational experience. The College reserves the right to make changes in policies and procedures as circumstances dictate.

## **ADMISSION REQUIREMENTS AND PROCEDURES**

Student must have graduated from an accredited high school, or earned a Graduate Equivalency Diploma (G.E.D.) Applicants must provide a copy of their high school diploma, transcripts, or a copy of their GED/HSE.

If the student has a foreign (out of the United States) high school diploma, this diploma and the transcripts must be translated into English, and evaluated for United States acceptance for High School equivalence. The fee for foreign student transcript evaluation is the student's responsibility.

Student must pass an entrance examination with a minimum of 75%. CES College uses TABE test. If there are more applicants than there are spaces in the program, the applicants with the highest number of points will be selected for the program. Students will be ranked based on their entrance test results. Students are allowed to attempt the entrance test twice, should they fail to reach a minimum of 75% on the first attempt. In this case, an average of two test score will be used in ranking the students for the program selection purposes.

Should a student be selected, he/she must bring a completed application package and all applicable documents in order to proceed with the enrollment.

**General Educational Development** An adult who does not have a high school diploma may take the General Educational Development Test (GED). Those who pass the test will receive a California High School Equivalency Certificate. In the State of California, persons who are 18 years old or beyond, and in some cases 17-year-olds who meet specific criteria for testing, may take the GED. CES College does not conduct the GED. Information on GED locations may be obtained from <http://www.cde.ca.gov/ta/tg/gd/gedtestcntrs.asp> There is a fee to take the test.

**Language Proficiency.** Instruction at CES College is delivered in English. Students must be able to read, write, speak, understand, and communicate in English on a high school proficiency level. This requirement can be demonstrated by having proof of high school diploma or its equivalent as well as passing the Entrance Exam with the minimum passing score of 75 percent to demonstrate the necessary level of English language proficiency.

## **Physical Examination**

The Physical Examination form must be completed by a licensed Physician/Nurse Practitioner and submitted to the School. Be sure to have the examiner use the CES College Physical Examination form. All deficiencies MUST be corrected at least four weeks prior to beginning the clinical portion of the program. As part of the physical exam, you must have proof of immunity to the following communicable diseases by either immunization or blood titers: MMR – measles, mumps, rubella; Tdap – diphtheria, tetanus, pertussis; Varicella – chickenpox; Hepatitis B. The PPD is a requirement that must be documented annually. A negative PPD tuberculin skin test (PPD) must be documented annually. History of a positive PPD requires additional documentation. All of these requirements are based on the recommendations for health care workers according to the Center for Disease Control (CDC). **Any absences accrued due to missing health records will be unexcused.**

The school will make reasonable accommodation to assist a student with a disability to advance through the program. However, students must have sensory function adequate for client assessment and care and must be able to provide all aspects of nursing care in a safe manner.

**Clearance on consumer background report** – completed after the start of the program; however, if the criminal background report required for clinical placement discloses violations, the finding may prevent the student from being placed in clinical or become licensed as an LVN, or the student may be terminated from the program.

## **Physical Requirements – The student must be able to:**

- Be on your feet 6-12 hours at a time.
- Perform activities that include reaching, balancing, carrying, pushing, pulling, stooping, bending and crouching;
- Lift and carry up to fifty (50) pounds and push or pull up to one hundred (100) pounds;
- Use hands, wrists and arms to physically apply up to ten pounds of pressure to bleeding sites or to the chest when performing CPR;
- Maneuver in small spaces quickly and with ease;
- Perform fine motor skills that require hand/eye coordination as well as steadiness and precision in the use of small instruments, equipment and syringes;
- Feel and compress tissues to assess for size, shape texture and temperature
- Tolerate changes in temperature and humidity, and/or exposure to dust, fumes, or gases.

## **Senses – With correction if needed, the student must be able to:**

- Visually read calibrated scales in increments of one-twenty-fifth of an inch in not more than a three inch space;
- Perform close and distinct visual acuities involving persons and paperwork;
- Visually discriminate depth and color perceptions;
- Identify and distinguish odors that are pungent, such as the products of infection or metabolic imbalance (e.g., ketones);
- Respond and react immediately to auditory instruction, requests, signals, and monitoring equipment;
- Perform auditory assessments requiring the distinguishing of variances in sounds (e.g., tones and pitches)

## **Attitudes – The student must be able to:**

- Learn to perform mathematical calculation for medication preparation and administration in a timely manner;
- Learn to communicate effectively, both orally and in writing using appropriate grammar, vocabulary, and word usage as well as medical terminology;
- Comprehend verbal and written directions, making correct notations and responding as directed;
- Make proper and timely decisions under stressful and emergency situations
- Respond in an appropriate and controlled manner to negative and/or unexpected situations.

A school visitation is required prior to acceptance, except for international students. Each applicant must have a personal interview with a school representative. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the school and to ask questions. Students interested in applying for financial

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aid should meet with the Financial Aid Officer (FAO) to determine financial aid eligibility.

All admissions materials are presented in English only, since all instruction is conducted in English. CES College does not admit international students and therefore does not provide visa services or support.

**Alternate Students:** Vocational Nursing program applicants can be admitted as “Alternate Students” once enrollment capacity has been met. The number of alternate students admitted may not exceed 10% of the school’s Board-Approved number of students per class. -Prior to admission, alternate students will be informed in writing of their alternate status. Alternate students may participate in classes until the commencement of scheduled clinical experience at clinical facilities. Alternate students, in good standing, may be officially admitted to the program if an accepted student drops out. If an alternate student is not accepted, the enrollment will be cancelled and refund processed except for the registration fee and issued books & supplies. Alternates will be offered a guaranteed seat in the next available class, so long as the alternate maintains at least 75% grade average, meets attendance requirements and complies with all Vocational Nursing program and College policies and procedures. Students enrolled as an Alternate are not eligible for Title IV program funds unless and until they are admitted as regular students after the trial period as an alternate. Upon admission as a regular student, Title IV, HEA program fund eligibility will be retroactive back to the beginning of the payment period.

### **NONDISCRIMINATORY POLICY**

CES COLLEGE is committed to the principle of equal opportunity. It is the policy of CES COLLEGE not to discriminate on the basis of sex, age, race, national origin, creed, religion or handicaps that would not preclude employment within the selected program area in admissions, advising, training, placement, employment, or any other activities. Such discrimination is also prohibited by federal law. Any complaint alleging failure of this institution to follow this policy should be brought to the attention of the School Director. For further information on notice of non-discrimination, visit the United States Department of Education Office of Civil Rights website at <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

### **SPECIAL ACCOMMODATIONS FOR STUDENTS**

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

CES COLLEGE educational facilities are accessible to the disabled. Disabled applicants should meet the same admissions requirements as the general population. A candidate should be able to perform duties of his/her chosen profession. If an applicant is planning to request accommodations for his/her physical or mental disability, the applicant should advise the school staff. The school will determine how CES COLLEGE can accommodate her/his special needs.

CES College is committed to providing reasonable accommodations. If advised of the disability/request for special accommodations, the assigned school representative will conduct initial review and evaluation (verify appropriate forms/documentation and consults with faculty, administrative departments, etc.); meet with the student to review the request and appropriate/reasonable accommodations; when available provide student with additional disability information and resources.

The above is not all-inclusive and may be affected by the timeliness of the student request and the nature of the accommodation requests. ADA does not require institutions to provide accommodations that result in undue burden or fundamentally alter the nature of the course or relevant academic program.

Students should submit requests with supporting documentation, if required, at least four weeks prior to the beginning of the first day of classes or as soon as practical. Individuals requesting accommodation are required to self-disclose to the school and submit a request in writing or an accessible format appropriate for their limitation which generates a durable record. The request should be accompanied by documentation of the disability including information from an appropriate, licensed professional, which should address the current functional limitation(s), their prognosis, and recommendation(s) of appropriate accommodation. Once eligibility has been established, accommodations are requested on a course-by-course (or exam-by-exam) basis.

In the case of students requesting accommodation for the clinical/hands on portion of the program, the documentation must address the student’s ability to safely care for adult and pediatric patients in the acute, subacute, and long-term care setting. All vocational nursing students must be able to safely care for adult and pediatric patients, addressing their physical and psychological needs.

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## **TRANSFER FROM OTHER SCHOOLS AND TRANSFER CREDITS**

CES COLLEGE welcomes transfer students. Students who wish to transfer from other schools need to meet CES COLLEGE admissions requirements. Students must submit the required enrollment documentation and be approved to transfer by the School Director before starting classes.

CES COLLEGE will accept transfer credits only from institutions approved by BPPE and accredited by the BVNPT or accredited by an accrediting agency recognized by the US Department of Education and the applicable state's nursing board. A maximum of 50% of the hours in a program a student is transferring to can be accepted. The courses must be analogous to the CES COLLEGE courses and taken within five years prior to the transfer date. Courses taken at another institution after admission to CES COLLEGE are not transferable unless approved in advance in writing by the school director. CES College will maintain a written record of the previous education and training; student record will clearly indicate that credit has been granted, if appropriate, with the training period shortened proportionately. The tuition fee will be adjusted accordingly. The calculations will be done by the Financial Aid Officer.

Transfer credit can be given for the following courses:

- Accredited Vocational Nurse or Practical Nurse courses.
- Accredited Registered Nursing courses.
- Accredited Psychiatric Technician courses.
- Armed Services Nursing courses.

Each applicant for transfer credit will complete the following requirements:

- A student must meet the current entrance requirements
- Applications for transfer credit and all applicable documentation must be received at least two weeks prior to the desired start date
- An official sealed transcript as well as copies of course descriptions/school catalogs and syllabi of the course for which credit is being sought shall accompany each application.
- A grade of B or better is required to transfer nursing course credit. If a program structure is different from such at CES College, or if the grade is below B, or if the course has been taken more than a year ago, a student can be asked to take a challenge exam.
- The course must have been approved by the applicable state agency or governing body.
- A student must submit a proof of CPR course completion – (American Heart Association – BLS-Health Care Provider), fire safety course completion, completed physical examination form and mandatory immunizations

The courses must have been completed within the past five years with a grade of 80% (B grade) or better. Applicants for transfer may be asked to verify academic standing and/or clinical skills by written examination and/or practical demonstration in the learning laboratory.

### **Challenge Credit**

Per the regulations of the Board of Vocational Nursing and Psychiatric Technicians requirement to acknowledge past experience and education, the CES College Vocational Nursing Program will credit up to 16 hours of clinical experience to current CNAs. The credit will be given on the days when appropriate skills are covered. Please check the course schedule and discuss the particular days with the Program Director.

Any student requesting a transfer of credits must have a signed “Credit for Previous Education and Experience” form and submit it to the Director of Nursing. The student may waive credit if they so desire.

**Competency-based credit** may be granted on the basis of a written examination for theory courses and a demonstration of the mastery of clinical objectives for clinical courses. Each student requesting credit for previous work experience will meet with the Director of Nursing, who will provide the specific details for the written examinations for theory courses and the demonstration of mastery of clinical objectives for clinical courses. The amount of credit which is granted will be determined on a case-by-case basis and documented in the students' record. Prior to taking written examinations or demonstrating mastery of clinical objectives to determine whether

competency-based credit can be granted, students will be charged a one-time, non-refundable fee of \$75 for each written examination and a one-time, nonrefundable fee of \$120 for each demonstration of the mastery of clinical objectives. A student may appeal a denial of competency-based credit by providing a written appeal to the School Director within 3 business days after a notification of denial of credit.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at CES College is at the complete discretion of the institution to which you seek to transfer. Acceptance of the certificate you earn in the Vocational Nursing Program at CES College is also at the complete discretion of the institution to which you seek to transfer. If the certificate that you earn at CES College 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 CES College will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CES College to determine if your certificate will transfer.

CES COLLEGE had not entered into an articulation or transfer agreement with any other college or university.

## SCHEDULE AND CALENDAR

CES recommends that students plan ahead for their education. Please consult with your admissions representative regarding the start dates and breaks.

Please plan your vacations around school holidays and breaks.

CES COLLEGE observes the following holidays:

New Year's Day	Martin Luther King's Birthday
President's Day	Cesar Chavez Day
Memorial Day	Thanksgiving (two days)
Independence Day	Labor Day
Yom Kippur	Veteran's Day
Winter Break (two weeks)	Summer Break (one week)

Students will also be notified if CES COLLEGE closes for emergency or other extraordinary purpose.

## Constitution Day

CES College celebrates Constitution Day each year on or about September 17, the day in 1787 that delegates to the Constitutional Convention signed the document in Philadelphia. On that day, CES College provides information on the history of the American Constitution.

## VOTER REGISTRATION

You can request a Voter Registration Form by Phone (562) 466-1310 or (800) 481-VOTE, 24 hours a day. Voter Registration forms are available throughout Los Angeles County at most County buildings, city halls, fire stations, libraries, State Motor Vehicle Offices, Public Assistance Offices (DPSS, WIC), and post offices. You can download a Voter Registration form in English or Spanish by visiting [www.sos.ca.gov/nvrc/fedform/](http://www.sos.ca.gov/nvrc/fedform/).

## VOCATIONAL NURSING PROGRAM DESCRIPTION

Vocational Nursing Program provides students with the theory, laboratory, and clinical experiences to prepare them for a career as a vocational nurse. The clinical assignments of the program provide students with actual hands-on experience in providing nursing care to clients of various ages, ethnic and cultural groups, and stages of wellness/illness. Upon successful completion of the program, the students will be eligible to sit for the NCLEX-pn examination. Upon passing the exam, the student will be eligible for employment as a Licensed Vocational Nurse. The program consists of 1560 clock hours. Students have to complete all the courses in the sequence of the approved curriculum.

## **MISSION**

The mission of CES COLLEGE is to “offer education opportunities to address the unique needs of individuals and communities served by CES by providing adults with the knowledge and skills necessary for employment, skill upgrades, career changes and/or advanced education.” CES COLLEGE strives to provide quality education by creating a learning environment which facilitates the acquisition of measurable skills and the attainment of individual goals.

