



# Career Care Institute

## 2018 - 2020 Student Catalog

MEDICAL ASSISTING  
DENTAL ASSISTING  
LIMITED PERMIT X-RAY TECHNICIAN  
VOCATIONAL NURSING  
ASSOCIATE DEGREE IN NURSING

*Revised 06/2018, 08/2019*

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### *Career Care Institute*

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## FROM THE CEO

Greetings from Career Care Institute! On behalf of our faculty and staff, thank you for taking time to consider CCI.

Since Career Care Institute (CCI) was established in 1998 as a private institution, it has been our endeavor to meet the growing needs of the healthcare industry and our community. CCI became a corporation in 2001. Since then, the school has expanded to include two additional campuses in Ventura (2004) and Moreno Valley (2008). In addition, the school has seen employment growth as well as improved its course offerings and student services considerably to help meet the student's educational and employment needs.

In 2017 we relocated our Ventura campus to the city of Oxnard. The new facility is larger and offers more classrooms and labs to better serve our students. Our Lancaster - Main Campus also received approval from the California Board of Registered Nursing to offer the Associate Degree in Nursing program. We started our first cohort October 2017. We are looking forward to the continued growth that both these changes will bring to our institution.

We are keenly aware of the needs in the healthcare industry. We believe that providing students with the necessary tools to meet the demand of well trained and qualified professionals in the community is essential for the Institute's success. It would be our privilege to have you join us in our endeavor to provide our communities with committed healthcare professionals!

Sincerely,



Edmund S. Carrasco, Sr.  
Founder, CEO

## MISSION, VISION, AND VALUES

### *Our Mission*

Career Care Institute is dedicated in preparing students for a rewarding career through exceptional training and an outstanding experience.

### *Our Vision*

To be recognized in our community as a leader in career-oriented training.

### *Our Values*

We accomplish our mission by living our values, aiming to achieve the highest levels of:

- **Integrity:** Our personal and professional behavior is guided by honesty and ethical principles.
- **Service-oriented:** Through instruction and guidance, we serve the needs of our community, promote self-discipline and put others before ourselves.
- **Innovation:** We are continuously evaluating and ensuring content is relevant and engaging.
- **Passion:** Passionate to change the life of others.
- **Excellence:** Highest standards to help students beyond their expectations.

QUESTIONS	CATALOG REVIEW	COMPLAINTS
Any questions a student may have regarding this student catalog that have not been satisfactorily answered by the institution may be directed to: <b>Bureau for Private Postsecondary Education, P.O. Box 980818 West Sacramento, CA 95798-0818.</b> <a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a>	As a prospective student, you are encouraged to review this student 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.	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 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site <a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a> .

Although every effort has been made to assure the accuracy of the information in this student catalog, students and others who use this student catalog should note that laws, rules, and policies change from time to time and that these changes might alter the information contained in this publication.

# General Information

## HOURS OF OPERATION (All Campuses)

Office Hours:

8:00 AM to 6:00 PM Monday–Thursday

8:00 AM to 2:00PM or 4:30 PM Friday (hours vary by campus)

\*Office Hours may vary on School Holidays

## CAMPUS INFORMATION

### ***General Information (All Campuses)***

All classrooms are heated and air-conditioned and have ample space to accommodate all enrolled students. Each classroom is equipped with enough supportive materials to enrich and broaden the student's knowledge and training in their respective fields of study. Facilities are spacious, clean, and simulate the professional environment in which students will eventually work. The facilities and equipment utilized by CCI fully comply with federal, state, and local ordinances and regulations, including those requirements pertaining to the fire safety, building safety, and health.

### ***Lancaster Campus (Main Campus)***

Career Care Institute's main office is located at 43770 15th Street West, Suite # 115, Lancaster, CA 93534. Our Main Office, Student Breakroom, and Computer Lab are located on the first floor of the two-story building. The classrooms, laboratories, clinical rooms, and library are on the first and the second floors. The campus is within easy access from the 14 Freeway.

### ***Oxnard Campus (Branch Campus)***

The Oxnard Campus is located at 2051 North Solar Drive, Suite 100, Oxnard, CA 93036. The campus is within easy access from the 101 Freeway. It is a two-story building with the Main Office and Computer Lab located on the 1st floor and the classrooms, laboratories, clinical rooms, and Student Breakroom located on the second floor.

### ***Moreno Valley Campus (Branch Campus)***

The Moreno Valley Campus is located at 22500 Town Circle, Suite 2205, Moreno Valley, CA 92553. Our Main Office is located on the 2nd floor of the two-story mall to the right of JC Penney. The campus is conveniently located inside the mall with access to all the necessary amenities the mall has to offer. Additionally, the campus is within easy access from the 60 freeway.

## ACCREDITATION AND APPROVALS

Career Care Institute is accredited by the **Commission of the Council on Occupational Education (COE)**. COE is an accrediting agency recognized by the U.S. Department of Education. Additionally, Career Care

Institute is institutionally accredited to offer the following non-degree programs:

- ***Medical Assisting*** (All Campuses)
- ***Dental Assisting*** (Lancaster and Oxnard)
- ***Limited Permit X-Ray Technician*** (All Campuses)
- ***Vocational Nursing*** (All Campuses)

Career Care Institute has approval from appropriate State agencies to provide training in the following:

- ***Dental Radiation Safety***, approved by the Dental Board of California. (Lancaster and Oxnard)
- ***Coronal Polishing***, approved by the Dental Board of California. (Lancaster and Oxnard)
- ***Vocational Nursing Program***, approved by the Board of Vocational Nursing and Psychiatric Technicians. (All Campuses)
- ***Limited Permit X-Ray Technician Program***, approved by the California Department of Public Health, Radiologic Health Branch. (All Campuses)
- ***Associate Degree in Nursing Program***, approved by the Board of Registered Nursing. (Lancaster)

Career Care Institute has approval from the U.S. Department of Education to offer Title IV Federal Student Financial Aid, and offers financial aid for the Medical Assisting, Dental Assisting, Vocational Nursing, and Limited Permit X-Ray Technician programs. (See [Education Financing](#) for more information.)

### ***Accreditation and Approval Contact Information:***

U.S. DOE (United States Department of Education)  
400 Maryland Ave., SW  
Washington, D.C. 20202  
Phone: (800) 872-5327  
[www.ed.gov](http://www.ed.gov)

COE (Council on Occupational Education)  
Address: 7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
Phone: (800) 917-2081/ (770) 396-3898  
Fax: (770) 396-3790  
[www.council.org](http://www.council.org)

Type of Accreditation: Institutional  
Degree type: Non-degree

BPPE (Bureau for Private Postsecondary Education)  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Phone (916) 574-7720 or Toll Free (888) 370-7589  
Fax (916) 574-8646

[www.bppe.ca.gov](http://www.bppe.ca.gov)

Type of Approval: License to Operate - Institutional approval (Lancaster Campus)

Degree type: Non-degree

**California BRN (Board of Registered Nursing)**

P.O. Box 944210

Sacramento, CA 94244-2100

Phone: (916)322-3350

Fax: (916)574-7699

<http://www.rn.ca.gov/>

**BVNPT (Board of Vocational Nursing and Psychiatric Technicians)**

2535 Capitol Oaks Drive, Suite 205

Sacramento, CA

Phone: (916) 263-7843

Fax: (916) 263-7859

[www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)

Programmatic Approval for the Vocational Nursing Program

**DCA (Dental Board of California)**

2005 Evergreen Street, Suite 1550

Sacramento, CA 95815

Phone: (916) 263-2300

Fax: (916) 263-2140

[www.dbc.ca.gov](http://www.dbc.ca.gov)

**CDPH (California Department of Public Health)**

Radiologic Health Branch, MS 7610

P.O. Box 997414

Sacramento, CA 95899-7414

Phone: (916) 327-5106

[www.cdph.ca.gov](http://www.cdph.ca.gov)

Programmatic approval for the Limited Permit X-Ray Technician Program.

**ASRT (American Society of Radiologic Technologist)**

15000 Central Ave. SE

Albuquerque, NM 87123-3909

Phone: (505) 298-4500

Type of Approval: Continuing Education Units

## COURSE OFFERINGS BY CAMPUS

### ***Lancaster: Main Campus***

Career Care Institute's Main Campus has received license to operate in the State of California from the BPPE, based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

The Lancaster Campus offers the following programs:

- Medical Assisting
- Dental Assisting
- Limited Permit X-Ray Technician
- Vocational Nursing
- Associate Degree in Nursing

The Lancaster Campus has approval from appropriate State agencies to provide training in the following:

- The Dental Assisting Courses, Radiation Safety, 8-hour Infection Control, and Coronal Polish are approved by the Dental Board of California.
- The Limited Permit X-Ray Technician Program is approved by the California Department of Public Health, Radiological Health Branch.
- The Vocational Nursing program is approved by the Board of Vocational Nursing and Psychiatric Technicians.
- The Associate Degree in Nursing program is approved by the Board of Registered Nursing.

### ***Oxnard: Branch Campus***

Career Care Institute's Oxnard campus has received license to operate in the State of California from the BPPE, based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

The Oxnard Campus offers the following programs:

- Medical Assisting
- Dental Assisting
- Limited Permit X-Ray Technician
- Vocational Nursing

The Oxnard Campus has approval from appropriate State agencies to provide training in the following:

- The Dental Assisting Courses, Radiation Safety, 8-hour Infection Control, and Coronal Polish are approved by the Dental Board of California.
- The Limited Permit X-Ray Technician Program is approved by the California Department of Public Health, Radiological Health Branch.
- The Vocational Nursing program is approved by the Board of Vocational Nursing and Psychiatric Technicians.

### ***Moreno Valley: Branch Campus***

Career Care Institute's Moreno Valley campus has received license to operate in the State of California from the BPPE, based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is

effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

The Moreno Valley Campus offers the following programs:

- Medical Assisting
- Vocational Nursing
- Limited Permit X-Ray Technician

The Moreno Valley Campus has approval from appropriate State agencies to provide training in following:

- Vocational Nursing, approved by the Board of Vocational Nursing and Psychiatric Technicians.
- The Limited Permit X-Ray Technician Program is approved by the California Department of Public Health, Radiological Health Branch.

### GENERAL ADMISSION REQUIREMENTS

Career Care Institute is open to individuals who possess a sincere desire to learn. As such, we encourage all prospective students to review our admissions requirements prior to enrollment to determine enrollment eligibility.

- All applicants will have a personal interview with an Admissions Representative.
- All applicants must have a tour of the school campus.
- All applicants will be required to pass an entrance exam. Please refer to admissions requirements per program for passing scores.
- All applicants must have a high school diploma (from an approved institution), GED, or its equivalent. The Admissions Representative may refer applicants that have not attained a high school diploma, GED, or its equivalent to an agency where they may obtain one. (\*\*)
- A valid ID and social security card is also required.
- Students must submit a tuberculin-screening test prior to first day of class. Students may be given no more than a one-week extension beyond their first day of class by the Campus Director.
- All applicants enrolled in any of our programs must have all financial obligations completed before class begins. A nonrefundable registration fee is due upon enrollment.
- Re-entry students must follow the Re-Entry Process prior to starting class and complete a new enrollment agreement.

- All students must undergo school orientation.
- See Admission Requirements by program:

- [Medical Assisting](#)
- [Dental Assisting](#)
- [Limited Permit X-Ray Technician](#)
- [Vocational Nursing](#)

\*\*Students MUST produce a High School diploma (from an approved institution) or its equivalent prior to their first day of class. Students may be given no more than a one-week extension beyond their first day of class by the Campus Director. Consideration will only be given to students who demonstrate extenuating circumstances. Students who fail to produce their high school diploma (from an approved institution) or its equivalent within the timeframe required will be denied admission into the program. *The school reserves the right to deny admission to prospective students if the provisions above are not properly completed and met.*

### ADA/SECTION 504-DISABILITY ACT

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act prohibits discrimination on the basis of disability in programs or activities that receive Federal financial assistance from the U.S. Department of Education.

Career Care Institute complies with the ADA and Section 504 of the Disability Act. The ADA/Section 504 Coordinator can be contacted by submitting a written request to the Campus Director.

#### ***ADA/Section 504-Disability Act Coordinator:***

43770 15<sup>th</sup> St. West, Suite 115  
Lancaster, CA 93534  
Phone: (661) 942-6204

Gloria Almanza  
2051 North Solar Drive, Suite 100  
Oxnard, CA 93036  
Phone: (805) 477-0660

Alexandria Cervantes  
22500 Town Circle Drive, Suite 2205  
Moreno Valley, CA 92553  
Phone: (951)214-6446

### ABILITY-TO-BENEFIT (ATB) TESTING

CCI does not admit new ATB students. Students who have previously taken the ATB test at CCI and have

earned at least 225 hours in a program CCI offered prior to July 1, 2012, may be eligible to attend CCI's Medical Assisting and Dental Assisting programs.

### ENGLISH AS A SECOND LANGUAGE (ESL)

Career Care Institute does not offer training in English as a Second Language.

### NON-DISCRIMINATORY POLICY

Career Care Institute is an equal opportunity institution providing an educational and working environment free from discrimination for students and employees. The Institute does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, religion, disability, or age in its programs and activities. The Institute applies its policy consistently and uniformly. The Campus Director may be contacted with any inquiries or complaints regarding the Non-Discrimination Policy.

### RIGHT TO REFUSE OR CANCEL SERVICE

Career Care Institute reserves the right to refuse or cancel service for violating financial agreements, violation of student conduct policies, failure to maintain satisfactory attendance, failure to maintain satisfactory academic progress.

### CLASS SIZE

#### *Lancaster*

The lecture class is 40 students in the Vocational Nursing Program. A typical class size for other programs is approximately 25 students. Instruction is in residence with facility occupancy level accommodating 180 or more students.

#### *Oxnard*

The lecture class size is 30-40 students in the Vocational Nursing Program. A typical class size for other programs is approximately 25 students. Instruction is in residence with facility occupancy level accommodating 180 or more students.

#### *Moreno Valley*

The lecture class size is 30 students in the Vocational Nursing Program. A typical class size for other programs is approximately 20. Instruction is in residence with facility occupancy level accommodating 65 or more students.

### HOUSING

#### *Lancaster*

Career Care Institute does not offer housing assistance or dormitories facilities, and it is not responsible to find or assist students in finding housing. Students can find housing at approximately 0.2 miles from campus. A one-bedroom apartment starts out at approximately \$1,100 per month.

#### *Oxnard*

Career Care Institute does not offer housing assistance or dormitories facilities, and it is not responsible to find or assist students in finding housing. Students can find housing at approximately 2 miles from campus. The rate for a one-bedroom apartment starts out at \$1250 per month.

#### *Moreno Valley*

Career Care Institute does not offer housing assistance or dormitories facilities, and it is not responsible to find or assist students in finding housing. Students can find housing at approximately 1.5 miles from campus. A one-bedroom apartment starts at the rate of \$1,200 per month.

### CAMPUS SECURITY & SAFETY

Career Care Institute takes the safety of all students and staff very seriously. CCI provides campus security for all campuses. Students, staff, and faculty are encouraged to contact the Campus Security Officer by going to Student Services in the event any emergencies or conflicts arise during school hours. Students who feel threatened must contact law enforcement immediately and file a police report. Medical and other serious emergencies need to be reported by dialing 911 and then informing the Campus Security Officer.

The Campus Security Officer is responsible for ensuring the safety of all students, CCI personnel, and visitors who visit the campus. As such, students are expected to assist in creating a safe and conducive learning environment for each other by adhering to CCI's conduct policy and reporting in a timely manner any incidents (i.e. accidents, spills, fights, illegal activity, anything which may adversely affect the student's educational experience). Any student complaints or incidents received will be followed up and investigated by CCI staff. During the course of its investigation, CCI has the right to suspend any student at its own discretion to protect student safety.

The Campus Security Officer provides some of the following services to all CCI personnel and students:

courtesy escort to transportation (if necessary and upon request). The Campus Security Officer will enforce student conduct policies and will inform Student Services and Campus Director if policies are violated; the Campus Security Officer may assist in facilitating school emergency and safety drills in order to further ensure a prepared and safe learning environment.

If you witness a crime or were a victim of one while on campus, you may visit the Student Services Office anytime during school hours to fill out an incident report. CCI personnel will be happy to assist you. The Campus Security Officer will assist if necessary.

### ***Guests of Students Visiting the Campus***

In an ongoing effort to further ensure students and CCI personnel safety, Campus Security must be able to identify every person visiting the campus.

Students who invite their friends and/or family on to the campus for classroom educational purposes (e.g. classroom lab assignments) must first visit the Student Services Office, or Campus Security to sign-in and obtain a "Visitor's Pass". Student's guests, who do not visit the Student Services Office or Campus Security and obtain a visitor pass, may be asked to leave. The student is primarily responsible for ensuring their guests obtain a visitor's pass. Students may be given a written warning or be referred to the Campus Director (for continued infractions) by security for failing to obtain a visitor's pass for their guests.

### ***Campus Security Office Locations***

**Lancaster** – You can contact our Campus Security Officer by going to the Student Services Office.

**Oxnard** – You can contact our Campus Security Officer by going to the Student Services Office.

**Moreno Valley** – Campus Security Officer is provided by Mall Security, Mall Public and Safety Office, and the Moreno Valley Mall Police department.

### ***Reporting Incidents and Crime Statistics***

Whether you are a victim or a witness, you have the responsibility to report crime. If a crime occurs on or around campus, report it immediately to the police.

Crimes in progress and crimes that have just occurred should be reported by dialing 9-1-1 from any phone. Whenever possible, the actual victim or witness of the crime should call directly. First-hand information is always more accurate and complete. If someone merely gives you the information and leaves, please include this information. In emergency situations a phone is available at the administrative offices of the school.

When calling to report a crime or incident, please be ready to give information such as: a brief description of the occurrence, when and where the incident occurred, weapons the suspect(s) carried, where and when the suspect(s) was last seen, description of the suspect(s) (including gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars) and any other relevant information.

In addition to the importance of reporting, timely information assists in developing information and warnings for the campus. Many crimes can be prevented. You can prevent crime by being alert and aware of your surroundings at all times.

Please visit our website for a full downloadable copy of our Crime Disclosures and Campus Safety and Security Report at <http://ccicolleges.edu/general-disclosures/>

### ***Notification of Crime Statistic Reporting***

The school compiles crime statistics and inspects campus grounds to identify and address future security and safety needs. These statistics are kept and regularly updated by the administration. CCI reports crime statistics on October 1<sup>st</sup> of every year to students and faculty via school memo as required by the U.S. Department of Education. Updated CCI Crime Statistic information is made available on our website at <http://ccicolleges.edu/general-disclosures/> (PDF file is available for download), in student break rooms and/or by requesting a copy from the Student Services Office. Students and faculty will be notified via school memo or school publication when updated Crime Statistic reports are made available.

### **EMERGENCIES**

An emergency is a condition, situation, or event that presents an immediate and definite risk of bodily harm to students, faculty, and staff. Examples of emergencies include but are not limited to unforeseen circumstances, earthquakes, fire, hazardous incidents, or any other natural disaster within school grounds. In the case of an emergency, students are to remain calm. A determination must be made by Administration and Faculty as to the nature of the emergency. In the case of an immediate and definite risk of bodily harm (i.e. fire) the instructor is to evacuate the class from the school building.

Once the class is in a safe area the Campus Security Officer, Administration, and Faculty will work with the Campus Director or Office Manager to determine the nature of the emergency. The Campus Director or Office Manager will make a determination of what action to take and whether to dismiss the class.

### ***Temporary Class Postponements and Early Dismissals***

The school reserves the right to close during emergencies. Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program. The calendar day length of the programs may be extended to accommodate longer postponements.

Students will not be marked absent for appropriate early dismissal resultant from an emergency condition. Instructors, generally, are not permitted to dismiss classes early without reasonable knowledge that an emergency situation may exist. To maintain the integrity and the quality of education at CCI, instructors may not arbitrarily and freely dismiss classes early.

### **TITLE IX COORDINATOR**

The Title IX Coordinator is available to aid students, faculty and staff with assistance when needed to file complaints of violation of Title IX provisions which protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Institutions are prohibited from retaliating against any complainant. Anonymity is maintained to protect the identity of the student, faculty, and staff.

Career Care Institute complies with Title IX provisions. Students, faculty and staff can seek assistance with Title IX concerns by writing to the office of the Title IX Coordinator.

#### ***Title IX Coordinator:***

Ms. Evelyn Orellana, Title IX Coordinator  
43770 15<sup>th</sup> St. West, Suite 115  
Lancaster, CA 93534  
Phone: 661-942-6204

### **STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF)**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education (BPPE). You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.

4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.

5. An inability to collect on a judgment against the institution for a violation of the Act.

Additionally, you must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- You are not a California resident
- Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

For further information regarding this STRF fund, you may contact the following:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833.

### **STATEMENT REGARDING BANKRUPTCY**

Career Care Institute has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

## MEDIA RESOURCES & REQUIREMENTS

Students have access to a number of electronic study resources and may be required to complete assignments using a computer with Internet connection.

Career Care Institute has a computer lab at each campus that is available for student's use during the posted hours. Students are not required to have a computer and Internet access at home, but due to the amount of work required in some programs, it is recommended for some students to obtain computer and Internet access at home.

Each program has different requirements that students should review prior to enrollment. Please review the requirements carefully.

### **Medical Assistant, Dental Assisting, and Limited Permit X-Ray Technician**

Students are required to have access to checking and sending emails daily. Access can be obtained through any electronic device that has access to the Internet. Assignments and lesson plans may be sent electronically.

### **Vocational Nursing & Associate Degree in Nursing**

All courses in the Vocational Nursing program require assignments to be submitted using Microsoft Office. Assignments created using other applications, such as Microsoft Works or WordPerfect are not acceptable. Macintosh files created using applications other than the MS Office suite must be converted to Word or the assignment will not be accepted by the instructor.

### **ATI**

Career Care Institute has contracted with ATI® to provide additional support and assistance throughout the program for our students to prepare to take and successfully pass the NCLEX-PN® & NCLEX-RN® exams. We recommend that our VN & ADN students use ATI as a resource throughout the program.

For optimal testing experience, we recommend a wired network connection and the preferred browsers:

#### Windows:

- Windows XP, Vista, Windows 7, or Windows 8
- Mozilla Firefox, Internet Explorer 9 or higher

#### Mac:

- Mac OS X 10.5 (Leopard) or higher
- Mozilla Firefox (latest version)
- Safari 5 or higher

#### Other Software:

- Silverlight 4 or higher
- Adobe Acrobat Reader X or higher
- Adobe Flash Player 11 or higher

# Student Services

## STUDENT SERVICES OFFICE

The role of the Student Services Office is to help the students gain access to CCI services and to provide a forum to process special requests. Students seeking redress from CCI policies and procedures must do so in writing to the Student Services office.

### ***Student Services Department***

The Student Services Department provides assistance to the CCI student body through various campus support systems and services. Services to students include: completing student written requests, providing access services to disabled students, and providing for the needs of the student through the assistance of various CCI departments.

### ***Student Services Department Staff per Campus:***

#### ***Lancaster: Main Campus***

- Nicole MacFarlane, Student Services Director, Ext. 122
- Elizabeth Carrasco, Student Services Representative, Ext. 125
- Alexandra Leyton, Student Services Representative, Ext. 115
- Tasha Lane, Student Services Representative, Ext. 124
- Byanka Garcia, Student Services Registrar, Ext. 115

#### ***Oxnard: Branch Campus***

- Evelyn Mosley - Student Services Representative Ext. 308

#### ***Moreno Valley: Branch Campus***

- Alexandria Cervantes, Student Services Representative, Ext. 218
- Karla Ponce, Student Services Registrar, Ext. 201
- Natalie Gonzalez, Student Services Representative

### ***Educational Support***

CCI provides remedial services for all programs offered. This includes: one-on-one tutoring by appointment, Math and English remediation, theory remediation for each program, clinical/lab remediation for each program, access to CCI's library, and access to online learning resources.

### ***Student Guidance and Advising***

The staff at Career Care Institute is available to assist the student on issues which could have an adverse effect on their ability to successfully complete their course of study.

In some cases when Career Care Institute staff may not have the expertise to handle the issue the student may be referred to agencies specializing in that particular area. To help the student achieve their full personal development and make the best use of the instruction offered, the institution offers guidance and advice beginning at their first Admission's interview. All students can expect to receive continuing advice and guidance as needed from the faculty as well as the administrative staff. *Those experiencing academic difficulty are encouraged to inform their instructor, whom will work with the Program Director and/or the Dean of Academics to assist the student in achieving academic success.*

### ***Resource Center***

Career Care Institute has on-site resource centers located at each campus with learning resources consisting of books, handouts, virtual library, and videos. The purpose of these resources is to promote study habits with additional resource materials other than what it is presented in the classroom. Each student is encouraged to utilize the resource center.

Students may check out books, periodicals, and any other learning material available. In addition, students should be aware that CCI is located a short distance from the City of Lancaster, Moreno Valley, and Oxnard public libraries. The libraries are an enormous resource for students requiring additional or supplementary learning materials. Students are invited to visit the library and learn of materials and resources available to them.

### ***Computer Lab***

Career Care Institute has computer labs at each campus available for student use. Each lab is equipped with computers that enable students to use email, web browsers, Microsoft Office, a variety of software programs specific to each program, and more.

Students must be an active student or participating in the job placement program in order to access lab computers. Documents can be saved to student-acquired USB drives or documents can be attached to and sent via email. Students cannot save files onto computers in the computer labs. Any data saved on a lab computer will be deleted nightly or anytime the computer is restarted or turned off for any reason. Students must have their Student ID with them when using the computer lab. Children and visitors are not allowed in the computer lab at any time.

Computer Lab hours:

- ***Lancaster Campus:*** M-Th 8 AM – 9 PM and Friday's 8 AM – 2 PM. Schedule may vary on holidays or when campus is closed early. Exceptions will also occur when classes are in session in the computer lab.

- **Oxnard Campus:** M-Th 8 AM – 9 PM and Friday's 8 AM – 2 PM. Schedule may vary on holidays or when campus is closed early. Exceptions will also occur when classes are in session in the computer lab.
- **Moreno Valley Campus:** M-Th 8 AM – 9 PM and Friday's 8 AM – 2 PM. Schedule may vary on holidays or when campus is closed early. Exceptions will also occur when classes are in session in the computer lab.

### **Information Technology**

- **Email Services:** Each student at Career Care Institute receives an email account. You may use this email account anywhere you have Internet access on or off campus. Your email account not only serves as a tool for effectively communicating with CCI personnel, but it also provides access to important current and future school resources.
- **Internet Services:** Internet access is available in the computer labs and student break rooms. If you would like more information on Internet connectivity, please contact the Student Services office.

### **Financial Aid**

Career Care Institute's Financial Aid Office strives to heighten awareness of financial aid opportunities and to ensure availability of financial aid for students that without such assistance would be unable to pursue their educational goals. The Financial Aid office is here to assist students and graduates with any questions and concerns regarding Title IV grants and loans.

### **Disability Services**

CCI's policy provides reasonable accommodations to students meeting the criteria established by the Americans with Disabilities Act. The ADA defines an individual with a disability as a person who a) has a physical or mental impairment which substantially limits one or more of the person's major life activities, b) has documentation of such an impairment or c) is regarded as having such an impairment.

The Student Services/504 Coordinator is the primary institutional office responsible for the coordination of services for students with disabilities. Information and/or services are available to prospective and enrolled students, their parents and/or sponsors.

## **CAREER SERVICES**

Joining the work force is one of the most exciting and rewarding aspects of completing education. At Career

Care Institute, lifetime job placement assistance is offered and is easily accessible on campus to current students and graduates. Career Services offers assistance in mock interviews, creating a resume and cover letter, professional attire advice, locating job leads, application assistance, and career advisement to assist in obtaining and beginning a new career. Career Services will assist with faxing, printing, and technology needs. Appointments can be made, but walk-ins are also welcome.

### **Career Services Department Staff per Campus:**

#### **Lancaster: Main Campus**

Martha Hoang, Career Services Representative  
Ext. 105

#### **Oxnard: Branch Campus**

- Michelle Tucker, Career Services Representative  
Ext. 308

#### **Moreno Valley: Branch Campus**

- Tamara Gatlin, Career Services Representative  
Ext. 213

### **Job Placement Assistance Program**

A graduate may continue to utilize job placement assistance services indefinitely if they are cooperative with the Career Services office (e.g. providing current employment and contact information, job search activity information, etc.). CCI strongly recommends that all graduates hold current CPR or BLS certification, as most employers in the medical field require it. The submission of a resume to the Career Services Department before program completion is required from each student, a passing score of 75/100 allows the student file to continue toward completion. A graduate may sign a waiver of job placement assistance if they choose not to participate.

Job placement assistance includes: *assistance with resume writing, interviewing techniques, job search techniques and job referrals.* All graduates are encouraged to participate in the job placement assistance program.

### **Job Placement Assistance Disclaimer**

*Career Care Institute offers job placement assistance to all graduates at no additional cost. Although we cannot ethically make job placement promises or guarantees, the Career Services Office will attempt to place every graduate. Graduates are reminded that naturally more employment opportunities exist in metropolitan areas than in rural areas.*

## ACCESS TO STUDENT FILES AND INFORMATION

Students or a parent/guardian (if the student is a dependent minor) may have access to the student's files by contacting the Student Services office for an appointment with the Student Services Director/Representative. Records of attendance, financial and academic progress are maintained at the Main Campus.

No information regarding a student will be released without the prior written consent of the student or parent/guardian (if the student is a dependent minor) unless required to do so by a government agency. Student's transcripts and/or certificates will not be released if financial obligations are not met. Active students are eligible to receive an unofficial transcript at no cost. Student records are maintained for five years with the exception of student academic transcripts that are maintained indefinitely.