## **PROGRAM PHILOSOPHY**

The philosophy of the CES College Vocational Nursing program is derived from the mission, vision and values of Community Enhancement Services and its Adult Education Division, CES College, and is expressed in terms of faculty beliefs. The program faculty is aware of the dynamic changes in the health care environment. Such changes result from the physiological and psychosocial needs of clients, client education and adaptation to environmental stressors, evolving research and technology, the supply of professionals trained in the provision of client care, and the available funding for the healthcare field. As such, the faculty sets forth the following beliefs:

### **Client**

Human beings (individuals) are the focus of nursing. Each individual has essential human needs that are affected by the internal and external environment. In nursing, client needs are modeled after Maslow’s theory in which human needs are arranged in a hierarchy to illustrate that certain needs are more basic than others. Maslow defines these needs as: physiologic, safety, love and belonging, self-esteem and self-actualization. The dignity and integrity of individuals should be preserved in health and illness through responsible, conscientious, nonjudgmental, and continuous nursing assessment and intervention.

### **Health**

Health is a dynamic continuum of wellness to illness that exists throughout the life span. The achievement and maintenance of clients’ optimal health is nursing’s ultimate goal. Achievement of this goal requires actions by the health care profession to promote health, maximize the quality of life and prevent premature death, illness, disability and suffering. Maintenance of optimal health is a collaborative process to which the vocational nurse contributes according to the legal and professional scope of practice.

### **Nursing**

CES College LVN faculty concur with the concept of nursing as accepted by the American Nurses Association (2003) in their document, Nursing Social Policy Statement 2003, “Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, groups, communities, and populations.”

The Nursing faculty believes that:

- Nursing is an applied science that is practiced in a variety of acute and long-term care settings.
- Nursing assists groups and individuals in the promotion and maintenance of health, restoration to health, adaptation to long-term illness, and provision for comfort when return to health is no longer possible.
- To be successful, nurses must apply complex concepts from social, physical, and biological sciences and nursing theory.

### **Culture**

Culture encompasses all ideas, beliefs, values, attitudes, history, and language that a group of people or an individual possesses. From a cultural perspective, wellness, disease and illness are processes in which each individual defines their ability to achieve and maintain health by adapting to his/her environment. Cultural heritage helps to define the individual and impacts the delivery of health care to that individual.

### **Environment**

Environment is considered to be all factors that interact with the individual on an external and internal basis which influence each individual’s quality of life. The external factors include the physical entities such as climate, geography, housing, sanitation and air quality, as well as family and culture. Internal influences are the predisposing factors occurring within the mind, body and spirit of an individual.

### **Teaching-Learning Process**

Learning is an active, continuous process, proceeding from simple to complex concepts, to facilitate attainment of identified student outcomes. The nursing faculty believes that the student should be self-regulated by actively participating in the learning process, using experiences and guidance offered by faculty, and assuming responsibility

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for meeting learning outcomes. Faculty responsibility is to provide the necessary tools to support the learning process and provide meaningful learning experiences with diverse opportunities to stimulate the learning. Although the student is involved in the ongoing self-appraisal of progress, the faculty is responsible for the final evaluation of each student's performance in meeting course objectives.

### **Nursing Education**

We believe that nursing education is designed to provide a program of learning based on a foundation of knowledge derived from biological, physiological, psychological, and sociological sciences, which is then integrated with nursing theory. We believe that Vocational Nursing Education is a planned program of competency-based instruction in which qualified students are prepared for entry into the nursing profession as vocational nurses.

CES COLLEGE Vocational Nursing program strives to provide quality education in a positive learning environment and to prepare graduates for entry-level professional practice as licensed vocational nurses.

### **LVN SCOPE OF PRACTICE**

Provide direct nursing care to clients under the direction of a physician or a registered nurse.

Utilize scientific and technical expertise, and understanding of rationale in performing manual skills.

LVNs may perform the following:

Provision of fundamental and advanced nursing care to clients.

Basic client physical assessment;

Performance of prescribed nursing care;

Participation in planning nursing care;

Implementation of nursing interventions;

Performance of prescribed medical treatments;

Administration of prescribed medications;

Education of client and family;

Documentation

Performance of non-medicated intravenous therapy and blood withdrawal.(requires separate Board certification).

### **PROGRAM OBJECTIVES**

#### **Overall Objective**

This program is designed to prepare students to become quality nursing professionals and to qualify for an LVN license by fulfilling course requirements and passing the NCLEX-PN exam. The program consists of a theoretical basis taught in the classroom and application of that knowledge in a variety of work-based clinical settings including long-term care, acute medical/surgical care, maternal-child health, pediatrics, and mental health. The nursing process and critical thinking are fully integrated as priority components in all nursing actions.

#### **Terminal Objectives**

- Graduate with the knowledge necessary to successfully pass the NCLEX-PN licensure examination.
- Understand the scope of practice as outlined in the Vocational Nursing Practice Act, Division 2, Chapter 6.5 of the Business and Professions Code.
- Be prepared to work as entry-level vocational nurses.

CES College Vocational Nursing Program graduates will

1. Demonstrate an awareness of the impact of clients' physical, biological, and psychosocial status on clients' health needs and overall well-being;
2. Provide client-centered care that demonstrates professionalism, caring, and an understanding of the impact of culture on clients' health status and care needs;
3. Utilize the nursing process and critical thinking in the planning and provision of safe and competent client care across the lifespan;

4. Appropriately apply nursing knowledge, nursing process, problem resolution, and critical thinking skills in the delivery of nursing care consistent with client need, professional standards, and the scope of practice of the Licensed Vocational Nurse;
5. Effectively, utilize therapeutic communication in the delivery of client care;
6. Provide accurate individualized health education to clients and families consistent with client need, the approved plan of care, established nursing standards, and professional principles;
7. Collaborate with members of the health care team in the assessment, planning, delivery, and evaluation of client care consistent with the LVN scope of practice;
8. Demonstrate ethical and professional behavior in the practice of vocational nursing.

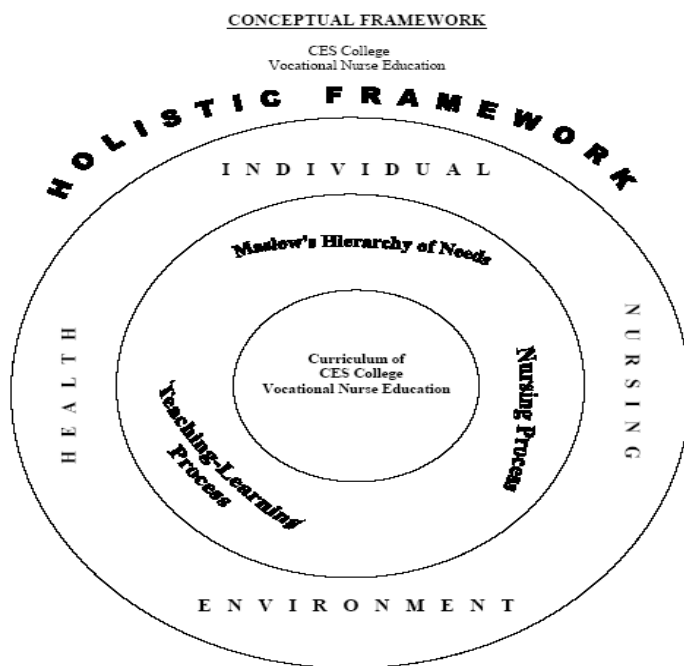
## CONCEPTUAL FRAMEWORK

CES College LVN program is designed to prepare its graduates to be effective members of a healthcare team and provide a foundation upon which the vocational nurse may build in the future.

The conceptual framework of the Vocational Nursing program reflects the philosophy and purpose of the program and guides the overall structure of the curriculum, selection of content, and learning experiences. The conceptual framework is based on the health-illness continuum and Maslow's hierarchy of human needs, which focuses on the whole person and consists of needs, which are organized in a sequential five-level hierarchy. The first level is physiology followed by safety and security, love and belonging, esteem and self-esteem and self-actualization, being the fifth level.

CES COLLEGE LVN curriculum is based on a holistic approach. The curriculum takes into consideration the fundamentals of nursing process, the teaching-learning process, and Maslow's Hierarchy as well as faculty's

beliefs of an individual, health, nursing and environment as reflected in the program philosophy. The curriculum integrates theory with practice and is organized in logical sequences, such as simple to complex or general to specific. The curriculum covers the body systems, common medical-surgical diseases/disorders, pathophysiology, etiology, diagnostic findings, signs and symptoms, medical treatment and management and nursing care. In addition, students will be introduced to mental health, maternity and pediatric nursing. The nursing process will be emphasized as a framework for priority of nursing actions. Throughout the curriculum, concepts of humans and their basic needs will be applied to clients of all ages in a variety of clinical settings.



## PROGRAM OVERVIEW

### Module 1 Fundamentals of Nursing

Anatomy & Physiology

Pharmacology

Prerequisites: None

Module 1 is designed to provide the beginning student with an introduction to basic nursing skills for direct patient care. Emphasis is placed upon the application of the nursing process and Maslow's Hierarchy of Needs within the context of the Vocational Nursing scope of practice and the healthcare environment. Critical thinking, the caring role, and basic nursing skills and procedures including physical assessment are key components of the process.

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Anatomy and physiology, and basic pharmacology topics are integrated into the course as well. The student is introduced to nursing as a distinct profession that uses a nursing body of knowledge and practice to support and enhance the well-being of clients. The assessment of vital signs, basic first aid and CPR are included in this course. Students will also master the fundamental skills necessary for basic client care, such as hand washing, bed making, and assisting the client with hygiene and assessment of vital signs. The student will be given the opportunity to demonstrate proficiency in performing skills in the Skills Lab consistent with theoretical content, readying him/herself to enter the clinical setting as a beginning student Vocational Nurse.

At the completion of this module, a 15 – week course, the student will be able to:

- Demonstrate the beginning duties and behaviors of a student vocational nurse based on role definition and course objectives for Fundamentals of Nursing.
- Demonstrate basic knowledge, skills, and abilities required for the administration and preparation of prescribed medications consistent with course objectives of Pharmacology.
- Discuss nursing principles governing fundamental nursing skills.
- Demonstrate fundamental nursing skills
- Describe legal and ethical aspects of vocational nursing
- Demonstrate caring behaviors through nursing interventions and display sensitivity to the values of others.
- Demonstrate mastery of the principles of basic first aid and CPR.

## **Module 2**

Prerequisite: Successful Completion of **Module 1**

Medical-Surgical Nursing  
Anatomy and Physiology  
Pharmacology

Module 2 is designed to provide the student with a foundation in medical-surgical nursing. Topics include general care of patients having problems with pain, fluid and electrolyte imbalance problems. Emphasis is placed upon care of patients with disorders of the skin, endocrine system, blood, musculo-skeletal, respiratory, immune, and cardiovascular system. The nursing process and Maslow's Hierarchy are utilized as a unifying framework. General pharmacology and pharmacology are related to various systems' problems and treatment.

At the completion of this module, a 15 – week course, the student will be able to:

- Describe the anatomy and physiology of the integumentary, musculo-skeletal, respiratory, cardio-vascular, gastrointestinal, and immune systems and disorders of those systems.
- Provide patient care that is consistent with established basic nursing principles, knowledge, and skills in Fundamentals of Nursing, Medical – Surgical Nursing 1, and Anatomy and Physiology
- Administer prescribed medications to assigned patients based on the course objectives of Pharmacology 2 and established professional standards.
- Discuss the principles of pharmacology and medication administration.
- Recognize quality care measures and begin to document within the framework of the nursing process.
- Demonstrate therapeutic communication techniques with clients and families/caregivers

## **Module 3**

Prerequisite: Successful Completion of **Module 2**

Medical-Surgical Nursing  
Anatomy and Physiology  
Pharmacology

Module 3 is a continuation of Medical-Surgical Nursing. Emphasis is placed upon care of patients with endocrine, neurological, sensory, urinary, reproductive related problems, home health, and hospice. The student becomes skilled in critical thinking and applying the nursing process as an integral part of administering care to clients. Pharmacology includes medications used for specific disorders and systems as well as consideration of risks and consequences on the other body systems.

At the completion of this module, a 15 – week course, the student will be able to:

- Provide increasingly complex patient care based on knowledge, skills, and abilities learned in Modules 1 and 2, Medical-Surgical Nursing 2 and Anatomy and Physiology.
- Describe the anatomy and physiology of the endocrine, neurological, sensory, urinary, reproductive systems.
- Administer prescribed medications as learned in Modules 1 and 2 via oral, inhalant, topical, and parenteral routes.
- Demonstrate therapeutic communication techniques with clients and families/caregivers
- Use clinical judgment and decision-making skills when providing patient care.
- Perform and record an assessment of specific patient populations

#### **Module 4**

Prerequisite: Successful Completion of **Module 3**

Specialty Nursing: Maternity and Fetus/ Infant

Pediatrics

Mental Health

Leadership/ Supervision

Anatomy and Physiology; Pharmacology

Module 4 is designed to provide the senior student with the basic knowledge in several specialty areas: family nursing, pediatrics, mental health, including pharmacology for these areas, and to give the core information for Leadership and Supervision. In addition, career issues for the vocational nurse are discussed during preparation for professional practice.

At the completion of this module, a 15 – week course, the student will be able to:

- Provide nursing care to Maternity and Pediatric patients, based on knowledge and skills learned in Modules 1, 2, and 3 and the course objectives of this component of practice consistent with client need and established professional knowledge and standards.
- Provide care to mentally ill patients according to the course objectives, and consistent with client need and established professional standards.
- Discuss mental health disorders and mental health treatment concepts.
- Demonstrate the ability to communicate effectively with clients with psychological disorders
- Demonstrate use of the nursing process to promote health and provide care and teaching for the client during pregnancy and postpartum period
- Discuss pediatric disorders and the use of the nursing process to implement care for positive outcomes for pediatric clients.
- Demonstrate therapeutic communication techniques with clients and families/caregivers
- Demonstrate beginning leadership and supervision knowledge and skills consistent with course objectives and the vocational nurse scope of practice
- Establish collaborative relationships through communication with members of the intra/interprofessional healthcare team for the purpose of providing patient care.
- Demonstrate critical thinking principles, sound clinical reasoning, adaptability, and judgment necessary to provide quality patient care

**Schedule:** Theory: 5:30pm-10:30pm, 2 days a week. Clinicals: clinical are offered on Saturdays and Sundays, eight hours each day. Clinical schedule depends on assigned clinical site. Program has 60 weeks of instruction.\**CES reserves the right to modify the time required to complete its programs of study and class schedules at its discretion without any further notice.*

#### **Method of Instruction:**

Theory: Classroom, lecture, PowerPoint presentations, discussions.

Hands-on: Skills Lab and Clinical setting (long-term care facilities, acute care facilities, specialty clinics)

**Instructional Equipment** • Anatomy Charts • Glucometers • Medication Cart • Procedure Kits • Skeleton • Stethoscopes • Scissors • Pen Lights • Wheelchairs/ Walkers/Crutches • Hospital Beds • Mannequins • Scale •

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Sphygmomanometers • Thermometers, catheters, nasogastric tubes, needles, syringes, simulated patient units, sterile supplies, and other teaching aids and specialized equipment.

## **STUDENT RESPONSIBILITIES**

Students are expected to adhere to the school and program policies and requirements. Students are expected to inform themselves thoroughly about the CES COLLEGE policies and procedures and the LVN program requirements and to inquire in case of doubt.

Requirements will not be waived nor exceptions to requirements made on a plea of ignorance of the regulation or requirement. If you have any questions, please make sure to ask CES COLLEGE Director of Vocational Nursing Program, Mr. Oleg Khilkevich. He can be contacted in person at school, by phone at 818-563-9822 x114, or by email at cesvnp@yahoo.com. You will also be provided with his cell phone number and can communicate with him via text message.

It is our goal to prepare you for your future as a nursing professional. Therefore, we expect you to adhere to professional standards, which means exhibiting appropriate behavior, getting your required documents to the appropriate office on time and completing your assignments on time, following school dress code, being on time, clean, neat and mentally and physically prepared to learn and perform. Homework is part of the learning process. It may consist of reading your textbook, working in a workbook, doing a project, or researching a topic - whatever the instructor feels is necessary.

- Students are responsible for submitting all assignments on time.
- Students are responsible for keeping appointments made with faculty or administrators or for providing notification in advance of their inability to keep the appointment.
- Students are responsible for assessing their own levels of performance and for seeking assistance when they need help. Faculty and tutors are available for guidance and assistance and should be utilized.
- Students are responsible for taking part in the learning process. Reading assignments, studying, papers, care-plans, study guides and other self-instructional activities are an essential part of the academic program and develop the capacity for lifelong learning.
- Students are responsible for being aware of the requirements for progression and graduation and for meeting these requirements.
- Students have the responsibility for providing CES College with accurate and up-to-date information, including addresses and phone numbers, licensure examination status and job placement information.
- Students are responsible for any costs incurred traveling to and from clinical agencies and/or school.

## **STUDENT CONDUCT POLICY**

Students are expected to treat school personnel, other students, and the premises with respect and consideration. Smoking, eating or visiting is not permitted in the classrooms. A student may be dismissed from school for any incident of an intoxicated or drugged state or behavior, possession of drugs or alcohol, possession of weapons. Likewise, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to another student, an administrator, faculty member, or any other stated or determined infraction of conduct will not be tolerated. Students are expected to behave in a mature manner suitable for an educational institution. ALL students are expected to practice professional conduct in all interactions with staff, peers, instructors, patient/clients, and clinical staff. Disruptive behavior, foul language and offensive or inappropriate jokes are not tolerated while in uniform, while on clinical site properties, or at CES College. Do not yell or talk loudly while on clinical site properties. Insubordination or refusal to comply with CES or clinical site policies may result in termination from the program.

**E-CIGARETTES AND VAPORIZERS:** E-cigarettes and vaporizers are NOT allowed while on clinical site properties or at CES College.

**TOBACCO USE:** Use of tobacco (in any form other than for smoking cessation) is NOT allowed while on clinical site properties, or at CES College. Patients may be upset by the odor of smoke on caregivers' clothing,

hair, etc. If faculty, staff, patients or family members/visitors report concerns or problems due to odors on the student, the student will be sent home for the day.

**GUM / TOOTHPICK:** Gum chewing and/or chewing on a toothpick is NOT allowed while on clinical site properties, or at CES College.

**EATING:** Eating is allowed during designated meal and snack periods only. Your instructor will advise you of appropriate times to eat during each clinical rotation or class. No food is allowed in the classrooms or the labs.

**CELL PHONES:** Smart phones can be a valuable tool for the healthcare provider because they can provide drug reference libraries, medical calculators and lab result information quickly. However, they can also be a distraction. Even when used properly, they could give the impression to others that you are “goofing off”. Therefore when allowed to use your smartphones, do so unobtrusively and only as needed. Some instructors may not allow use of smartphones during their class or clinical. Personal calls, texts, emails, web-surfing, etc... are NEVER allowed during class or clinical. We understand that emergencies happen. Should you receive an emergency call or text, please alert your instructor and step out to handle it. No cell phones or smart watches are allowed during testing.

**SOCIAL MEDIA:** Remember that what you post on Facebook, Twitter, Instagram, etc will be around forever. Not only do embarrassing pictures haunt you in future job searches and career advancement, but any evidence of illegal activity (including HIPAA violations) is easy to find by law enforcement, even years later. Taking and/or posting pictures or video of patients is NOT allowed and is a violation of HIPAA.

## **PROFESSIONAL BOUNDARIES**

### **NO DIRECT CONTACT WITH CLINICAL SITES**

Students MAY NOT contact clinical site management or administration for any reason. Our relationships and partnerships with clinical sites such as hospitals and clinics are very valuable to us and can be jeopardized by inappropriate communication from students. Any concerns regarding clinical sites should be directed to your instructor or to the school administration. Violation may result in immediate termination. Students are also not to give their personal contact information to the clinical sites' staff until after the clinical rotation at the site is completed.

### **NO CONTACT WITH PATIENTS OUTSIDE OF CLINICAL**

It is NEVER appropriate to contact a patient/client or family member outside of CES College clinical experience. It is not appropriate to give your personal contact information to a patient or family member or to ask for theirs. If a patient or family member initiates contact outside of your clinical site, inform them that this is not allowed and apologize that you cannot communicate with them and please advise them to contact you through school, if necessary. Violation may result in immediate termination.

### **STUDENT/EMPLOYEE FRATERNIZATION**

Employees of CES College are prohibited to date or engage in any fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have consented to such conduct. Employees may not entertain students or socialize with students outside of CES College environment with the exception of school-related functions. Any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of CES College policy, and may result in disciplinary action by the College. Inappropriate employee behavior includes, but is not limited to: flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, social networks, etc.) unrelated to course work or official College matters; giving or accepting rides; giving or offering housing; selling or buying anything even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations. We also expect that our students will behave in a professional manner towards faculty and staff and will follow the same guidelines as are presented here for employees.

## **HONESTY**

Knowingly falsifying information to CES or clinical institutions may result in immediate termination. This includes falsifying transcripts, clinical hour records, or other documentation as well as cheating on tests, exams, or quizzes.

## **DISCRIMINATION**

Discrimination based on race, ethnicity, religion, gender, sexually-orientation, disability or other protected classes WILL NOT be tolerated. Refusal to work with a patient(s) for any of these reasons will result in immediate termination. Healthcare professionals are obligated to treat all patients as equal, deserving of caring, quality healthcare. Healthcare professionals are expected to work with patients with contagious diseases including blood-borne diseases (HIV/AIDS, Hep B, Hep C) and will be provided proper protection and training on its use. Violation may result in immediate termination.

## **BULLYING**

Bullying of students, instructors, or staff will not be tolerated. Not everyone views jokes and pranks the same way. If a student tells you that they do not like the joke you played on them, you should apologize and never repeat the action. Repetition of the action is considered bullying. The laying on of hands in an aggressive or unwanted way will not be tolerated. Actual assaults, battery, and threats of violence will be reported to the police. Each situation is unique and reports of bullying or assault will be investigated and evaluated by CES College administration. Violation may result in immediate termination.

## **WEAPONS**

Possession of weapons including firearms and non-medical blades over 2” long are PROHIBITED while in CES uniform, on CES College property or clinical site properties. Violation may result in immediate termination.

## **CONFIDENTIALITY / HIPAA**

It is your responsibility to maintain confidentiality of ALL private health information you are exposed to. This means that you will need to ‘edit’ what you tell your family and friends about your experiences to ensure that no private information is disclosed. Paperwork containing private health information or patient identifying information MAY NOT be taken from hospital or clinic facilities. Pictures and video MAY NOT be taken in any patient areas of clinical sites. Discussion of patient cases MUST NOT occur in public areas such as the hospital cafeteria. Violation of HIPAA can result in fines, imprisonment, and termination from CES College. Students will be provided with education on HIPAA. Violation may result in immediate termination. Any student violating one of these rules will be sent home from their clinical site and will be counted absent. Violation of these rules may also result in formal reprimand including verbal warning, written warning, probation, and termination. Violation of some of these rules can result in immediate termination – these rules are indicated as such.

## **UNSAFE, UNETHICAL and UNPROFESSIONAL CONDUCT and PERFORMANCE**

Maintaining patient safety is the overriding principle in clinical practice. To ensure safe patient care and ethical, professional practice nursing students will provide care within the guidelines of the Nursing Practice Act or the Vocational Nursing Practice Act, the policies listed in this Handbook, and the NSNA Code of Ethics. Nursing students must function at the expected clinical level as stated in course objectives and clinical evaluation forms. Nursing faculty have the authority and responsibility to identify student conduct and performance that are unsafe, unethical, and/or unprofessional and to take immediate corrective action. Note: Any nursing student, as evaluated by a nursing instructor, who fails to provide safe, competent patient care, may be dismissed from the nursing program.

## **PEER-TO-PEER FILE SHARING**

The Higher Education Opportunity Act (HEOA), H.R 4137 is a reauthorization of the Higher Education Act. It includes requirements for higher education institutions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing, such as might happen in a school. The college is advising students to carefully restrict the use of file sharing applications to material that is legal to share, to disable the file sharing software, or to change the file sharing options for the software. CES College supports a climate of trust and respect and does not ordinarily read, monitor, or screen electronic mail, Internet access, or the computer activities of individuals. The college expects students to be aware of laws and applicable college policies

with respect to computer, network, and Internet activities. However, students or staff members identified as illegally sharing copyrighted material through using school network, including through the use of e-mail, web pages, and peer-to-peer sharing software, will be subject to disciplinary action by the school and may also be subject to civil and criminal liabilities. CES COLLEGE reserves the right to block any web sites that are not required to conduct educational activities. Please check <http://www.educause.edu/legalcontent> for legal alternatives to unauthorized downloading.

## **ATTENDANCE POLICY**

Regular attendance is important for successful completion of the program and attainment of necessary skills. Daily attendance is taken and exact hours are recorded. Students are expected to attend classes at the scheduled starting time and to continue as scheduled throughout the day.

The CES College Vocational Nursing Program consists of 1560 hours - 600 hours of theory and 960 hours of clinical experience. All absences must be made-up because the full 1560 hours must be completed in order to graduate. Students typically attend 2 theory days and 2 clinical days per week.

- Students cannot miss more than two classes in a Module, whether Theory or Clinical. Students who miss more than the allowed number of days may be terminated from the program. Re-entry to the program will be based on previous academic standing, class availability and space available in the class. The student will be responsible for additional costs.
- Students sent home from class (theory or clinical) for violation of dress code, behavioral rules, tardiness, or any other reason will be counted as absent for the day and will need to makeup that day.
- Students missing class for whatever reason must **personally notify** the instructor prior to the start time by the means required by the instructor, i.e. phone call, text. A student not calling and not coming to class will be a “No Call, No Show”. A student having two “No Call, No Show” events throughout the entire program can be dismissed from the program.
- Students MAY NOT leave class or clinical without their instructor’s approval. For students excused from class, actual time will be recorded. Students leaving without instructor approval will be considered a “no call no show” (see below). It is the responsibility of the student to obtain all missed material on their own time, not during the class time.
- Students who miss an exam can get a maximum of 75% on the make-up exam.

## **CLINICAL ORIENTATIONS**

Any student missing a facility orientation will not be able to attend clinical experience in that facility until the orientation is completed. Most facilities have orientation only once a month , meaning that in most cases a student missing a facility orientation will be excluded from clinical for a month, resulting in termination from the program.

BLS Certification Completion of a course in Basic Life Support for Healthcare Workers is required prior to clinical education in a clinical facility and is included in the CES College VN curriculum. Students absent from the BLS class must obtain certification at their own expense before attending a clinical facility. Only the American Heart Association Certification will be accepted.

## **JURY DUTY**

Since students must attend all scheduled hours in the program, per the State of California BVNPT, students summoned to jury duty should request a letter from CES College requesting postponement of jury duty.

## **TARDINESS**

Full attendance at all scheduled course hours is required to receive a satisfactory grade. At the end of the program, the student must have completed all of the required program hours to meet the graduation requirements. A tardy

equates to partial attendance and is unacceptable given the clock-hour nature of the Vocational Nursing program. A student may be terminated for excessive tardiness.

A student who arrives late or leaves early by more than 14 minutes is considered tardy. Five (5) lates and/or leaving early = 1 absent day. Tardy time accumulates and the student will need to make up all missed time.

**Exams:** If a student is tardy to the exam, that time will be taken out of allowed examination time; since all students have to complete exam at the same time, the tardy student will have less time to complete the examination. Extensions in time to complete tests are not available to students arriving late. Students who are absent or arrive at class after tests/quizzes are completed will not be permitted to take the test/quiz. Students will receive a zero grade for the quiz (quizzes cannot be made up). They can make up a test as applicable and receive a maximum of 75%.

**Additional Considerations for Clinical Course Tardiness:** Arriving late or leaving early for a clinical assignment disrupts the work of the clinical unit and your group. A student who arrive late by more than 14 minutes is considered tardy. The instructor may disallow participation in certain activities or send student home for the day if the student missed important activities in the beginning of the day. If a student is late minutes or more, they will be sent home for the day and will be counted absent. The student will need to make up a full day. Any student who has not reported to their instructor in person or on the phone by 30 minutes after the start of class (theory or clinical) will be considered a “no call no show”.