## CPR OR BLS TRAINING

CCI does not offer CPR or BLS training as a separate course. However, CCI does offer this course as part of each program. A CPR card is given upon completion. No credits are awarded for CPR training.

## TRANSFER OF CREDITS

### *Transferability of Credits Earned at CCI*

The transferability of credits you earn at Career Care Institute is at the discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in any of the programs offered by Career Care Institute is also at the discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is or is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting the institution to which you may seek to transfer after attending CCI to determine if your certificate/degree will transfer.

Career Care Institute has not entered into any credit transfer agreement with any college or university.

### *Transfer of Credit between Programs*

The Dental Assisting, Limited Permit X-Ray Technician, and Vocational Nursing programs are independent, and no transfer credits are available between programs.

Students who have successfully completed the Medical Assisting program at Career Care Institute or any other similarly accredited institution and have received a Certificate of Completion may choose to enroll in the LPXT program and receive credit for the Medical Assisting Basic Back Office course. Each student will be evaluated (e.g. official transcripts/Certificate of Completion and demonstrated lab skills) for eligibility and acceptance. Prospect students seeking to attain credit for Medical Assisting must meet with the Program Director and/or Dean of Academics for evaluation of eligibility.

Students who choose to change their program of study at CCI may do so. However, students who are on any disciplinary status (suspension and/or probation) will remain on such disciplinary status for the amount of time stated on their original disciplinary notice(s), or 30 days, whichever is longer. Additionally, the student's financial obligations must be satisfactory at time of program change.

### *Advanced Placement Policy/Experiential Learning*

Career Care Institute accepts credits from other similarly accredited institutions (for the VN, ADN and LPXT programs only). Prospective students that would like consideration for advanced placement (VN, ADN, and LPXT programs only) will be required to provide documentation such as official transcripts and course descriptions evidencing successful completion from an accredited institution recognized by the Department of Education. The documentation provided will be evaluated to determine the eligibility for advanced placement. Each prospect must meet with the Program Director and/or Dean of Academics for evaluation of eligibility.

### *VN Advanced Placement Policy*

According to Article 5, Section 2535 of the California Code of Regulations for Vocational Nursing Programs, Career Care Institute will grant transfer credit for related previous education courses completed within the last five years. Official transcripts of previous education must be submitted.

Courses include:

- Accredited vocational or practical nursing courses
- Accredited registered nursing courses
- Accredited psychiatric technician courses
- Armed services nursing courses
- Certified nurse assistant courses
- Other courses the school determines are equivalent to courses in the program

Students seeking credit granting will be tested for competency including an evaluation of basic clinical skills and testing of didactic knowledge through comprehensive level testing. If a student is found to be deficient in knowledge/skills, they may be denied credit for the courses they are requesting credit for.

Competency-based credit may be granted for knowledge and/or skills acquired through experience if education courses have been completed within the last five years. Official transcripts of previous education must be submitted. Credit will be determined by written and/or practical examinations by the Program Director.

#### **ADN Advanced Placement Policy**

According to the California Code of Regulations for Registered Nursing Programs, Career Care Institute (CCI) may grant transfer credit for related previously completed general education from an accredited college or university. Official transcripts of previous education and catalog course descriptions must be submitted for which transfer credit is being requested. Science courses (Anatomy, Physiology, and Microbiology) may be repeated only one time and earned within the previous five (5) years. An applicant repeatedly retaking a science course(s) will be considered deficient in the course(s) and therefore mandated to take the particular science course(s) offered by CCI. All courses being requested for transfer credit must have a minimum grade of 2.5 GPA in order to be considered.

Upon admission to the program, students with a Licensed Vocational Nursing License (LVN) and one (1) year of paid direct-patient contact experience as an LVN may be given credit for certain nursing courses (Nursing Fundamentals, Medical-Surgical Nursing I, Maternal-Newborn Nursing) by achieving at least a Level I proficiency on the Assessment Technology Institute (ATI) assessments in these content areas and achieve an advanced-beginner score on the evaluation of relevant skills. **A non-refundable charge of \$100 is required for the ATI test.** Testing will be done before the start of the Term when the course(s) are offered.

Students with relevant knowledge and/or skills acquired in a nursing assistant or vocational nursing program or the military in which licensure or certification did not occur, and who request to challenge a specific course may be given credit for the course being challenged if they achieve a level I proficiency on ATI exam and demonstrate competency in the designated skills in the laboratory setting. If a 75% score is not achieved and/or an advanced-beginner score on the relevant skills is not achieved, the student must complete the course (theory and clinical component) being challenged. The student

successful in both areas will receive the grade earned on the ATI proctor exam and will be exempt from that course. There is only one attempt to challenge the examination and skills in a given course.

**Career Care Institute does not offer credit for experiential learning.**

#### **STUDENT INQUIRIES AND REQUESTS**

To better assist students and to make sure students get their requests answered, students inquiring to confirm data from the Student Services Office (such as attendance, academic, externship hours, etc.) or who would like to request a conference with administrative staff, may do so by completing the *Student Inquiry/Request Form*. Should a student present an inquiry, in person or by phone, they will be instructed to complete a *Student Inquiry/Request Form*.

Students may receive a copy of this form by asking their instructor or by visiting the Student Services Office where the forms are available. The completed form may be submitted to the Student Services Office for a response. This form will ensure that student requests are addressed appropriately and in a timely manner. It will also provide a mechanism for follow-up of requests and monitoring of the staff responsiveness. Students who wish to have their requests or inquiries answered accurately and within a reasonable time frame are encouraged to use this form.

#### **STUDENT COMPLAINT AND GREIVANCE PROCEDURE**

Students with school-related concerns or complaints should review their Student Catalog to become familiar with the school policies before initiating a complaint. All students are required to follow the Complaint Resolution Process and work with the institution to arrive to an amicable resolution.

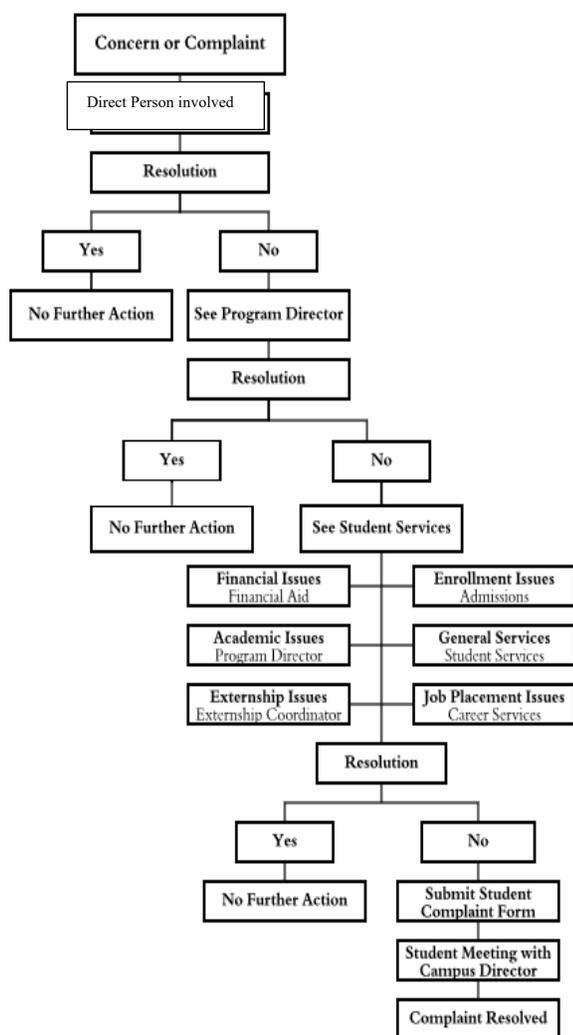
#### ***How to Address your Concerns and Complaints***

It is encouraged to seek resolution with the direct person involved first. If the attempt to resolve the concern or complaint through discussion with the direct person involved is unsuccessful, student is encouraged to schedule an appointment to meet and discuss the concern or complaint with the Program Director. If the matter is unresolved through the Program Director, the student should schedule an appointment to meet and discuss the complaint with the Student Services Director. If resolution is not met, the student is encouraged complete a Student Complaint Form.

For emergencies, or otherwise important educational issues that cannot wait to be addressed, the student may request to meet with the Student Services Director.

Student complaints and concerns are reviewed and addressed on an individual basis. A student ***may not*** represent one another or a group of students regarding a student complaint or concern. Each student must follow the appropriate steps to get assistance with their complaint or concern. **All student concerns and complaints are kept confidential.**

## COMPLAINT RESOLUTION PROCESS



### ***Submitting your Concerns/Complaints***

Written Concerns/Complaints must be submitted within 60 days of the alleged occurrence. You may request a Student Complaint Form from the Student Services Office and submit your complaint to the Student Services Director or Campus Director. The student should receive confirmation of receipt of the form or of the request for a conference within 7 working days. The Student Services Director will assist in facilitating final resolution of your complaint or concern. Should you need to have your concern or complaint reviewed and considered, please refer to the following contact information:

#### ***Lancaster Campus:***

43770 15th Street West, Suite 115  
Lancaster, CA 93534

#### ***President/CAO***

Evelyn Orellana  
(661) 942-6204, Ext. 248

#### ***Student Services Director***

Nicole MacFarlane  
(661) 942-6204 Ext: 122

#### ***Oxnard Campus:***

2051 North Solar Drive, Suite 100  
Oxnard, CA 93036

#### ***Branch Assistant Campus Director***

Gloria Almanza  
(805) 477-0660, Ext. 309

#### ***Student Services Staff***

(805) 477-0660, Ext. 300

#### ***Moreno Valley Campus:***

22500 Town Circle, Suite 2205  
Moreno Valley, CA 92553

#### ***Branch Assistant Campus Director***

Claudia Ortiz  
(951) 214-6446, Ext. 203

#### ***Student Services Staff***

(951) 214-6446, Ext. 201

This procedure is in place to bring a quick resolution to student's concerns and complaints, and to keep to a minimum any disruption to the student's training in

which the concern/complaint may present during the resolution process.

In accordance with the requirements issued by the U.S. Department of Education, any student who has followed the Student Complaint and Grievance Procedure and feels that their complaint or concern is unresolved may submit a complaint to our accreditation. Any student or member of the public may file a complaint about this institution with the Bureau for Private Post-Secondary Education by calling 888.370.7589 or by completing a

complaint form, which can be obtained on the Bureau's Internet web site at [www.bppe.ca.gov](http://www.bppe.ca.gov); or, to the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, or by telephone: 770-396-3898/ 800-917-2081.

# Institutional Policies

## STUDENT RESPONSIBILITIES

The CCI student is responsible for:

1. Being aware of and abiding by institutional and classroom rules and policies. Institutional policies are available in the Student Catalog. The student is responsible for and has agreed to comply with all rules and regulations of the Institute as set forth in the Student Catalog and program guidelines. Students are also responsible for revisions and/or addendums as provided by the Institute throughout their enrollment.
2. Completing out-of-class assignments. The assignments include, but are not limited to reading, projects, research assignments, ATI homework, presentations etc. A student can anticipate out-of-class activities that equal to two (2) hours for every one (1) hour of lecture.

3. Not participating in nor conducting acts of academic dishonesty (i.e., cheating, plagiarism, etc.) (See [Academic Honor Code.](#))
  4. Upholding the standards of academic performance established by each course in which they are enrolled.
  5. Learning the content and demonstrating the competencies of any course of study in which they are enrolled. Students are expected to dedicate a minimum of one (1) study hour per every hour of theory or lecture.
  6. Maintaining the standard of classroom, clinical, or externship conduct deemed appropriate by the institution.
  7. Complying with procedures regarding tardies, leaving early and absences as explained in the student catalog.
  8. Reviewing academic progress periodically for completeness and accuracy.
  9. Conducting themselves in an appropriate manner while on campus or while functioning as a representative of CCI at clinical or externship.
  10. Adhering to and complying with the problem resolution process or student complaint procedures.
  11. Keeping current with financial responsibilities. (See [Financial Information and Refund Policy](#))
  12. Checking your CCI issued e-mail on a regular basis.
- Student use of the copier, telephone, or other office equipment is prohibited.
  - Except for clear medical emergencies, the Student Services Office is not permitted to take telephone messages for students that are in class.
  - The break room will be emptied every night and any contents will be discarded.
  - Students should not obstruct the entrances to other offices or the common areas, including walkways, stairways, or building entrances by congregating.
  - Students are not allowed to have visitors or children on campus during school hours.
  - Students should also be considerate of other classes by keeping their noise levels at a professional tone.

### STUDENT CONDUCT POLICY

Students are expected to adhere to the highest of standards of conduct with school personnel, other students, clients, and the public. Students must obey the law (local, state, and federal), show respect for properly constituted authority, maintain integrity in scholastic activities, and observe adult standards of conduct. See also ([Student Responsibilities](#)).

Students that violate the Student Responsibilities will be subject to the Program Exclusion Policy.

### CLASSROOM POLICIES

- Abide by the [Student Responsibility Policy](#)
- Abide by the [Student Conduct Policy](#)
- Abide by the [Dress Code Policy](#)
- Abide by the [Sexual Harassment Policy](#)
- Food and drink items *are not allowed* in the classroom or laboratories. Chewing gum is not allowed.
- Mobile phones or smart watches *may not be used* during classroom sessions and must be silenced at all times.
- Students *may not* leave the regular classroom session to use phones. Exceptions will be in cases of emergency with permission of instructor.

Students that violate classroom policies will be subject to the Program Exclusion Policy which may lead to program termination.

### ADMINISTRATIVE OFFICE POLICIES

- All students are to enter the administrative office with a CCI employee escort or administrative authorization.

#### Extreme Conduct Violations:

Conduct that may result in immediate termination includes but is not limited to the following:

- Carrying a concealed or potentially dangerous weapon.
- Making threats to harm students, self, or the school
- Vandalism or destruction of school or campus property.
- Sexual Harassment misconduct.
- Shouting or yelling at an instructor, administrative staff or student; or any show of hostility towards an instructor, administrative staff or other student.
- Stealing school, patient/client or student property.
- Failure to abide by the rules and regulations of all clinical or externship sites.
- Entering the school premises while under the influence or effects of alcohol, drugs, or narcotics of any kind.
- Testing positive during any drug screening.
- Insubordination or refusing to follow the directions of administration or faculty.

- Reckless driving or speeding in the campus parking lot (e.g. over 5 miles per hour)
- Misuse or damage of campus property
- conduct that interferes with the normal operations of the school
- Disruptive or disorderly conduct, obscene actions and/or disrespect for the rights and privileges of others
- Misrepresenting the institution while in school uniform
- Causing patient, student, or staff endangerment
- Participating in, conducting, and/or encouraging any type of bullying

#### Other Conduct Violations:

Conduct that may result in receiving a Program Exclusion Notification includes but is not limited to the following:

- Failure to comply with the Program Exclusion Policy.
- Not wearing school uniform during school hours.
- Discussing explicit or inappropriate topics (i.e. sex, illegal drugs).
- Excessively loud music in the parking lot or on campus.
- Failure to sign Student Advisement Notice.
- Voicing inappropriate negative personal opinions about a student, instructor, or administrative staff on campus.
- Demeaning or sarcastic comments towards other students, faculty, or administrative staff.
- Profanity spoken on school grounds and/or clinical externship sites.
- Disorderly conduct, which interferes with the learning process of any other student, the classroom presentation by the instructor or the progress of the class in general.
- Soliciting support for a personal agenda on campus.
- Making false statements to faculty or staff of a material fact.

Under extreme circumstances the Instructor, Student Services, or Campus Director has the authority to dismiss the student from class until the Appeal Committee has had the opportunity to review the incident which led to the student's dismissal from class.

#### SCHOOL DRESS CODE POLICY

Career Care Institute policy requires that students maintain the dress code for each day of training. These requirements are similar to policies and practices in the healthcare industry. Following the dress code will help maintain a safe, clean and professional environment. Students that violate school dress code will be subject to disciplinary actions.

#### Personal Hygiene Requirements:

- You must maintain clean personal hygiene.
- You must bathe daily and use deodorant.
- Oral hygiene is to include brushing and flossing of teeth.
- Hair must be put up (off the shoulders) when in uniform, look neat and clean in appearance, and be free of ornamentation including ribbons, barrettes, beads, etc. Hair must be natural in appearance. No other colors will be allowed (red, blue, green, purple etc.)
- Only complimentary, conservative make-up should be worn. Heavy make-up including false eyelashes, eye lash extensions or bright eye shadow is inappropriate in the medical field and in-school training.
- Nails must be only fingertip length, as your hands must be kept clean for hygienic reasons.
- Acrylic nails, gel nail polish, and regular nail polish are not permitted.
- Male students must keep hair and facial hair trimmed and looking professional at all times. Facial hair must be kept clean-cut and no longer than half (1/2) an inch.
- Extreme personal presentation of any type (e.g. body piercing, hair style, etc.) is not allowed.
- Tattoos should be covered to the fullest extent possible. Tattoos that are offensive, suggestive, obscene, sexually explicit, vulgar, political, racial, or demonic must be covered with appropriate clothing. This list is not exclusive and at the discretion of the instructor or Administrative Staff.

#### CCI Uniform Requirements:

- You are required to wear a clean, school uniform while in school. The uniform consists of school scrub top, pants and badge issued by Career Care Institute. Lab Coats must be worn while participating in lab procedures per OSHA guidelines.
- The school uniform is required at all times whenever a student is on campus. Partial compliance with the dress code policy will not be

allowed at any time, whether the student is attending a scheduled class or not.

- Shoes must be white and leather or leather-like materials, with rubber soles. No sandals or opened-toed shoes. White socks or hosiery must be worn per OSHA guidelines.
- For all students, the only allowable undergarments that can be visible under your uniform top are white t-shirts or thermals. It may be long-sleeved.
- A white sweat-shirt or thermal with no marking, logos, or designs may be worn under the uniform for warmth. Hoodies are not permitted.
- CCI logo clothing may be worn on campus as part of the uniform.
- White CCI scrub tops and lab coats are designated clinical attire. Undergarments should not be visible below the hem of your uniform.

#### Accessories:

- Jewelry is not a part of the professional uniform, with the exception of a wedding ring and wristwatch.
- Earrings must be small studs, no hoops, and no more than one per ear.
- Nose rings, tongue rings, and other facial piercing must be removed while in class for safety and hygienic reasons. Ear spacers of any size are not allowed.
- Dermal piercings of any kind must be covered at all times.

Students not in compliance with the above dress code may be sent home. Students sent home will be marked absent for the day and will be subject to disciplinary actions (See also [Student Responsibilities](#)). Each program is further governed by the program guidelines.

### PERSONAL PROPERTY

All personal property including textbooks, tablets, cell phones, uniforms etc. purchased by the student are the sole responsibility of the student. The school does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name. The Institute is not responsible for theft or damage that occurs to vehicles parked in the parking lot. Vehicles should always be locked to avoid theft. Lost items that are returned will be kept in the Student Services Office for 30 days.

### ATTENDANCE POLICY

Career Care Institute believes that learning is comprehensive if the student attends all scheduled classes. It is expected that all students attend all scheduled classes and maintain satisfactory attendance at all times. **Satisfactory attendance** is determined when a student is present in class in his or her assigned classroom, and has no more than one absence per module/level. **Unsatisfactory attendance** occurs when a student receives more than **one** absence in a module/level.

#### **General Attendance Information (All Programs)**

Attendance is recorded **daily**. Students failing to maintain satisfactory attendance are subject to a warning, final warning, and/or Program Exclusion Notification. Just as would be required of employees at any workplace, it is the responsibility of the student to notify the school in advance (e.g. Student Services Office, Class Instructor) if he/she will be absent or late although calling in won't excuse you from being absent or late.

#### **Medical Assistant, Dental Assistant, and Limited Permit X-Ray Technician Attendance**

The Medical Assisting, Dental Assisting, and Limited Permit X-Ray Technician programs use a modular system, and attendance is monitored daily throughout each **module of study**. Students are scheduled to attend classes according to the clock hours defined for each course of study. A student who receives one absence within a module will be subject to a warning. A student who receives two absences within a module will be subject to a final warning. A student that receives three absences in a module will receive a Program Exclusion Notification (PEN). Program Exclusion Notifications may result in termination (See [Program Exclusion Policy](#)). All missed hours resultant from absences must be made up as described in the "[Attendance Make-Up Policy](#)".

1 absence in one module = Warning

2 absences in one module = Final Warning

3 absences in one module = Program Exclusion Notification

Eight (8) consecutive absences will result in immediate termination from the program.

#### **Vocational Nursing Attendance**

Vocational Nursing student attendance will be monitored closely each **level**. Attendance for Theory and Clinical will be monitored separately. The student is afforded two (2) absences in each category (Theory and Clinical) before a Program Exclusion Notification is issued on the third absence of Theory or Clinical.

Students will be subject for termination upon receipt of the second PEN for Theory Attendance or second PEN for Clinical Attendance (See [Program Exclusion Policy](#)). All missed hours resultant from absences must be made up as described in the [Attendance Make-Up Policy](#).

#### **Theory Absences**

- 1 absence = Warning
- 2 absences = Final Warning
- 3 absences = Program Exclusion Notification

#### **Clinical Absences**

- 1 absence = Warning
- 2 absences = Final Warning
- 3 absences = Program Exclusion Notification

Eight (8) consecutive absences will result in immediate termination from the program.

#### **Associate Degree in Nursing Attendance**

##### **Theory Attendance**

Faculty believes learning is comprehensive if the student attends all scheduled classes. It is expected that **all** students attend **all** scheduled theory classes and maintain satisfactory attendance and academic progress at all times. **Excessive absences or tardiness will negatively impact continuation in the program.**

Following a health alteration or diagnosed infectious disease that would prevent the student from safely attending theory, the student must submit verifiable documentation from primary health care provider allowing the student to return to class. A student who becomes pregnant during the program must have signed documentation from her health care provider that it is safe for her to continue in the program, including clinicals.

Under no circumstances will any children/dependents/significant others (regardless of age) be permitted in the theory classroom during class.

Students will be provided with a calendar for theory at the beginning of the course.

#### **Clinical Attendance and Tardiness**

Punctual attendance is required at all scheduled clinical experiences including, but not limited to:

- Clinical/Facility Setting
- Clinical Conference
- Skills Lab
- Simulation Lab
- Simulation or Competency Testing
- Field Trips

Faculty believes learning is comprehensive if the student attends all scheduled clinical rotations. It is expected that all students attend all scheduled clinical rotations and maintain satisfactory attendance and academic progress at all times. **Satisfactory attendance** is determined when a student is present at clinicals as scheduled, and has no more than three absences per term.

Attendance at scheduled assigned clinical experiences is essential to meeting course and program objectives. Students are scheduled to attend clinical rotations that may include week-end and evening timeframes. If a student is absent for whatever reason from a scheduled clinical experience, a clinical makeup will be scheduled.

Students are expected to be prompt in attendance for assigned clinical experiences. Failure to be prompt, or leaving early from scheduled assigned clinical experiences, may result in failure and dismissal from the program. Students will be provided with a clinical schedule at the beginning of the course.

#### **Tardiness and Early Departure**

Tardiness is a disruption of the learning environment for everyone and is highly discouraged. Students arriving more than 5 minutes late either at the start of class or upon returning from break will receive a tardy on their attendance record. Every three tardies will accumulate one additional absence on the student's attendance record. Students arriving 15 minutes late will be marked absent and may be allowed to stay in class upon the instructor's discretion but will still be marked as an absence on the attendance record.

Tardiness on quiz, test, or proctor exam days will not be permitted.

Students may not leave early. Students that leave early without authorization from their instructor are subject to disciplinary action. Instructor can allow a student to leave early in case of emergency but will mark the student absent for the day.

#### **Attendance Probation**

Students that accumulate three (3) absences or more in a module/level/term will be subjected to Appeal (See [Program Exclusion Policy](#)). After meeting with the Appeal Committee, if the school determines that the student is permitted to remain in the program, the student will be placed on attendance probation for a minimum of 30 days. Students are notified of probationary status by the Student Services Office through the issuance of a Plan of Action which includes the terms of the probation.

While on probation the student will be required to report to weekly scheduled appointments with the Student Services staff to discuss their progress. A student on attendance probation must maintain perfect attendance for the length of the probationary period. Students failing to maintain the terms of their Plan of Action will receive a Final Warning which may result in program termination.

### Extenuating Circumstances

An extenuating circumstance is a situation that prevents a student from attending regular scheduled class for a reason that is beyond their control; the student could not have planned for it, and it is a circumstance that will not likely be repeated. The following circumstances are considered extenuating:

1. Death of immediate family member. The following are considered immediate family members: parent, child, sibling, spouse, or grandparent.
2. Medical emergency of the student or immediate family member.
3. Military duty.
4. Unexpected and severe life conditions which require a brief period of adjustment (i.e. loss of housing, loss of employment).
5. Mandatory court appearances.

Absences due to an extenuating circumstance will be considered during the appeal hearing when valid documentation has been submitted. All absences must be made up per the Attendance Make-Up Policy. Program Exclusion Notifications due to the above stated extenuating circumstances may be requested to be reviewed for dismissal. The documentation will be reviewed by the Campus Director and if found valid, the Program Exclusion Notification may be voided. See [Program Exclusion Policy](#) for more information on Voided Program Exclusion Notifications.

### ATTENDANCE MAKE-UP POLICY (Certificate Programs)

To ensure students successfully complete their studies within the 150% timeframe, students are required to make up all absences. Student will have a total of 7 calendar days to make up any theory absences. Students who do not make up their absences within the required timeframe will receive a suspension which will incur an additional make-up day.

### MA, DA, and LPXT Programs Make-Up Days

All absences must be made up on the assigned make-up day with Instructor's approval.

### VN Program Theory Make-Up Days

1. Instructor creates an advisement which the student signs indicating the need to complete the theory hours missed. Student receives a Theory makeup packet or project from instructor.
2. Student must complete make-up packet/project to receive credit. Student may not use theory or clinical time to complete theory make up packet/project.
3. Student submits hand-written or typed make-up packet/project to instructor within one week.
4. The instructor reviews the packet/project for completeness and accuracy, and returns with remediation signature, final completed signature, and completed time card from student and instructor.
5. The Student Services Department Registrar will enter the missed hours.
6. Students have one week from the date of absence to complete and submit assignment.
7. If not submitted within the timeframe provided, a final warning will be issued requiring student to submit make-up packet/project within 24 hours of warning.
8. **If student fails to submit the make-up packet/project within 24 hours, a Program Exclusion Notification for conduct will be issued due to insubordination.**
9. The student is responsible to make up the theory hours before moving to the next level.

### VN Program Clinical Make-Up Days

In the event a student is absent or suspended on a clinical day, the student will be required to complete all missed clinical objectives on the first day back to clinicals. It is the responsibility of the student to notify the instructor which clinical objectives were missed during the absence(s). The student must also notify the assigned instructor prior to the start of the clinical shift, so that the instructor can assign the appropriate patients to ensure the objectives can be met. All clinical objectives must be complete prior to the start of clinical makeup week.

In the event a student is absent or suspended on a clinical day, the student will also be assigned a clinical make up day at the discretion of the school. Every attempt needs to be made to complete "make up clinical hours" prior to

Makeup week. If a student fails to attend the scheduled makeup day (s), the student is issued a Conduct PEN. All makeup hours must be completed prior to the start of the next Level. Clinical make-up week begins on Sunday and ends on Saturday. The student may be assigned any day of the week, any shift, and any facility. If the student believes there is a discrepancy in the number of days he or she is scheduled, the student must meet with Student Services for discussion. **Failure to attend the scheduled make-up day and failing to notify the appropriate staff if unable to attend will result in the issuance of a Program Exclusion Notification for Conduct.**

Holiday hours must be made up within the month the holiday occurred as scheduled by the Clinical Coordinator.

### (Degree Programs)

#### **ADN Program Student Responsibilities for Absence or Tardy**

1. It is the responsibility of the student to telephone in advance to inform the instructor via phone call, text message, voice mail on the faculty telephone if he/she will be absent or late.
2. If the instructor is not available, after leaving a message on the instructor's contact number, the student shall contact the Assistant Director. If the Assistant Director is unavailable, after leaving a message, the student shall email the Assistant Director.
3. Calling the instructor and clinical site does not necessarily excuse the student from being absent or late even though calling is expected.
4. Students may not leave the clinical unit early. Students who leave early without authorization from their instructor are subject to disciplinary action. The instructor may allow a student to leave early in case of an emergency but will mark the student absent for the day.
5. Any scheduled clinical experiences missed by the student will be considered a clinical absence. Clinical experiences include simulations, orientations, and field trips.
6. Leaving more than 15 minutes from the end of a clinical experience constitutes an absence.

7. Missing a simulation and/or pass-off is considered a clinical absence and the student advisement/Plan of Action process will be followed appropriately at the discretion of the Assistant Director, faculty, and/or Program Director.
8. Failure to complete the required clinical and simulation activities and/or competencies within any course will result in failure of that course.
9. All clinical absences will be noted on the clinical evaluation form.
10. Clinical tardiness is defined as arriving later than 5 minutes after the designated clinical start time or upon returning from break.
11. Tardy occurrences will be noted on the student's clinical performance evaluation and may impact successful completion of the clinical component of the course.
12. The third tardy occurrence will result in an additional absence on the student's evaluation.
13. A student arriving 15 minutes after the designated start time for any clinical experience will be marked absent and may be sent home at the discretion of the instructor and circumstances for being tardy.
14. Following a health alteration or diagnosed infectious disease that would prevent the student from performing his/her duties, the student must submit verifiable documentation from primary health care provider allowing the student to return to full duty without accommodation in the clinical unit.
15. A student not calling in to inform of an absence or tardy is "No Call, No Show." A student having two "No Call, No Show" events throughout the course may be dismissed from the program immediately. Students dismissed from the program may be eligible to apply for the Re-Entry process.
16. The student will receive a student advisement after the first "No Call, No Show" as forwarning with a plan of action (to call prior to an absence or tardy).
17. In the event an instructor must send a student off of the unit or simulation, including but not

limited to illness, inappropriate dress, inappropriate behavior, lack of prep for the clinical experience, lateness, or for compliance issues, the student will be marked absent for the day.