Students are tardy if they are 5 minutes late returning from any break. Students are tardy if they leave any clinical session period prior to being dismissed by the instructor. Students who are tardy at a clinical rotation may be sent home and given an absence for the day.

If a student leaves early/does not attend post-conference after the clinical experience, the student is considered absent and will be required to make up all clinical hours for that day. Emergency situations preventing attendance at post-conference will be reviewed at the instructor’s discretion, with approval by the Director of Nursing. If a student leaves due to a health concern, he/she should provide the documentation from an appropriate medical professional (emergency room, urgent care, primary care physician, etc). In case such documentation is provided, the student will not be marked absent but will need to make up the day.

Any absences and tardiness in excess of those allowed by this policy will be evaluated on a case-by-case basis as to whether the student will be retained or terminated from the program. Death in the immediate family, contagious illness, and equally catastrophic reasons for absences will be taken into consideration for student retention. Documentation supporting absence or tardy must be provided to the Program Director. The student is held responsible for all material presented during the absence.

## **MAKE-UP**

According to the BVNPT, each student must complete all required hours for theory, laboratory skills and clinical hours of instruction in order to be recommended for the licensure. **ALL ABSENCES MUST BE MADE UP!** Students who have not made up any and all missed hours will not be recommended to the BVNPT for licensure. Missed hours and objectives must be made up before the start of the next module.

Students are required to do 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 Program Director approval.

Regardless of the completion of make-up work, late or missing attendance in a scheduled class will be counted as tardy or absent.

It is the **student’s responsibility** to make arrangements with the Program Director to make-up any missed time, days, or specific objectives that have been missed, whether in theory or clinical or skills lab. The Program Director or instructor will inform the student as to appropriate makeup activities based on what was missed. Only two make-up days will be arranged at no cost, as they are allowed by the policy. The student will be responsible

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for the cost of any extra make ups, if allowed, per enrollment agreement. If a student does not attend the scheduled make-up activity, it will be considered a no call, no show. The student will need to arrange another make up session at the time convenient for the instructor. The student will have to pay for each make up hour as per enrollment agreement. A check or cash payment would need to be provided before the make up session. This payment cannot be added to the loan.

### Theory Absences

Missed theory days may be made up at CES College with prior approval by the instructor or the program director. Acceptable forms of make-up are case studies, computer-based practice exams, written examination, computer-based instruction, written assignments, and research reports. Students who miss an exam can receive a maximum of 75% on the makeup exam.(See Test Remediation Policy). Make-up assignments will be determined and scheduled by the Program Director or designated faculty with the individual student. Missed quizzes cannot be made up and the student will get a zero on the quiz. Late submissions of take-home tests can get maximum of 75%.

### Clinical Absences

Availability of clinical makeup days is NOT guaranteed and the space during scheduled make up days may be limited. A student who does not attend the scheduled make up day will be considered a “No Call, No Show.”

Acceptable forms of make-up are performance evaluation in skills laboratory and additional time in the clinical area with clients/patients. The make-up will be scheduled based on instructor and clinical space availability.

### **NO CALL / NO SHOW**

Students must personally inform their instructor of their absence via phone or text (instructor preference) prior to the class start time. Messages about the absence passed through other students will not be accepted. Any student who has not reported to their instructor in person or on the phone by 30 minutes after the start of class (theory or clinical) will be considered a “no call no show”. Any student failing to report an absence will be considered “no call no show” and will be put on probation. A second “no call no show” will result in termination from the program.

### **DISMISSAL FROM CLINICALS**

The student who reports to the assigned clinical area **late or unprepared** can be dismissed and counted absent. A student will be considered unprepared if he/she is not in compliance with designated dress code or lacks required written assignments or materials. A student who arrives 30 or more minutes late will be dismissed for the day and will be considered absent.

### **VETERANS ATTENDANCE POLICY**

Veterans are required to comply with Veteran Regulations Sections 21.4135, 21.4235 and 21.4277 in regard to required attendance that the student-veteran must meet in order to receive educational benefits under Title 38, United States Code. The veteran has the responsibility to adhere to these standards of attendance and to notify the CES College administration of any change in status that would affect the collecting of veteran’s benefits. • Students are expected to attend all scheduled classes. • If a student does not meet minimum program attendance requirements and is terminated from the program, the student’s VA benefits will be interrupted and the Department of Veterans Affairs will be notified immediately.

### **LEAVE OF ABSENCE (LOA)**

Leave of absence may be granted to a student at the discretion of the school management. All LOA requests must be in writing and must be signed by the student. The anticipated date of return must be indicated on the LOA form. In no event can leave of absence exceed 180 calendar days. Students, who fail to return to class on the day scheduled to return from the LOA, may be terminated. As required by federal statute and regulations, the student’s last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required. Students who have received federal student loans should be aware that failure to return from an approved LOA, depending on the length of the LOA, might have an adverse effect on the students’ loan repayment schedules. Federal loan programs provide students with a “grace period” that delays the students’ obligation to begin repaying their loan debt for six months (180 days) from the last date of

attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted and they will need to begin making repayments immediately. For modular programs, the date the student returns to class is normally scheduled for the beginning of a module. Students who are contemplating a leave of absence should be cautioned that there is no guarantee that the module required to maintain the normal progress in their training program will be available at the time of reentry and that they may have to wait for the appropriate module to be offered. They may also be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade.

### **DISABILITY/INJURY/PREGNANCY**

All students who are on disability, had an injury or are pregnant must provide CES College with the written approval of their primary health care provider (MD, DO, NP, CNM) to participate fully in clinical nursing duties without restriction. Written approval must be updated if the student's condition changes. In order to complete the required clinical hours, students **MUST** be able to participate **FULLY** in nursing duties including lifting patients, listening to soft sounds, and visually inspecting small and faint items.

### **Statement on Disabilities**

Students with disabilities, including learning disabilities, who wish to request academic adjustments should notify CES College at the point of admissions so that the appropriate accommodations may be made. In accordance with federal law, a student requesting academic adjustments must provide documentation of his/her disability to the School.

Students with disabilities must meet program objectives without major or unreasonable accommodation to the school or practicum setting. An applicant would be considered ineligible to participate when his/her physical, emotional, and/or intellectual disability:

- Prohibits the student from achieving the knowledge and/or manipulative skills required of the Vocational Nurse.
- Creates a potential hazard to the student and/or recipient of health care services, faculty or other student.

### **PROGRAM COMPLETION DOCUMENTATION**

Students successfully completing the Vocational Nursing Program shall receive an official school certificate from the CES College.

### **DEFINITION OF A CLOCK HOUR**

A clock hour is defined as a 60-minute span of time in which no less than 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break.

### **ACADEMIC DISHONESTY**

CES COLLEGE students are expected to be honest in their academic activities. Acts of academic dishonesty by students, including academic cheating, academic plagiarism, or knowingly providing false information to faculty shall be reported to the Program Director.

The following are some examples of academic dishonesty, but this is not a complete list of dishonest behaviors subject to disciplinary action:

Giving or receiving unauthorized assistance in connection with the performance of any academic work.

Copying or using another student's work

Unauthorized use of materials or information (including electronic sources) in connection with the completion of any academic work.

Access to the contents of any test or examination prior to its administration.

Unauthorized use of any person's work without proper acknowledgement of the source.

Providing False Data - fabrication or alteration of data to deliberately mislead. Examples include, but are not limited to, falsifying vital signs or patient information, previously submitted test answers or other submitted academic work. .



Any student who violates this policy or who knowingly assists another to violate this policy shall be subject to disciplinary actions up to or including termination. The faculty member, in consultation with the Program Director, may impose academic sanctions commensurate with the offense. Students guilty of cheating may be suspended or expelled.

### **Definitions:**

**Cheating:** using unauthorized notes, study aids, or information on a test; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name.

**Plagiarism:** submitting material that, in part or whole, is not entirely one's own work without attribution to the correct source.

**Fabrication:** falsifying or inventing any information, data or citation.

**Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) retaining, possessing, using or circulating previously given examination materials when those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination.

**Falsification of Records and Official Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official school document.

**Unauthorized Access:** to academic or administrative records: viewing or altering records, modifying computer programs or systems, and releasing or dispensing information gained via unauthorized access.

**Scantron:** The program uses machine scoring for the majority of the exams. Time allowed for taking the exam is written on the board. The instructor will score the exam on the SCANTRON terminal. Students are responsible for following directions and marking the appropriate answer and erasing completely any wrong answers marked. Any student cheating during or while reviewing the exam will be disciplined up to and including termination from the program. Cheating will include, but not limited to, changing the answers on the SCANTRON form or taking pictures of the answers.

### **PROBATION**

Probation is considered a warning of unsatisfactory behavior or performance to be corrected. When a student is put on probation, that student will receive written notice as the reasons, conditions, and length of probation. Failure to meet terms of probation will result in termination from the program. The length of probation may vary due to the reason for the probation, the terms, and the steps required to correct the performance problem. Some offenses may result in immediate termination without prior probation.

### **CLINICAL**

A satisfactory clinical evaluation is required in each clinical nursing course in order for a student to be eligible for progression into the subsequent module. Students who are not meeting the course requirements, by not achieving the clinical objectives, will be placed on Clinical Probation. Students can also be placed on probation for disciplinary and attendance issues.

### **ACADEMIC**

Students must satisfactorily complete each module of the program with a minimum score of 75% before progressing to the next module. Any student not meeting this can be placed on Academic Probation. Students can also be placed on probation for disciplinary and attendance issues.

Students have the right to appeal probation, suspensions, or terminations through the CES College grievance process.

### **SATISFACTORY ACADEMIC PROGRESS**

In accordance with the Higher Education Act of 1965, as amended, CES COLLEGE has established the following Satisfactory Academic Progress policy. CES COLLEGE applies these standards to all regularly enrolled students.

For a student to be considered making Satisfactory Academic Progress (SAP), the student must maintain a minimum Grade Point Average of 75%, “C” or better. Maximum Time Frame: The maximum time a student can take to complete the program is defined as 200% of the hours for the program. In addition to meeting the required benchmark clock hours, each student must have achieved a minimum grade of 75%, “C” or better on all scheduled program modules/courses.

Academic Review Process: Formal evaluations of student progress occur at 50% and 100% of a program. When applicable, there will be additional evaluation points at 125% and 150% of the program. In addition, student progress is reviewed on a monthly basis. Student progress reports are created and disseminated to the students. Students who do not meet SAP requirements will be notified so and counseled by a Student Services Representative. CES COLLEGE places great importance on academic integrity and high standards. Instructors are expected to monitor student progress with standardized tests, class exams, written work and grades on oral reports.

#### Warning:

If a student fails to meet the SAP standards, he/she will be placed on WARNING status. The student will continue to qualify for financial aid. Students may make up incomplete or failed grades while on warning status. Grant funds will continue to be paid on the first scheduled disbursement date each semester while a student remains on warning. The student’s Warning status will be cleared at the next evaluation period if she/he meets the SAP standards.

#### Suspension:

If the student fails to meet SAP standards while on Warning status, he/she will be placed on SUSPENDED status and will no longer be eligible for financial aid and may be dismissed from school. The suspension may be lifted when the student meets SAP standards.

Appeal Process: Any student whose financial aid is terminated or who is dismissed from the School will be notified in writing. The student may submit a written appeal of his/her dismissal within five calendar days of his/her receipt of the dismissal notice. A copy of the appeal form may be requested at the Financial Aid Office. The appeal should be addressed to the Financial Aid Officer. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress as well as providing evidence that these circumstances will not serve as a barrier in the future. The School Director and Financial Aid Officer will examine the appeal. A decision will be made based on the student's previous academic record, input from the instructors and Student Services Representatives, and the nature of the reasons given. SAP requirements may be temporarily waived due to:

1. The death of a student’s relative
2. Student illness or injury
3. Other special circumstances resulting in undue hardship to the student

The student will be notified of the decision within ten business days of the School's receipt of the appeal. The decision of the committee is final.

Reinstatement of Aid: For a student who has not met Satisfactory Academic Progress standards, one of the following must occur in order for that student to receive Title IV assistance:

The student can reestablish eligibility for Title IV assistance by meeting the minimum requirements for Satisfactory Academic Progress. Title IV aid funds may be reinstated for a student who has not met the minimum criteria for Satisfactory Academic Progress due to unusual or mitigating circumstances and has filed an appeal, which has granted the student continuance of financial aid eligibility.

### **STUDENT COMPLAINT / GRIEVANCE PROCEDURE**

All students are given a School catalog with appropriate rules and regulations of the school. Rules, regulations and specific policies for the Vocational Nurse (i.e. Admissions policy, Make-Up policy, etc. ) are discussed with the Vocational Nurse students during admissions and at the orientation, required prior to class start.

Occasionally, a situation will arise that a student has a difference of opinion with staff or Administration in interpreting a rule or regulation, disagree with a decision, or have an opinion they might want to voice in a situation. For these situations, in fairness to the student, we offer a grievance policy in order to address the situation, correct the situation or look at changing the situation.

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A student must first make every effort to resolve the problem by discussing his or her concerns with the staff member against whom the complaint is lodged. If the complaint cannot be satisfactorily resolved by the staff member or if the student is uncomfortable dealing with this individual, the student should present his/her complaint to the Student Services Representative or VN Program Director.

If the issue cannot be resolved by them, it will be referred to the School Director. In addressing the grievance, information from both the student and the staff members shall be solicited. The administrator may confer with anyone having information pertinent to the complaint, and/or may hold a meeting between the student and the employee in an effort to mediate and resolve the complaint. Appeals of termination from the program will be referred to the appeal committee. Please ask the school for the form. In the event that all channels available within the school to resolve the problem are exhausted, unresolved complaints should then be addressed to Council on Occupational Education, 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350, (800) 917-2081; [www.council.org](http://www.council.org). A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's web site [www.bppe.ca.gov](http://www.bppe.ca.gov) and/or State of California Board of Vocational Nursing and Psychiatric Technicians, 1747 N. Market Blvd. Suite 225, Sacramento, California 95834.