18. In the event a student has received a subpoena to appear in court, is selected for jury duty, is on leave due to bereavement or has required military service, the student will need to meet with the Director, Assistant Director or designee to discuss the situation at hand on an individual basis. The student must be able to provide a copy of the subpoena, court documents or military orders.
19. Clinical absences must be made up before the end of the term according to the student development plan.
20. Students persisting in absences and/or tardiness are subject to disciplinary action up to and including dismissal from the program. Students dismissed from the program may be eligible to apply for the Re-Entry process.

#### **ADN Program Clinical Make-up Days**

1. The instructor initiates a student advisement and in collaboration with the Clinical Coordinator schedules the make-up clinical rotation(s).
2. The clinical make-up rotation(s) must correspond with the clinical absence. (If an OB rotation is missed, the make-up rotation must be in OB).
3. Assignments and evaluation are to be completed per the syllabus or instructor.
4. If a student becomes pregnant or has an extended illness or injury (more than 2 days/absences), medical clearance is required from the student's primary health care provider prior to attending clinical assignments.

#### **LEAVE OF ABSENCE POLICY**

If an emergency situation arises and the student is unable to continue their education due to a medical condition, family tragedy, or military obligation, the school at its discretion may approve a leave of absence (LOA). The following criteria are required:

1. At least ten (10) business days prior to the expected LOA, the student needs to complete a "Leave of Absence Request Form". You may

obtain this form in the Student Services Office. Documentation validating the reason of the LOA must be submitted at the time of the request to the Student Services Representative.

2. A student cannot request a leave of absence until they have been in the class for at least 60 calendar days. Exceptions to this criteria may be approved by the Campus Director if an extenuating circumstance can be documented
3. The reason for the request must provide enough assurance that the student will be able to return at the end of the LOA.
4. Requests MUST receive approval prior to the requested "Leave" date. Academics, attendance, and financial records will be considered prior to approving the Leave of Absence.
5. The student's 150% timeframe of program completion will be reviewed by Administrative staff prior to approving the LOA. If LOA will exceed the timeframe the LOA will be denied, and student may be advised to withdrawal from the program and re-enter at a later time.
6. Once student has received written approval from Student Services that the Leave of Absence has been approved the student may begin leave.
7. The Program Director may require the student to complete some items prior to their LOA return date. The student will be advised of any deadlines.
8. The student must return to class on the scheduled LOA return date documented on the initial request. Failure to return on the scheduled date may result in program termination.

#### **Administrative Leave of Absence**

If there is an interruption in the student's schedule due to non-module/level availability for a period of at least four consecutive days and up to 90 days, the student will be placed on an Administrative Leave of Absence (ALOA). Extensions may be considered and must be approved by the Campus Director. The following qualify as valid circumstances:

1. Class consolidation
2. Change in the student's class sequence

The Leave of Absence request form must be filled out and the student must receive written approval from Student Services that the Leave of Absence has been approved before the student may begin leave.

#### **STUDENT AWARDS**

Awards for outstanding achievement are presented to deserving students based on performance and faculty

recommendations. Graduates find that these awards can be a great asset when seeking employment.

Awards and Recognitions include, but are not limited to:

- Academic Achievement
- Perfect Attendance
- Lamp Lighter Award (Mentor Recognition)
- Most Improved (Overall Academic Achievement)
- The Director's Award
- Valedictorian
- Salutatorian
- Student of the Month
- Student Mentor Award

## ACADEMIC POLICY

### *Academic Honor Code*

Career Care Institute acknowledges the importance of honest academic behavior. The objective of the Academic Honor Code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor and responsibility; and recognize the importance of being accountable for one's academic behavior.

An academic environment has expectations of both students and faculty. Academic honesty requires a shared commitment to the highest standards for learning.

Students have the responsibility to:

1. Be fully knowledgeable of the Academic Honor Code
2. Produce their own work
3. Encourage honesty among their fellow students

Faculty has the responsibility to:

1. Review classroom expectations of academic honesty
2. Inform the student directly about any charges of academic dishonesty
3. Refer students to the Program Director's Office in a consistently applied manner

**Acts of Academic Dishonesty Include:**

- Cheating: Intentionally using or attempting to use unauthorized materials, information or study aids; use of any unauthorized assistance, resources, materials or electronic devices in taking quizzes, tests or examinations and the acquisition of a test or other academic material belonging to Career Care Institute.

- Plagiarism: The reproduction of ideas, words or statements of another person as one's own without acknowledgement or use of an agency engaged in the selling of term papers or other academic materials.
- Unauthorized Collaboration: Intentionally sharing or working together in an academic exercise when such actions are not approved by the course instructor.
- Falsification and Fabrication: Intentional and unauthorized falsification or invention of any information or citation furnished to any college official, faculty member, or office.
- Facilitation of Academic Dishonesty: Permitting or attempting to help another to violate the academic honor code; alteration or sabotage of another student's work, such as tampering with laboratory experiments.

### *Academic Misconduct*

Plagiarism and cheating are serious educational offences. If a classmate asks you to cheat or participate in plagiarism, you are to notify your instructor immediately. Cheating, including plagiarism will result in an "F" grade for the assignment or test. You will be subject to the Program Exclusion Policy which may result in termination from the program. (See also, Academic Honor Code)

### *Academic Progress*

If the student's performance measurements are below the minimum, the student will be placed on academic remediation. If the student is unable to reach the minimum requirement the student will be subject to the Program Exclusion Policy which may result in termination.

The Veterans Affairs Office will be notified of VA qualifying students not meeting Student Academic Progress.

## TEST MAKE-UP POLICY

### *Medical Assistant, Dental Assisting, and Limited Permit X-Ray Technician*

Make-up/Re-take tests are permitted for the benefit of students. One of the objectives of CCI's policies is that students have a positive educational experience while here, which will in turn, spark students' desires to continue learning and adopt a lifestyle of ongoing educational activities. A student who may have been absent on the day of the test is permitted ONE make-up test per module. All make-up tests are administered only on Fridays between 9am – 2pm and supervised by an

appointed staff/faculty. Exceptions may be made if the student provides a written request that expresses an extenuating circumstance(s) that would otherwise prevent them from being there on the approved day (Friday).

Requests will be reviewed by the Program Director. The deadline for taking make-up tests is no later than the following Friday from the day the test was originally given (i.e. one week).

### ***Vocational Nursing Program***

In all levels, if a student misses a quiz, the student must take the quiz within the same week of the absence and or per instructor's schedule and will begin the quiz at a 10-point reduction (90%, or 45/50 questions).

If the student is absent on the day of a **final exam or midterm**, they may take the exam within the same week and will begin the exam at a 10-point reduction (90% questions).

If a student is aware of a need for an absence and provides appropriate and dated documentation about the absence prior to the test date, the student may make arrangements with the instructor to take the test prior to the date. The need for an absence must be an extenuating circumstance. Student will receive the grade they achieve.

### **VOCATIONAL NURSING GRADING POLICY**

All students are required to achieve a passing score of 75% or greater in each category in order to progress to the next level in Level 1 – 3 or subject in Level 4. A student scoring 74.9% and below will be issued a Program Exclusion Notice for Extreme Academic Failure and must repeat the level or repeat the subject if in Level 4. **Please refer to the VN Guidelines for more details regarding the grading policy.**

### **REMEDATION REQUIREMENTS**

A student who fails a quiz, midterm, or final will meet with instructor to identify a plan of action for remediation. At this time the instructor will provide a written plan of correction, improvement, or guidelines in a development plan with time frames for compliance. Students that do not adhere to the Remedial Development Plan may be subject to the Program Exclusion Policy. Students will be reevaluated for successful completion of remediation. Failure to meet Satisfactory Academic Progress will be subject to the

Program Exclusion Policy. For detailed information on Academic Remediation for the VN program please refer to the VN Guidelines.

### ***ADN PROGRAM***

In all courses, if a student misses a quiz due to extenuating circumstances, the student must take the quiz within the same week of the absence and or per instructor's schedule and will begin the quiz at a 10-point reduction (90%).

If the student is absent on the day of a **final exam or midterm**, they may take the exam within the same week and will begin the exam at a 10-point reduction (90%).

If a student is aware of a need for an absence and provides appropriate and dated documentation about the absence prior to the test date, the student may make arrangements with the instructor to take the test prior to the date. The need for an absence must be an extenuating circumstance. Student will receive the grade they achieve.

### **ADN PROGRAM GRADING POLICY**

All students are required to achieve a passing score of 75% or greater in each course in order to progress to the next term. A student scoring 74.9% and below will be issued a Program Exclusion Notice for Extreme Academic Failure and must repeat the course. **Please refer to the ADN Guidelines for more details regarding the grading policy.**

### **REMEDATION REQUIREMENTS**

A student who fails a quiz, midterm, or final will meet with instructor to identify a plan of action for remediation. At this time the instructor will provide a written plan of correction, improvement, or guidelines in a development plan with time frames for compliance. Students that do not adhere to the Remedial Development Plan may be subject to the Program Exclusion Policy. Students will be reevaluated for successful completion of remediation. Failure to meet Satisfactory Academic Progress will be subject to the Program Exclusion Policy. For detailed information on Academic Remediation for the ADN program please refer to the ADN Guidelines.

### **MA, DA GRADING RUBRIC**

Grades are computed as follows:

A+ = 97 – 100% B+ = 87 – 89.9% C+ = 76% – 79.9%  
A = 94 – 96.9% B = 83 – 86.9% C = 73% – 75.9%

A- = 90 – 93.9% B- = 80 – 82.9% C- = 70% – 72.9%  
69.9% or below = failure

### LPXT GRADING RUBRIC

Grades are computed as follows:

A+ = 97 – 100% B+ = 87 – 89.9% C+ = 77% – 79.9%  
A = 94 – 96.9% B = 83 – 86.9% 76.9% or below =  
A- = 90 – 93.9% B- = 80 – 82.9% failure

### VN GRADING RUBRIC

Grades are computed as follows:

A = 90 – 100%  
B = 80 – 89.9%  
C = 75 – 79%  
74.9% or below = failure

\*See VN Grading Policy for more details

### ADN GRADING RUBRIC

Grades are computed as follows:

A = 90 – 100%  
B = 80 – 89%  
C = 75 – 79%  
74.9% or below = failure

### CHALLENGING A GRADE POLICY

Test scores or grades may be challenged for accuracy, but the challenge must be initiated within 7 days of notice of the score or grade.

### INCOMPLETE, WITHDRAWALS & EXPIRATION OF CREDIT, AND FAILURE

#### *Incomplete*

Students that are approved for a Leave of Absence may receive an incomplete grade in their student record for the module/level. An incomplete grade will not count in the calculation of the overall grade point average. The student must make-up assignments and tests or may be required to repeat module/level in order to achieve a passing grade.

#### *Withdrawals*

Students who withdraw or cancel their enrollment will receive a notation of “W” indicating a withdrawal from a specific module/level. A grade of W (Withdrawal) will not be considered as a successfully completed grade and will not count in the calculation of the overall grade point average.

#### *Failure*

A grade of less than 70% for Medical Assistant and Dental Assistant, 77% for Limited Permit X-Ray Technician, 75% for Vocational Nursing or 75% for Associate Degree in Nursing programs will not be considered as a successfully completed grade. A student earning below the minimum requirement must repeat and satisfactorily pass the module/level coursework prior to his/her graduation.

### REPEAT POLICY

#### *Vocational Nursing*

If it is determined by the Institution that you are required to repeat any portion of your training, you must wait until the level is offered again within the program. Students that are repeating a level may be able to take an Administrative Leave of Absence to remain in good standing. You may qualify to repeat a maximum of **one level** per enrollment. Your 150% timeframe of program completion will be reviewed prior to approving the ALOA.

If you fail any level of your training and you are required to repeat, you will incur additional tuition costs for repeating the level failed in addition to the levels for which you have already been obligated to pay. You must see the Financial Aid department to discuss repeating costs.

#### *Medical Assisting, Dental Assisting, Limited Permit X-Ray Technician*

If it is determined by the Institution that you are required to repeat any portion of your training, you must wait until the module/course is offered again within the program. Students that are repeating a module/course will be required to fill out an Administrative Leave of Absence to remain in good standing. You may qualify to repeat a maximum of **two modules/courses** per enrollment; exceptions may be made for mitigating circumstances at the sole discretion of the Campus Director /Program Director and will be determined on an individual basis. Your 150% timeframe of program completion will be reviewed prior to approving the ALOA.

If you fail any module/course of your training and you are required to repeat, you will incur additional tuition costs for repeating that failed level in addition to the levels for which you have already been obligated to pay. You must see the Financial Aid department to discuss repeating costs.

#### *Associate Degree in Nursing*

The ADN program currently does not allow students to repeat a course within the same enrollment.

## RE-ENTRY POLICY

Former students seeking to re-enter into Career Care Institute must begin the Re-Entry Process at least **60 calendar days** prior to the projected start date.

The student must contact the Financial Aid Office and make an appointment to begin the re-entry process. The Program Director will state which level/module/term the student is eligible to return to and issue a Program Director Recommendation. The student will meet with Student Services to appeal. Student Services will create a Plan of Action based on feedback from the Program Director and other departments. The Plan of Action may include items that must be completed before the re-entry applicant may be accepted to re-enter into the program. Admissions will ensure that students have all required Admissions documents to begin class. When student has been approved to return, the student must meet with the Admissions Department and sign a new enrollment agreement.

Requests to re-enter will not guarantee that you will be accepted into the program. Students may not exceed two (2) enrollments into Career Care Institute. Exceptions may be made upon Campus Director's approval.

### *Associate Degree in Nursing*

Students may re-enter into the program *one* time. Student may not exceed two (2) enrollments into Career Care Institute.

## STUDENT SEXUAL HARASSMENT POLICY

Career Care Institute is committed to providing a school environment that ensures the equality, dignity, and respect of every student. In keeping with this commitment, CCI strictly prohibits discriminatory practices, including sexual harassment, and will not deny or limit the ability of any student to participate in, or benefit from, any CCI school program on the basis of sex. Sexual harassment whether verbal, physical, or environmental is unacceptable and will not be tolerated, whether it occurs on school grounds or at outside school-sponsored activities. This policy applies to all CCI's employees and students. All CCI employees have a duty to ensure that no student is subjected to sexual harassment and to help maintain a school environment free of such harassment. Students that violate the Sexual Harassment Policy will be subject to the Program Exclusion Policy which may result in termination.

- I. **Definition of Sexual Harassment:** Sexual harassment is unwelcome conduct of a sexual nature. Conduct is unwelcome if the student did not request or invite it and/or regarded the conduct as undesirable or offensive. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.
  - A. **Quid Pro Quo.** The type of harassment traditionally referred to as quid pro quo harassment occurs if a teacher or other employee conditions an educational decision or benefit on the student's submission to unwelcome sexual conduct. Whether the student resists and suffers the threatened harm or submits and avoids the threatened harm, the student has been treated differently, or the student's ability to participate in or benefit from the school's program has been denied or limited, on the basis of sex in violation of Title IX.
  - B. **Hostile Environment.** By contrast, sexual harassment can include actions that do not explicitly or implicitly condition a decision or benefit on submission to sexual conduct. Harassment of this type is generally referred to as hostile environment harassment. This type of harassing conduct requires a further assessment of whether or not the conduct is sufficiently serious to deny or limit a student's ability to participate in or benefit from the school's program based on sex.
  - C. **Retaliation.** Retaliation is another form of discrimination that occurs when an individual who files a complaint, or those who support the individual in filing the complaint or who are witnesses in the investigation, are treated negatively because of their participation in the complaint process. A retaliation claim can stand on its own, even if the underlying claim is unsubstantiated.
  - D. **Who Can Be Involved?** Teachers and other employees can engage in harassment. Students and third parties are not generally given responsibility over

other students and, thus, generally can only engage in hostile environment harassment. Harassment can be peer to peer, teacher (or employee) to student or third party to student, (e.g., where an independent contractor or member of the public engages in harassment on school grounds or at a school-sponsored event).

**II. Prohibited Conduct and Behavior:** Any conduct by an employee, student, or third party that can deny or limit the ability of another student (of the same or opposite sex) to participate in, or to receive the benefits, services, or opportunities of any CCI school program on the basis of sex is prohibited and will not be tolerated. This includes any circumstance where:

- An educational decision or benefit is conditioned on a student's submission to unwelcome sexual conduct;
- A student's submission to, or rejection of, unwelcome sexual conduct is used to deny the student the ability to participate in or benefit from any school program;
- The conduct has the purpose or effect of unreasonably interfering with, denying or limiting a student's ability to participate in or benefit from any school program;
- The conduct alters a student's educational environment to the degree that it adversely affects the student's ability to participate in or benefit from any school program whether or not that student is the target of the harassment;
- The sex-based conduct is sustained and nontrivial;
- There is a pattern and practice of sex-based harassment;
- A teacher, administrator or other person in a position of authority engages in sex-based harassment of a student; or
- One student or a group of students engages in sex-based harassment of another student or students.

In addition, the following behaviors are *strictly prohibited*:

- unwelcome sexual flirtations, advances or propositions;
- derogatory, vulgar, or graphic written or oral statements regarding one's sexuality, gender or sexual experience;

- unnecessary touching, patting, pinching or attention to an individual's body;
- physical assault;
- unwanted sexual compliments, innuendoes, suggestions or jokes; and
- Display of sexually suggestive pictures or objects.

### III. Sexual Harassment Training

Students and staff shall receive annual training on Sexual Harassment Policy. The training will also include information on when, how, where and to whom to report and grieve incidents of sexual harassment. Administration will keep a record of every training session.

### IV. Sexual Harassment Grievance Procedures

- A. **How to File a Complaint.** All complaints of suspected, observed, or experienced sexual harassment shall be reported and filed immediately with the Campus Director who serves as the Title IX Coordinator. A Complaint may be verbal or written and need not be on a particular form. Any teacher or employee of the school who either reasonably believes a student has been harassed based on sex or who receives a complaint or notice of harassment, must immediately report the alleged behavior or notice to the Title IX coordinator.
- B. **Initial Review of Allegations.** The Title IX Coordinator will discuss the alleged harassment with the complainant and the actions the complainant is seeking in response to the harassment within 2 school days of filed complaint. If a school employee has directly observed sexual harassment of a student, the Title IX Coordinator shall immediately contact the student who was harassed and explain that the school is responsible for taking steps to correct the harassment.
- C. **The Investigation.**
  1. **In General.** Every instance of sexual harassment of which the school has notice shall be promptly investigated by the Title IX Coordinator and may be reported to the local police department for independent investigation depending upon the nature, frequency, and severity of the alleged harassment. If deemed appropriate based on the circumstances,

the Title IX Coordinator may take interim measures during the investigation to protect the alleged victim of harassment including, but not limited to, segregating the alleged harasser from the alleged victim. Responsive measures will be designed to minimize, as much as possible, the burden on the alleged victim. The investigation will be grounded in reasonableness and the school will have flexibility to determine appropriate responses. In every instance, the Title IX Coordinator shall maintain on-going contact with the Complainant throughout the course of the investigation.

2. **Limited Confidentiality.** The Title IX Coordinator will make every effort to keep the investigation and the parties thereto, including witnesses, confidential, except as necessary to carry out the investigation.

3. **Factors for Consideration.** Factors that may be considered during the investigation include the following:

- *The degree to which the conduct affected one or more students' education.* A hostile environment can occur even if the harassment is not targeted specifically at the individual complainant. For example, if a student, group of students, or a teacher regularly directs sexual comments toward a particular student, a hostile environment may be created not only for the targeted student, but also for others who witness the conduct.
- *The type, frequency, and duration of the conduct.* The more severe the conduct, the less the need to show a repetitive series of incidents; this is particularly true if the harassment is physical. A single or isolated incident of sexual harassment may create a hostile environment.
- *The number of individuals involved.* Sexual harassment may be committed by an individual or a group.
- *The size of the school, location of the incidents, and context in which they occurred* Sexual harassment committed outside of the school premises but during

school hours will be treated in the same manner.

- *Incidents of gender-based, nonsexual harassment.* Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, which do not involve sexual activity or language, can be considered in combination with incidents of sexual harassment to determine if the incidents of harassment create a sexually hostile environment.

**D. Relevant Information for Investigation.** The Title IX Coordinator may collect and consider the following types of information:

- Statements by any witnesses to the alleged incident;
- Evidence about the relative credibility of the allegedly harassed student and the alleged harasser;
- Evidence that the alleged harasser has been found to have harassed others;
- Evidence that the allegedly harassed student has made false allegations against other individuals;
- Evidence of the allegedly harassed student's reaction or behavior after the alleged harassment;
- Evidence as to whether the student claiming harassment filed a complaint or took other action to protest the conduct soon after the alleged incident occurred; and
- Other contemporaneous evidence of the harassment (e.g., reporting conduct to parents, friends, etc.)

V. **Report and Communication of Finding and Recommendations to Parties.** Within 10 school days or as soon thereafter as practicable based on all of the facts and circumstances, the Title IX Coordinator will provide written notice of his/her findings to the complainant and accused harasser ("Parties"). The findings will include, but not be limited to, whether the allegations of sexual harassment were substantiated, and, if so, the disciplinary and remedial measures recommended to address and to rectify the substantiated sexual harassment claim.

If the Title IX Coordinator determines that the sexual harassment claim is substantiated, he/she

will recommend immediate action to end the harassment and prevent its recurrence. The recommended action will depend upon the degree of control the school has over the harasser and the nature, frequency and severity of the substantiated sexual harassment. In all instances, the Title IX Coordinator must follow-up and communicate with the Complainant at the conclusion of the investigation. The recommended action may be subject but not limited to a Program Exclusion Notification which may result in termination.

- If the harasser is another student or students, the Title IX Coordinator will recommend discipline commensurate with the substantiated violation, up to and including immediate termination.
- If the harasser is a third party over which the school has some control, such as an independent contractor working for the school, the Title IX Coordinator may recommend immediate termination of the relationship and steps to prohibit entry on school grounds or at school-sponsored activities.

**VI. Title IX Coordinator Implements Final Findings and Recommendation.** Final finding and recommendation will be implemented upon completion of the appeal and closure of the investigation.

**VII. Prohibition against Retaliation.** The school will not tolerate discrimination or retaliation against any student who files a good-faith sexual harassment complaint, even if the investigation produces insufficient evidence to support the complaint or if the allegations cannot be substantiated. Likewise, the school will not tolerate discrimination or retaliation against any individual who participates in the investigation of a sexual harassment complaint. Any perceived retaliation should be immediately reported to the Title IX Coordinator for investigation.

CCI will take all steps that are necessary to ensure strict enforcement of this Sexual Harassment Policy.

## DRUG POLICY

***Drug-Free Campus and Workplace Policy Statement***  
Anti-Drug Abuse Certification for Federal Financial Aid Recipients: Beginning with the 1989-90 award year,

students must certify compliance with the Omnibus Drug Initiative Act of 1988. As a grant recipient from a federal program, a student who wishes to receive a Pell Grant is required to certify that he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity in connection with the grant. (Not that the act gives courts the authority to suspend eligibility for federal student aid when sentencing an individual convicted of possession or distribution of a controlled substance.)

Also, under the Omnibus Drug Initiative Act, schools which receive campus-based funds will be required to certify that they will provide a drug-free workplace. As part of the omnibus drug legislation, this statute requires contractors and grantees of federal agencies to certify that they will provide drug-free workplaces. Making the required certification is a pre-condition for receiving a contract or grant from a federal agency. Federal grant recipients who fail to comply with the 1988 Drug-Free Workplace Act could be suspended or barred from receiving federal funds for up to five years.

***There are two provisions of this law that affect you directly:***

1. We are required to give each employee and student a written statement of our policy concerning drug and alcohol use in the workplace and specify the actions that will be taken against employees or students for violation of such prohibition.
2. Under this law, you must abide by the terms of this policy and notify us of any criminal drug statute conviction for a violation which occurs in our workplace no later than five days after the conviction.

The problems caused by substance abuse have now reached epidemic proportions, creating overwhelming pain, suffering, and expense for individuals, their families, and employers. Anyone suffering with the problem of substance abuse is strongly encouraged to seek assistance from the services provided at work or from local community agencies.

Career Care Institute is committed to providing a campus environment free of the abuse of alcohol and the illegal use of alcohol and other drugs. In order to promote a safe and efficient educational as well as work environment, the Drug-Free Campus and Workplace Policy Statement have been adopted to supplement existing school policies, practices, and procedures. Implementation of this policy statement is subject to restrictions contained in all local, state, and federal laws. This policy statement is in compliance with the Drug-Free Workplace Act of

1988 and Drug-Free Schools and Communities Act Amendments of 1989. Students may be required to submit to random, for-cause, or post-accident drug testing.

### ***Standards of Conduct***

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol by students or employees is prohibited at any time on any school property or at any school activity. No employee who is impaired by an illegal drug or by alcohol will report to work or will work or be present in the workplace. No student who is impaired by illegal drugs or alcohol will attend classes or any school activity.

**Students that test positive for any drugs that have been legalized by the State of California but are illegal by Federal law will be in violation of the CCI Drug Policy. Violation of this policy may lead to immediate Termination from the program.**

### ***Disciplinary Sanction***

The school will impose sanctions (consistent with local, state, and Federal Law) upon all employees and students who violate these standards of conduct. Such sanction may include but are not limited to: referral for prosecution, probation, suspension or expulsion of students; denial of Federal benefits such as student loans; suspension or termination of employees.

### ***Types of Drugs & Possible Effects***

**Alcohol:** Alcohol is a powerful depressant. Alcohol use decreases alertness and inhibition. Accidents and/or risky behaviors occur with negative consequences to health such as disease transmission. Long-term, heavy drinking is linked to cancer, gastrointestinal problems, heart and liver damage, birth defects, and psychological dependence develop.

**Tobacco:** Tobacco use in the form of cigarette smoking is linked to emphysema, lung cancer, heart disease, and other illnesses. Physical and psychological dependence can develop. Smokeless tobacco use leads to cancer of the head and neck areas. Passive smoking increases upper respiratory illness. **Due to the risk of smoking, all Career Care Institute campuses are smoke-free.**

**Anabolic Steroids:** Anabolic Steroids may produce behavior effects including aggressiveness, irritability, impaired judgment, impulsiveness, mania, and paranoid delusion. Sexual functioning is frequently impaired. Serious health problems include liver and heart disease, cancer, and death.

**Stimulants:** Stimulants increase the action of the central nervous system. Amphetamines (uppers) and methamphetamine (ice) causes hallucinations. Tolerance as well as psychological and physical dependence develops. A continued high dose causes heart problems, malnutrition, and death.

**Cocaine or Crack:** Cocaine or crack use causes confusion, depression, and hallucinations. Tolerance and physical dependence develop. Effects are unpredictable; convulsion, coma, cardiac arrest, and death are possible. Nasal membranes may be destroyed. Smoking causes lesion in the lungs. Brain damage may occur.

**Phencyclidine (PCP):** Phencyclidine causes depression, hallucinations, confusion, and irrational behavior. Tolerance develops. Overdoses cause convulsion, coma, and death.

**Depressants:** Depressants relax the central nervous system. Barbiturates, tranquilizers, and methaqualone may cause confusion and loss of coordination. Tolerance as well as physical and psychological dependence develops. Overdoses cause coma and death. Overdoses taken in combination or with alcohol are especially dangerous due to their combined effects.

**Cannabis:** Cannabis alters mood and perception. Marijuana may cause confusion and loss of coordination. Long-term use leads to tolerance and psychological dependence. Users frequently begin using other drugs. Long-term use causes damage to lung tissue and other illnesses.

**Hallucinogens:** Hallucinogens temporarily distort reality. Lysergic Acid Diethylamine (LSD) causes hallucinations and panic. Effects may recur (“flashback”) even after use is discontinued. Tolerance and psychological dependence develop. Birth defects occur in user’s children.

**Mescaline, Ecstasy, and other “Designer Drugs”:** “Designer Drugs” cause anxiety, depression, paranoia, illusion, and hallucination. Impaired perception occurs. Irreversible brain damage may occur.

**Narcotics:** Narcotics lower perception of pain. Heroin, morphine, codeine, and opium cause lethargy, apathy, loss of judgment and self-control. Tolerance as well as physical and psychological dependence develops. Overdoses cause convulsions, coma and death. Risks of use include malnutrition, hepatitis, and AIDS.

**Deliriant:** Deliriant cause mental confusion. Aerosol products, lighter fluid, paint thinner, amyl nitrate and glue cause loss of bowel and bladder control, confusion,

and hallucinations. Overdoses cause convulsions, cardiac arrest, and death. Psychological dependence develops. Permanent damage to lungs, brain, liver and immune system may occur.

### LEGAL SANCTIONS

California Laws: No person may sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to a person under age 21 or to any obviously intoxicated person. No person under age 21 may purchase alcoholic beverages or possess alcoholic beverages on any street or highway or in any place open to public view. It is illegal to sell alcohol without a valid liquor license or permit. It is unlawful for any person to drink while driving, to have an open container of alcohol in a moving vehicle, or for adults to drive with a blood alcohol content (BAC) of 0.08% or higher. Drivers under age 21 are prohibited from operating a motor vehicle if they have a BAC of 0.01% or greater. It is also illegal to operate a bicycle, water vessel, water ski, or aquaplane while intoxicated.

Penalties for a first drunk-driving offense include attending a 3-month alcohol/drug program, fines up to \$1,000 plus administrative costs up to one year in jail, and driver's license suspension up to one year. Second offenses are punishable by fines up to \$5,000, imprisonment up to one year, driver's license revocation for three years, and a required drug/alcohol program of up to 30 months. Third and fourth offenses carry similar sanctions, plus three- to five-year revocations of driver's license. Driving privileges are suspended for one year for refusing to submit to a blood alcohol content test, for two years if there is a prior offense within seven years, and for three years with three or more offenses within seven years.

Under California law, first offenses involving the sale or possession for sale of amphetamines, barbiturates, codeine, cocaine, Demerol, heroin, LSD, Mescaline, Methadone, Methamphetamine, morphine, PCP peyote, Quaalude, or psilocybin, are felonies punished by imprisonment in the state prison. Manufacture of illegal drugs will result in more severe prison terms and fines. Penalties are severe for offenses involving manufacture or distribution of illegal drugs by convicted felons and for distribution within 1,000 feet of a school or university, including distribution near recreational facilities, to anyone under 18, or to someone in prison. Personal property used in drug transactions is subject to seizure. The mere possession of most of these drugs is a felony carrying severe prison sentences.

### SUBSTANCE ABUSE RESOURCES

**24-Hour Alcohol and Drug Referral Network**  
(888)304-9797

**Alcohol/Drug Treatment Referral**  
(800)454-8966

**Alcoholics Anonymous**  
Lancaster (661)945-5757  
Moreno Valley (951) 653-9312  
Oxnard (805) 389-1444

**National Referral**  
(800)347-8998

**National Council on Alcoholism & Drug Dependence**  
(800)622-2255

**Center for Substance Abuse Treatment and Referral**  
(800)662-HELP

**Center for Substance Abuse Prevention**  
(800)967-5752

Resources are also available for students through **Student Services**.

# Externship Policies

## MEDICAL ASSISTING, DENTAL ASSISTING, & LIMITED PERMIT X-RAY TECHNICIANS

No amount of classroom instruction can replace the experience of working in a healthcare facility. The extern will work in the capacity of entry-level personnel in the field of their training. Externs are not paid workers. Externship is a **required** part of your training at CCI and takes place in the last phase or module of training after the last classroom day (e.g. the Monday following the last classroom day). Externs are afforded the opportunity to apply their acquired knowledge and training in real work situations and gain valuable experience in exchange for providing the externship affiliate with trained, readily available staff at no cost. The Vocational Nursing program does not have an externship program; however, Vocational Nurses undergo required training at various clinical training sites during their studies.

Students entering externship must undergo a mandatory externship meeting where they will receive more information concerning requirements of externship and agree to them. Students that do not attend the externship meeting when scheduled automatically waive priority placement opportunities and may be placed on student conduct probation. Students must contact the Externship Coordinator if unable to attend due to unforeseen circumstances.

### ***Student Extern Requirements and Guidelines***

The student is expected to approach externship as if it is a job and exhibit adequate skill, responsibility, initiative and independence. As such, the same level of commitment and responsibility afforded to a paid workplace is expected and required when attending your externship site(s). This includes but is not limited to:

- The required use of school issued scrubs.
- Current TB skin test results on file prior to entering the externship program.
- Arriving on-time, and timely notification if you are not able to attend your clinical site.
- Professional personal grooming appropriate to the medical field.
- No personal phone calls made at any externship site, unless your supervisor has given you permission
- Professional language and behavior must be used at all times. The use of foul, disrespectful and inappropriate language and behavior will not be tolerated.

The attendance rules concerning classroom hours also apply to your externship. If you participate in any illegal

activity, you will be dismissed from the program. If you are unable to go to your extern site, you must call your supervisor at the extern site and the Externship Coordinator. Failure to provide ample and adequate notice may result in adverse disciplinary action (e.g. suspension and/or Program Exclusion).

### ***Required Timeframe to Complete the Externship Program***

The maximum time frame that a student has to complete the entire program is 150% of the regular length of the program. Students that do not complete externship within the maximum time frame of a program will not receive a certificate of completion.

### ***Required Hours and Timecards***

All students must complete the required hours of externship according to the program of enrollment. Any missed hours due to absences must be made up. Externship hours can be earned only at CCI approved externship facilities.

All students entering externship are required to complete a minimum of 24 hours per week, except for the Limited Permit X-Ray program that requires a minimum of 34 hours per week. Students failing to maintain the minimum required externship hours may be subject to the Program Exclusion Policy. Students are required to turn in a timecard on a weekly basis. The timecard must be signed off by the on-site supervisor in order to receive credit for the completed hours. Timecards that are not signed will not be accepted. Forgery or falsification of time sheet hours will result in your dismissal from the program. Students that do not submit a weekly timecard are considered absent without leave and are subject to the Program Exclusion Policy.

### ***Externship Site Placement and Availability***

Students will be required to interview with a supervisor at the externship site before being accepted. Employers may choose to accept or not accept the extern. Externs will be placed at a health or medical facility such as a hospital, physician's office, chiropractor's office, or dental office related to the field of study. Students will be scheduled for an externship interview usually with two weeks' notice. The interview will take place at least one week before the scheduled start date. Placement location depends on site availability and schedules; most facilities accept externs only during regular day-shift hours. A student may be required to travel to an externship site up to **60 miles** from the campus. Once placed, externs may not change sites.

The employer may offer to hire the extern at completion of externship if the extern is found suitable for the position. CCI currently has approved sites in various locations in and around the Antelope Valley, in Moreno Valley, Oxnard, and the surrounding areas, the Externship office assigns students to available approved sites. Those with a severe hardship regarding externship placement may contact their externship coordinator. Students enrolling in night classes are reminded that they will be required to complete externship during regular day-shift hours.

***Refusal and Dismissal from Assigned Externship Site***

Students that decline any assigned externship site or appointment or are dismissed by their host may be responsible for their own externship placement at an alternate site. The alternate site must be approved prior to attending the extern facility. Violation of the Externship Program Policy may result in a Program Exclusion Notification.

***Successful Completion of the Externship Program***

Throughout the student's externship experience, the student will receive regular evaluations of their performance. Upon completion of the student's required hours, the student will be given a final evaluation by an appointed staff member from the externship site(s) attended. The extern must receive a satisfactory evaluation to successfully complete externship; students who do not fulfill externship requirements will not be eligible to receive their certificate. A student may forfeit Title IV eligibility if the student does not document at least half-time attendance.

If you have any questions concerning these guidelines or your externship you must contact the Externship Coordinator in accordance with the complaint resolution process. ([See Student Complaint and Grievance Procedure.](#))

# Disciplinary Procedures

## DISCIPLINARY ACTIONS

Disciplinary actions may be taken against a student found in violation of school policy. These actions include: Warning, Probation, Suspension, Program Exclusion Notification, and Termination. The determinant of the disciplinary action is the severity of the infraction. Suspension or Program Exclusion Notifications may result from multiple attendance infractions, misconduct, academic failure, or breach of financial agreement. The following will provide a general description of the disciplinary actions.

**Warning:** Students may be given warnings for violation of the academic, attendance, conduct, and financial aid policies. Warnings are given for initial or non-severe violations.

**Probation:** Students who are given a Program Exclusion Notification (PEN), have been through the Appeal Hearing, and are approved to continue in the program will be issued a Plan of Action. This Plan of Action will outline the probationary terms for the student. Probation periods vary between thirty (30) to ninety (90) days depending on the severity of the infraction.

**Suspension:** Issued to students that have violated the Attendance Make-Up Policy, failing to meet financial obligations, and/or failing to appeal (See Appeal Hearing). Within the suspension time period, the school is released from responsibility for providing instruction to the student, but the student is not released from any financial or academic requirements. As a result, in order to continue in the program, all missed assignments, tests and hours resultant from suspension must be made up according to the Attendance Make-up Policy upon student's return to school (see [Attendance Make-Up Policy](#)).

**Immediate Dismissal:** An instructor or staff member may dismiss a student from class or campus for reasons that may include but are not limited to: continued violation of classroom rules, disorderly conduct, leaving class early without adequate reason or notification, not returning to class from breaks or excused rest periods, academic misconduct, or as instructed by administration. Security may be notified to assist in escorting the student safely off campus. As a result, the Student Services office will be notified of the incident and action will be taken in a timely manner depending on the severity of the infraction. A student will receive notice of any further action taken. Student will be marked absent for the day

and will be required to make-up the hours for the day (see [Attendance Make-Up Policy](#)).

**Termination:** A student may be terminated from the program when the school discontinues the student's training. Termination may result from continued violation of school policy, failure to maintain terms of probation, student conduct violations, or 8 days of consecutive absences.

## PROGRAM EXCLUSION POLICY-All Programs

### **Program Exclusion Notification (PEN)**

A Program Exclusion Notification is issued when a student violates Career Care Institute's policies. The four violation categories include: **academic, attendance, conduct, and financial.**

Students may receive only one Program Exclusion Notification per category (academic, \*attendance, financial and conduct), but must not exceed three PENS per enrollment. Students may be terminated upon issuance of the second PEN in the same category or issuance of a fourth overall PEN.

(\*Attendance for Vocational Nursing students is monitored separately for Theory and Clinical. VN students will be subject for termination upon receipt of the second PEN for Theory Attendance or second PEN for Clinical Attendance.)

Once a student has received a PEN they will be scheduled for an Appeal Hearing with an Appeals Committee to determine the student's status and ability to continue in the program. The findings of the hearing will be evaluated by Faculty and Administration. If the decision of the Faculty and Administration is to allow the student to continue in the program, they will be issued a Plan of Action with terms of probation. If the appeal is denied due to continued infractions or the severity of the infraction the student may be terminated from the program.

Upon Campus Director's approval a PEN may be voided from the student's record if verifiable documentation of extenuating circumstances for each infraction is submitted. Students may have a maximum of two (2) PENS voided within the same enrollment.

### **Appeals Committee**

The Appeals Committee assists in bringing a fair resolution to the student after receiving a Program Exclusion Notification or Termination from the program. The committee is comprised of two/three members:

Students Services Director/Representative and one/two Committee appointed staff members.

### **Appeal Hearing**

The Appeal Hearing is the process that allows students to appeal against the PEN/termination and to justify why they should be permitted to remain in the program.

The student will state in writing why the minimum requirements were not met, explain any extenuating circumstances resulting in the PEN, and provide steps to improve future performance. The student must be present for the scheduled appeal by the Student Services Director/Representative following receipt of the PEN.

Students unable to attend the Appeal Hearing must contact Student Services before the scheduled hearing with a valid reason of why they are unable to attend their scheduled appeal. The student must provide supporting documentation by no later than 5:00pm of the following scheduled class date validating why they were unable to appeal. Failure to call or make arrangements with Student Services may result in suspension or termination. A new appeal date must be set by no later than 7 calendar days from the first scheduled hearing.

Students will be allowed to attend their regular class schedule during the appeal process. Exceptions will be when the circumstances could jeopardize the safety of other students, instructors, a clinical site, or if the student is experiencing extreme academic failure.

### **Following the Appeal Hearing**

After the Appeal Hearing, the Student Services Director/Representative will gather feedback from all departments to create an individualized Plan of Action approved by the Campus Director. If it is determined that the student is ineligible to continue in the program a Termination letter will be issued by the Student Services Director/Representative approved by Campus Director.

### **Voided Program Exclusion Notifications**

Program Exclusion Notifications may be voided with Campus Director's approval upon receipt of verifiable documentation from the student and if extenuating circumstances are deemed valid. Voided PENs will remain in student's file for documentation purposes but will not count against the student. Students may have a maximum of two (2) PENs voided within the same enrollment.

### **Plan of Action**

The Plan of Action will include all the requirements needed for the student to successfully continue in the program. The student will be granted a minimum of a thirty (30) day probationary period where the

student must demonstrate evidence of improvement. Failure to abide by the Plan of Action may result in termination from the program.

One of the requirements of the Plan of Action is to have mandatory weekly scheduled appointments with the Student Services Director/Representative. In this meeting the student and Student Services Director/Representative will discuss the student's progress during their probationary period. Failure to appear to weekly appointments is a violation of the probation and may result in termination from the program.

## **PROBATIONARY CATEGORIES IN PLAN OF ACTION**

### ***Academic Probation***

Students failing academically may be subject to a Program Exclusion Notification. After the appeal process if the school determines that the student is permitted to remain in the program the student will be placed on academic probation for a period of a minimum of thirty (30) days.

A Plan of Action may include remediation, tutoring, retaking of exams, completing homework etc. Failure to complete remediation plans or achieve required grades will result in additional disciplinary actions which may result in program termination.

### ***Attendance Probation***

For the MA, DA, and LPXT programs, students that accumulate three (3) absences within a module will be subjected to receiving a Program Exclusion Notification. VN student's attendance for Theory and Clinical will be monitored separately. The student is afforded two (2) absences in each category (Theory and Clinical) before a Program Exclusion Notification is issued on the third absence of Theory or Clinical.

After the appeal process if the school determines that the student is permitted to remain in the program the student will be placed on attendance probation for a period of a minimum of thirty (30) days.

A student on attendance probation must maintain perfect attendance for the length of the probationary period as established in the student's Plan of Action. Failure to maintain perfect attendance during the probationary period will result in additional disciplinary actions which may result in program termination.

***Conduct Probation***

Students that violate the student conduct policy will be subjected to receiving a Program Exclusion Notification. After the appeal process if the school determines that the student is permitted to remain in the program the student will be placed on conduct probation for a period of a minimum of thirty (30) days.

A student on conduct probation will receive a Plan of Action with the terms to continue in the program. Failure to meet the terms of the Plan of Action will result in additional disciplinary actions which may result in program termination.

***Financial Probation***

Students failing to meet financial obligations may be subject to a Program Exclusion Notification. After the appeal process if the school determines that the student is permitted to remain in the program the student will be placed on financial probation for a period of a minimum of thirty (30) days.

A student on financial probation will receive a Plan of Action outlining the financial obligations that must be met in order to continue in the program. Failure to meet the terms of the Plan of Action will result in additional disciplinary actions which may result in program termination.

**Violation of Probation**

Students who fail to meet the requirements of the Plan of Action will be issued a Probation Violation Notice which will be a final warning of termination from the program. Any further violations after receipt of the Probation Violation Notice may result in immediate termination.

# Student Financial Information & Refund Policies

## TITLE IV FUNDING

Career Care Institute is eligible to participate in Federal Department of Education Title IV Programs or Financial Aid. Information about these programs is available from the Financial Aid Department. Brochures and pamphlets regarding student loan programs include information on specific loan types and repayment conditions, the availability of federal and state grants and the requirements for loan eligibility.

### **Financial Aid Policies and Procedures**

Career Care Institute has developed the following policies and procedures to guide students applying for financial aid. A Free Application for Federal Student Aid (FAFSA) must be completed and submitted to the Financial Aid department by the prospect/student prior to the start date of class. For those students selected for verification, the school will use the current Verification Form provided by the Financial Authority of Maine (FAME), a third-party servicer used by Career Care Institute. Any supporting documentation required for the application must be submitted to the Financial Aid Department no later than 7 days after notification.

Title IV Funds will not be disbursed to a student with an unverified FAFSA application. If a student provides inaccurate information or false documentation and fails to correct it after being counseled, the school must refer the case to the Department of Education for resolution. No further financial aid will be disbursed (unless the Department of Education specifically allows such disbursement prior to resolution) until the verification process is complete, and the student will be liable for repayment of any Title IV Funds already disbursed. Students are encouraged to seek tuition assistance from other possible sources such as private agencies, community grants, etc.

### ***Student Aid Eligibility***

Eligibility for federal student aid is based on financial need and on several other factors. The Financial Aid Administrator will determine your eligibility.

To receive aid to attend our programs, you must:

- Demonstrate financial need.
- Have a high school diploma (from an approved institution) or a General Education Development (GED) certificate. **Students MUST provide a High School diploma or its equivalent prior to their first day of class. Students may be given no more than a one week extension beyond their first of class by the Campus Director. Consideration will only**

be given to students who demonstrate an extenuating circumstance. Students who fail to produce their High School Diploma or its equivalent within the time required, will **not** be permitted to attend class.

- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number.
- Register with the Selective Service if required.
- Maintain satisfactory academic progress.
- Certify that you are not in default on a federal student loan and certify that you are not in overpayment with Federal Pell grants.
- Certify that you will use federal student aid only for educational purposes
- Not be convicted of a drug offense that occurred while you were receiving federal student aid (eligibility is suspended for a time period)
- Comply with the federal verification program, if requested; provide information to resolve any discrepancies identified as a result of Department of Education interfaces with the Social Security Administration, the Department of Homeland Security, or the National Student Loan Data System (NSLDS);
- Complete the Direct Loan entrance and exit counseling as required.

Career Care Institute is certified to participate in the following federal financial aid programs: Federal Pell Grant, Federal Direct Student Loan (e.g. Subsidized, Unsubsidized, and Parent-Plus Loans). Career Care Institute offers financial aid for the following programs: Medical Assisting, Dental Assisting, Vocational Nursing and Limited Permit X-Ray Technician.

### ***Responsibilities***

As a recipient of financial aid, there are certain rights and responsibilities of which students should be aware. The rights and responsibilities of students receiving financial aid are listed below:

- Application process must be followed (incomplete applications will not be considered).
- Criteria used to determine eligibility.
- Career Care Institute refund and repayment policy.
- Policies about satisfactory academic progress.
- Special accommodations and/or services available for disabled students.

### ***Satisfactory Financial Responsibility Requirements***

Violation of the conditions set forth in the Enrollment Agreement and Financial Payment Plan may lead to the Program Exclusion Policy. Career Care Institute reserves the right to withhold transcripts and certificates of completion for students with outstanding balances. Additionally, students with outstanding balances are not eligible to participate in the program commencement ceremony.

#### ***Students are responsible for:***

- Completing all forms accurately and by the published deadlines.
- Submitting information requested by Financial Aid staff in a timely manner.
- Keeping the Financial Aid staff informed of any changes in address, name, marital status, financial situation, or any change in student status.
- Reporting to the Financial Aid staff any additional assistance from non-Institutional sources such as scholarships, loans, fellowships, and educational benefits.
- Notifying the Financial Aid staff of a change in enrollment status.
- Maintaining satisfactory academic progress.
- Re-applying for aid each year.
- Participating in Constitution Day on September 17th.

### **Satisfactory Academic Progress**

All students must complete all courses and requirements for graduation within 150% of the total number of clock hours in the program of study. To help students meet these requirements, Career Care Institute checks periodically that students are meeting Satisfactory Academic Progress (SAP).

SAP is measured at evaluation points based on the program of study. The SAP table below indicates what cumulative grade point averages (CGPA) and rate of progress benchmarks a student must have at the evaluation points to be meeting SAP.

#### **Satisfactory Academic Progress Evaluation Points and Benchmarks**

Program of Study	Evaluation Point	Benchmarks CGPA and %
MA	20 Weeks	Minimum of 70% & 361 Hours
DA	20 Weeks	Minimum of 70% & 361 Hours
LPXT	25 Weeks	Minimum of 77% & 451 Hours

Program of Study	Evaluation Point	Benchmarks CGPA and %
VN Level II	Level 2 Week 3	Minimum of 75% & 451 Hours
VN Level III	Level 3 Week 5	Minimum of 75% & 901 Hours
VN Level IV	Level 4 Week 4	Minimum of 75% & 1233 Hours

Students not meeting these benchmarks are not meeting Satisfactory Academic Progress. The first time a student is not meeting SAP, the student is placed on academic warning by the Financial Aid Department. Students on academic warning/financial aid warning will be notified in writing by a financial aid warning letter.

At the next evaluation point, if a student on academic warning meets or exceeds the benchmark, the student is taken off academic warning. If, however, a student does not meet SAP, the student will be subject to the Program Exclusion Policy and is placed on academic probation. Students on academic probation/financial aid probation will be notified in writing with a financial aid probation letter. **Students placed on financial aid probation must appeal in order to continue receiving financial aid.** (See the Appeal Procedures.)

Students on academic probation have until the next evaluation point to meet or exceed the SAP benchmark. If they do so, they are taken off academic probation. If a student does not meet SAP, the student will lose financial aid eligibility.

### **Appeal Procedures**

A written letter of appeal must be submitted by the student to the Financial Aid Office for review.

1. The appeal should explain in detail the reason(s) for not meeting the standards for academic progress.
2. The step(s) the student plans to take to correct his/her academic progress deficiencies.
3. List in detail any extenuating circumstance(s) of which we should be aware.
4. Appeals must be submitted and approved prior to the end of the level or module for which the student is appealing to receive financial aid.
5. The Satisfactory Academic Progress Committee will consist of the Director of Financial Aid, a representative from the Director's office, and a Student Services member.
6. The student will be provided written notification of the decision of the Satisfactory Academic Progress Committee from the Director of Financial Aid.

### Supporting Documentation

1. The student should provide a copy of his/her academic report along with the letter of appeal.
2. It may be necessary for the student to provide written documentation from his/her health care provider(s). If so, the documentation should be on clinic letterhead, with a description of the diagnosed medical or psychological condition and indicating when treatment began. If applicable, it should also explain how the condition prevented the student from meeting the requirements of the Satisfactory Academic Progress policy.
3. The Committee may approve a plan designed by the Academic Support Department staff or by a student's faculty advisor to return the student to good standing status and to regain eligibility for financial aid.
4. Submit all materials as a single packet to the Financial Aid Office. Any missing information will delay consideration of the student's request.

### Appealing Academic Dismissal

A student that has been dismissed for not making satisfactory academic progress may appeal the dismissal. To appeal the student must write a letter to the Appeals Committee stating what the circumstances were that lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable such as death of a family member, military service, and medical/health problems. Documentation to support the appeal should be submitted with the appeal letter. The student should submit the appeal letter to the Financial Aid Department. While the appeal is being considered by the Appeals Committee, the student should continue to attend classes. The Financial Aid Department will notify the student regarding the outcome of the appeal.

A student who is academically dismissed and does not appeal the dismissal immediately will be involuntarily withdrawn from Career Care Institute. When an academically dismissed student wishes to return to Career Care Institute, the student must appeal the academic dismissal according to the requirements above. If the appeal is approved by the Appeals Committee, the student will be readmitted to Career Care Institute. The Student Services Department will inform the student of the appeal approval and will direct the student in the readmission process. If a student's appeal is denied, the students may appeal again after one (1) year of the date of dismissal. A student may not return to Career Care Institute if denied more than once. If a student's appeal is approved, the student is placed on academic probation and, if applicable, may be eligible for financial

aid with an academic plan until the next evaluation point.

### Academic Advising

Students not making satisfactory academic progress must meet with their instructor or Program Director. Academic advising includes analyzing the circumstances that lead to poor academic performance and creating an academic improvement plan to address the circumstances. The academic improvement plan becomes part of a student's academic file. Students with an academic improvement plan must meet weekly with their instructor or Program Director to determine progress toward completing the plan.

### VA BENEFITS

CCI is approved for VA benefits. Students may be eligible for VA benefits that help pay for education. The following is a list of the programs that apply to education:

- Chapter 30: Montgomery G.I. Bill – Active Duty
- Chapter 31: Post 9/11
- Chapter 32: Veterans Educational Assistance Program (VEAP)
- Chapter 35: Dependents and Educational Assistance (DEA)
- Chapter 1606: Montgomery G.I. Bill – Selected Reserve.

To find out if you are eligible under any of these programs, check the DVA's Web site at [www.gibill.va.gov/education/benefits.htm](http://www.gibill.va.gov/education/benefits.htm) or call 1-888-442-4551 (1-888-GIBILL-1).

### STUDENT PAYMENT OPTION PLAN

#### *Terms and Conditions*

CCI will extend a no interest payment option plan for students. The Student Payment Plan is intended as an option for students to pay any out of pocket expenses for their education at CCI. Payment Plans range between one to two years depending on the length of the program of study. The school reserves the right to decline this option.

#### *Policy and Procedures*

Students that are past due 5 days will receive a notice that their regularly scheduled payment(s) is past due. After which the student will have 5 additional days to make their past due payment. If payment is not made within the 5 additional days after the initial past due notice, the student will receive a notice to report to the Financial Department. The notice will state "your payment is now

10 days past due” and will result in suspension with a \$25 late fee applied to the student’s ledger. If the student makes their payment that day, he/she will not receive a suspension. If a student falls behind with their Payment Plan more than three months the school will initiate the Program Exclusion policy. If the student is allowed to continue in the program, a Plan of Action will be issued by Student Services. The Plan of Action will state what items need to be completed for the student to remain in the program. CCI would recommend the student to apply for a personal loan with another financial institution (i.e. own personal bank or credit union.)

### ***Payment Deferral Request***

Students experiencing financial difficulties may request a payment deferral on their regularly scheduled payments with CCI. This option is only available for those students who have demonstrated financial responsibility with the school such as: communication with administration, on-time payments and no previous warning or probations relating to financial responsibility. Additionally, students requesting a deferral may only use this option twice during the length of their program and may not be taken consecutively.

Please note that this does not extend the student’s scheduled monthly payments. At the end of the deferral period your current payment and the deferred payment are due. This request must receive approval before it is taken into effect. If a student fails to meet the terms of the payment deferral request, he/she will become ineligible for any subsequent payment deferral request and may be given probation for failing to comply with the terms and conditions of the student payment deferral request. If the student becomes past due after the deferment period then the student will be under the policy and procedure guidelines and will receive notices and actions under those provisions.

### ***Third Party Collections Disclosure***

If you are terminated for becoming 30 days past due and have a cash balance that has not been satisfied, CCI will refer your delinquent account to a third-party collector 30 days after being terminated. Additionally, CCI imposes a fee on all accounts referred to a third-party collector. This fee will be based on the student’s unpaid tuition balance outlined in the “California Student Refund Calculation Notice” and will be included in the total tuition amount owed. The third-party collector’s collection activity may include the filing of a court action which may subject the debtor to incurring additional court filing fees, costs, attorneys’ fees and interest.

### ***Additional Terms and Conditions***

The initial amount of the Student Payment Option Plan will be determined and agreed upon by the student and

school representative. A down payment of up to 20% of the total cash balance is required upon execution of this agreement. The down payment will be subtracted from the initial cash balance. A payment due date will be assigned on the 15<sup>th</sup> of each month. If the student does not agree to the Student Payment Option Plan within 7 days after the first day of class, then the student will be required to produce a full cash payment or submit evidence of an accepted loan application with another financial institution or the school will terminate the enrollment contract.

If a student obtains a loan to pay for part or all of their tuition, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

### **STUDENT’S RIGHT TO CANCEL/REFUND/WITHDRAWAL POLICY**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to withdrawal at any time. You have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled clock hours in the current **payment period** (also known as period of attendance) in your program through the last day of attendance. After completion of more than 60% of the scheduled clock hours in the period of attendance, the student is not entitled to a pro rata refund, and any funds remaining in the student’s account will be considered additional earned tuition.

If the student has received federal student financial aid funds, student is entitled to a refund of monies not paid from federal student financial aid program funds. Your refund rights are further described in the enrollment agreement. If you have lost your signed enrollment agreement, you may ask the school for a copy. The following procedures apply to students who wish to cancel the enrollment agreement or drop/withdraw from the institution:

1. Cancellation/Withdrawal is determined when either of the following occur: a) the student provides a written notice of cancellation/withdrawal at the following address: 43770 15<sup>th</sup> St. W., Suite 115, Lancaster CA, 93534 or 2051 North Solar Drive., Suite 100, Oxnard CA, 93036 or 22500 Town Circle, Suite 2205 Moreno Valley, CA 92553. This can be done by mail, hand delivery, and/or email. The timeframes

outlined above will determine whether it is a cancellation or withdrawal; b) the student communicates their intent to cancel or withdraw verbally, by stating they are canceling or withdrawing, or by **conduct**, such as not attending class. In the case of a student not attending any class after eight consecutive days, the school will designate the student as a *no-show* which is the equivalent of a cancellation. If the student attends class for a day or more, but less than seven, the student will be classified as a *cancellation/withdrawal*. If the student attends class for more than seven days and then after incurs eight consecutive absences, the student will be classified as a *Termination*. Please refer to the Attendance policy.

2. The notice of cancellation/withdrawal is effective when communicated to administrative personnel but in no event will it exceed the eighth consecutive absence.
3. The notice of cancellation/withdrawal need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
4. If the Enrollment Agreement is *cancelled* the school will refund the student any money he/she paid, less a Registration or administration fee not to exceed \$80.00, STRF fee and less any cost of any books returned in good condition (books must be in reusable condition and may not be marked or damaged in any way).
5. If the institution cancels a class 100% of the tuition and fees collected is reimbursed within 45 days of the first day of class.

If the student *drops/withdraws or is terminated* the student will receive a pro rata refund if he/she has completed 60 percent or less of the scheduled clock hours in the payment period, less a Registration or administration fee not to exceed \$80.00, STRF fee and less any cost of any books returned in good condition (books must be in reusable condition and may not be marked/damaged in any way), within the current payment period in your program through the last day of attendance. If the student *drops/withdraws or is terminated* after completing 60% of the scheduled clock hours in the payment period (period of attendance), any additional funds remaining in the student account will be considered additional earned tuition. **Refunds, when due will be made without requiring a request from the student.** Refunds are processed within 45 days of the last day of attendance if written notification has been provided to the institution or from the date the

institution terminates the student or determines withdrawal by student.

### RETURN OF TITLE IV FUNDS

A school must return Title IV funds to the program from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

Unsubsidized Direct Loans

Subsidized Direct Loans

Direct PLUS Loans

Federal Pell Grants for which a Return is required

The time frame for the return of Title IV funds states that a school must return unearned funds for which it is responsible as soon as possible, but no later than 45 days from the determination of a student's withdrawal.

A school will be considered to have returned funds timely if the school does one of the following:

- Refund is given as soon as possible but no later than 45 days after the date when it was determined that the student withdrew.
- deposits or transfers the funds into the school's federal funds bank account, and then awards and disburses the funds to another eligible student;
- Returns the funds to The Department electronically using the "Refund" function from FAME.