The Grievance Procedure is as follows:

- a. The student contacts the Instructor or Student Services about the issue.
- b. If the issue is not resolved, contact the Program Director as soon as possible. The Program Director will address the situation with the Instructor and/or other parties involved, to gain a clear understanding of the total situation.
- c. The Program Director will contact the student to discuss the determination.
- d. If the Program Director determination is not satisfactory to the student or students involved, a written request for a review shall be given to the School Director and the resolution will be evaluated. If necessary, a committee will be arranged. A meeting, telephone call or written final determination letter will be given to the student within (5) five days of the submittal to the School Director.

## **STUDENT SERVICES**

**NEW STUDENT ORIENTATION** Orientations are usually held two weeks before the start of the class. During your orientation session, we review your program, your schedule, program requirements and expectations, licensing requirements, emergency procedures, provide you with instructor contact information, etc.

**ADVISING** Those students experiencing academic problems are advised by an Instructor, Student Services Representative, the Nursing Program Director and/or School Director in order to help them overcome whatever academic difficulty they experience. These staff members are working with students who struggle with school pressures and learning disabilities and need assistance with educational planning and academic or personal problems. When students need assistance in the matter other than academic, they are provided with referrals.

## **HOUSING**

CES College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor does it offer student housing assistance. Living accommodations are available within a convenient distance of the school, and, according to [rentals.com](http://rentals.com), rental properties start at approximately: \$1,000 per month

## **STUDENT PARKING**

Free student parking is available in the underground parking structure in the school building. The entrance to the parking structure is from Verdugo Ave. CES College is not responsible for parking violations, property theft, damage, etc. Please keep your vehicle locked at all the times.

## **REFERENCE MATERIALS**

The school maintains a number of reference books. Reference materials are kept for use on the school premises, but can be checked out by special permission of the course instructor. In these cases, all materials must be returned

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the next school day. Electronic library resources are available 24/7 via internet access. Students can use computer labs to access the resources during business hours.

### **TUTORING**

Tutoring is offered at no charge to the student, provided it is offered during normal work schedules of the instructors. VN Program Director and the School Director are available to answer any questions and provide information to the students in regards to program materials, available resources, as well as on subject matters.

### **JOB PLACEMENT ASSISTANCE**

Placement assistance is provided to all active students and graduates. However, no guarantee for employment or level of income can be made. Job openings are sent on a regular basis via email, posted on a job board, and are discussed individually with potential applicants. Classes are provided with special attention to such topics as resume preparation, job search techniques and interviewing techniques. Guest speakers from industry may be invited in order to provide helpful information on how to find and secure jobs. All students are encouraged to participate in all job search activities offered by the school. Students must aid the job development effort with quality academic work, excellent attendance, a cooperative attitude, a desire to succeed, and reasonable salary and schedule expectations. It is the responsibility of the graduate to demonstrate appropriate attitude and his/her knowledge and skills to the employer. Those graduates who demonstrate strong determination in job search, interviewing, and follow-up are most often successful in reaching their goals of employment.

### **REFERRALS/SOCIAL SERVICES**

CES COLLEGE is a DBA of Community Enhancement Services (CES), a non-profit organization. CES works with a vast network of social service providers. Their services can help you overcome the barriers that you have and successfully complete the program. Please ask your Student Services Representative for assistance.

### **TRANSCRIPTS**

Official transcripts are issued upon request. There is no transcript fee for current students; a \$10 fee is applied for transcript requests who students who are no longer enrolled. Transcripts will not be released until the financial obligations are met.

### **FINANCIAL AID**

The school is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs). CES College participates in the following U.S. Department of Education's Title IV Financial Aid Programs:

Federal Pell Grant

Federal Direct Subsidized Stafford Loan

Federal Direct Unsubsidized Stafford Loan

Federal Direct PLUS Loan

Federal Supplemental Education Opportunity Grant (FSEOG)

These programs are available to those who qualify. To receive more information, talk to CES COLLEGE Financial Aid Officer or consult U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs and is available online at

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

### **How to Apply for Financial Aid**

No two students are alike, so no two students' financial needs are the same. That is why all applicants planning to apply for financial aid are required to schedule an appointment with the Financial Aid Office prior to enrollment so that eligibility for financial assistance may be determined. All students applying for financial aid are required to complete the Free Application for Federal Student Aid (FAFSA). The information collected on the FAFSA is used to determine eligibility for aid. A new FAFSA application is required for each award year. An award year starts July 1 and ends June 30. If enrollment extends beyond June 30, new FAFSA application might be required to determine eligibility for additional financial aid. The financial aid office will notify students if it is necessary to reapply.

**Financial Responsibility:** Students who obtain loans for their programs of instruction are responsible for full repayment of these loans plus any accrued interest, less the amount of any refund. The student must repay the loan even if the student does not complete the educational program or is not able or chooses not to get a job after completing the program. If the student is eligible for a loan guaranteed by the federal government and the student defaults on the loan, the federal government may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. Furthermore, the student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**Verification:** Students who have applied for financial aid may be subject to verification. The verification process is a process where the institution will require the student/spouse/parent to provide documentation to support the data reported on the FAFSA. It is anticipated that about 30% of the students will be selected for verification by the United States Department of Education (USDE) or by the CES College Financial Aid Office. CES College, at its discretion, may require a student to verify any FAFSA information and to provide any reasonable documentation in accordance with school policies including, for example, official IRS Tax Transcripts, signed verification worksheets, proofs of identity, etc. Any inconsistent or unusual information must be verified prior to receiving Federal Student Aid. The student must submit all requested information in order to receive the estimated financial aid awards. Failure to submit the needed verification information and documentation by the stated deadline may result in cancellation of Federal Student Aid. Pell grant eligibility will be forfeited if requested verification documents are not received by September 30th of the trailing year of the aid year, or within 120 days of the last day of enrollment, whichever comes first.

**SCHOLARSHIPS:** When funds are available, CES COLLEGE offers scholarships. Currently CES College offers Clinical Affiliates Scholarship .This scholarship is offered to qualified applicants who are currently employed at one of our active VN Program Clinical Affiliates. The maximum scholarship amount is \$500. In order to qualify, you must meet all admissions requirements of the program. You must indicate your employment relationship with an active Clinical Affiliate and present proof of employment at the time of application to the school. Please inquire with the FA office for more information.

**TUITION ASSISTANCE:** Applicants may also qualify for tuition and other financial assistance through various public and private training or re-training agencies, such as the Veterans Administration; GAIN program; State Employment Development Department; Workforce Investment Act; etc. All agencies have certain requirements for eligibility.

### **TUITION PAYMENT POLICY**

All tuition and fees are payable as outlined in the enrollment agreement. If a student's tuition is not covered by Financial Aid or any other sources, the student may make arrangements with the school and make payments according to an agreed upon "Payment Plan." Should the Payment Plan not be adhered to, CES College reserves the right to suspend or terminate the student until such time as the Payment Plan can be brought to a current status. CES College accepts checks, money orders, cash and PayPal payments. Payments not made within ten (10) business days of the scheduled due date may be subject to a late charge. The school will make any efforts to collect the money due while the student is at school. If no payment is received thirty (30) days after payment is due, the student may be removed from class and not be allowed to attend school until all payments are current. The student will be subsequently withdrawn. Students who have been dismissed for non-payment of tuition will not be re-admitted until all delinquent tuition payments have been paid in full. Students must also be in financial good standing to attend the graduation ceremony. CES College will not provide licensure documentation or provide job placement assistance, subsequent enrollment, or any other student services until the student's account balance is current.

**Returned Check Policy.** When CES College is notified by our bank of a returned check, usually seven to fourteen days after payment was made, the student will be notified and a \$25 returned check fee will be charged. Repayment of a returned check must be made with secure funds (cash, cashier's check or money order).

### **REFUND POLICY**

**Right to cancel:** all funds paid will be returned if the student is rejected for enrollment. The student has the right to cancel the enrollment agreement and obtain the refund of charges paid through attendance at the first class session, or the seventh day after enrolment, whichever is later.

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Cancellation shall occur when you give written notice of cancellation at the institution's address. You can do this by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given two notices of cancellation forms for your use if you decide to cancel, however, you can use any written notice that you may wish. You do not cancel the contract by just not attending classes.

**Withdrawal:** After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student. If the student has received federal financial aid program funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds.

A registration fee of \$75.00 is a non-refundable item. Equipment and textbooks issued and received by student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee, equipment, and textbooks received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See "Return of Title IV Funds Policy" section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdraw date is on the students notification or school's determination.

You can withdraw by sending the notice in writing or in person. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the midnight of the seventh day following the first class you have attended, the school will remit a refund per the policy stated above. Official withdrawal date is on the student's notification or school's determination. Students requesting a withdrawal from school must complete a financial aid exit interview.

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.

The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.

If you are absent for three consecutive weeks and are not on an approved leave of absence, you will be deemed a withdrawal even though you have indicated that you were not withdrawing.

The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

**Return of Title IV:** Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

**Refunds:** If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but no later than 45 days from the determination of

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withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG. This order would apply in accordance to the aid programs available at the institution. The student is entitled to a refund of moneys not paid from financial aid programs funds.

### **STUDENT RECORDS / RIGHT OF PRIVACY**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under ERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

**Review and Correction.** A student has the right to inspect and review his/her educational records within 45 days of the day the College receives a request for access. Students should submit to the school office written requests that identify the record(s) they wish to inspect. The College official will arrange for access and notify the student of the time and place where the records may be inspected. A student has the right to request the amendment of his/her educational records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**Disclosure of Educational Records.** Information defined as Directory Information may be released without a student's consent. The College defines Directory Information to include:

- A. Name
- B. Address
- C. Phone Number
- D. Email address
- E. Birthday and month
- F. Enrollment Status
- G. Date of Graduation
- H. Degrees and Honors Received
- I. Photos
- J. Major Field of Study
- K. Dates of Attendance
- L. Participation in officially recognized activities and sports
- M. Most Recent School Attended

A student may opt out of Directory Information disclosure by submitting a written request to the College within 80 days of the student's start of classes. The student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission from the student in order to release any personally identifiable information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- A. School officials, including teachers, with legitimate educational interest, as defined;
- B. Authorized representatives with a legitimate educational interest, as defined;
- C. Other schools to which a student is transferring or has already transferred;
- D. Specified officials for audit or evaluation purposes;
- E. Appropriate parties in connection with financial aid to a student;
- F. Organizations conducting certain studies for or on behalf of the school;
- G. Accrediting organizations;
- H. To comply with a judicial order or lawfully issued subpoena;
- I. Appropriate officials in cases of health and safety emergencies; and



#### J. State and local authorities, within a juvenile justice system, pursuant to specific State law

It is possible, under limited circumstances, that your record could be disclosed by one of the parties listed above, to another authorized representative with a legitimate educational interest. For example, your record may be provided to the US Department of Education for audit purposes, and the Department could share that record with the Office of Inspector General.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Complaints must be filed within 180 days of the alleged violation and specify the violation with enough detail to identify the referenced violation. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, Department of Education, Independence Avenue, SW, Washington, DC 20202-4605

The College will maintain a log of all written FERPA record requests including the records disclosed and the interest of the parties who requested the records.

### **RETENTION OF STUDENT RECORDS**

CES COLLEGE maintains a file for each student. Active students' files are kept at the main campus. Files for students who are no longer enrolled are kept at the main campus or the storage facility. Hard copies of the files are kept for 5 years. Academic transcripts are maintained indefinitely. Transcripts are released only after receipt of a signed, written request from the student.

CES College shall maintain, for each student granted a certificate, permanent records of all of the following:

- (1) The degree or certificate granted and the date on which that degree or certificate was granted.
- (2) The courses and units on which the certificate or degree was based.
- (3) The grades earned by the student in each of those courses.

### **COMPLETION AND PLACEMENT RATES**

CES COLLEGE complies with the Student Right to Know Act and annually reports the completion and placement rates. This information is available from the admissions staff as well as from the School Performance Fact Sheet posted on the school website and given each applicant.

### **CAMPUS SECURITY AND CRIME AWARENESS**

CES COLLEGE strives to provide its students and employees with a secure and safe environment. The campus is equipped with alarm systems to prevent unauthorized entry. In the event a crime is committed during business hours, the incident should be reported to Administration. In the event a crime is committed after hours, the incident should be reported to the police and Administration as soon as is possible. CES COLLEGE encourages all students and employees to report criminal incidents or other emergencies that occur on the campus directly to the school personnel. It is important that school personnel are aware of any such problems on College campuses. Students are responsible for their own security and safety both on and off campus and must be considerate of the security and safety of others. Students and employees should refer to the school director when reporting or seeking help on criminal incidents for the purpose of making timely warning reports and the annual statistical disclosure. All voluntary reports from victims and/or witnesses will be kept confidential. Please note that in case of any emergency that requires immediate attention a student/employee should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911). Health and Safety plan provides information about procedures for handling various incidents and is available to students and personnel.

The College has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any College activities.

Only students, employees and other parties having business with CES College should be on institutional property. Those not enrolled or employed by CES College must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. When the school closes for the night, the school's employee will inspect the hallways and rooms to see that they are empty, then set the alarms, and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

**Sex Offense:** In accordance with the "Campus Sex Crimes Prevention Act" of 2000, CES COLLEGE is providing this link to the California State Sex Offender Registry. All sex offenders are required to register in the State of California and to provide notice of each institution of higher education in California at which the person is employed, carries a vocation, or is a student. <http://meganslaw.ca.gov/>

In addition to the above notice to the State of California, all sex offenders are required to deliver written notice of their status as a sex offender to the Student Services department no later than three (3) business days prior to his or her enrollment in the College. Such notification may be disseminated by the College to, and for the safety and well-being of, the CES COLLEGE community, and may be considered by the College for enrollment and discipline purposes. Sexual assault is unlawful and may subject those who engage in it to civil and criminal penalties. Employees and students who engage in sexual assault will also be subject to applicable disciplinary action. Sexual assault is generally defined as attempted or actual unwanted sexual activity. Sexual assaults generally fall into one of two categories: forcible and non-forcible offenses. A forcible sex offense is "any sexual act directed against another person forcibly and/or against that person's will, or not forcibly or against a person's will where the victim is incapable of giving consent." These sex offenses include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling. Non-forcible sex offenses are acts of "unlawful, non-forcible sexual intercourse," and include incest and statutory rape. A student or employee charged with sexual assault can be prosecuted under California criminal statute and/or disciplined by the College. As a victim, an individual has the right to file criminal charges with local law enforcement authorities and, upon request, is entitled to assistance from the school in notifying the local law enforcement authorities. An individual has the right to file a complaint with the school and have the sexual assault complaint investigated.