### ONLINE CREDIT CARD PAYMENT REFUNDS

Registration fee and monthly payments made by credit card through Authorize.net will be refunded to the same credit card used for payments. Allow 6-10 business days for the refund to post. If the credit card used to pay fees is no longer valid, it is the student's responsibility to notify the Financial Aid Department. The refund will be converted to a check refund upon proper notification.

**Important:** Payments made using multiple payment methods (cash, online credit card, and/or money orders) will be refunded in the form of a check.

### ADN Program Cancellation and Refund Policy

### REFUND PROVISIONS

The student has the right to obtain a refund of charges paid through attendance at the first-class session, or within the cancellation period. The following withdrawal methods are available to students who wish to separate from the institution and receive a refund:

#### A. Cancellation Period

This method of separation would result in a 100% refund of all payments (less the \$80 registration fee, books or other material provided to you upon enrollment) made by you to the school prior to enrollment and/or within the cancellation period. Please note your school-issued uniform cannot be returned for credit and is yours to keep without further obligation. A refund calculation will be produced within 45 days of receiving an official cancellation notice. In order to cancel your enrollment agreement you must notify the institute by completing the Notice of Cancellation form prior to the cancellation period deadline.

#### B. Withdrawal from Course

You have the right to withdraw from a course of instruction at any time; however there **will be no prorated refund** if you withdraw after the cancellation period. If you withdraw any time after the cancellation period, any additional funds remaining on your account for the current term will be considered earned tuition. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, then the school will remit a refund of funds received for services not rendered as scheduled in the remaining terms of the program. You are obligated to pay only for unreturned equipment, and supplies. If you obtain books or other materials outside of what was provided to you upon enrollment (i.e. replacement book for lost or stolen book) is a separate charge. If the amount you have paid is more than the amount that you owe for the term you attended, then a refund will be made within 45 days of withdrawal. If the amount you owe is more than the amount you have already paid, then you will have to make arrangements with the institution to pay it. After the cancellation period a student will receive a "W" notation on their transcript. \*No credit will be given for the incomplete courses.

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

The transferability of credits you earn at Career Care Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Degree

you earn in any of the programs offered at Career Care Institute is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution is/are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CCI to determine if your degree will transfer. CCI does accept credits from other similarly accredited institutions; however, each prospective student will be evaluated (e.g. transcripts evaluation, and, demonstrated lab skills) for eligibility and acceptance. Each prospect must meet with the program director for further consideration and acceptance. Career Care Institute has not entered into any credit transfer agreement with any college or university.

#### STUDENT'S RIGHT TO CANCEL

A student has the right to cancel his or her agreement for the course of instruction, without any penalty or obligations, through attendance at the first session, or the fourteenth day after enrollment, whichever is later. After the end of the cancellation period you also have the right to stop school at any time.

1. Cancellation/Withdrawal occurs when the student provides a written notice of cancellation at the following address: 43770 15<sup>th</sup> street W. Suite 115, Lancaster, CA 93534. This can be done by mail or hand delivery.
2. The Written notice of cancellation/Withdrawal, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
3. The written notice of cancellation/ Withdrawal need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled, the school will refund the student any money he/she has paid, less registration fee not to exceed \$80.00 if the student withdraws before the end of the cancellation period. If the student withdraws after the cancellation period, no refund will be provided to the student.

# Schedules: Start Dates, Holidays, and School Closures

## SCHOOL SCHEDULES

CCI instructors are sensitive to the new student and committed to the successful integration of new students to the school schedules and classroom. The instructors understand that undertaking an education requires commitment that in turn requires rearranging schedules and accepting new responsibilities and changes. On the first day of each class, the instructor will provide an orientation to new students and work closely with them to acclimate them to the school schedule, classroom and instructional environment; review the program syllabus for the class and introduce them to their books and learning supplies; and inform them about the current subject matter for the class and what can be expected.

## THE MODULAR SYSTEM PROGRAMS

Career Care Institute's uses a *modular* system for the Dental Assisting and Medical Assisting programs, and these programs are several modules in length. Since the prerequisites for each module are the same (e.g. enrollment, passing score on entrance exam, and orientation) it is not necessary that a student complete a particular module to progress to another module in the program; or, that students have to wait for the first module to begin classes. New enrollees may begin training at the beginning of the current module of the current class. New students and senior students learn new subjects at the same time.

## COURSE OFFERING CALENDAR

### Medical Assisting and Dental Assisting Programs\*

All Campuses	
Start Date	End Date
01/07/2019	10/31/2019
02/04/2019	11/17/2019
03/04/2019	12/15/2019
04/01/2019	01/26/2020
05/06/2019	02/23/2020
06/03/2019	03/22/2020
07/01/2019	04/26/2020
07/29/2019	05/24/2020
08/26/2019	06/28/2020
09/23/2019	07/19/2020
10/21/2019	08/16/2020
11/18/2019	09/13/2020
12/16/2019	10/11/2020

**Note:** Morning and night schedules available. Please see an Admissions Representative for more information.

Please see Program Descriptions. (**\*subject to change**)

### Limited Permit X-Ray Technician Program\*

Students advance through the Limited Permit X-Ray Technician Program by passing the required modules, externship, and review courses.

Lancaster: Main Campus	
Start Date	Expected Grad Date
03/25/2019	02/02/2020
06/24/2019	06/07/2020
09/23/2019	09/06/2020
12/16/2019	11/22/2020

Oxnard: Branch Campus	
Start Date	Expected Grad Date
12/17/2018	10/20/2019
03/25/2019	02/02/2020

Moreno Valley: Branch Campus	
Start Date	Expected Grad Date
01/07/2019	11/24/2019
06/24/2019	06/07/2020
09/09/2019	08/30/2020

Class session TBD for each start date.

Please see Program Descriptions. (**\*subject to change**)

### Vocational Nursing Program\*

Students advance through the Vocational Nursing Program by successfully passing each of the four required levels.

Lancaster: Main Campus	
Start Date	Expected Grad Date
12/17/2018	04/26/2020
04/29/2019	08/16/2020
07/22/2019	11/08/2020
10/14/2019	02/14/2021

Oxnard: Branch Campus	
Start Date	Expected Grad Date
03/25/2019	07/19/2020
07/22/2019	11/08/2020

Moreno Valley: Branch Campus	
Start Date	Expected Grad Date
11/19/2018	03/22/2020

03/18/2019	07/12/2020
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### Associate Degree in Nursing Program \*

Lancaster: Main Campus	
Start Date	Expected Grad Date
10/22/2018	10/18/2020
10/21/2019	10/24/2021
**Future Start dates TBD	

2018-2019 Start and End Dates (*\*subject to change*)

Please see [Program Descriptions](#).

\*\* Pending State approval

## HOLIDAYS & SCHOOL CLOSURES

### Holidays and Weather Closures (All Campuses)

Occasionally, the Institution will close due to holidays, bad weather, or other natural phenomena. Make-up days for holidays are scheduled and can be found in the student's calendar given on the first day of the level/module/course. In the case of an unexpected closure, if possible, students will be given notice at least one (1) week in advance to make-up the day so that arrangements can be made to attend. When the Institution closes unexpectedly, students should anticipate making up the time before the end of the module/level/course. In the event of bad weather, the Institution will close if the school district that belongs to the Institution's area chooses to close.

### *School Holidays*

CCI observes the following holidays throughout the year.

The school will be closed on these dates:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and day after
- Christmas Day

### *School Breaks*

CCI observes the following school breaks. The office will be open during school breaks, but classes will not be in session. Office hours may vary during school breaks.

- Spring Break
  - The week before Easter Sunday
- Winter Break
  - Beginning the week of Christmas and the following week

# Programs

## MEDICAL ASSISTING

(Offered at All Campuses)

Career Care Institute's Medical Assisting program is geared to adequately prepare the graduate for an entry-level position as a Medical Assistant within a healthcare setting in both front-office (administrative) and back-office (clinical) capacities. Our students will gain their knowledge through intense clinical, laboratory, and administrative tasks.

Successful completion of the Medical Assistant program requires an average of 70% or better in each module of instruction, including externship. The externship module will include 160 hours. Upon successful completion of the program, a *Certificate of Medical Assistant and EKG* are awarded, and a *Certificate of Instruction in Venipuncture and Injection* is awarded.

CCI is an official testing center for the NCCT. CCI offers the NCCT test site to active CCI students and to the public. NCCT is included in the student's tuition. CCI students who do not pass the first attempt and wish to retake the exam will be responsible to pay the exam fee. CCI Medical Assisting students take the exam in their last module in class; as becoming a Certified Medical Assistant will facilitate job placement. The NCCT serves as the Senior Final for the Medical Assistant Program.

### ADMISSION REQUIREMENTS

- All applicants will have a personal interview with an Admissions Representative.
- All applicants must have a tour of the school campus.
- All applicants will be required to take the Scholastic Level Exam (SLE). A passing score is required for enrollment. (Students must receive a minimum of 12 points in 12 minutes on the SLE exam in order to pass.)
- Students must submit a tuberculin-screening test prior to the first day of class. Students may be given no more than a one-week extension beyond their first day of class by the Campus Director.
- A valid ID and social security card are required.
- All applicants enrolled in any of our programs must have all financial obligations completed before class begins. **A nonrefundable registration fee is due upon enrollment.**
- All applicants must have a high school diploma (from an approved institution), or GED or its equivalent. The admissions representative may refer applicants that have not attained a high

school diploma, GED or its equivalent to an agency where they may obtain one.

- **Student must undergo school orientation.**
- Re-entry students must follow the Re-Entry Process prior to starting class and complete a new enrollment agreement.

*The school reserves the right to deny admission to prospective students if the provisions above are not properly completed and submitted.*

This program involves eight (8) modules/courses (576 hours) of classroom and lab instruction and one (1) module (160 hours) of externship. Modules/courses are briefly described below

### **36 Week Program**

**Program Clock Hours: 720 Hours**

**Delivery Mode: Traditional**

Students may choose one of the following schedules:

**Day Class:** Monday-Thursday: 8:00 AM - 12:30 PM

**Evening Class:** Monday-Thursday: 6:00PM – 10:30 PM

### COURSE DESCRIPTIONS

**Course Title:** *New Student Orientation*

**Course Description:** This course will consist of a lecture with handouts (see materials) reviewing CCI's Medical Assistant Program syllabus and program description, employment outlook for medical assistants, general responsibilities for medical assistant students and medical assistants. Students will be required to take notes and undergo an exam and acknowledge receipt of materials issued.

**Clock hours for this course:** 2 hours (applied towards total program length.) This course is integrated concurrently with current module and on the first day of each module to coincide with the first day of class for each new Medical Assisting student enrolled in the program.

**Prerequisites:** Passing score on CCI entrance exam and student must have undergone initial school orientation.

**Course Description:** This course will consist of a lecture with handouts reviewing CCI's Medical Assistant Program Syllabus and program description, employment outlook for Medical Assistants, general responsibilities for Medical Assistant students and Medical Assistants. Students will be required to take notes and undergo an exam and acknowledge receipt of

materials issued. An exam will be administered, and student will student will acknowledge of texts, syllabi and student handbook. Student must achieve 70% or better on tests to pass the course.

.....  
**Course Title:** *Medical Healthcare Responsibilities* (Module 1)

**Clock Hours Awarded:** 72

**Prerequisites for this Course:** Passing score on CCI entrance exam successful admission and student must have undergone initial school orientation and MA orientation course.

**Course Description:** This course covers a brief history of medicine, leaders in medicine, safety data sheets, administrative tasks such as written and telephone communications, scheduling. Medical terminology word parts, abbreviations. The student will learn how to take a patient history, height/weight, temperature, pulse, respirations and blood pressure. Student lab activities will include vital signs using various methods. Patient's subjective and objective symptoms are discussed. The student will receive lectures and demonstrations.

The student will be required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. The student will be required to complete reading and assignments, homework and will undergo weekly document progress on procedure log and undergo quizzes and weekly exams.

**Method of Evaluation:** Method of Evaluation: Throughout this course weekly exams are administered, written assignments, homework and clinical lab and computer lab procedures are evaluated by the instructor.

**Requirements for Successful Completion:** Completion of assignments, lab procedures, and exams resulting in 70% or higher GPA at the end of the module. Practical skills and check offs must be completed to progress to the next module.

.....  
**Course Title:** *Assisting with Medical Procedures* (Module 2)

**Clock Hours Awarded:** 72

**Prerequisites for this Course:** Passing score on CCI entrance exam successful admission and student must have undergone initial school orientation and MA orientation course.

**Course Description:** This course covers venipuncture, finger sticks, throat cultures, cholesterol, urinalysis, examination procedures of the eye and ear, exam positioning and draping, and blood smears. Other lecture topics include terminology regarding the anatomic reference system, major body cavities, cytology, histology, the integumentary system. Student will learn how to prepare and assist with certain exams. Students will use a microscope. Medical legal highlights will be discussed.

The student will receive lectures and demonstrations. The student will be required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. The student will be required to complete reading and assignments, homework and will undergo weekly document progress on procedure log and undergo quizzes and weekly exams.

**Method of Evaluation:** Throughout this course weekly exams are administered, written assignments, homework and computer lab procedures are evaluated.

**Requirements for Successful Completion of this Course:** Completion of assignments, lab procedures, and exams resulting in 70% or higher GPA at the end of the module. Practical skills and check offs must be completed to progress to the next module.

.....  
**Course Title:** *Basic Anatomy of the Human Body* (Module 3)

**Clock Hours Awarded:** 72

**Prerequisites for This Course:** Passing score on CCI entrance exam successful admission and student must have undergone initial school orientation and MA orientation course.

**Course Description:** The administrative topics include filing systems in the medical office, importance of filing steps, units, supplies, paperless files, systems, alpha and numeric subject, using a chronological file, payment planning, and credit card usage. Bone structure, number of bones, functions of the skeleton, spinal column, the skull, the rib cage, long bones, bones of the hands and feet, pelvic girdle, joints, fractures, amputation, diagnostic examination, diseases and disorders, and replacing bone will also be discussed. Muscle fuel, functions of muscle, muscle growth, types of muscle tissue, skeletal muscle action, muscle tone, muscle attachment, sheaths and bursa, major skeletal muscles, muscle strain, cramps, smooth, muscle action disorders and disease will be taught.

Anatomical descriptors and fundamental body structure. Anatomy and physiology defined, Language of medicine, Anatomical directional terms, Body cavities and organs, The Cell, Molecules membranes, Cell division, Homeostasis, Mutations, traits, genetic disorders, discoveries in human genetics, new genetic techniques, tissues, organs, systems. Medical terminology related to the skeletal system Structure, word parts, functions, medical specialties, diseases and diagnostic tests, treatments. Medical terminology related to the muscular system, structure, word parts, functions, medical specialties, diseases and diagnostic tests, treatments. Medical legal highlights. The student will receive lectures and demonstrations.

The student will be required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. The student will be required to complete reading and assignments, homework and will undergo weekly document progress on procedure log and undergo quizzes and weekly exams.

**Method of Evaluation:** Throughout this course weekly exams are administered, written assignments, homework and computer lab procedures are evaluated.

**Requirements for Successful Completion:** Completion of assignments, lab procedures, and exams resulting in 70% or higher GPA at the end of the module. Practical skills and check offs must be completed to progress to the next module.

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**Course Title:** *The Cardiovascular System* (Module 4)

**Clock Hours Awarded:** 72

**Prerequisites for this Course:** Passing score on CCI entrance exam successful admission and student must have undergone initial school orientation and MA orientation course.

**Course Description:** Topics include preparing labels and envelopes for mailing; Medical-legal highlights; Methods of administering medications. Injections and immunizations, Understanding the PDR, Common prescription abbreviations, oral medication administration, allergy testing. Clinical topics include Diagnostic tests; Cardiology procedures; Path of electrical impulses; Routine electrocardiograph leads; Interference Standardization; Stress tests; Holter monitoring; Other cardiovascular equipment; Diagnostic procedures; Vital capacity tests; sonographic studies; Magnetic resonance imaging; assisting with minor surgical procedures; Skin preparation; Sterile Gloves; Assisting with procedures; The Circulatory system; The

heart; The blood vessels; The lymphatic system; The blood; Cardiovascular tests; Diseases and disorders. The cardiovascular system, medical terminology related to the heart, blood vessels, blood including structure, word parts, functions, medical specialties, diseases and diagnostic tests, treatment; Medical specialties, diseases and diagnostic tests, treatments. The student will receive lectures and demonstrations. The student will be required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. The student will be required to complete reading and assignments, homework and will undergo weekly document progress on procedure log and undergo quizzes and weekly exams.

**Method of Evaluation:** Throughout this course weekly exams are administered, written assignments, homework and computer lab procedures are evaluated.

**Requirements for Successful Completion of this Course:** Completion of assignments, lab procedures, and exams resulting in 70% or higher GPA at the end of the module. Practical skills and check offs must be completed to progress to the next module.

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**Course Title:** *CPR & First Aid* (Module 5)

**Clock Hours Awarded:** 72

**Prerequisites for this Course:** Passing score on CCI entrance exam successful admission and student must have undergone initial school orientation and MA orientation course.

**Course Description:** Topics include: Acute Illness Distinguishing severity of illness, respiratory emergencies, Cardiopulmonary resuscitation CPR and Disease transmission. First aid in accidents and injuries sudden illnesses and injuries, burns, first aids for common injuries, wounds. Medical-legal, ethical highlights. The endocrine system, glands, gonads, interrelationship of the glands, diagnostic examinations, diseases and disorders. Managing emergencies in the medical office, emergency provisions in the medical office, documenting emergency procedures, and emergency services. Overview of structures word parts and functions of the endocrine system, Vocabulary related to the endocrine system, Functions of the endocrine system, Structures of the endocrine system, Medical specialties related to the endocrine system, Pathology of the endocrine system Diagnostic procedures related to the and endocrine system. The pituitary gland, the thyroid gland The parathyroid glands, The adrenal glands The pancreatic islets, The thymus The pineal glands, The Gonads.

Overview of structure word parts and functions of the reproductive system Vocabulary related to the reproductive systems, Functions of the male reproductive system, Structures of the male reproductive system, Medical specialties related to the male reproductive system, Pathology of the male reproductive system, Diagnostic procedures of the male reproductive system, Treatment procedures of the male reproductive system, Sexually transmitted diseases. Functions of the female reproductive system, Structures of the female reproductive system, Medical specialties related to the female reproductive system, Pathology of the female reproductive system, Diagnostic procedures of the female reproductive system, Treatment procedures of the female reproductive system, assisted reproduction, Pregnancy and childbirth. The student will receive lectures and demonstrations. The student will be required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. The student will be required to complete reading and assignments, homework and will undergo weekly document progress on procedure log and undergo quizzes and weekly exams.

**Method of Evaluation:** Throughout this course weekly exams are administered, written assignments, homework and computer lab procedures are evaluated.

**Requirements for Successful Completion of this Course:** Completion of assignments, lab procedures, and exams resulting in 70% or higher GPA at the end of the module. Practical skills and check offs must be completed to progress to the next module.

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**Course Title:** *Behaviors Influencing Health* (Module 6)

**Clock Hours Awarded:** 72

**Prerequisites for this Course:** Passing score on CCI entrance exam successful admission and student must have undergone initial school orientation and MA orientation course.

**Course Description:** Topics include: Currency Cash and petty cash, writing checks, checks received from patients, endorsement, making deposits, deposit by mail, reconciling bank statements, petty cash and other accounts. Medical office records. Interpersonal communications Verbal and nonverbal messages: Perception, body language The Medical Assistant, Training, Job responsibilities and employment opportunities Employment Opportunities, Career ladder Career Development. The Urinary System, the kidneys, ureters, urinary bladder, urethra, dialysis,

kidney transplant, diagnostic examinations, diseases and disorders. Behaviors Influencing Health Nutrition, exercise, and weight control Mobility assistance Indications for mobility devices Safety at home, Behavioral adjustments: Defense mechanisms, influencing behaviors, and communicating emotional states. Patients and their families, right to privacy, choice of treatment, terminal illness. Office Interpersonal relationships: Staff arrangements, interoffice communication, career entry, employee evaluation, medical-legal ethical highlight. Personal characteristics for healthcare workers. Qualities and behaviors to have as a professional medical assistant. Professionalism: How Medical Assisting began, history of professional organizations, professionalism, competency of programs, and becoming certified. The Urinary System Overview structures, word parts, and functions of the urinary system, Vocabulary related to the urinary system Functions of the urinary system Structures of the urinary system. The excretion of urine Medical specialties related to the urinary system Pathology of the urinary system Diagnostic procedures of the urinary system Treatment procedures of the urinary system. Medical specialties related to the urinary system Pathology of the urinary system Diagnostic procedures of the urinary system Treatment procedures of the urinary system. Medical-legal highlights. The student will receive lectures and demonstrations.

The student will be required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. The student will be required to complete reading and assignments, homework and will undergo weekly document progress on procedure log and undergo quizzes and weekly exams.

**Method of Evaluation:** Throughout this course weekly exams are administered, written assignments, homework and computer lab procedures are evaluated.

**Requirements for Successful Completion of this Course:** Completion of assignments, lab procedures, and exams resulting in 70% or higher GPA at the end of the module. Practical skills and check offs must be completed to progress to the next module.

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**Course Title:** *Diagnostic Procedures of the Immune & Nervous System* (Module 7)

**Clock Hours Awarded:** 72

**Prerequisites for this Course:** Passing score on CCI entrance exam successful admission and student must

have undergone initial school orientation and MA orientation course.

**Course Description:** Topics include: Achieving satisfaction in employment, the job search, the resume, the cover letter, classified advertisements, public employment services, private employment agencies, and career development. Getting the job and keeping it application forms, the interview, what employers want most in employees, and the job description. Managing the schedule, completing an incident report, and hiring and firing. The immune system, origin of cells, and their organs. Cell markers, lymphocytes, cytokines, interferons, and natural killer (NK) cells. Immune Responses, immune system diseases and disorders. The nervous system, membrane excitability, peripheral nervous system and spinal cord. Central nervous system, diagnostic tests, diseases and disorders. And medical-legal ethical highlights. The lymphatic and immune system Overview of structures, word parts, and functions of the lymphatic and immune systems. Vocabulary related to the lymphatic and immune system. Medical specialties related to the lymphatic and immune systems. Functions and structures of the lymphatic systems. Pathology and diagnostic procedures of the lymphatic structures. Functions and structures of the immune system. Pathology and diagnostic procedures of the immune system. Treatment procedures of the immune system. Pathogenic organisms, Oncology, the nervous system, overview of structures, word parts, and functions of the nervous system. Vocabulary related to the nervous system, functions of the nervous system, structures of the nervous system, the central nervous system, the peripheral nervous system, and the autonomic nervous system. Medical specialties related to the nervous system, pathology of the nervous system, mental health diagnostic procedures of the nervous system, and treatment procedures of the nervous system. The student will receive lectures and demonstrations. The student will be required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. The student will be required to complete reading and assignments, homework and will undergo weekly document progress on procedure log and undergo quizzes and weekly exams.

**Method of Evaluation:** Throughout this course weekly exams are administered, written assignments, homework and computer lab procedures are evaluated.

**Requirements for Successful Completion of this Course:** Completion of assignments, lab procedures, and exams resulting in 70% or higher GPA at the end of the module. Practical skills and check offs must be completed to progress to the next module.

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**Course Title:** *The Digestive & Respiratory System* (Module 8)

**Clock Hours Awarded:** 72

**Method of Evaluation:** Throughout this course weekly exams are administered, written assignments, homework and computer lab procedures are evaluated.

**Course Description:** Topics include: Preparing claims, the beginning of claim forms, the history of coding ICD9 codes, Coding functions, Identifying the diagnosis CPT codes E/M services guidelines Completing the claim form Maintain an insurance log Delinquent claims Common Filing errors Electronic claim filing Accepting assignment Medicare Audit Reimbursement The future of insurance claims The Digestive System The mouth, esophagus, stomach, small intestine, large intestine, diagnostic examinations, disorders and diseases Medical Ethics and liability Ethical and legal responsibilities Licensure requirements Professional liability Physician and patient rights Medical assistant rights Negligence Medical records. Identify the sense receptors for touch, pressure, proprioception, temperature, and pain. Identify the pathway of oxygen, respiration, the lungs and the pleura. Discuss the muscles of breathing and diagnostic examinations. The respiratory system, overview of structures, and its functions. Vocabulary related to the respiratory system, functions of the respiratory system, and structures of the respiratory system. Medical specialties related to the respiratory system. The pathology of the respiratory system. Diagnostic procedures of the respiratory system. Treatment procedures of the respiratory system Special Senses Medical terminology related to the eyes and ears, Structure, word parts, functions, medical specialties, diseases and diagnostic tests, treatments. The student will receive lectures and demonstrations. The student will be required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. The student will be required to complete reading and assignments, homework and will undergo weekly document progress on procedure log and undergo quizzes and weekly exams.

**Requirements for Successful Completion of this Course:** Completion of assignments, lab procedures, and exams resulting in 70% or higher GPA at the end of the module. Practical skills and check offs must be completed to progress to the next module.

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**Course Title:** *Externship* (Module 9)

**Clock Hours Awarded:** 160

**Prerequisites for this Course:** Student must have completed all other program modules and all absences must be made up prior to starting externship.

**Course Description:** Externship: The student will be placed at a medical or health care facility performing work as an entry-level medical assistant and given the opportunity to apply classroom concepts in practical experiences. Students must complete their required externship in order to be eligible for graduation. The student will be scheduled for and undergo an interview by the health facility supervisor prior to placement. The student will undergo an externship meeting with CCI's externship officer. The student will be required to sign an externship guideline agreement. Students will be placed at different facilities which may include physician's offices, chiropractor's offices or dental offices to complete externship. Most facilities accept externs only during regular day-shift hours. Students enrolling in night classes are reminded that they may be required to complete externship during regular day-shift hours. Externship hours are earned at approved externship sites. Students must complete externship within the maximum time frame. Students who do not fulfill the externship requirement within the maximum allowed time frame will not be eligible to receive their diploma/certificate. Any absences during class or training *must* be made up and students may be required to make up absences during externship.

**Method of Evaluation:** During externship the externship coordinator/officer will follow-up with the student extern and the externship facility supervisor. At the end of externship, the supervisor will evaluate the student using an evaluation form. The grade received on the exit exam will count as 20% of the externship grade along with the clinical evaluations in the externship packet.

**Requirements for Successful Completion:** Completion of all required hours and satisfactory evaluation.

**Schedule:** Most facilities accept externs only during regular day-shift hours. Students enrolling in night classes are reminded that they may be required to

complete externship during regular day-shift hours. Externship hours are earned at approved externship sites. See the Externship Policy for more information.

## GRADUATION REQUIREMENTS

Upon satisfactory completion of the program the student will receive a Certificate of Medical Assistant and EKG are awarded, and a Certificate of Instruction in Venipuncture and Injection is awarded. The following requirements need to be met in order to qualify for a certificate of completion:

- Complete all required hours.
- Achieve a 70% in each module.
- Turn in all externship time cards and site evaluations.
- Take the NCCT certification.
- Have all financial responsibilities met.

### **Requesting Certificate/Transcripts**

Students are awarded a certificate of completion upon satisfactory completion of the graduation requirements. Students eligible for graduation must request a certificate by submitting a "Certificate Request Form" to their Externship Coordinator or Student Services. Students may obtain this form by requesting it at the Student Services office. This form is necessary for verification that a certificate was requested and that the graduate's name is correctly spelled on the certificate. The completed request form will be signed off by the following departments: Externship/Clinical Coordinator, Student Services, Career Services, Admissions, Financial Aid, and the Campus Director. All departments must provide clearance before a certificate can be awarded. Certificates will be available for pick up within one to two weeks of submitting the request. For any inquiries regarding your certificate of completion you may contact the Student Services office.

One set of official and unofficial transcripts will be issued with the certificate of completion. Additional student transcripts may be requested by filling out a "Transcript Request Form". Students may obtain this form by visiting the Student Services office.

**Fees:** The first set of certificate and transcripts given upon graduation is at no cost (included in tuition). Additional official transcripts or original certificates may be requested at a minimal fee. Students that are "Active" in the program may request official or unofficial transcripts at no cost throughout their enrollment.

**Equipment used:** skeleton, venipuncture arm, EKG machine, microscope, refrigerator, centrifuges, hemoglobinometer, eye wash station, glucometer, exam

table, scale, venipuncture station, height bar, baby scale, nebulizer, mayo stand, autoclave, audiometer.

**Supplies used:** rubbing alcohol, autoclave indicator tape, autoclave indicator strips, autoclave pouches, autoclave wrap, band aids, blood glucose test strips, butterflies safety lock blood collection set, cla seal, capes, centrifuge tubes, cotton balls, cotton tipped applicators, cover slides for microscope, urinalysis strips, drapes, EKG recording paper, elastic bandages, electrodes, exam gloves, exam table paper, gauze, hemoglobin curvettes, lancets, lens paper, micro hematocrit tubes, needles (various gauges), oral thermometer sheaths, TAT thermometer, paper surgical tape, pipette, RTU disinfectant, replacement adult training pads AED, sharp safety device, scalpels, sediplast ESR, self-adhesive fasteners, sharp containers, slides for microscope, sodium chloride, sterile gloves, stethoscopes, tape measurement, thermometers, tongue depressors, tubular dressing, urine cups, vacutainer needles.

## TUITION AND FEES

(\*Fees are Non-Refundable)

Medical Assisting	
Registration*	\$80.00
<b>Books</b>	
MA Textbook	\$172.25
MA Workbook	\$158.00
Medical Terminology	\$169.75
<b>TOTAL</b>	\$500.00
Supplies: stethoscope + training supplies	\$400.00
Uniform: 1 set + lab coat	\$85.00
Exam Fee: NCCT/MMCI	\$0.00
STRF	\$0.00
Tuition	\$11,635.00
<b>TOTAL:</b>	<b>\$12,700.00</b>
<b>Required item not included in tuition</b>	
Entrance Exam fee*	\$20.00

## DENTAL ASSISTING

(Offered at Lancaster and Oxnard campuses)

Career Care Institute's Dental Assisting Program provides 720 hours of theory and clinical and is geared to adequately prepare the graduate for an entry-level position in a Dental Office. Upon completion of the program, the student will:

1. Be eligible to apply for the California State Registered Dental Assistant examination after six-months of full-time employment have been met and are signed off by a dentist and Career Care Institute
2. Represent Career Care Institute's Dental Assisting Program in a professional manner
3. Earn a California Radiation Safety Certificate
4. Earn a California 8-hour Infection Control Certificate
5. Earn a California Coronal Polish Certificate
6. Become certified in American Heart Association Basic Life Support

The student will also be required to participate in Modular Shadowing at a dental office one hour per module. Upon graduating and receiving the certificates, students may find employment in a dental office, group practice, dental specialty practice, (i.e., endodontics, periodontics, orthodontics, prosthodontics, and pedodontics). Other options for graduates are working in school clinics or laboratories, veteran's hospitals, dental supply companies, and insurance companies.

**Program Length:** 36 weeks

**Program clock hours:** 720 Hours

**Delivery Mode:** Traditional

Students may choose one of the following schedules:

Day Class: Monday-Thursday 8:00 AM - 12:30 PM

Evening Class: Monday-Thursday 6:00 PM - 10:30 PM

(Availability of evening session may vary by campus)

## ADMISSION REQUIREMENTS

- All applicants will have a personal interview with an Admissions Representative.
- All applicants must have a tour of the school campus.
- All applicants will be required to take the Scholastic Level Exam (SLE). A passing score is required for enrollment. (Students must receive a minimum of 12 points in 12 minutes on the SLE exam in order to pass.)
- Students must submit a tuberculin-screening test prior to first day of class. Students may be given no more than a one-week extension beyond their first day of class by the Campus Director.
- A valid ID and social security card are required.
- All applicants enrolled in any of our programs must have all financial obligations completed before class begins. **A nonrefundable registration fee is due upon enrollment.**

- All applicants must have a high school diploma (from an **approved** institution), or GED or its equivalent. The admissions representative may refer applicants that have not attained a high school diploma, GED or its equivalent to an agency where they may obtain one.
- **Student must undergo school orientation.**
- Re-entry students must follow the Re-Entry Process prior to starting class and complete a new enrollment agreement.

*The school reserves the right to deny admission to prospective students if the provisions above are not properly completed and submitted.*

This program involves 8 modules/courses (576 hours) of classroom, lab, preclinical and clinical instruction and 1 module (144 hours) of externship. Modules/courses are briefly described below.

## COURSE DESCRIPTIONS

**Course Title:** *New Student Orientation*

**Clock Hours for this Course:** 2 hours incorporated into first day of new student's first module.

**Course Description:** This course will consist of a lecture with booklet reviewing CCI's Dental Assisting Program syllabus and program description, class requirements, study tips, general safety guidelines, Modular Shadowing requirements, the Career Care Institute libraries, protocol for emergency situations, general responsibilities for Dental Assistant students, the attendance policy, live patient requirements, the extra credit policy and requirements to complete modular practical skills. Students will be required to acknowledge receipt of materials issued.

**Objectives:** It is expected that upon successful completion of this course that the student will be able to:

- Describe general responsibilities as a Dental Assistant and as a Dental Assistant student at CCI.
- Describe Modular Shadowing and its purpose
- Enumerate general safety guidelines in the operatory
- Describe protocols for emergency situations
- Enumerate live patient requirements in the program
- Describe the extra credit policy

- Learn how to use their syllabus to identify material and time frames it is to be presented in the course.
- Receive books for the DA program.

**Prerequisites for This Course:** Passing score on CCI entrance exam and student must have undergone initial school orientation.

**Schedule:** This 2-hour course is given on the first day of each module to coincide with the first day of class for each new Dental Assisting student enrolled in the program.

**Course Title:** *Basic Dental Science (Module 1)*

**Clock Hours Awarded:** 70

**Course Description:** This module is an introduction to the dental profession and its history. In this module the role of the professional dental assistant, the healthcare team, preventive techniques and nutrition will be covered as well as general anatomy and physiology, embryology and histology, and head and neck anatomy. Students will be required to take notes and will take weekly exams and a module final.

**Objectives:** It is expected that upon successful completion of this course that the student will be able to:

- Identify individuals who are important in the history of dentistry and who promoted education and organized dentistry
- Describe how plaque forms and affects the tooth
- Demonstrate brushing flossing techniques
- Describe fluoride and its use in dentistry
- Explain basic nutrition and how it is used in dentistry
- List the body systems
- Explain the functions and divisions of the skeletal system
- List the function and parts of the muscular system, nervous system, endocrine system
- Explain the functions of the circulatory, digestive, respiratory, lymphatic and immune systems

**Prerequisites for This Course:** Passing score on entrance exam and orientation.

**Method of Evaluation:** Throughout this course weekly exams, evaluations and a module final are administered.

**Requirements for Successful Completion:** Student must achieve 70% or higher GPA at the end of the module

and have satisfactorily completed appropriate assignments.

.....  
**Course Title:** *Preclinical Dental Skills* (Module 2)

**Clock Hours Awarded:** 72

**Course Description:** In this module, students are introduced to infection control in the dental office, methods for disinfection and sterilization. Students will learn OSHA standards for infection control, the Bloodborne Pathogen Standard, microbiology, disease transmission and infection transmission, instrument processing, dental unit waterline maintenance, regulatory and advisory agencies, Safety and post-exposure protocols, hazard communication and management of hazardous materials. Clinical asepsis protocol will be practiced in the clinical setting during operator disinfection, instrument decontamination and sterilization using approved sterilization methods and agents. Students will be introduced to tooth morphology and oral pathology.

**Objectives:** It is expected that upon successful completion of this course that the student will be able to:

- Identify rationale, regulations, training that govern infection control in the dental office.
- Demonstrate the principles of infection control including hand washing, personal protective equipment, barriers, chemical disinfection, ultrasonic operation, proper disposal of sharps and sanitation of dental impressions.
- Describe rationale of Bloodborne Pathogens Standard.
- Identify oral pathologies.
- Describe tooth morphology.

**Prerequisites for This Course:** Passing score on entrance exam and orientation.

**Instructional Resources and Materials Used:**

- Textbook: Modern Dental Assisting, Bird Robinson
- Workbook: Modern Dental Assisting, Bird Robinson
- CCI Produced Materials: 8-hour Infection Control Booklet
- Supplemental material: Elsevier-Evolve Online
- Videos: Elsevier-Evolve Online
- Overhead projector
- Typodonts and manikins

**Method of Evaluation:** Throughout this course, weekly exams, evaluations and module final exams are administered.

**Requirements for This Course:** Student must achieve 70% or higher GPA at the end of the module, have and have satisfactorily completed appropriate assignments and performance checklist procedures. To receive the California 8-hour Infection Control Certificate, the student must complete all course requirements and pass the final exam with a score of 75% or higher.

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**Course Title:** *Clinical Dental Skills* (Module 3)

**Clock Hours Awarded:** 72

**Course Description:** Student will learn about the parts of hand instruments and their functions. They will also learn the importance of tray systems and color coding. The dental assistant will become familiar with the methods used to manage pain and anxiety related to dental procedures, topical anesthetics, and their placement, and types of local anesthetics used in dentistry. The dental assistant will also learn the steps for preparing anesthetic administration, injection sites, and materials and equipment required the role of nitrous oxide sedation, and administration. The student will learn about endodontic procedures, the scope of oral and maxillofacial surgery, the surgical instruments used and aseptic procedures. The student will also learn how to prepare the patient for oral surgery, explain surgical procedures, including tray setups and assisting responsibilities, postoperative instruction for patients; learn the definition of orthodontics and the orthodontic office setting, define the role of the dental assistant in an orthodontic practice, the function of basic orthodontic instruments, the stages of orthodontic treatment and procedures for removing orthodontic appliances, and how the teeth are retained in position afterward. The student will learn the definition of pediatric dentistry; describe the pediatric dental office, and role of the team members. The student will also learn to identify and describe periodontal instruments and their uses. The scope and use of fixed and removable prosthodontics and their function will be covered. The materials required in treatment and the assistant's role in all phases of fixed and removable prosthodontics. The properties, composition and manipulation of amalgam and composite and the steps of an amalgam and composite procedure will be covered.

**Objectives:** It is expected that upon successful completion of this course that the student will be able to:

- Identify dental instruments and their parts
- Explain various types of handpieces and attachments

- Describe types of tray systems and color-coding systems
- Describe methods used to manage pain and anxiety
- Explain different types of topical anesthetics and their placement.
- Identify the injection sites for maxillary and mandibular arches.
- Prepare equipment and materials to administer local anesthetic
- Define endodontics
- Identify instruments and materials used in endodontic procedure and their function
- Identify the various surgical instruments and their function
- Explain surgical procedures, including tray setups and assisting responsibilities
- List postoperative instructions given to patients
- Define the role of the dental assistant in the orthodontic setting
- Identify and give the function of the basic orthodontic instruments
- Explain the procedure for removing orthodontic appliances and how the teeth will be retained in position
- Describe the scope and role of the periodontic team and stages of periodontal disease
- Identify periodontic instruments and their uses
- Describe various types of fixed and removable prosthesis
- Describe the role of the dental assistant and the materials to be used in fixed and removable prosthodontics
- List and explain the properties of composite and amalgam
- Describe the steps of cavity preparation and identify the armamentarium for an amalgam and composite procedure

**Prerequisites for This Course:** Passing score on entrance exam and orientation.

**Instructional Resources and Materials Used:**

- Textbook: Modern Dental Assisting, Bird Robinson
- Workbook: Modern Dental Assisting, Bird Robinson
- Supplemental material: Elsevier-Evolve Online
- Videos: Elsevier-Evolve Online
- Overhead projector
- Typodonts and manikins

**Method of Evaluation:** Throughout this course weekly exams and module final exams are administered. Laboratory practical evaluations are completed.

**Requirements for Successful Completion:** Student must achieve 70% or higher GPA at the end of the module, have and have satisfactorily completed appropriate assignments and performance checklist procedures.

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**Course Title:** *Clinical and Lab Skills (Module 4)*

**Clock Hours Awarded:** 72

**Course Description:** Aspects addressed in this module include preparation, application and removal of dental dam; placement, application, and removal of a dental matrix and wedge; preparation, manipulation, and placement of dental cavity liners, cavity varnish and cements; placement and removal of gingival retraction devices; preparation and application of enamel sealant material; benefits and types of dental bleaching materials, application techniques, and patient education instructions. The student will learn to identify the materials used in the dental laboratory and to perform associated procedures, demonstrate knowledge and skills required to prepare, take and remove alginate impressions and wax bites. Demonstrate knowledge and skills necessary to prepare irreversible hydrocolloid impression material, elastomeric impression materials, and polyether impression material for the dentist. The student will learn about dental handpieces, their accessories and how to care and sterilize them, as well as skills required to mix and manipulate gypsum products, pour and trim impressions for diagnostic casts, use a dental articulator, identify different classifications and uses of dental waxes, demonstrate skills required to fabricate acrylic tray resin, custom trays, vacuum formed and thermoplastic custom trays, learn how to contour prefabricated and custom fit temporary restorations.

**Objectives:** It is expected that upon successful completion of this course that the student will be able to:

- List and demonstrate the steps of placing dental dam
- Describe and demonstrate how the dental material is prepared
- Define matrix and wedge and describe the function, parts, placement and removal of the Tofflemire matrix
- Demonstrate care and knowledge of dental handpieces and their accessories
- Describe the purpose of using cavity liners, cavity varnish and cement bases

- List types of materials and explain placement procedures of cavity liners, cavity varnish and cement bases
- Explain the function and types of gingival retraction and the steps of placing and removing gingival retraction cord
- List and describe the types of bleaching techniques and describe the procedures for dental office and home bleaching and patient instructions

**Prerequisites for This Course:** Passing score on entrance exam and orientation.

**Instructional Resources and Materials Used:**

- Textbook: Modern Dental Assisting, Bird Robinson
- Workbook: Modern Dental Assisting, Bird Robinson
- Supplemental material: Elsevier-Evolve Online
- Videos: Elsevier-Evolve Online
- Overhead projector
- Typodonts and manikins

**Method of Evaluation:** Throughout this course weekly exams, evaluations and module final exams are administered.

**Course Title:** *Dental Practice Management (Module 5)*

**Clock Hours Awarded:** 72

**Course Description:** In this module the student will learn the overall aspects of dental office management, including patient reception, marketing, telephone technique, business office systems, patient scheduling, records managements, accounts receivable, management of patient's accounts, and accounts payable. Inventory control recall systems management are also emphasized and employment strategies. The student will learn differences between civil and criminal law, the definition of a dental practice act and what it entails, the definition(s) of expanded functions, the components of a contract, the meaning of "due care"; and examples of malpractice and torts, how to identify fraud and the services that may be administered under the Good Samaritan law, and identify the components areas of the Americans with Disabilities act. The dental assisting student will also learn to identify responsibilities of the dental team regarding dental records, implied and informed consent, subpoenas and the statues of limitations; define ethics and provide examples of the ADA's and ADAA's principles of ethics, state laws that dentistry adheres to, ethical principles in advertising,

professional fees, and responsibilities. The dental assistant student will learn preparedness in dealing with common medical and dental emergencies and be familiar with the necessary contents of an office emergency kit. The student will also learn procedures for performing cardiopulmonary resuscitation (CPR), treating patients with syncope, anaphylaxis, asthma attacks, heart conditions, cerebrovascular accident, and common dental emergencies. Principles of pharmacology, oral diagnosis and treatment planning will be learned. If student completes and passes all practical exercises on manikins as well as written tests furnished from The America Heart Association, they will receive a BLS Card. The student will also learn how to market their skills by making a portfolio which includes a resume and cover letter.

**Objectives:** It is expected that upon successful completion of this course that the student will be able to:

- Identify dental office staff and their responsibility, marketing ideas
- Demonstrate proper procedures for answering incoming calls, taking messages and uses of telephone technology in the dental office
- Explain ways in which effective patient scheduling can be accomplished
- Define terms related to accounts receivable
- Identify computerized and manual systems for management of patient accounts and recall system management
- Set goals and identify sources to obtain employment in the dental field
- Define how to prepare for an interview
- Explain how to terminate employment
- Define the terms and anatomy used in the delivery of CPR and perform CPR
- Identify several causes of airway obstruction and the treatment of syncope, asthma, allergic reactions, anaphylactic reaction, asthma attacks, congestive heart failure, stroke/cerebrovascular accident and explain how to manage those situations
- Identify dental emergencies that a patient may have such as an abscessed tooth, alveolitis, avulsed tooth, broken prostheses, soft tissue injury, broken tooth, or loose crowns

**Prerequisites for This Course:** Passing score on entrance exam and orientation.

**Instructional Resources and Materials Used:**

- Textbook: Modern Dental Assisting, Bird Robinson

- Workbook: Modern Dental Assisting, Bird Robinson
- Supplemental material: Elsevier-Evolve Online
- Videos: Elsevier-Evolve Online
- Overhead projector
- Typodonts and manikins

**Method of Evaluation:** Throughout this course weekly exams, evaluations and module final exams are administered. Written and practical CPR and First Aid exams must also be satisfactorily completed.

**Requirements for Successful Completion:** Student must achieve 70% or higher GPA at the end of the module, have and have satisfactorily completed appropriate assignments and performance checklist procedures.

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**Course Title:** *Radiology I Theory of Radiology* (Module 6)

**Clock Hours Awarded:** 72 hours

**Course Description:** In this module, the student will review the basic anatomy of the dental arches. How a dental X-ray unit is operated with emphasis on safety and precautions. Students will be instructed how to successfully expose a radiograph and develop it in a dark room using manual or automated processor. Students are required to mount processed radiographs and evaluate the diagnostic quality. Students will be instructed how to expose bite-wing radiographs on a mannequin 2-BWX surveys are required. The paralleling technique will be covered, and students will be required to expose two full mouth surveys (18 films) on a mannequin. Emphasis will be placed on producing quality radiographs with a minimum of retakes. Students will be able to recognize technique errors during the evaluation process and will have the opportunity to correct the errors by a retaking the radiograph with point deductions for retakes.

**Objectives:** It is expected that upon successful completion of this course that the student will be able to:

- Successfully expose a radiograph
- Describe radiation safety precautions
- Mount processed radiographs
- Evaluate diagnostic quality of radiographs
- Recognize technique error during the evaluation process
- Successfully expose and process two (2) sets of bitewing radiographs on a mannequin
- Demonstrate successful completion of a full mouth set of radiographs on two (2) mannequins

**Prerequisites for This Course:** Passing score on entrance exam and orientation.

**Instructional Resources and Materials Used:**

- Textbook: Modern Dental Assisting, Bird Robinson
- Workbook: Modern Dental Assisting, Bird Robinson
- CCI Produced Materials: Radiology Booklet
- Supplemental material: Elsevier-Evolve Online
- Videos: Elsevier-Evolve Online
- Overhead projector
- Typodonts and manikins

**Method of Evaluation:** Throughout this course weekly exams and module final exams are administered. Laboratory practical evaluations are completed.

**Requirements for Successful Completion:** Student must achieve 70% or higher GPA at the end of the module, have and have satisfactorily completed appropriate assignments and performance checklist procedures. Expose bitewing survey and 2 full mouth surveys on a manikin with a minimum of retakes. Overall score of 70% in the module must be achieved. To receive the California Radiation Safety Certificate, the student must complete all course requirements and pass the dental radiograph final exam with a score of 75% or higher.

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**Course Title:** *Radiology II Theory of Radiology* (Module 7)

**Clock Hours Awarded:** 72 hours

**Course Description:** In this module, students will be instructed in the bisecting and paralleling technique and then expose two full mouth surveys and two bite-wing series on a mannequin. Students will review procedures for operation of the latest imaging systems. Upon successful completion of practice radiographs on a mannequin, students will take radiographs on-site on four adult patients as prescribed by a licensed dentist. Students will process, mount and evaluate all exposed film. All full mouth surveys must be diagnostic with minimum retakes.

**Objectives:** It is expected that upon successful completion of this course that the student will be able to:

- Expose quality radiographs on-site on four adult patients as prescribed by a licensed dentist or hygienist
- Process, mount and evaluate all exposed film
- Take full mouth surveys that are diagnostic with minimum retakes

**Prerequisites for This Course:** Passing score on entrance exam, attended orientation and completed Module 6 with a 70% or above.

**Instructional Resources and Materials Used:**

- Textbook: Modern Dental Assisting, Bird Robinson
- Workbook: Modern Dental Assisting, Bird Robinson
- CCI Produced Materials: Radiology Booklet
- Supplemental material: Elsevier-Evolve Online
- Videos: Elsevier-Evolve Online
- Overhead projector
- Typodonts and manikins

**Method of Evaluation:** Throughout this course weekly exams and module final exams are administered. Laboratory practical evaluations are completed.

**Requirements for Successful Completion of this Course:** Student must achieve 70% or higher GPA at the end of the module, have and have satisfactorily completed appropriate assignments and performance checklist procedures. Expose a full mouth series of radiographs on 4 adult patients. The survey must be of diagnostic quality with minimum retakes. Overall score of 70% in the module must be achieved. To receive the California Radiation Safety Certificate, the student must complete all course requirements and pass the dental radiograph final exam with a score of 75% or higher.

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**Course Title:** *Coronal Polish* (Module 8)

**Clock Hours Awarded:** 72

**Course Description:** This course provides board approved instruction in coronal polish. Upon successful completion of this course and the RDA exam, students may perform coronal polish. This course will include instruction in plaque, calculus and stain formation; clinical appearance of various types of stain; tooth morphology and anatomy as related to stain removal; principles of selecting abrasives, polishing agents and disclosing solution. The student will perform coronal polish on typodonts and patients. Three patients will be required for final evaluation and student must pass a written exam by 75%.

**Objectives:** It is expected that upon successful completion of this course that the student will be able to:

- Recognize decalcification and mottled enamel

- Identify plaque, calculus and stain formation in the oral cavity
- Utilize proper armamentaria in an organized sequence
- Perform plaque disclosure
- Demonstrate proper instrument grasp, fulcrum position, and cheek and tongue retraction
- Select and dispense proper polishing agent
- Demonstrate lifting wiping strokes
- Demonstrate use of floss
- Define and demonstrate how to maintain the oral cavity and the equipment utilized

**Prerequisites for This Course:** Passing score on entrance exam and orientation.

**Instructional Resources and Materials Used:**

- Textbook: Modern Dental Assisting, Bird Robinson
- Workbook: Modern Dental Assisting, Bird Robinson
- CCI Produced Materials: Coronal Polish Booklet
- Supplemental material: Elsevier-Evolve Online
- Videos: Elsevier-Evolve Online
- Overhead projector
- Typodonts and manikins

**Method of Evaluation:** Throughout this course weekly exams and module final exams are administered. Laboratory practical evaluations are completed.

**Requirements for Successful Completion:** Student must achieve 70% or higher GPA at the end of the module and have satisfactorily completed appropriate assignments and performance procedures. To receive the California Coronal Polish Certificate, the student must complete all course requirements and pass the dental Coronal Polish final exam with a score of 75% or higher. Clinical evaluation must be completed on three patients within 45 minutes for each patient. Overall score of 70% in the module must be achieved.

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**Course Title:** *Externship* (Module 9)

**Clock Hours Awarded:** 144 hours

**Course Description:** Upon successful completion of class training, Dental Assistant students participate in 168 hours of externship which they serve at an approved facility. This gives externs an opportunity to work with patients and apply the principles of practice learned in the classroom. Externs work under the direct supervision of qualified personnel in participating offices. Supervisory personnel will evaluate externs at 84 and 144-hour intervals. Completed evaluation forms are

placed in the students' permanent record. Students must successfully complete their externship training in order to fulfill requirements for graduation.

**Prerequisites:** Successfully completed 576 course of instruction and all other dental-assisting-32-week-program modules 1-8. All hours missed as a result of absences or tardiness **MUST** be made up **prior** to attending extern. All procedure checkoffs **MUST** be completed and signed off prior to attending externship.

**Method of Evaluation:** The student will be monitored by the externship coordinator and will undergo an evaluation by the employer/extern site.

**Requirements for Successful Completion:** Students must cooperate with externship coordinator, follow externship guidelines and complete required hours and receive a satisfactory evaluation by the employer. The grade received on the exit exam will count as 20% of the externship grade along with the clinical evaluations in the externship packet.

**Time Given to Complete Extern:** There are 144 hours required for extern. Students are required to complete a minimum of 24 hours of externship each week. See the Externship Policy for more information.

## GRADUATION REQUIREMENTS

Upon satisfactory completion of the program, the student will be awarded a Certificate of Completion in Radiation Safety, 8-hour Infection Control, Coronal Polishing and Dental Assisting.

The following requirements need to be met in order to qualify for a certificate of completion:

- Complete all required hours.
- Pass the Radiation Safety exam and complete all clinical requirements.
- Pass the Infection Control exam and complete all clinical requirements.
- Pass Coronal Polish exam and complete all clinical requirements.
- Complete all required shadowing.
- Achieve a 70% in each course.
- Turn in all Externship time cards and site evaluations.
- Have all financial responsibilities met.

### **Requesting Certificate/Transcripts**

Students are awarded a certificate of completion upon satisfactory completion of the graduation requirements. Once the student completes all requirements and is found eligible to receive certifications, the Externship Coordinator will request certificate fabrication by completing a "Certificate Request Form". This form is

necessary for verification that a certificate was requested, and that the graduate's name is correctly spelled on the certificate. The student's legal name used to receive financial aid will be used on the certificates. The completed request form will be signed off by the following departments: Externship/Clinical Coordinator, Student Services, Career Services, Admissions, Financial Aid, and the Campus Director. All departments must provide clearance before a certificate can be awarded. Certificates will be available for pick up within one to two weeks of submitting the request. For any inquiries regarding your certificate of completion you may contact the Student Services office.

One set of official and unofficial transcripts will be issued with the certificate of completion. Additional student transcripts may be requested by filling out a "Transcript Request Form". Students may obtain this form by visiting the Student Services office.

**Fees:** The first set of certificate and transcripts given upon graduation is at no cost (included in tuition). Additional official transcripts or original certificates may be requested at a minimal fee. Students that are "Active" in the program may request official or unofficial transcripts at no cost throughout their enrollment.

**Equipment used in the DA Program:** Dental units, sterilizer, compressor, vacuum suction, refrigerator, ultrasonic unit, Dental Assistant chair, operator chair, stone model grinder, vacuum forming machine, cold sterile bin, lathe, amalgamator, X-Ray machine, film processor., holding bath, laboratory vibrators, rolling carts, dental tray organizer, eye wash station, lead rolling wall, Freddy-manikin, lead apron.

**Supplies used in lab:** floss, fluoride gel/foam, fluoride trays; toothbrushes, toothpaste, disinfectant spray, sterilization bags, biological spore tests, exam gloves, utility gloves, chamber brite, indicator strips, team vista dental waterline cleaner & irrigant solution concentrate, evacuation solution, surface barriers, headrest covers, ultrasonic solution, cold sterile solution, endodontic instruments, anesthetic syringes, anesthetic carpules, needle hubs, cotton tipped applicators, topical anesthetic, disposable scalpel blades, bard parker scalpel handle, orthodontic instruments, oral surgery instruments, black silk sutures, gut sutures, periodontal instruments, amalgam instruments, amalgam, composite instruments, composite, lab spatulas, disposable impression trays, cold sterile solution, alginate tray cleaner, cement spatulas, thermo-forming coping material, rubber dam forceps, rubber dam frame, rubber dam punch, rubber dam stamp, IRM cement, ZNP cement, ZOE cement, glass ionomer cement, various final impression materials, tri-trays eugenol periodontal

dressing, bite registration material, cavity varnish, cotton pellets, basic instruments, face masks, protective eyewear, typodont prep teeth, ivory typodont teeth, 2x2 exodontia sponges, petroleum jelly, methymethacrylate acrylic material, R-methacrylate acrylic material, temp tabs, floss, dental laboratory stone, mixing bowls, Tofflemire retainers, wedges, Tofflemire bands, calcium hydroxide, stainless steel crowns, polycarboxylate anterior temporary crowns, Dremels & acrylic burs, first aid supplies, disposable CPR Practi-SHIELDS, adult & ped ambu-bags, one way mask valve, isopropyl alcohol, single X-Ray film #2, XCP Rinn holders & components, bitewing tabs, manual film developer & fixer, A/T spray 2000 & sponges, bitewing mounts, double X-Ray film #2, FMX mounts (18 films), tray covers, prophylaxis paste, disposable prophylaxis angles, disposable prophylaxis brushes, interproximal brushes, cotton rolls, disclosing tablets, floss threaders, cups for patients to rinse, patient napkins, bib clips, disposable gowns, air/water syringe tips, HVE suction tips, saliva ejectors & disposable traps.

### TUITION AND FEES

(\*Fees are Non-Refundable)

<b>Dental Assistant Program</b>	
Registration*	\$80.00
Books	
DA Textbook \$330.25	}
DA Workbook	
Medical Terminology \$169.75	\$500.00
Supplies: goggles + training supplies	\$500.00
Uniform: 1 set + lab coat	\$85.00
STRF	\$0.00
Tuition	\$11,535.00
<b>TOTAL</b>	<b>\$12,700.00</b>
Required Item Not Included in Tuition Entrance Exam Fee*	\$20.00

### LIMITED PERMIT X-RAY TECHNICIAN

(Offered at All Campuses)

Career Care Institute's Limited Permit X-Ray Technician program will prepare the graduate to take the California State Examination in Limited Scope in Radiography for State certification in three limited permit categories including: Chest, Extremities, and Torso Skeletal. The

student will also receive training in ancillary medical procedures and receive a certificate of instruction in venipuncture and injections. Limited Permit Radiographers are trained to perform the radiographic procedures and ancillary medical procedures commonly needed in outpatient clinics, physicians' offices, and ambulatory care centers. The program is designed to prepare students to take various certification examinations, however the school cannot guarantee the student will pass.

The student must pass the California State Examination to receive a position as an X-Ray Technician. The program involves multiple classroom/lab courses of 564 hours and an externship that consists of 336 hours. The externship portion also requires students to perform various X-Rays clinical procedures as a requirement (See [Externship](#) for requirements.)

Upon satisfactory completion of XT 1, XT 2 and XT 3, the student will be awarded a Certificate of Completion of 96 hours of Basic Back Office Medical Assisting/EKG Technician Assisting and 804 clock hours of training in the Categories of Chest, Extremities and Torso-Skeletal. The graduate is then eligible to apply for the State of California Limited Scope in Radiography Examination for Chest, Extremities and Torso-Skeletal. The section below will describe Career Care Institutes Limited Permit X-Ray Technician Program.

### ADMISSION REQUIREMENTS

- All applicants will have a personal interview with an Admissions Representative.
- All applicants must have a tour of the school campus.
- All applicants will be required to take a WONDERLIC entrance exam. A passing score is required for enrollment. Students must score the following in math and reading comprehension:
  - XT Program: **300 Math; 300 Verbal**
- Students must submit a tuberculin-screening test prior to first day of class. Students may be given no more than a one-week extension beyond their first day of class by the Campus Director.
- A valid ID and social security card are required.
- All applicants enrolled in any of our programs must have all financial obligations completed before class begins. A **nonrefundable registration fee is due upon enrollment.**
- All applicants must have a high school diploma (from an **approved** institution), or GED or its equivalent. The admissions representative may

refer applicants that have not attained a high school diploma, GED or its equivalent to an agency where they may obtain one.