### **STATISTICAL INFORMATION**

CES COLLEGE complies with the Campus Crime and Security Act of 1990 and issues the required campus crime and security report annually. As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, CES COLLEGE has established policies regarding campus security. CES COLLEGE is required to report crimes such as murder, aggravated assault, rape, burglary, robbery, and motor vehicle theft to local authorities. CES COLLEGE is responsible for reporting the number of arrests for the following crimes on campus: liquor law violations, drug abuse violations, and weapons possessions. A copy of this report is available to students, employees, and prospective students and employees upon request.

### **DRUG AND ALCOHOL ABUSE POLICY**

CES does not tolerate any use of non-prescription drugs and/or controlled substances, and fully complies with the Drug-Free Schools and Communities Act of the United States Congress. CES also forbids the possession, distribution, sale or consumption of alcoholic beverages while on school premises. The School reserves the right to immediately dismiss any student or employee who uses alcohol, non-prescribed drugs and/or controlled substances while on school premises, or a student or an employee who comes to school while under the influence of any of the above. Students or employees in violation of state, federal, or other local regulations with respect to illegal drugs or alcohol may be subject to both criminal prosecution and school disciplinary action. In case of underage drinking, CES College will notify the appropriate law authorities.

CES College reserves the right to pass on information regarding possession, use and/or distribution of illegal drugs and drug paraphernalia to local, state, and federal authorities as required. Federal legislation mandates that individuals cannot receive federal aid if they have been convicted of the possession/sale of illegal drugs for an offense that occurred while they were receiving federal student aid.

CES College does not permit alcoholic beverages at school-sponsored events on or off campus. All members of the CES College are responsible for abiding by this policy and the enforcement thereof. Unbecoming behavior or any conduct violation committed by a student or a staff member under the influence of alcohol is not acceptable. Alcohol abuse is considered any use of alcohol, which leads to medical consequences or inappropriate behavior.

CES College has a zero tolerance policy for the use of illegal drugs, drug paraphernalia, and substance abuse of any type. Therefore, any substance, legal or otherwise, that is used for the intention of intoxication/impairment, or misused regardless of intent, and is deemed harmful or potentially harmful to self or others, will be considered

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substance abuse. All employees and students are responsible for compliance with this policy as a condition of continued employment or enrolment. Violations will be subject to discipline, up to and including immediate termination of employment or enrollment.

CES College reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees, students and visitors may be asked to cooperate in inspections of their persons, work/study areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to disciplinary action, up to and including termination.

In an effort to comply with Drug-Free Schools and Campuses Regulations, a biennial review will be conducted by CES College.

The penalties for drug offenses can be quite severe. The charges are based upon quantity, intent to sell or distribute, and various other factors, such as evidence of sales activity (i.e., large amounts of money, packaging, etc.), and whether or not drugs are in the individual's possession. The seriousness and ultimate punishment for drug offenses generally is dependent on the classification of the drug, the quantity of the drug, and what is deemed as the intended purpose of the possession (i.e., for personal use or for sale). The unauthorized or unlawful possession, use or distribution of illicit drugs or alcohol may subject the individual to discipline, termination, dismissal, arrest, or citation under applicable criminal laws of the United States, the State of California, or local municipalities. Any student or employee who is convicted of the unlawful possession, use of, distribution of illicit drugs or alcohol is subject to criminal penalties under local, state and federal law.

### **Drug Testing**

Clinical facilities require the school to follow drug-screening requirements, including unannounced testing, prior to working with patients. Test results are confidential, and results are on a pass/fail basis. Students should be advised that CES College is governed by federal law in matters regarding the possession and use of controlled or illegal substances. As referenced in the Drug & Alcohol Abuse Policy outlined in this catalog, the possession or use of amphetamines, cocaine, marijuana, opiates, and phencyclidine are illegal under federal law.

The possession or use of marijuana is illegal under federal law, notwithstanding the provisions of the Compassionate Use Act (California Health & Safety Code 11362.5). A positive drug test result for metabolites of Marijuana may result in a student's dismissal from school.

Local, state, and federal laws provide for a variety of legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from the use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence.

**Federal Offenses:** *Title 21 U.S.C. Sections 841 and 844 to 845* state that it is unlawful to possess a controlled dangerous substance, including marijuana, cocaine, LSD, PCP, heroin, designer drugs, etc. If the substance is cocaine, or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from 5 to 20 years. For other illegal drugs, the penalty for simple possession is a fine of at least \$1000.00 and/or imprisonment up to 3 years. The penalties increase if the possession includes intent to manufacture, distribute, or dispense a controlled substance, especially if done near a public or private elementary, vocational, or secondary school or a public or private college or university. Additionally, any person who violates this law shall be liable for an amount up to \$10,000.00 in civil penalties.

In addition to Federal laws, the State of California has its own laws dealing with distribution, manufacturing, and possession of controlled substances.

The U.S. Code establishes, and authorizes the U.S. Attorney General to revise as needed, classifications of controlled substances. The drugs are each classified in one or more of five “schedules.” Schedule I, being comprised essentially of “street drugs” and Schedule V being comprised of drugs with a “low potential for abuse” when compared with drugs in Schedules I-IV. Examples of Schedule I drugs are heroin and marijuana. PCP, for example, is a Schedule II drug. Amphetamine is a Schedule III drug, while Barbitol is a Schedule IV drug. An example of a Schedule V drug would be a prescription medication with not more than 200 mg of codeine per 100 grams.

The penalties for a first offense conviction of violating the laws described in items (a) and (b) above are:

1. In the case of a Schedule I or II drug which is a narcotic drug, not more than fifteen (15) years in prison, a fine of not more than \$25,000, or both.
2. In the case of a Schedule I or II drug which is not a narcotic drug or in the case of a Schedule III drug, not more than five (5) years in prison, a fine of not more than \$15,000, or both.
3. In the case of a schedule IV drug, not more than three (3) years in prison, a fine of not more than \$10,000, or both.
4. In the case of a Schedule V drug, not more than one (1) year in prison, a fine of not more than \$5,000 or both.
5. Notwithstanding sub-paragraphs (1) through (4) above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one (1) year and/or a fine of not more than \$5,000.
6. Notwithstanding subparagraph (1) through (4) above, the manufacture, possession, or distribution, or intent to manufacture, possess, or distribute phencyclidine (PCP, “angel dust”) is punishable by up to ten (10) years in prison and/or a fine of not more than \$25,000.

### **Health Risks of Alcohol and Other Drugs**

CES College presents the following information in accordance with the understanding that informed individuals are better prepared to deal with the potential dangers that they may be exposed to.

*Alcohol* causes loss of concentration and judgment, slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

*Amphetamines* can cause rushed, careless behavior pushing beyond your physical capacity, leading to exhaustion; tolerance increases rapidly; causes physical and psychological dependence; withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition, and death.

*Cannabis* Causes permanent damage to lungs, reproductive organs and brain function; slows reflexes; increases forgetfulness; alters judgment of space and distance.

*Cocaine* Causes damage to respiratory and immune systems; induces malnutrition, seizures and loss of brain function. Some forms (such as “crack”) are highly addictive.

*Hallucinogens* (PCP, LSD, Ecstasy) Causes extreme distortions of what’s seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user’s children; overdose can cause psychosis, convulsions, coma, and death. Frequent use can cause permanent loss of mental function.

*Opiates* (heroin, morphine, opium, codeine) Tolerance increases rapidly; causes physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest, and death; leads to malnutrition, infection and hepatitis; sharing needles is a leading cause of the spread of HIV and Hepatitis; highly addictive.

*Sedatives* Tolerance increases rapidly; produces physical and psychological dependence; causes reduced reaction time, and confusion; overdoses can cause coma, respiratory arrest, convulsions, and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death.

### **Available Counseling, Treatment, Rehabilitation or Reentry Program**

CES College does not provide in-house alcohol and drug prevention programs; however, the school does refer employees and students in need to local counseling and treatment facilities within the campus’s jurisdiction. Students are also encouraged to contact the local Alcoholics Anonymous Organization <http://www.aa.org/>.

The following is a sampling of local area information and treatment resources. CES COLLEGE does not endorse any of the institutions referenced below.

Valley Community Clinic

6801 Coldwater Canyon Avenue, Suite 1-B, North Hollywood CA, 91605 (818) 763-1718x392

### **Tobacco Free and E-Cigarette Policy**

It is the policy of CES College to provide a safe learning and working environment for both students and employees. It is recognized that smoke from cigarettes, pipes and other cigars is hazardous to health. As well, it has been concluded by the FDA that E-cigarettes pose acute health risks and detectable levels of carcinogens and toxic chemicals. Smoking and the use of tobacco and e-cigarette products shall not be permitted on any CES College property, including all buildings and facilities, walkways, and building entrances. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose of their visit. Students and faculty must also abide by all clinical facility rules and regulations pertaining to smoking.

### **DRUG, ALCOHOL, and MEDICATION POLICY for Nursing Students**

Nurses are required to refrain from abusive use of substances both legal and illegal. The capability to sustain long periods of concentration to make decisions to assure maximum care and safety for patients is critical. A person under the influence of alcohol or consciousness-altering drugs could not meet the above criterion. Students cannot be present in class or in a clinical under the influence of illegal drugs or alcohol OR under the influence of over-the-counter or legally prescribed drugs that impair the student's ability to safely perform nursing functions. This can include opiates for pain, muscle relaxants, and even some cold medicines. This also includes medical marijuana. The following are prohibited while attending classroom and clinical experience:

- Possession, manufacturing, dispensing, use or sale of illegal substances or alcoholic beverages.
- Possession, manufacturing, dispensing, use or sale of paraphernalia, which are used to consume or make illegal drugs.
- Reporting to the classroom or clinical setting while under the influence of illegal substances or alcoholic beverages.
- Reporting to the classroom or clinical setting while under the influence of other drugs including prescription or over-the-counter drugs, when there is any possibility that such may impair the students ability to safely perform his/her duties and responsibilities, or may adversely affect his/her safety or that of patients or other students/faculty.

All students are subject to urine drug testing, both random and for cause (any behavior that causes a CES instructor to suspect impairment).

**Drug Screening Test.** The drug screening test can be done at any point of the program. Students may be subject to random drug testing by the school or per the discretion of the clinical agency at the clinical site. Once informed of a urine drug test, a student has one (1) hour to report to CES College in Burbank and submit a urine sample for drug testing. Refusal to submit a urine sample for drug testing will result in immediate termination from CES College. Students who are found impaired due to use of alcohol, illegal drugs, prescription medications, or any other chemical substance while in CES uniform, on CES College property or clinical sites may be immediately terminated.

**“FOR CAUSE” SCREENING:** At any time during classroom, lab or clinical, if a student is suspected of being under the influence of drugs or alcohol, the student can be required to be tested for drugs and/or alcohol. The student is responsible for the cost of the screening. If the clinical facility has the capability of doing the screen on site, the facility may use that service. If a student must be dismissed from the clinical facility during a clinical assignment to undergo testing and/or for inappropriate behavior due to possible drug or alcohol influence, the student will be responsible for providing contact information for someone to provide transportation for the student to be taken away from the site and, as necessary, to the testing agency. Failure by the student to comply with these policies is grounds for dismissal from the health science program in which the student is enrolled. A positive drug/alcohol test is ground for dismissal from the program. If the student feels that the positive result is in error,

he or she will be able to request a Medical Review through the testing agency and pay an additional fee for that service.

There might be circumstances in which students may need to take over the counter or prescribed medications that have the potential to impair their performance or personal behavior. Students are responsible for being aware of the effect these medications may have on performance and must notify the Program Director about the use of any medication. The following must be included in the report: medication he/she is taking; the doctor who prescribed the drug; the condition for which the drug is being taken; the dosage, and the duration that student will be taking the drug. Prescriptions and/or licenses for medications have to be valid during all time of use including but not limited to the time of testing. The Program Director will decide if the student can remain at clinical site and what restrictions, if any, are deemed necessary. Failure to do report will result in disciplinary action.

**FOOD AND DRINKS**

Eating or drinking is not allowed in the computer lab, skills lab and classroom unless otherwise specified. At the fieldwork site, eating or drinking is permitted only in approved areas per clinic policy.

**CELL PHONE/TEXT POLICY** To avoid disruption of classes, the use of cell phones is prohibited during class time. For non-emergencies, students should check their messages during class breaks and between classes.

**CLINICAL EXPERIENCE**

These are facilities currently used by CES College. Please keep in mind that clinical facilities can change based on the facilities’ availability and program needs.

Beverly Hospital	Montebello
Los Angeles Downtown Medical Center	Los Angeles
Mission Community Hospital	Panorama City
Montrose Healthcare center	Montrose
Olympia Hospital Medical Center	Los Angeles
Silverado Assisted Living	Calabasas
Totally Kids	Sun Valley
Leisure Glen Post Acute Center	Glendale
Walter Reed Middle School	North Hollywood

Students will be assigned to the various affiliating agencies for their clinical experience. Students are responsible for their own transportation to and from the affiliating agencies.

**CLINICAL FLEXIBILITY**

Students are expected to assume responsibility for and have flexibility in their schedules. If clinical facilities are not available during the assigned hours, the clinical schedule may have to be altered. Selected experiences may require student availability at other than regularly scheduled clinical times. Attendance may be required during morning, afternoon or evening shift. These experiences will be discussed as early as possible. It is the student's responsibility to make necessary arrangements so work schedules, transportation needs, family responsibilities, etc., do not conflict with clinical assignments.

**DRESS CODE**

Projecting a professional appearance is the responsibility of all students and faculty. Appearance reflects upon the individual, the LVN Program and CES COLLEGE. Students may be sent home and will be counted absent as per attendance policy for inappropriate hygiene or appearance.

Each student must wear full uniform. The uniform must be cleaned and ironed.