- **Student must undergo school orientation.**
- Re-entry students must follow the Re-Entry Process prior to starting class and complete a new enrollment agreement.

*The school reserves the right to deny admission to prospective students if the provisions above are not properly completed and submitted.*

## LICENSURE ELIGIBILITY REQUIREMENTS

To be eligible for any of the limited permit categories an applicant shall:

- Submit to the Institute an acceptable application containing:
  1. The legal name, date of birth, social security number, the mailing address, and telephone number of the applicant. The legal name shall be as shown on the government – issued identification document that will be used to verify the applicant’s identity for taking any required examination;
  2. Identification of the permit category for which the applicant is applying;
  3. A copy of the Limited Permit X-Ray Technician school graduation diploma or certificate in the limited permit category applied for; and
  4. The fee required pursuant to section 30408
- Pass Department-approved examinations in:
  1. Radiation protection safety (Core); and
  2. For each permit category applied.

**Program Length:** Approximately 46 weeks

**Program clock hours:** 1120 Hours

**Delivery Mode:** Traditional

Students may choose one of the following schedules:  
(Schedules subject to change)

**Day Class:** Monday-Thursday 9:00 AM - 1:30 PM

**Afternoon Class:** Monday-Thursday 1:30 PM-6:00PM

**Evening Class:** Monday-Thursday 5:00 PM - 9:30 PM

**Courses:**

- MA11 – Basic Back Office Skills (144 hours)
- XT1 – LPXT Module 1 (217.5 hours)
- XT2 – LPXT Module 2 (232.5 hours)
- XT3 – Externship and Review Course (526 hours)

**Externship Schedule:** Student must complete 490 hours.

## COURSE DESCRIPTIONS

**Course Title:** *Basic Back Office Skills (MA11)*

**Clock Hours Awarded:** 144 hours

**Prerequisites for This Course:** High School Diploma or equivalent, a passing score on the CCI entrance exam of 300 in math and 300 in English, and an initial school orientation.

**Course Description:** This course focuses on basic patient care procedures such as completing patient histories, taking vital signs, and patient positioning. Students receive instruction concerning universal precautions, routine clinical infection control procedures, hands-on practice on medical asepsis and sterilization techniques, assisting with minor office surgical procedures, as well as identifying basic surgical instrument groups. This course will also introduce the anatomy and physiology of body structure, and special diagnostic procedures to which they relate. Students study basic pharmacology and practice injection techniques. Students will apply this knowledge to hands-on practice in the lab, which also includes invasive and noninvasive procedures. Students learn and train in basic and advanced venipuncture, hematology, and blood collection techniques that meet with the State of California venipuncture requirements. Students will also learn anatomy and physiology of the respiratory and cardiovascular systems, as well as hands-on operation of EKG equipment. In addition, students also receive training in Basic Life Support CPR. Students will apply this knowledge to practice in the lab, which also includes invasive and noninvasive procedures. Medical terminology related to the topics presented is also introduced throughout this course. Successful Completion of this Course requires completion of assignments, lab procedures and exams resulting in 77% or higher percentile at the end of the course.

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**Course Title:** *LPXT1 (Module 1)*

**Clock Hours Awarded:** 217.5 hours

**Prerequisites for This Course:** Successful completion of Medical Assisting Basic Back Office.

**Course Description:** The student will receive lectures and be given assignments on a weekly basis. The student will observe procedures and be required to perform procedures in the on-site, X-Ray laboratory. The student

will undergo exams and quizzes and procedural evaluations. This course will cover subjects including introduction to limited radiography; medical terminology; equipment operation and care; medical ethics; safety and infection control; radiological physics; mathematics for radiographers; image evaluation; digital radiography; X-Ray technical factors; quality control for digital systems; anatomy and physiology; chest radiography and upper extremity radiography. Students must achieve a 77% or better in each course of the module to advance to the next module.

Course Title: *LPXT2* (Module 2)

Clock Hours Awarded: 232.5 hours

**Prerequisites for This Course:** Successful completion of XT1.

**Course Description:** The student will receive lectures and be given assignments on basic classroom instruction. The student will observe procedures and be required to perform procedures in the on-site, X-Ray laboratory. The student will undergo exams and quizzes and procedural evaluations. Subjects include radiation biology and protection; anatomy and physiology; lower extremity radiography; torso-skeletal radiography; radiography of pediatric and geriatric patients. Students must achieve a 77% or better to advance to the next module.

Course Title: *LPXT3 Externship* (Module 3)

Clock Hours for this Course: 490 hours

**Prerequisites for This Course:** Successful completion of XT1 and XT2. You must attend a Clinical Orientation with the Clinical Coordinator prior to being placed at an externship site.

**Course Description:** Externship will be completed after the didactic training. The student will attend externship at a State-approved site. The student must cooperate with the Clinical Coordinator for externship placement and during the externship period. The student must adhere to externship guidelines as mentioned in the school student handbook, LPXT Guidelines, and the X-Ray clinical handbook.

Students will be evaluated on the Site Supervisor Evaluation, Quizzes, Clinical Coordinator Evaluation, Competency Performance Evaluations, including image evaluations.

In accordance with the State of California Title 17, Section 30424 these are the required radiographic

procedures listed below that must be logged and signed by the training Supervisor and Operator (S&O):

- 50 chests X-Ray procedures
- 100 extremities X-Ray procedures (50 upper and 50 lower extremities)
- 200 torso-skeletal X-Ray procedures.

Course Title: *LPXT3 Review Course* (Module 3)

Clock Hours Awarded: 36 hours

**Prerequisites for This Course:** Successful completion XT1, XT2, and XT3 (Externship)

**Course Description:** The student will receive lectures and be given assignments to facilitate their review on all components of the X-Ray Technician Program. It will consist of 6hrs a day, one day a week for 6 weeks, and a total of 36 hours. The student will be required to attend the XT Review Course and pass an Exit Exam to graduate out of the program.

## GRADUATION REQUIREMENTS

Upon satisfactory completion of Review Course, the student will be awarded a Certificate of Completion in Limited Permit X-Ray Technology in Chest, Extremities and Torso-skeletal; a Certificate of Instruction in Venipuncture and Injections. The following requirements need to be met in order to qualify for a certificate of completion:

- Complete all required hours.
- Achieve a 77% in each course.
- Have all financial responsibilities met.
- Submit all clinical training authorization permits, performance evaluations, image evaluations, repeat assessments, training logs (with the required number of views) with the original signature of the Supervisor and Operator (Licentiate) of the facility, additionally return the TLD badge to the Clinical Coordinator at the time of completion from externship. Original timecards and supervisor evaluations must be submitted at this time. (Shall be submitted no later than one week from the last date of clinical.)
- Successfully pass the Review Course with a minimum of 77% and complete all 36 hours.

### Requesting Certificate/Transcripts

Students are awarded a certificate of completion upon satisfactory completion of the graduation requirements.

Students eligible for graduation must request a certificate by submitting a "Certificate Request Form" to their Externship Coordinator or Student Services. Students may obtain this form by requesting it at the Student Services office. This form is necessary for verification that a certificate was requested and that the graduate's name is correctly spelled on the certificate. The completed request form will be signed off by the following departments: Externship/Clinical Coordinator, Student Services, Career Services, Admissions, Financial Aid, and the Campus Director. All departments must provide clearance before a certificate can be awarded. Certificates will be available for pick up within one to two weeks of submitting the request. For any inquiries regarding your certificate of completion you may contact the Student Services office.

One set of official and unofficial transcripts will be issued with the certificate of completion. Additional student transcripts may be requested by filling out a "Transcript Request Form". Students may obtain this form by visiting the Student Services office.

**Fees:** The first set of certificate and transcripts given upon graduation is at no cost (included in tuition). Additional official transcripts or original certificates may be requested at a minimal fee. Students that are "Active" in the program may request official or unofficial transcripts at no cost throughout their enrollment.

**Equipment used in BBO:** skeleton, venipuncture arm, EKG machine, microscope binocular, microscope monocular, refrigerator, centrifuge, zipocrit centrifuge, hemoglobinometer, eye wash station, glucometer, exam table, scale, venipuncture station, height bar, baby scale, autoclave.

**Supplies used in lab for BBO:** rubbing alcohol, autoclave indicator tape, autoclave indicator strips, autoclave pouches, autoclave wrap, band aids, blood glucose test strips, butterflies safety lock blood collection set, cla seal, capes, centrifuge tubes, cotton balls, cotton tipped applicators, cover slides for microscope, urinalysis strips, drapes, EKG recording paper, elastic bandages, electrodes, exam gloves, exam table paper, gauze, hemoglobin curvettes, lancets, lens paper, micro hematocrit tubes, needles (various gages), oral thermometer sheaths, paper surgical tape, pipette, RTU disinfectant, replacement adult training pads AED, sharp safety device, scalpels, sediplast ESR, self-adhesive fasteners, sharp containers, slides for microscope, sodium chloride, sterile gloves, stethoscopes, tape measurement, thermometers, tongue depressors, tubular dressing, urine cups, vacutainer needles.

**Equipment used in the X-Ray Lab:** X-Ray console, X-Ray tube, X-Ray table, PACS monitor, PSP cassette reader, PSP cassette (digital), calipers, acrylic chest phantom, acrylic torso phantom, acrylic knee, acrylic elbow, acrylic hand and wrist, leg mannequin, arm mannequin, full lead apron, half lead apron, thyroid shield, gonadal shield, lead gloves, view box, densitometer, sensitometer, penetrometer, spin top, lead blockers, positioning sponges, grids, and sand bags.  
**Supplies used in X-Ray Lab:** personnel dosimeter badges, latex gloves, pillowcases, gowns, and anatomical markers.

## TUITION AND FEES

(\*Fees are Non-Refundable)

<b>Limited Permit X-Ray Technician Program</b>		
<b>Registration*</b>		\$80.00
<b>Books:</b>		
Rad. Positioning & Related Anatomy Textbook	\$205.00	
Rad. Positioning & Related Anatomy Workbook	\$110	
Radiographic Essentials for Lim. Pract. Textbook	\$93.95	
Radiographic Essentials for Lim. Pract. Workbook	\$38.95	
Dig. Radiography & PACS Med. Asst. Textbook & Workbook	\$156.95	
Mosby's Comp. Rev. of Rad. Essentials of Rad. Bio. & Prot.	\$72.95	
	\$119.95	\$877.70
Supplies: Dosimeter + Film + Training Supplies + RDC (badges)		\$500.00
Uniform: 1 set + lab coat		\$85.00
State Licensing Exam: Chest, Torso and Extremities		\$0.00
STRF		\$0.00
Tuition		\$19,457.30
<b>Total</b>		<b>\$21,500.00</b>
Required Item Not Included in Tuition Entrance Exam Fee*		\$40.00

## VOCATIONAL NURSING

(Offered at All Campuses)

Student will be eligible to take the State Nursing Licensing Examination. At the completion of this program, the student will be able to demonstrate competence in direct patient care activities in hospitals and in community-based health care agencies, demonstrate ethical and caring behaviors while providing nursing care; successfully pass the vocational

nursing program, successfully pass the NCLEX®-PN exam, and be eligible for employment as a licensed vocational nurse (*Note: The BVNPT requires applicants to be at least 17 years of age*). Upon successful completion, the student will be awarded a Certificate in *Vocational Nursing*. The student will receive a *BLS Certificate within the first six weeks of the program*.

Licensed Vocational Nurses (LVNs) care for the sick, injured, convalescent, and disabled under the direction of physicians and registered nurses. Most VNs provide basic bedside care. They take vital signs such as temperature, blood pressure, pulse, and respiration. They also treat bedsores, prepare and give injections and enemas, apply dressings, give alcohol rubs and massages, apply ice packs and hot water bottles, and monitor catheters. VNs observe patients and report adverse reactions to medications or treatments. They collect samples for testing; perform routine laboratory tests, feed patients, and record food and fluid intake and output.

They help patients with bathing, dressing, and personal hygiene, keep them comfortable, and care for their emotional needs. In States where the law allows, they may administer prescribed medicines or start intravenous fluids. Some VNs help deliver, care for, and feed infants. VNs may supervise nursing assistants and aides. VNs in nursing homes provide routine bedside care, help evaluate residents' needs and supervise the care provided by nursing aides. In doctors' offices and clinics, they also may make appointments, keep records, and perform other clerical duties. VNs who work in private homes also may prepare meals and teach family members simple nursing tasks. Licensed practical nurses in hospitals and nursing homes work a 40-hour week, but because patients need around-the-clock care, some work nights and weekends.

They often stand for long periods and help patients move in bed, stand, or walk. VNs may face hazards from caustic chemicals, radiation, and infectious diseases such as hepatitis. They are subject to back injuries when moving patients and shock from electrical equipment. They often must deal with the stress of heavy workloads. In addition, the patients they care for may be confused, irrational, agitated, or uncooperative. Licensed practical nurses held about 700,000 jobs in 2000. Twenty-nine percent of VNs worked in nursing homes, 28 percent worked in hospitals and 14 percent in physicians' offices and clinics. Others worked for home healthcare services, residential care facilities, schools, temporary help agencies, or government agencies; about 1 in 5 worked part time.

## ADMISSION REQUIREMENTS

- All applicants will have a personal interview with an Admissions Representative.
- All applicants must have a tour of the school campus.
- All applicants will be required to take a WONDERLIC entrance exam. A passing score is required for enrollment. Students must score the following in math and reading comprehension:
  - VN Program: **300 Math; 350 Verbal**
- Students must submit a tuberculin-screening test prior to first day of class. Students may be given no more than a one-week extension beyond their first day of class by the Campus Director.
- A valid ID and social security card are required.
- All applicants enrolled in any of our programs must have all financial obligations completed before class begins. **A nonrefundable registration fee is due upon enrollment.**
- All applicants must have a high school diploma (from an approved institution), or GED or its equivalent. The admissions representative may refer applicants that have not attained a high school diploma, GED or its equivalent to an agency where they may obtain one.
- **Student must undergo school orientation.**
- Re-entry students must follow the Re-Entry Process prior to starting class and complete a new enrollment agreement.
- The Vocational Nursing Program requires other items such as fingerprinting, background checks, and drug screenings.
- Health Care Documents. Refer to your VN Guidelines for more details regarding immunizations required for the VN program:
  - PPD (TB test): A negative TB test required by program start date. If student tested positive for TB, negative chest X-Ray will be required.
  - Titer showing immunity to the following: Measles, Mumps, Rubella, Varicella, Poliovirus.
  - Hepatitis B immunization or titer.
  - Tetanus immunization proof.
  - Flu vaccination.
  - Diphtheria vaccination.

*The school reserves the right to deny admission to prospective students if the provisions above are not properly completed and submitted.*

## HEALTH CARE DOCUMENTS DETAILED DESCRIPTION

### **Measles, Mumps, Rubella**

A titer showing immunity to Measles, Mumps, and Rubella is required. The computer-generated laboratory report must accompany the Student Health Record. If the results show the student is non-immune or equivocal, the student must receive appropriate booster and the titer must be repeated per health care provider order. In the event the student does not convert, a signed and stamped (original copy) note must be provided by the student's health care provider. Titer must be within one year of enrollment.

### **Varicella**

A titer showing immunity to Varicella is required. The computer-generated laboratory report must accompany the Student Health Record. If the results show the student is non-immune or equivocal, the student must receive appropriate booster and the titer must be repeated per health care provider order. In the event the student does not convert, a signed and stamped (original copy) note must be provided by the student's health care provider. Titer must be within one year of enrollment.

### **Poliovirus**

*\*Currently, not all health care facilities are requiring polio—student may be enrolled without polio; however, student understands that during the course of the program, a poliovirus titer may become necessary to continue education. A titer showing immunity to Polio is required.*

The computer-generated laboratory report must accompany the Student Health Record. If the results show the student is non-immune or equivocal, the student must receive appropriate booster and the titer must be repeated per health care provider order. In the event the student does not convert, a signed and stamped (original copy) note must be provided by the student's health care provider.

### **Hepatitis B**

If the student has not been immunized against Hepatitis B, he or she will provide proof that the immunization process has begun. The student will be allowed to begin classes by showing proof that the vaccination process has begun. The student bears the responsibility of submitting proof of each additional injection and ultimately a titer showing immunity. The Hepatitis B vaccine is administered in three separate doses. Proof must be provided after the first injection, the second injection (usually 1-2 months after the first), the third injection (usually 4-6 months after the first), and a titer showing immunity after the last injection.

-OR-

A titer showing immunity to Hepatitis B is required. The computer-generated laboratory report must accompany the Student Health Record. If the results show the student is non-immune or equivocal, the student must receive appropriate booster and the titer must be repeated per health care provider order. In the event the student does not convert, a signed and stamped (original copy) note must be provided by the student's health care provider.

### **Tetanus**

Documentation showing administration of the Tetanus vaccine within the last 10 years is required.

**\*Flu and Diphtheria vaccinations are also required**

### ***Student Health Record***

An original copy of the completed Student Health Record with the health care provider's signature and stamp clearing the student to perform the required physical, mental, and physiologic aspects of nursing school is required.

## REQUIREMENTS FOR LICENSURE ELIGIBILITY

- Minimum Age - 17 Years.
- Completion of High school or its equivalent.
- Complete and sign the "Application for Vocational Nurse Licensure."
- Complete and sign the "Record of Conviction" form.
- Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information") Note: A License will not be issued until the board receives the background information from DOJ.
- Attach the appropriate nonrefundable fee made payable to the "BVNPT".
- Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
- The Board will advise you of the Initial License Fee to be paid. This fee is in addition to the application fee.
- Graduate of a California Approved School of Vocational Nursing or, successful completion of a California Approved Vocational Nursing

Program. Contact your Program Director for application forms and instructions.

- Graduate of an Out-Of-State School of Practical/Vocational Nursing.
- The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

Note: It may take the Board 4-6 weeks to process your Application for Licensure. Career Care Institute has no control over the extent of time the BVNPT takes to process applications.

### 62 Week Program

Program clock hours: 1564

Delivery Mode: Traditional

#### Theory:

Lancaster and Moreno Valley Campuses:

M, W or T, TH 8:00 AM – 1:00 PM, 1:00 PM – 6:00 PM, or 5:00 PM-10:00 PM

Oxnard Campus:

M, T or W, TH 8:00 AM – 1:00 PM, 1:00 PM – 6:00 PM or 5:00 PM-10:00 PM

**Clinical:** Two days (other than theory days) in eight-hour shifts. Times vary.

This program involves four levels between 386 to 404 hours each. Courses are briefly described below.

#### ***Program Overview***

The Vocational Nursing Program is a 62-week program consisting of four levels. Theory classes are five hours in length and are in session two days per week.

Clinical classes are usually 8 hours in length, but they can be as long as 12 hours. Classes are in session two days per week. Theory classes are typically the same two days for each level; however, based on clinical facility contracts, theory days and times may change per level. **Students are required to have reliable transportation to and from all classes.**

Successful completion of the Vocational Nursing Program necessitates maintenance of 75% or better in each category (Level 1-3) or subject in Level 4.

### COURSE DESCRIPTIONS

#### ***Course Title: VN Level I***

**Clock Hours Awarded:** 387

**Prerequisites:** Enrollment, passing score on entrance exam, attending orientation, submitting all required health documents by deadline.

**Description:** VN Level I is designed to provide the beginning student with an introduction to personal and vocational relationships in nursing. Emphasis is placed upon the application of the nursing process within the context of the Licensed Vocational Nursing scope of practice, the health care environment, critical thinking, the caring role, and basic nursing skills and procedures, including physical assessment.

#### **THEORY GRADING CRITERIA:**

At the end of the course, you must receive 75% or greater in each category (Fundamentals and Pharmacology) in order to pass. All finals must be passed with 75% or greater. If the grade on the final is below 75% but the student's GPA for the category/level is above 75%, the student will not advance to the next level. For a further breakdown of Theory grading criteria, you may refer to the VN Guidelines.

#### **CLINICAL GRADING CRITERIA:**

A = 90 - 100%

B = 80 - 89.9%

C = 75 - 79.9%

74.9% or below = failure

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#### ***Course Title: VN Level II***

**Clock Hours Awarded:** 387

**Prerequisites for This Course:** Successful completion of VN Level I; or, previous nursing education with recommendation from Director of Nursing. The student must prove successful completion of appropriate nursing education and undergo an evaluation by the Director of Nursing.

**Course Description:** VN Level II is designed to provide the student with a foundation in medical/surgical nursing. Topics include general care of patients having problems with pain, cancer, immobility, fluid and electrolyte imbalances. Emphasis is placed upon care of patients with disorders of the skin, endocrine glands, blood, cardiovascular and respiratory systems, utilizing the nursing process. The student will be given quizzes, exams and practical exams.

#### **THEORY GRADING CRITERIA:**

At the end of the course, you must receive 75% or greater in each category (Medical Surgical, Anatomy and Physiology, Pharmacology) in order to pass. All finals

must be passed with 75% or greater. If the grade on the final is below 75% but the student's GPA for the category/level is above 75%, the student will not advance to the next level. For a further breakdown of Theory grading criteria, you may refer to the VN Guidelines.

#### CLINICAL GRADING CRITERIA:

A = 90 - 100%

B = 80 - 89.9%

C = 75 - 79.9%

74.9% or below = failure

**Course Title:** *VN Level III*

**Clock Hours Awarded:** 386

**Prerequisites for This Course:** Successful completion of VN Level II; or, previous nursing education with recommendation from Director of Nursing. The student must prove successful completion of appropriate nursing education and undergo an evaluation by the Director of Nursing.

**Course Description:** This course is a continuation of Medical/Surgical Nursing. Emphasis is placed upon care of patients with musculoskeletal, gastrointestinal, neurological, eye and ear, urological and reproductive disorders and patients with AIDS, utilizing the nursing process.

#### THEORY GRADING CRITERIA:

At the end of the course, you must receive 75% or greater in each category (Medical Surgical, Anatomy and Physiology, Pharmacology) in order to pass. All finals must be passed with 75% or greater. If the grade on the final is below 75% but the student's GPA for the category/level is above 75%, the student will not advance to the next level. For a further breakdown of Theory grading criteria, you may refer to the VN Guidelines.

#### CLINICAL GRADING CRITERIA:

A = 90 - 100%

B = 80 - 89.9%

C = 75 - 79.9%

74.9% or below = failure

**Course Title:** *VN Level IV*

**Clock Hours Awarded:** 404

**Prerequisites for This Course:** Successful completion of VN Level III.

**Course Description:** This course is designed to provide the senior student with basic knowledge in several specialty areas: family nursing, pediatrics, mental health, home health, hospice and rehabilitation. Emphasis is placed upon care of these patients utilizing the nursing process. Other important topics include leadership and supervision. Preparation for a career as a VN is also covered.

#### THEORY GRADING CRITERIA:

At the end of the course, you must receive 75% or greater in each subject (Mental Health/Obstetrics; Pediatrics; Growth and Development, Hospice, Rehab; and Management) in order to pass.

If the student is below 75% in Mental Health/Obstetrics and or Pediatrics, student will receive a PEN for Extreme Academic Failure and must repeat the level. If the student is below 75% in Growth & Development and or Leadership, the student may continue in the program but must either submit a yellow paper or repeat the failing category in order to successfully complete the program. For a further breakdown of Theory grading criteria, you may refer to the VN Guidelines.

#### CLINICAL GRADING CRITERIA:

A = 90 - 100%

B = 80 - 89.9%

C = 75 - 79.9%

74.9% or below = failure

### ATI -COMPREHENSIVE ASSESSMENT AND REVIEW PROGRAM

#### Purpose

In accordance with our mission "to provide each student with an educational environment which meets the needs of the student with varied learning skills," Career Care Institute has contracted with ATI® to provide additional support and assistance throughout the program in preparation for taking and successfully passing the NCLEX-PN® exam.

#### Objective

To provide each student with study tools, competency testing and remediation tools to help prepare them to pass the NCLEX-PN®.

#### Overview

Students will be introduced to ATI® in the early part of Level I. Throughout each level, students will be assigned practice tests, tutorials, and proctored examinations

using the ATI® PN Comprehensive Assessment & Review Program (CARP) as appropriate. Currently, Level 1, 3, and 4 students will be assigned Specialty Proctored Assessment exams that correlate with the subject matter expected to have been mastered within that level. Dates for all assessments will be available per the student's level calendar from their theory instructors (given in week one of each Level). There are no Specialty Proctored Exams in Level 2; instead, students will be given individual ATI® homework assignments.

### COMPLETION REQUIREMENTS

In order to receive a certificate of completion for the Vocational Nursing Program at Career Care Institute, the following must be completed:

1. Successfully pass each category in each level of theory content at 75% or greater,
2. Successfully pass all clinical rotations at 75% or greater,
3. Complete the 1564 hours of instruction: 588 Theory, 976 Clinical,
4. Complete the online application for BVNPT including Live Scan and Passport photo (student responsible to pay for these items) and any documentation for the ROC (record of conviction),
5. Satisfy all financial obligations, and
6. Achieve a passing score on résumé from Career Services.

### APPLICATION FOR LICENSURE REQUIREMENTS

After the student satisfies the Completion Requirements, and prior to the school submitting the Application for Licensure, the student will:

1. Enroll in the post-graduation ATI assessment program to prepare for the NCLEX-PN®. Career Care Institute, Inc. will cover this enrollment, only. *Enrollment into V-ATI prior to program completion requires Director of Nursing approval.*
2. Obtain the Green Light per the benchmark within the first enrollment, which is equivalent to 12-weeks.

When the above items are satisfied, Career Care Institute will submit the Application for Licensure with corresponding fees to the BVNPT. Career Care Institute will also pay for the PearsonVue Registration fee.

If the student fails to achieve the Green Light per the benchmark within the first 12-week enrollment, the student will either:

- purchase another 12-week assessment program from ATI, or
- submit his or her Application for Licensure to the BVNPT using the Yellow Application.

If the student obtains the Green Light per the benchmark within the second enrollment, Career Care Institute will submit the Application for Licensure with corresponding fees to the BVNPT. Career Care Institute will also pay for the PearsonVue Registration fee.

If the student fails to meet the benchmark within the second enrollment or chooses to apply to the BVNPT using the Yellow Paper, the student will incur all fees.

### **Requesting Certificate/Transcripts**

Students are awarded a certificate of completion upon satisfactory completion of the graduation requirements. Students eligible for graduation must request a certificate by submitting a "Certificate Request Form" to their Externship Coordinator or Student Services. Students may obtain this form by requesting it at the Student Services office. This form is necessary for verification that a certificate was requested and that the graduate's name is correctly spelled on the certificate. The completed request form will be signed off by the following departments: Externship/Clinical Coordinator, Student Services, Career Services, Admissions, Financial Aid, and the Campus Director. All departments must provide clearance before a certificate can be awarded. Certificates will be available for pick up within one to two weeks of submitting the request. For any inquiries regarding your certificate of completion you may contact the Student Services office. One set of official and unofficial transcripts will be issued with the certificate of completion. Additional student transcripts may be requested by filling out a "Transcript Request Form". Students may obtain this form by visiting the Student Services office.

**Fees:** The first set of certificate and transcripts given upon graduation is at no cost (included in tuition). Additional official transcripts or original certificates may be requested at a minimal fee. Students that are "Active" in the program may request official or unofficial transcripts at no cost throughout their enrollment.

**Equipment used:** beds, adult mannequins, adolescent mannequins, toddler mannequins, baby mannequin, scale, IV poles, wheel chair, walker, crutches, vital sign

monitor, med cart, thermometers, suction machine, fundus, accu-check machines, pediatric mannequins vitals sims, over bed tables, night stands, IV arms, Hoyer lift with pads, nebulizer machine, blood pressure cuffs automated, birthing mannequin with baby, kangaroo pump, restraints mittens, restraints vests, restraints wrist, bath chair, restraints waist, neck collar, gait belt, glove holder, blood pressure thigh cuff, elbow protector, commode, wound care cart, pinwheel, 24-hour urine container, vital mannequins, double stethoscope, abdomen, measuring tape, nasal cannulas, reflex tool, oxygen mask, skeleton, towels, blankets, fitted sheet, flat sheet, pillowcase, draw sheet, linen barrel, wash cloth, denture cups, pitcher, emesis basin, basin, ted hose, bath blankets.

**Supplies used in lab:** gloves sterile, gloves, non-sterile, hypodermic syringes, hypodermic needles, alcohol prep pads, medical tape, gauze, tracheostomy care kit, procedure masks, urethral catheter tray, resting ECG tab electrodes, biohazard bags, safety lancets, oxygen masks, oxygen tubing, nasal cannula, blood glucose test strips, sterile specimen cups, liquid medication dose cups, anti-embolism stockings, instant cold compress packs, urinals, suction canisters and tubing, surgical masks, surgical gowns, stethoscopes, blood pressure cuffs, sharp containers, lubricant jelly, sterile water, nasogastric tube, gastrostomy tube, waterproof pads, high protein liquid nutrition, .09% sodium chloride, BD vacutainer, safety wing blood collection sets, scalp vein set, IV catheters, tourniquet, IV administration sets, wound dressing.