## UNIFORM:

- Top and pants (short or long-sleeved undershirts are allowed and must be WHITE with no visible logo or print). Full uniforms are to be worn and are not to be removed while at a clinical site.
- White socks and white closed-toe shoes without mesh or holes (shoes must be completely white)
- Picture identification name pin worn above the waist
- Watch with a second hand

Specific clinical instructors may require some or all of the following:

- Black-inked pens
- Pocket-sized notebook
- Black marker
- Stethoscope
- Scissors
- Penlight
- Manual Blood Pressure Cuff unit

**Bring your Skills Checklist to every clinical rotation, unless otherwise advised by the instructor.**

Many of the following rules are dictated by infection control policies, state and local regulations, and hospital and clinic policies. **They are NOT flexible.**

## HAIR

Hair must be of a naturally-possible color (no green, blue, pink, etc...) and be neatly groomed, off the shoulders and away from the face. Ponytails longer than shoulder length must be put into a bun. Hair barrettes should be of a color similar to the hair color. Ribbons, scarves, and ornate barrettes are not acceptable. If you have long hair, you should always carry an extra hair band, just in case.

## FACE

Cosmetics should be applied discreetly, to look natural. False eyelashes are NOT allowed. Male students are expected to arrive clean shaved every day. Beards and moustaches are to be well trimmed and groomed with a maximal beard length of ¼". Facial piercings must be discreet – no hoops, rings, or long bars.

## JEWELRY

Only the following may be worn: 1 simple band finger-ring, small stud earrings. No necklaces or bracelets.

## TATTOOS

Tattoos must be covered. Tattoos depicting violence, hatred, sex, or profanity, or tattoos that encourage such **MAY NEVER** be visible.

## FINGERNAILS

Nails must be clean and no longer than 1/8" beyond the fingertip. Only clear, nude, or pail pink nail polish is allowed. Acrylic and gel nails are NOT allowed.

## GENERAL HYGIENE

Good oral hygiene and personal cleanliness, free of odor are essential. Take at least one bath or shower daily. Use an effective deodorant. Do NOT wear perfume on duty.

**Any student arriving at clinical violating this dress code or missing necessary equipment will be sent home and marked absent for the day. Students, like nurses, cannot perform their duties without their nursing equipment.**

## DRESS CODE for theory days:

We expect students dress in a neat, clean, well groomed, professional manner. This means no tank tops, athletic-wear, see-through or tight clothes, bare midriffs, halter tops, short shorts or skirts, hats, hoodies, gang attire or inappropriate writing on clothes.

## CLINICAL ASSIGNMENTS

Students DO NOT have the option of refusing a clinical assignment, portion of a clinical assignment, or a patient. The only exception would be in the case of the patient being a family member or close friend, or past assault by

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the patient on the student. Students are obligated to provide care to patients as assigned. Students MAY NOT delegate care of their patient(s) to other students or hospital staff. Failing to provide necessary care as assigned will result in formal reprimand, and if patient safety was compromised, termination from the program.

### **MALPRACTICE INSURANCE**

All students are covered under CES College insurance WHEN the student is functioning within the scope of practice of a nursing student under the supervision of an instructor who is a Registered Nurse.

### **ANNUAL INFLUENZA VACCINE**

CES College advises all students to receive an annual influenza vaccine. Some clinical sites REQUIRE all employees, students, and volunteers to receive an annual influenza vaccine. Some clinical sites will allow unvaccinated staff and students onsite but require a mask be worn during clinical rotations. Specific requirements depend on each clinical site. If a student cannot participate in clinical because they have not received the current flu vaccine, they will need to make up any days missed until they receive the vaccine. Absences beyond two days can result in probation and termination.

### **INFECTION CONTROL / EXPOSURES**

Students will be provided education and training in the proper use of personal protective equipment (PPE) to prevent infection transmission. Students are expected to use appropriate PPE at all times during clinical rotations. Students should report any lapse in PPE use to their clinical instructor.

### **COMMUNICATION**

Any changes in name, email or mailing address and/or phone number must be reported in writing to the School office prior to the change or within 24 hours. Each student must make available a telephone number/email where she/he can be reached directly or by message. An e-mail address is required. Students will need to create a Remind account. We also encourage you to open a Facebook account as a lot of information is disseminated using social media.

### **TIME COMMITMENT**

The Vocational Nursing Program at CES College is intensive. Plan to spend 10 hours per week in class (theory) and 16 hours per week in clinical. You should expect to spend approximately 15 hours per week studying. **THIS COMES TO 40+ HOURS PER WEEK.**

You should look at your current lifestyle and see where you can cut back – you need to save time and money (so you can work less). It is possible to work fulltime while completing this program, but don't expect to have much free time. Warn your friends and family that your time will be scarce and you will be stressed in the coming year. Ask for their help and support.

### **TERMINATION/DISMISSAL**

CES College reserves the right to request at any time, the withdrawal or dismissal of any student whose health, conduct, excessive absences or academic records indicate that it would be inadvisable for that student to continue with the program.

The students may be given a warning, put on probation, or dismissed from the program due to, but not limited to the following:

- excessive absenteeism or tardiness;
- failure to follow CES COLLEGE policies and procedures
- failure to meet module progression requirements/achieve Satisfactory Academic Progress;
- failure to comply with probationary conditions;
- cheating;
- failure to meet financial obligations;
- possession of drugs, alcohol or weapons on school premises or in clinical settings or appearing under influence;
- positive drug test;
- behavior creating a safety hazard to other persons at the school or in clinical settings;
- disruptive behavior or failure to follow the rules;



- threatening or insulting CES staff members, other clients, patients, or clinical personnel;
- making derogatory remarks or any other determined infraction of conduct”
- Insubordination or failure to comply with hospital policies.
- unsafe nursing practice;
- unprofessional conduct;
- falsification of information on any form or record.

### **STUDENT TUITION RECOVERY FUND (STRF)**

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, 1747 N. Market Blvd. Suite 225 Sacramento California, 958334 P.O. Box 980818, West Sacramento, CA 95798-0818 Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: 916-574-8900, Fax:916-263-1896.

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."

## STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at CES College assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. Any student who is delinquent in a financial obligation to the school is subject to disciplinary action on this basis, including suspension or termination of enrollment.

## TUITION AND FEE SCHEDULE\*

### CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE \$27,879

#### Schedule of Total Charges for the VOCATIONAL NURSING program

Program Code	Clock Hours	Credit Hours	Registration	Tuition	Books/Suppl.	Unif.	Insur.	Graduation * Fee	Total Institutional Charges
VN	1560	72	\$150	\$26,700	\$512	\$50	\$27	\$440	<b>\$27,879</b>

All textbooks and training materials for the course will be supplied by the school for student use. Students must furnish their own incidental supplies such as pens, paper, notebooks, etc. \*Graduation fee includes license application fee and NCLEX-pn exam fee and will be refunded if the student cannot graduate.

The student will also need to pay the following out of pocket: Initial license fee \$220.00. Live scan Fee: Visit <https://oag.ca.gov/fingerprints/locations> to locate Live Scan sites. Fees vary, so please contact the Live Scan site directly for information.

CES College reserves the right to add or discontinue any course or program, or to make changes to policies, procedure, instructional staff, equipment, curriculum, tuition fees, schedules, or any published agreement, as conditions warrant. CES College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, or locations where deemed necessary.

## GRADING

Students are expected to have cumulative GPA of 75% or above for each module.

All assigned written work must be submitted on time. Adjustment of due date **MUST** be discussed with the faculty prior to the assignment due date.

The grading system for VN students is as follows:

90-100%	A	Excellent
80-89	B	Good
75-79%	C	Satisfactory
Below 75	F	Fail

Your classroom grade for each module will be calculated as follows:

Weekly tests:	40%
Quizzes:	10%
Final Exam:	25%
HESI Exam	25%
TOTAL	100%

Clinical evaluations are completed by the clinical instructor. A student must pass the clinical component.

## GRADUATION REQUIREMENTS

Diplomas are awarded to the students who meet all four requirements:

Complete all course work with a minimum grade of 75 percent (75%) in classroom theory

Receive a grade of pass (75% or better) in clinical

Have fulfilled all required hours (clinical and classroom) in the program.

Pass computer-based final exam and comprehensive final examinations. VN students must meet all graduation requirements, including pass the computer-based final examination within 200% of the planned program length.

All financial obligations must be met before diploma is issued.

## **MODULE PROGRESSION**

Students cannot progress to the next module until both theory and clinical requirements in a module have been successfully completed. Students must have an overall score of at least 75 percent AND pass final exams for theory component AND pass the clinical component in order to progress to the next module. Failure to achieve a minimum of 75% as a final module grade or to pass the final examination will result in “F” grade for the module. Final module exams are given at the end of each module. Students are allowed to remediate final exams two times during their enrollment at the school, including any modules a student is repeating, if the following conditions are met:

If this is the first time a student is failing a final, he/she are allowed to remediate the final. The student must receive a minimum of 75% on the remediation final and the final cumulative grade, including the grade received for the final make-up exam, should be 75% or above.

If this is the second time a student is failing a final, he/she will be allowed to make up the exam if the student’s average grade is 80% or above (including all tests and quizzes, first attempt final exam grade and first attempt HESI examination). The student must receive a minimum of 75% on the remediation final and the final cumulative grade, including the grade received for the final make-up exam, should be 75% or above.

If these conditions are not met, the student will not be allowed to retake the final exam and will be terminated from the program. If only one, classroom or clinical component, is not passed satisfactorily, the student may not continue on to the next Module in either classroom or clinical. In this case the student will need to retake the entire module, both classroom and clinical, with the following vocational nursing class based on space availability. The student will be provided an opportunity to repeat only one module at no cost. If a student fails a module for the second time, and is allowed to return to the program, the student will be responsible for all costs associated with repeating the module. Please refer to readmissions policy for more information. Absences must be made up before the end of the module in which they occurred. Students will not be allowed to progress to the next module with any outstanding absences. Students with unresolved absences might be terminated from the program and will need to apply for re-entry (see below). It is the student’s responsibility to keep records of their absences and schedule make ups on time.

## **TESTS/EXAMS**

Students who miss or fail an exam may not get more than 75% on the make-up exam. If a student does not make up missed tests/quizzes by the final examination, a grade of zero, 0 (for missed exams) or the earned grade (for failed exam) will be recorded. It is student’s responsibility to arrange for test make-up in a timely manner. Remediation activity needs to be completed before retaking the exam and submitted by the deadline as outlined by the instructor. A student who does not submit the assigned remediation activity cannot test that day. They can make up the missed test as per the makeup policy.

Module I: All failed tests can be made up.

Module II: Five tests can be made up.

Module III: Three tests can be made up.

Module IV: One test can be made.

## **COMPUTERIZED SPECIALTY EXAMS Modules 1-3**

Computerized specialty exams are given at the end of each module and constitute 25% of the grade. Required score: Module 1 – 850, Module 2-850, Module 3- 900. The percentile score will be used for the grade calculation. The overall grade must be 75% or above in order for the student to pass the module. Students who receive less than the required HESI score (850 or 900 as applicable) on the specialty exam must complete the remediation. Detailed diagnostic reports at the end of the exams provide the student with immediate results and opportunity for remediation. Students are required to provide proof of satisfactory remediation. The second exam will be scheduled and the remediation must be completed by the established deadline. The final score will be calculated in the grade. The students may proceed to the next Module if the overall score for the module is 75% or above.

Failure to achieve a minimum of 75% as a final module grade will result in “F” grade for the module. Students are allowed to take HESI Specialty exams twice. The highest score will be recorded.

If a student got more than the required score on the HESI exam and 75% or above on the final, he/she continues to the next module.

If a student got less than the required score on the HESI exam but more than 75% on the Final test, the student must complete the assigned remediation activities and repeat the HESI. The highest score will be recorded. If overall score, after including the highest grade for the HESI examination is below 75% - student enrollment will be terminated. If overall score, after including the highest grade for the HESI examination is above 75% - student will continue to the next module.

If a student got less than the required score on HESI exam and less than 75% on the Final test, the student will have complete the required remediation activity and remediate the HESI exam. The highest score will be recorded.

- If a student didn't fail any Final tests in prior Modules, including previous enrollments in CES College VN Program, the student will then remediate the Final exam.
  - if the Final test remediation score is less than 75% - student enrollment will be terminated
  - if the overall score, including both HESI exams and the remediated final exam, is below 75% - student enrollment will be terminated
  - if the Final test remediation score is 75% and the overall score is 75% or above, the student can proceed to the next Module.
- If a student failed any Final test in prior Modules, including prior enrollments in CES College VN Program – the student will complete the remediation activities and remediate HESI exam first. The highest score will be recorded.
- If the overall score, including the HESI score and the first attempt final, is below 80% – student enrollment will not be allowed to remediate the final and the enrollment will be terminated
- if the overall score is 80% or above – the student can retake the final test (up to the maximum of two times during the program, including any prior enrollments.) The student needs to pass the final exam and receive an overall score of 75% or above to continue to the next module.

If a student got more than the required score on the HESI and less than 75% on the Final test – the student can retake the HESI exam first. The highest score will be recorded.

- If a student didn't fail any Final tests in prior Modules, including previous enrollments in CES College VN Program, the student will then remediate the Final exam.
  - if the Final test remediation score is less than 75% - student enrollment will be terminated
  - if the overall score, including both HESI exams and the remediated final exam, is below 75% - student enrollment will be terminated
  - if the Final test remediation score is 75% and the overall score is 75% or above, the student can proceed to the next Module.
- If a student failed any Final test in prior Modules, including prior enrollments
  - If the overall score, including the highest HESI score and the first attempt final, is below 80% – student will not be allowed to remediate the final and the enrollment will be terminated
  - if the overall score is 80% or above – the student can retake the final test (up to the maximum of two times during the program, including any prior enrollments.) The student needs to pass the final exam and receive an overall score of 75% or above to continue to the next module.

*CES College reserves the right to substitute HESI specialty exam with a similar computerized test.*

### **HESI FINAL EXAM**

The goals of the HESI Final exam are to:

Assist the student with identifying strengths and weaknesses

Provide a student with a remediation plan

Evaluate student's attainment of the material covered during the program

A score of 900 or above on the final HESI Exam is required for successful completion of the program. The first exam is scheduled at least three weeks before the end of Module IV. The students who do not receive a minimum score of 900 must complete the assigned HESI remediation activities.

A student can take the second exam only if the remediation activities are completed. Students must be logged into their HESI Student Access account and the online test specific remediation content for the number of hours specified. Time spent on remediation content is monitored and students can break up the required remediation hours into multiple sessions. Please note, that due to technical requirements, the required hours are only logged on a computer (not on a cellphone).

Students who do not achieve a score of 900 or above on the second HESI Exit must complete an NCLEX-pn preparation course of their choice and at their own cost. Information about available courses can be obtained from the School Office. Student must provide certificate of completion to the Program Director before scheduling the third test.

The third test will be scheduled upon receipt of the certificate of completion from the NCLEX-pn preparation course. The third HESI Exit Exam will NOT be administered without written documentation of completion of an NCLEX-PN review course.

Students failing to achieve the required score after three attempts are not able to graduate from the program. If the student's overall score is above 75%, he/she will receive a grade of Incomplete for Module IV. They will be allowed two more attempts of the exit exam and have to complete them by the deadline. They will receive a grade for Module IV when a passing is achieved on the computerized exit examination and at that point will be able to complete the program and apply for NCLEX-pn examination. CES College reserves the right to substitute HESI Exit exam with a similar computerized test. The cost of the exam(s) is the responsibility of the student.

The student needs to pass the examination and graduate from the program within 200% of the scheduled length of the program. If a student does not complete the graduation requirements within the time frame, student will be withdrawn from the program.

If a student's overall score is below 75%, they will receive an "F" for the module and will have to repeat it or withdraw from the program.

If only one, classroom or clinical component, is not passed satisfactorily, the student may not graduate. In this case the student will need to retake the entire module, both classroom and clinical, with the following vocational nursing class based on space availability. The student will be provided an opportunity to repeat only one module at no cost. If a student is offered a space in the program but declines, then a student can apply for readmission with the next available group; the student will be responsible for all costs associated with repeating the module. If a student fails a module for the second time, and is allowed to return to the program, the student will be responsible for all costs associated with repeating the module.

*CES College reserves the right to substitute HESI Exit exam with a similar computerized test.*

### **COMPREHENSIVE FINAL EXAM**

A student must pass the final exam in order to graduate from the program. In case a student fails the final exam: If this is the first time a student is failing a final, he/she is allowed to remediate the final. The student must receive a minimum of 75% on the remediation final. The final cumulative grade, including the grade received for the final make-up exam, should be 75% or above.

If this is the second time a student is failing a final, he/she will be allowed to make up the exam if the student's average grade is 80% or above (including all tests and quizzes, first attempt final exam grade and HESI examination (two attempts, highest score recorded)). The student must receive a minimum of 75% on the

remediation final. The final cumulative grade, including the grade received for the final make-up exam, should be 75% or above.

If these conditions are not met, the student will not be allowed to retake the final exam and will be terminated from the program.

## **LICENSURE/CERTIFICATION REQUIREMENTS**

In order to work as a Vocational Nurse in California, you will be required to pass a licensing examination administered by National Council Licensure Examination (NCLEX-PN®). Completion of the Vocational Nursing program does not automatically enable a graduate to work. Be sure to carefully read these requirements and do further research if you have any concerns about your ability to achieve licensure. Discuss any concerns with your Admissions Advisor and Program Director. If you choose to pursue training despite the fact that you may not be able to achieve licensure, you must indicate that and sign a release to that effect. Licensure requirements for other states may vary. Students are responsible for obtaining the most recent application requirements for any state in which they intend to become employed.

The applicant must: • Be at least 17 years old; and • Graduate from an accredited high school or acceptable equivalent (furnish proof); and • Successfully complete a Board of Vocational Nurse and Psychiatric Technician (BVNPT) approved Vocational Nursing Program and • Complete and sign the "Application for Vocational Nurse Licensure" and the "Record of Conviction" form; and • Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. A License will not be issued until the board receives the background information from DOJ. • In order to be licensed in California, applicant must submit an application fee along with the required forms to the BVNPT (visit the BVNPT website for current fee schedule). One of these forms is called a "Record of Conviction." • Applicants will need to be fingerprinted for the Department of Justice and FBI to process the fingerprint card. Graduates must satisfy all requirements for certification at the time of Application.

Graduates who have prior felony convictions may be denied the opportunity to take professional licensing exams. Students are urged to contact the appropriate agencies for current requirements. The Board's Enforcement Unit occasionally receives telephone calls from students requesting that the Board review their criminal convictions prior to submitting an application for licensure. These students want the Board to pre-approve their eligibility as it relates to their criminal convictions so that they can determine if they should pursue licensure. Although students are encouraged to contact the Board for clarification of the licensure requirements, the Board cannot "pre-approve" their eligibility. The Board can only make an official determination of a person's eligibility for licensure as it relates to criminal convictions after an application for licensure is received by the Board and all requirements for initial licensure are met. The Board publishes three disciplinary brochures which contain frequently asked questions about the disciplinary process and convictions. The brochures are titled "Understanding the Disciplinary Process"; "Disciplinary Overview, Disciplinary Process, Frequently Asked Questions"; and "Disciplinary Overview, Convictions, Frequently Asked Questions." They are available on the Board's website at [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov). If students need clarification after reading the brochures, they may contact the Board's Enforcement Unit at (916) 263-7827.

Upon successful completion of all program hours and requirements, the student is eligible and competent to take the National Council Licensing Examination for Practical Nursing (NCLEX-PN®). The application can be submitted to the BVNPT after successfully completing all School requirements and meeting financial obligations.

## **CRIMINAL CONVICTIONS**

### **PATIENT SAFETY AND BACKGROUND CHECKS**

All students participating in clinical assignments are required by clinical facilities to:

- Complete a criminal background check **and**
- Be cleared by the clinical facility to participate in the clinical experience.

If the background check is not clear, the student will be responsible for obtaining documents showing rehabilitation and/or having the record corrected.

Students must receive a satisfactory clinical evaluation to pass the course and progress in the program. If a clinical agency refuses a student access to patients for any reason, the program will not be able to provide alternate clinical experience. That student must withdraw from the program or receive an F grade for the nursing course. If a student's background check (criminal record) does not satisfy the requirements of the agency, the program will not be able to provide alternate experiences and the student must withdraw from the program or receive an F grade.

### **CRIMINAL CONVICTIONS occurring during the program**

A student who is convicted of or receives deferred adjudication for any of the criminal offenses while enrolled in the program must report the conviction to the nursing department within three days of the conviction. The student will be referred to the Director of Nursing and suspended from the program until the student obtains clearance from the BVNPT stating the individual is eligible for initial licensure.

### **CRIMINAL CONVICTIONS AND LICENSURE**

The California Board of Vocational Nursing & Psychiatric Technicians protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners. Statutory authority for denial of licensure is set out in Business and Professions Code. The Board of Vocation Nursing and Psychiatric Technicians requires the applicant for licensure as a Vocational Nurse to disclose prior misdemeanor and felony convictions. The applicant must explain the circumstances of the conviction and provide documentation of rehabilitation. The Board considers the nature and severity of the offense, subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation in determining eligibility for licensure.

Additional questions may be directed to the BVNPT's Enforcement Unit at (916) 263-7827.

Do you have to report an arrest if you were not convicted? No. You only need to report an arrest if you were convicted.

Do you have to report traffic violations and/or automobile accidents? Yes, if a traffic ticket was issued and you were fined over \$500.

What happens if you can't obtain certified court documents and police reports on convictions? You must submit written proof from the court or police department specifying inability to locate the required documents. The Board verifies this and bases its decision on other substantial information (e.g., letters of recommendation, evidence of rehabilitation, etc.).

Do you have to report non-payment of child support? No. However, if your case is in the District Attorney's (DA) Office for non-payment, the DA notifies the Department of Consumer Affairs Family Support Unit. If you are deemed eligible for licensure, your license is issued on a temporary basis for 150 days. If at the end of that time period, you have not established a payment agreement with the DA's Office, your license is suspended.

Do you have to report a conviction that was expunged (i.e., conviction was stricken or deleted from official records)? Yes. Pursuant to Penal Code section 1203.4, you are required to report a conviction that was expunged. The law specifies that it does not relieve you from the obligation to disclose the conviction in response to any direct questions contained in any questionnaire or application for public office or for licensure by any state or local agency.

What happens if you fail to disclose all or part of your convictions? Failure to disclose all or part of your convictions may be grounds for denial or disciplinary action as you falsified information required on your application for licensure or renewal of licensure.

Do you have to report misdemeanors, felonies and/or convictions which you pled nolo contendere? Yes. Pursuant to Business and Professions Code, section 2878.6 (VN Practice Act) and section 4523 (PT Law), a plea or verdict of guilty or a conviction following a plea of nolo contendere is considered a conviction. Any conviction

substantially related to the qualifications, functions and duties of a licensee can be grounds for denial or discipline of a license.

Do you have to report convictions if you were under 18 years old and tried as an adult? Yes. If you were under 18 years of age, but were tried and convicted as an adult, you are required to disclose the conviction.

Do you have to report military convictions or dishonorable discharge? Yes. Any offense or violation during your military career must be reported to the Board on the Record of Conviction form.

How does the Board determine which violations are substantially related to the applicant's license? Pursuant to Title 16, California Code of Regulations, section 2521 (VN Regulations) and section 2578 (PT Regulations), a crime or act shall be considered to be substantially related to the qualifications, functions, or duties of a LVN or PT if to a substantial degree it evidences present or potential unfitness to perform the functions authorized by the license in a manner consistent with the public health, safety, or welfare. Such crimes or acts shall include but not be limited to those involving the following issues: • Procuring a license by fraud, misrepresentation, or mistake. • A conviction of practicing medicine without a license. • Violating or attempting to violate, directly or indirectly, or assisting in or abetting the violation of, or conspiring to violate any provision or term of the VN Practice Act or PT Law. PROGRAMS AND COURSES 125 • Aiding or assisting, or agreeing to aid or assist any person or persons, whether a licensed physician or not, in the performance of or arranging for a violation of any of the provisions of the Medical Board of California Practice Act. • Conviction of a crime involving fiscal dishonesty. • Any crime or act involving the sale, gift, administration, or furnishing of "narcotics or dangerous drugs or dangerous devices" as defined in the Pharmacy Practice Act, Section 4022.

How does the Board determine satisfactory rehabilitation of an applicant for licensure or licensee? Pursuant to Business and Professions Code sections 480 and 490, and Title 16 California Code of Regulations, sections 2522 and 2522.5 (VN Regulations) and sections 2579 and 2579.1 (PT Regulations), the Board utilizes the following general criteria to determine satisfactory rehabilitation: • The nature and severity of the act(s) or crime(s) under consideration. • Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration. • The time that has elapsed since commission of the act(s) or crime(s) under consideration. • The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed. • Evidence, if any, of rehabilitation.

What does the Board look for on the Department of Justice (DOJ) and/or Federal Bureau of Investigation (FBI) reports? The Board reviews the RAP sheets (i.e., criminal record reports) to ensure that the conviction history matches what you provided on your Record of Conviction form and to determine if the violation is related to the qualifications of a licensee. How can you get a copy of your RAP sheet (i.e., criminal record report)? You may request a copy of your RAP sheet from the Department of Justice (DOJ). DOJ requires you to complete a "Record Review Process" form, complete another fingerprint card and pay a fee for processing. To obtain more information on this process, you must contact DOJ directly.

How long does a conviction stay on your RAP sheet? The information contained on your RAP sheet is retained indefinitely. Therefore, you should always report all convictions. Failure to disclose all past convictions may result in disciplinary action.

Why doesn't the Board delineate the criteria for denial of a license? The Board looks at each application for licensure on a case-by-case basis. There are many factors which must be evaluated to determine a person's qualifications to practice.

Why do you have to take and pass the examination before a decision is made on your conviction history? The Board does not have any authority to deny your application for examination, only your application for licensure. Therefore, the Board can only make its official determination when you have successfully met all the requirements for initial licensure.

### **Occupations and Job Titles:**



Licensed practical and licensed vocational nurses  
Licensed Practical/Vocational Nurse  
Licensed Practical and Licensed Vocational Nurses

SOC Code 29-2061  
CIP Code 51.3901  
ONET Code- 29-2061.00

**Please talk to our Admissions Representatives for further information**

**Questions:** Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225 Sacramento California, 958334 P.O. Box 980818, West Sacramento, CA 95798-0818 Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: 916-574-8900, Fax:916-263-1896.

## **COVID RELATED-TEMPORARY POLICIES**

### **Program Modality:**

Due to the current COVID-19 outbreak, CES College has moved its theory and some of the clinical courses into a distance education modality. However, as soon as the COVID-19 circumstances change, students will be expected to return on campus to complete their program on-site in the regular learning modality as approved by the COE and outlined in the college catalog. As the situation evolves, CES College will continue to communicate to students the expected return date to their campus to complete their program on-site.

### **Clinical Training:**

California Board for Vocational Nursing and Psychiatric Technicians (BVNPT) requires that at least fifty (50) percent of skills training is provided in clinical settings.

CES College is doing everything possible to ensure that our students are able to graduate and are eligible to apply for the NCLEX-pn examination upon completion of the program.

In compliance with the BVNPT clinical requirements students have an option of

(a) doing the hybrid program of virtual clinics, clinical training conducted onsite at a health care facility, and the school skills lab as required by the BVNPT.

(b) delaying clinical training during the COVID-19 pandemic and consequently delaying graduation date by requesting a Leave of Absence. Return to the program subject to space availability. If there is no space in the program at the time of the desired return, graduation may be further delayed.

Clinical Sites: Currently only these sites are available for the clinical rotations:

Los Angeles Downtown Medical Center	Los Angeles
Mission Community Hospital	Panorama City
Olympia Hospital Medical Center	Los Angeles

### **Incomplete Grades**

An "incomplete" cannot be given as a final grade. At the end of a course, student's failure to complete the required class work, clinical hours, assignments and/or tests due to extenuating circumstance may result in an incomplete grade. Students may, with the appropriate approval, be granted a maximum extension of 180 calendar days (from the last scheduled class day) to complete any course work and/or clinical hours. Although the incomplete period could be as long as 180 calendar days, the course requirements must be made up and a final grade awarded as soon as possible. If the final grade results in a failing grade, the module must be repeated in its entirety.