## TUITION AND FEES

(\*Fees are Non-Refundable)

<b>Vocational Nursing Program</b>		
Registration*		\$80.00
<b>Books:</b>		
Adult Health Nursing	\$110.00	
Foundation of Nursing	\$110.00	
Introduction to Clinical Pharmacology	\$95.00	
Structure & Function of the Body	\$85.00	
Medical Terminology: PDF Booklet	\$0.00	
Mosby Drug book	\$0.00	\$400.00
ATI		\$950.00
Supplies: stethoscope + training Supplies		\$200.00
Uniform: 2 sets + lab coat + white scrub top in Level III		\$125.00
Exam Fees: BVNPT Application + NCLEX Exam		\$0.00
STRF		\$0.00
Tuition		\$29,245.00
<b>TOTAL</b>		<b>\$31,000.00</b>
<b>Required Items Not Included in Tuition Upon Enrollment</b>		
Entrance Exam Fee*		\$40.00
Background Check*		\$30.00
Drug Screen*		\$36.00
<b>Required Items Not Included in Tuition</b>		
Fire Class		\$15.00
AV Hospital ID Badge		\$5.00
Drug Screen to admit to clinical site (Upon request)		\$36.00
LiveScan Prior to Graduation		Up to \$80.00
Passport Photo for Application Form		Up to \$10.00

## ASSOCIATE DEGREE IN NURSING

(Offered at Lancaster Campus)

The two-year registered nursing program at Career Care Institute (CCI) is designed to prepare the student with the knowledge required to assume the responsibilities of an entry level nurse. Upon graduation the student receives an Associate Degree in Nursing and is eligible to take the national licensure to become a registered nurse. Career Care Institute's Associate Degree in Nursing Program is approved by the California State Board of Registered Nursing and by the California Bureau for Private Postsecondary Education.

**Program hours: 1725**

**Total Units: 74**

**Delivery Mode: Traditional**

**Length of Program: 2 years**

**6 terms: 3 to 4 courses each term**

**Each course: 15 weeks of content; 16th week final exams**

## APPLICATION PROCEDURES

The application procedures for the ADN program are the following:

1. Complete and submit registered nursing program application
2. Submit the following documents to CCI:
  - a) Transcripts: Initially, unofficial college transcripts verifying general education courses, vocational nursing courses, or previous degree courses; high school and/or foreign transcripts must be translated, evaluated and certified equivalent to a 12th grade US education. If selected for admission to the program, the student must submit OFFICIAL transcripts within the first two weeks of the start date.
  - b) Verification of health care work and/or volunteer experience: signed documentation from a health care employer(s) and/or authorized facility supervisor on official letterhead of the facility that includes applicant name and contact information, place of work/volunteer, type of work/volunteer (direct patient care), dates employed or volunteer hours.

- c) LVNs applying for advanced placement must submit a copy of his or her current license (with no restrictions) and documentation of at least one (1) year paid experience as an LVN, i.e. on official letterhead and with supervisor signature.
  - d) Certificates: cardiopulmonary resuscitation (CPR) certificate, certified nursing assistant (CNA), home health aide (HHA), medical assistant (MA), or military certifications that verify related training.
  - e) Essay: a 250 to 300 words essay (typed and double spaced) explaining how the candidate believes he or she can make a difference as a registered nurse (RN).
3. Applicants who submit incomplete applications or who are missing any required documents by the due date will automatically be ineligible.

## SELECTION CRITERIA

The selection criteria for the ADN program is including but not limited to the following:

- a) Students will be admitted to the program based on their scholastic eligibility and placement on a nursing assessment test (TEAS VI).
- b) Scholastic eligibility is determined through a multi-criteria approved points system which calculates the student's probability of successfully completing the ADN program. The points system uses the following criteria:
  - i) 2.5 GPA or higher
  - ii) work or volunteer experience
  - iii) quality of the essay
  - iv) Assessment Test scores (TEAS VI)
  - v) Interview
- c) Assessment Test: Selected applicants will be required to take a state approved nursing assessment test (TEAS VI is the only version accepted at CCI at this time). To be competitive, students must rank higher than the 62% composite score.
- d) The highest-scoring students will then be scheduled for an interview with the selection committee. The candidate is asked to come to

the interview on time, professionally dressed and prepared to discuss their:

- i) plan for success in the program,
  - ii) commitment to studying and engaging in educational activities
  - iii) motivation for success.
- e) Final selections are made using BOTH multi-criteria screening for ranking and random selection.
- f) If an applicant is not selected, they may apply the next year unless applicant had a positive drug screen or felonious background check. A new application and all new documents must be submitted. CCI does not retain applications.
- i) If an applicant is not selected because the background check prevents admittance, that applicant is not eligible to apply again to CCI's ADN Program.
  - ii) If an applicant is not selected because of a positive drug screen, the applicant may reapply in three years and demonstrate that he or she has a clean drug screen and successful rehabilitation process with documentation congruent with the California Board of Nursing's acceptable documentation of rehabilitation.

### ADMITTED STUDENTS

- a. If the applicants accept their slot by the announced deadline, they will be directed to obtain background check and a 10-panel drug screen at their cost.
  - i. Applicant must have a clear criminal background check to participate in clinical rotations and remain in the program. If an applicant is not selected because the background check prevents admittance, that applicant is not eligible to apply again to CCI's ADN Program.
  - ii. Applicant with a positive drug screen will be removed from consideration.
  - iii. Applicant must make the tester and/or Program Director aware of any prescribed medications as noted by his/her provider so that impairment and safety at clinicals can be determined and/or false positive results can be identified.
  - iv. CCI faculty consider prescription medications such as narcotics or medical marijuana, although legal, may render an individual impaired and not

safe for clinicals. A document with appropriate letter-head and signed by the applicant's provider must indicate the applicant is safe to provide nursing care.

- b. Once admitted to the program, the student must undergo school orientation, mandatory nursing program orientation, and clinical orientation(s). An applicant who fails to attend orientations will forfeit his/her place in the program. The following is also required:
  - i. A payment of a nonrefundable \$80.00 registration fee is due upon enrollment.
  - ii. All students accepted to the ADN program are required to submit necessary annual health assessment documents and required immunizations and titers. (Please inquire for details)

### TERM DESCRIPTIONS

Upon acceptance into the program the following courses will be completed. Students must achieve 75% or higher GPA in each course in order to progress to the next term. Students must be prepared for day, evening, and weekend clinical assignments.

#### Term 1:

- **Biology 110 and 112:** Human Anatomy and Physiology
- **Math 110:** Intermediate Algebra
- **Humanities 130:** Contemporary Ethics and Moral Issues

#### Term 2:

- **Biology 120:** Microbiology
- **Nursing 120:** Fundamentals of Nursing
- **Nursing 130:** Pharmacology

#### Term 3:

- **English 110:** Written Communication
- **Sociology 100:** Introduction to Sociology
- **Nursing 130:** Medical-Surgical Nursing I

#### Term 4:

- **English 120:** Oral Communication
- **Nursing 240:** Obstetrics, Neonates, and Women's Health in Nursing
- **Nursing 244:** Nursing Care of Children

#### Term 5:

- **Psychology 130:** General Psychology
- **Nursing 250:** Introduction to Community-based Nursing

- Nursing 252: Geriatric Nursing
- Nursing 254: Psychiatric-Mental Health Nursing

the NCLEX-RN is required for employment in California. For license examination pass rate and additional information, go to the following link: <http://www.ca.gov>

#### Term 6:

- Nursing 260: Medical-Surgical Nursing II
- Nursing 262: Nursing Roles and Leadership

#### LICENSURE

Students are eligible for the NCLEX-RN licensure exam following successful completion of the program. Passing

#### LEGAL LIMITATIONS

Record of any felony is subject to review by the Board of Registered Nursing (BRN) before an RN license may be granted. This is in accordance with legal requirements. Any wishing clarification or further information may contact the BRN 1747 N. Market Blvd., Suite 150, Sacramento, CA 95834-1924 or at phone (916) 322-3350

#### TUITION & FEES

(\*Fees are Non-refundable)

\*\*Students must provide their own living expenses and have transportation to off-campus sites.

\*\*\* For LVN Advanced Placement students only: Must take Nursing 200 (1 unit)

<b>Associate Degree in Nursing Program</b>	
Registration (once admitted) *	\$80.00
Books (students may purchase or rent elsewhere)	\$2,940.00
ATI (Assessment Technology Institute)	\$2,250.00
Supplies: Fundamentals Skills Kit and supplies	\$125.00
Uniform: 1 set +Clinical Coat + lab coat + 1 set at 4 <sup>th</sup> Term	\$150.00
Exam Fees: BRN Application + NCLEX-RN Exam	\$350.00
Tuition (\$700/unit for Gen Ed.; \$800/unit for Science; \$1,200/unit for Nursing) ***	\$74,600 - \$75,800.00
<b>Required Items Not Included in Tuition Upon Enrollment</b>	
TEAS Exam Fee*	\$60.00
Background Check (once admitted) *	\$50.00
Drug Screen (once admitted) *	\$30.00
<b>Required Items Not Included in Tuition</b>	
Fire Class	\$15.00
CPR/BLS class - American Heart Association	\$80.00 - \$150.00
Live Scan Prior to Graduation	\$50.00
Interim Permit	\$50.00
Graduation Fee	\$40.00
Cap and Gown	\$50.00

# Administration, Faculty, Staff, & Advisory Board Members

**HEAD OF ADMINISTRATION**

**Edmund S. Carrasco, Sr.**  
*Founder, CEO*

**Evelyn Orellana**  
*President, CAO (Lancaster)*  
 HSD – West Valley High School

**Herliana Purwadi**  
*CFO/HR Manager*  
 B.S. – California State University, Northridge

**Claudia Ortiz**  
*Branch Assistant Campus Director (Moreno Valley)*  
 HSD – LA County High School for the Arts

**Gloria Almanza**  
*Branch Assistant Campus Director (Oxnard)*  
 HSD – Sacramento High School

**Carol Dykehouse**  
*Dean of Academics*  
 Ph.D. English Language & Literature – University of Houston

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**LANCASTER: Office Administration**

**Courtney Moody**  
*Office Manager*  
 HSD – Highland High School

**Naomi Torres**  
*Executive Administrative Assistant*  
 A.A.S. Business Administration – Charter College

**Yesenia Sims**  
*Virtual Project Coordinator*  
 A.A.– Antelope Valley College

**Kenisha Brown**  
*Lead Admissions Representative*  
 HSD – Washington Preparatory High School

**Lheen Carrasco**  
*Admissions Representative*  
 HSD – Crescenta Valley High School

**Christina Pantoja**  
*Admissions Representative*  
 HSD – Whittier Union High School

**Juan Eason**  
*Financial Aid Director*  
 A.A. – Los Angeles Southwest College

**Lucia Torres**  
*Financial Aid Representative*  
 HSD - Prepa No. 24

**Kenneth Welch**  
*Financial Aid Representative*  
 HSD – Polytechnic High School

**Ari White**  
*Financial Aid Representative*  
 HSD – CA Virtual Academy

**Carmen Chavez**  
*Financial Aid Clerk/Accounts Payable*  
 HSD – El Rancho High School

**Nicole Macfarlane**  
*Student Services Director*  
 HSD – Quartz Hill High School

**Tasha Lane**  
*Student Services / Social Media Representative*  
 B.A. – CA State Polytechnic University

**Byanka Garcia**  
*Student Services Registrar*  
 GED – Southern Kern Adult School

**Elizabeth Carrasco**  
*Student Services Receptionist*  
 HSD – Instituto Nacional De Oriente

**Alexandra Leyton**  
*Student Services Representative*  
 HSD – Pete Knight High School

**Martha Hoang**  
*Career Services Director*  
 HSD – Ulysses Grant High School

**Barbara Carrillo**  
*Front Desk Receptionist*  
 HSD – Mission High School

**Kasandra Carbajal**  
*Front Desk Receptionist*  
 GED – AV College (in progress)

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## LANCASTER: Faculty Members

### Medical Assisting

#### Cheryl Campbell

*Medical Assisting Director/Instructor*

- **Education:** MA Certificate – Concorde Career Institute
- **Certification:** Certified Medical Assistant – American Medical Technologists
- **Years of Experience:** 24

#### Robin Jordan-King

*Medical Assisting Instructor*

- **Education:** MA Certificate – Career Care Institute
- **Certification:** Certified Medical Assistant – American Medical Technologists
- **Years of Experience:** 22

### Dental Assisting

#### Denise Driggers

*Dental Assisting Director/Instructor*

- **Education:** DA Certificate – Clarita Career College
- **Licensure:** Registered Dental Assistant – Dental Board of California
- **Years of Experience:** 15

#### Chanin Hartnett

*Dental Assisting Director/Instructor*

- **Education:** BA – Southern New Hampshire University
- **Licensure:** Registered Dental Assistant – Dental Board of California
- **Years of Experience:** 8

#### Dalene Garrett

*Dental Assisting Instructor*

- **Education:** AS – San Diego Mesa College
- **Licensure:** Registered Dental Assistant – Dental Board of California
- **Years of Experience:** 22

### Limited Permit X-Ray Technician

#### Javier Castaneda

*Limited Permit X-Ray Technician Program Director/Instructor*

- **Education:** B.S. – University of Phoenix

- **Licensure:** CRT – CA Department of Public Health; ARRT (R) – American Registry of Radiologic Technicians
- **Years of Experience:** 10

#### Hector Bitolas

*Limited Permit X-Ray Technician Program Instructor*

- **Education:** RT Certificate – Kaplan University
- **Licensure:** CRT – CA Department of Public Health; ARRT (R) – American Registry of Radiologic Technicians
- **Years of Experience:** 24

#### Cody Bell

*Limited Permit X-Ray Technician Program Instructor*

- **Education:** LPXT Certificate – CCI Lancaster
- **Licensure:** X-Ray Tech – CA Department of Public Health
- **Years of Experience:** 2

### Vocational Nursing

#### Gabrielle Harden

*Director of Nursing/Instructor*

- **Education:** MSN – Grand Canyon University
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 4

#### Angela Moore

*VN Instructor*

- **Education:** RN – Long Beach City College; BSN, MSN Ed. – University of Phoenix
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 21

#### Cynthia Barahona

*VN Clinical Instructor*

- **Education:** ADN – Antelope Valley College
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 12

#### Barbara Biggs

*VN Clinical Instructor*

- **Education:** VN Certificate - SJVC
- **Licensure:** LVN License – CA BVNPT
- **Years of Experience:** 14

#### Gwendolyn Black – Amie

*VN Instructor*

- **Education:** M. Min/M. Div – Harvest Bible University
- **Licensure:** RN License – CA BRN

- **Years of Experience:** 36

### Stephanie Castro

*VN Clinical Instructor*

- **Education:** VN Certificate – CCI Lancaster
- **Licensure:** LVN License – CA BVNPT
- **Years of Experience:** 7

### Julia Cole

*VN Clinical Instructor*

- **Education:** ASN – Cypress College; MDIV – King's College and Seminary
- **Licensure:** LVN License – CA BVNPT
- **Years of Experience:** 22

### Sharon Humes

*VN Instructor*

- **Education:** RN, BSN – FL Atlantic University
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 15

### Melania Jimenez

*VN Clinical Instructor*

- **Education:** RN, BSN – Arellana University
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 37

### Nora McKelvey

*VN Clinical Instructor*

- **Education:** BSN
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 36

### Linda Rhodes

*VN Theory and Clinical Instructor*

- **Education:** ADN – Los Angeles Valley College; BE – University of Arkansas
- **Licensure:** LVN License – CA BVNPT
- **Years of Experience:** 30

### Jennifer Summer – Petty

*VN Theory and Clinical Instructor*

- **Education:** VN Certificate – CCI Lancaster
- **Licensure:** LVN License – CA BVNPT
- **Years of Experience:** 7

### Chad Turner

*VN Clinical Instructor*

- **Education:** VN Certificate – Military
- **Licensure:** LVN License – CA BVNPT
- **Years of Experience:** 32

### Hugo Villanueva

*VN Theory Instructor*

- **Education:** MD – Universidad Mayor de San Andres
- **Years of Experience:** 44

### Krystal Wilson

*VN Theory and Clinical Instructor*

- **Education:** VN Certificate – CCI Lancaster
- **Licensure:** LVN License – CA BVNPT
- **Years of Experience:** 7

### Shannon Millison

*VN Clinical Coordinator*

- **Education:** VN Certificate – CCI Lancaster
- **Licensure:** LVN License – CA BVNPT
- **Years of Experience:** 6

### Mastaneh Bashash

*ATI Coordinator*

- **Education:** VN Certificate – CCI Lancaster
- **Years of Experience:** 5

## Associate Degree in Nursing

### Kimie Sue Gore-Amador

*ADN Assistant Director of Nursing*

- **Education:** RN, BSN, MSN, Ed. D
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 25

### Jinu Sebastian

*ADN Clinical Coordinator / ATI Coordinator*

- **Education:** MSN – St. Joseph's College of Nursing
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 5

## General Education Staff:

### Peter Chege

*Microbiology Instructor*

- **Education:** Ph.D. - University of Missouri
- **Years of Experience:** 29

### Ashley Demay

*Oral Communications Instructor / Student Counselor*

- **Education:** B.A. in Sociology – CSU Channel Islands
- **Years of Experience:** 12

### Carol Dykehouse

*Written Communications Instructor / Dean of Academics*

- **Education:** Ph.D. English Language & Literature – University of Houston
- **Years of Experience:** 15

#### Caroline Lazar, DC

##### *Anatomy & Physiology Instructor*

- **Education:** BA –California State University Northridge, Doctor of Chiropractic –Cleveland Chiropractic College
- **Years of Experience:** 24

#### Sam Salehi, DC

##### *Ethics Instructor*

- **Education:** BA –California State University Northridge, Doctor of Chiropractic –Cleveland Chiropractic College
- **Years of Experience:** 22

### **Nursing Staff**

#### Amanda Eshetu

##### *ADN Assistant Instructor*

- **Education:** RN, BSN – CSU San Marcos
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 5

#### Helen Frederickson

##### *Peds Content Expert / Clinical Instructor*

- **Education:** MSN – Azusa Pacific University
- **Licensure:** RN, PHN, PNP Licenses – CA BRN
- **Years of Experience:** 22

#### Geraldine Gardner

##### *ADN Clinical Instructor*

- **Education:** BSN – Chamberlain University of Nursing
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 4

#### Elizabeth Gonzales

##### *Nursing Instructor*

- **Education:** RN, BSN, PHN, MSN/Ed
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 30

#### Erika Guardado

##### *Obstetrics Instructor*

- **Education:** MSN – Western Governors University
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 7

#### Vanessa Hinton

##### *Nursing Instructor*

- **Education:** DNP, PMHNP, RN
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 26

#### Vicki Hitchcock

##### *Med-Surge/Peds Clinical Instructor*

- **Education:** BSN – Holy Names University
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 18

#### Sharon Humes

##### *Med Surge and OB Clinical Instructor*

- **Education:** RN, BSN – FL Atlantic University
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 15

#### Ann Marie Munnerlyn

##### *Med Surge Clinical Instructor*

- **Education:** BSN – Chamberlain College of Nursing
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 13

#### Annabel Nwokonna

##### *Nursing Instructor*

- **Education:** MSN, RN, CCRN, PHN – California State University
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 9

#### Kristhine Reynoso

##### *Nursing Instructor*

- **Education:** BA, BSN, MSN – California State University Los Angeles
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 12

#### Satvinder Sodhi

##### *Med Surge and Mental Health Clinical Instructor*

- **Education:** RN, BSN, MBA – University of Phoenix
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 31

#### Shamar Walker

##### *Psychology/Nursing Instructor*

- **Education:** MSN – California State University
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 18

### OXNARD: *Office Administration*

#### Michael Boyd

*Admissions Representative*  
HSD – Ventura High School

#### Ernesto Mejinez

*Admissions Representative*  
HSD – Palmdale High School

#### Michelle Tucker

*Career Services Representative*  
HSD – Silverton High School

#### Evelyn Mosley

*Student Services Representative*  
AA – Los Angeles Pierce College

#### Lili Hernandez

*Financial Aid Representative*  
HSD – Frontier High School

#### Jonathan Morales

*Financial Aid Representative*  
BA – CSU Chico

#### Amanda Fink

*Front Desk Receptionist*  
HSD – Quartz Hill High School

### OXNARD: *Faculty Members*

#### Medical Assisting

#### Alexandra Parodi-Hughes

*Medical Assisting Instructor*

- **Education:** RMA, CPT, RN – Mohave Community College, AZ
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 33

#### Dental Assisting

#### Callie Keating

#### *Dental Assisting Instructor*

- **Education:** AA – Riverside Community College, RDA – Loma Linda University
- **Licensure:** Registered Dental Assistant – Dental Board of California
- **Years of Experience:** 39

#### Limited Permit X-Ray Technician

#### Alejandro Alcala

*Limited Permit X-Ray Technician Program Director/Instructor*

- **Education:** XT Certificate – Pasadena Community College, AS – College of the Canyons, BS – University of LaVerne
- **Licensure:** XT Permit – California Department of Public Health
- **Years of Experience:** 34

#### Vocational Nursing

#### Meagan Jackson

*Director of Nursing*

- **Education:** MSN-Ed, – Grand Canyon University, RN, BSN – Florida A & M University
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 10

#### Jessica Colborn

*VN Theory Instructor*

- **Education:** RN, BSN – CSU Dominguez Hills
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 16

#### Alejandro Delos Santos III

*VN Clinical Instructor*

- **Education:** PhD, MSN, MA-Ed., RN – Araullo University, Cabanatuan City, Phillipines
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 30

#### Sandra Gray

*VN Clinical Instructor*

- **Education:** MSN, RN, CCRN – University of Phoenix
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 35

#### Lisa Hubbard

*VN Clinical Instructor*

- **Education:** ADN – Ventura Community College
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 10

**Tawn Klugman***VN Clinical Instructor*

- **Education:** ADN – Moorpark College
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 14

**Chi Hon Lau***VN Clinical Instructor*

- **Education:** MSN, RN, PHN – University of Phoenix
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 20

**Jeanell Graves Guenther***VN Theory Instructor*

- **Education:** MSN, BSN, FNP, RN – CSU Bakersfield
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 38

**Mihaela Morency***VN Clinical Instructor*

- **Education:** BSN, LVN – Lorenzo Walker Technical Institute, FL
- **Licensure:** LVN License - BVNPT
- **Years of Experience:** 11

**Matthew Lindholm-Guenther***VN Clinical Coordinator*

- **Education:** ASN, RN – Bakersfield College
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 6

**Sheena Raymundo***VN Instructor*

- **Education:** LVN – CCI Ventura
- **Licensure:** LVN License - BVNPT
- **Years of Experience:** 12

**Tamara Schexnayder***VN Instructor*

- **Education:** RN, BSN – Grand Canyon University
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 19

**Zarahemia Sipagan***VN Instructor*

- **Education:** BA, LVN – Citrus College
- **Licensure:** LVN License – CA BVNPT
- **Years of Experience:** 18

**Janet Tyree***VN Clinical Instructor*

- **Education:** ADN – University of Toledo
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 27

**Honey Narvante***ATI Coordinator*

- **Education:** LVN – CCI Oxnard
- **Licensure:** LVN License - BVNPT
- **Years of Experience:** 1

**MORENO VALLEY: *Office Administration*****Eugene Veres***Admissions Representative*

BA – Fresno State University

**Alexandria Cervantes***Student Services Representative/OSHA Coordinator*

HSD – Rancho Verde High School

**Karla Ponce***Student Services Registrar*

HSD – Rancho Verde High School

**Natalie Gonzalez***Student Services Representative*

HSD

**Tamara Gatlin***Career Services Representative*

AA Business Administration - SJVC

**Maria Gallardo***Financial Aid Representative/Admissions Clerk*

BA

**Gabriela Quintanilla***Financial Aid Representative*

HSD – Vista del Lago High School

**MORENO VALLEY: *Faculty Members*****Medical Assisting****Adam Moreno***Medical Assisting Instructor*

- **Education:** MA Certificate – Modern Technology School
- **Certification:** Certified Medical Assistant – American Medical Technologists

- Years of Experience: 18

### Limited Permit X-Ray Technician

#### Gary Arnold

*LPXT Program Director/Instructor*

- Education: BS – University of Phoenix
- Licensure: XT Permit – California Department of Public Health
- Years of Experience: 21

#### May Ignacio

*LPXT Clinical Coordinator*

- Education: LPXT Certificate – Brightwood College, A.S. – Mt. San Jacinto College
- Licensure: Limited X-Ray Tech – CA Department of Public Health
- Certification: CMA
- Years of Experience: 3

#### David Salas

*LPXT Program Instructor*

- Education: XT/MA
- Years of Experience: 25

### Vocational Nursing

#### Pamela King

*Director of Nursing / VN Instructor*

- Education: MSN – Western Governors University
- Licensure: RN License – CA BRN
- Years of Experience: 9

#### Judith Carr

*VN Clinical Instructor*

- Education: RN, BSN – University of Phoenix
- Licensure: RN License – CA BRN
- Years of Experience: 17

#### Kevin Cornett

*VN Instructor*

- Education: LVN, MBA – University of Phoenix
- Licensure: LVN License – CA BVNPT
- Years of Experience: 12

#### Shelvia Dawson

*VN Clinical Instructor*

- Education: MSN – University of Cincinnati
- Licensure: RN – CA BRN
- Years of Experience: 2

#### Manuel Hernandez

*VN Clinical Instructor*

- Education: MSN – University of West Los Angeles
- Licensure: LVN License – CA BVNPT
- Years of Experience: 14

#### Stacy Manson

*VN Theory Instructor*

- Education: ADN – Long Beach City College
- Licensure: RN License – CA BRN
- Years of Experience: 19

#### Sophia Mondol

*VN Theory and Clinical Instructor*

- Education: LVN, MBA – University of Rajshahi
- Licensure: LVN License – CA BVNPT
- Years of Experience: 11

#### Nedyne Short - Nettles

*VN Clinical Instructor*

- Education: BA – Argosy University
- Licensure: LVN License - CA BVNPT
- Years of Experience: 24

#### Toby Robins

*VN Clinical Instructor*

- Education: AA – Compton College
- Licensure: VN License – Board of Vocational Nursing and Psychiatric Technicians
- Years of Experience: 17

#### Cynthia Seeman

*VN Instructor*

- Education: ABA
- Years of Experience: 23

#### Peter Shannon

*VN Clinical Instructor*

- Education: VN Certificate – Four D College
- Licensure: LVN – CA BVNPT
- Years of Experience: 6

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### ADVISORY BOARD MEMBERS

Career Care Institute has an active Advisory Board comprised of professionals in the community as well as other qualified instructional staff and faculty who are working in the allied health field. The functions of the Board are to keep the college's programs current with innovations in the allied health field and to make

recommendations regarding the institution's mission, objectives, equipment, and curriculum.

***Advisory Board of Professionals (Lancaster Campus)***

- Medical Assisting Program
  - ❖ Nikta Andalib, DC
  - ❖ Jadira Becerra, MA
  - ❖ Dr. Steven Black, DPM
  - ❖ Dr. Robert Guillen, PA-C
  - ❖ Karina Kovacs, Office Manager
  - ❖ Ray Samadi, Office Manager
- Dental Assisting Program
  - ❖ Crystal Addler, DA
  - ❖ Kimberlye Clayborn, Office Manager
  - ❖ Ashley Mayberry, TC DA
- Limited Permit X-Ray Technician Program
  - ❖ Kathynia Costa, XT
  - ❖ Terri Daum, RT
  - ❖ Dr. Robert Guillen, PA-C
- Vocational Nursing Program
  - ❖ Patricia Delaney, RN/DNS
  - ❖ Liz Hopson
  - ❖ Marvin Williams, Program Director
  - ❖ Karina Kovacs, Manager
  - ❖ Jacqueline de la Cuesta, RN
  - ❖ Frank Snowey, LVN
- Associate Degree in Nursing Program
  - ❖ Daisy M. Dorotheo, RN, BSN, ONC, MHA
  - ❖ Rose N. Pallon, RN, BSN
  - ❖ Mary Cummings, CEO
  - ❖ ***Advisory Board of Professionals (Oxnard Campus)***
- Medical Assisting Program
  - ❖ Tami Carrier, MA
  - ❖ Michelle Grimaldo, MA
  - ❖ Miriam Martinez, MA
  - ❖ Irina Muravyeva, MA
  - ❖ Valerie Pala, MA
  - ❖ DeeAnn Vest, MA
  - ❖ Brittany Thomas, MA
- Dental Assisting Program
  - ❖ Robert E. Keating, DMD
  - ❖ Jeremy Patetzick, DDS
  - ❖ Sheila Mireles, RDAEF
  - ❖ Margaret Najafi, DA
  - ❖ Julia Graves, RDA
  - ❖ Jennifer Lujan, DA
- Limited Permit X-Ray Technician Program
  - ❖ Jose Alcala, XT

- ❖ Gerry Alvarez, Assistant Center Manager
- ❖ Greg Celaya, XT
- ❖ Danny Martinez, XT
- ❖ Patty Miller, XT

- Vocational Nursing Program
  - ❖ Elvin Baber, LVN
  - ❖ Debbie English, LVN
  - ❖ Nathaniel Guynne, LVN
  - ❖ Erin Serrano, LVN
  - ❖ Ellie Shaya, LVN

***Advisory Board of Professionals (Moreno Valley Campus)***

- Medical Assisting Program
  - ❖ Kevin Diaz, MA
  - ❖ Jordan Freeman, CMA, AS
  - ❖ Alma Mayorga, MA
  - ❖ Kevin Morris, PA-C
  - ❖ Victoria Ortiz, MA
  - ❖ Maria Padilla, MA
  - ❖ Amber Pettway, MA
  - ❖ Carmelo Pizano, MA
  - ❖ Lacinda Vanneman, MA
  - ❖ Dewri Wayne, PA
- Vocational Nursing Program
  - ❖ Pearly Escabarte, RN, BSN
  - ❖ Ronil Escabarte, RN, BSN
  - ❖ Mona Flores, RN, BSN
  - ❖ Lee Hawkins, RN, BSN
  - ❖ Michael Lim, RN
  - ❖ Mildred Mason, RNP, MS
  - ❖ Glynn Rame, RN
  - ❖ Randall K. Reece, RN, BSN
  - ❖ Angelo Rivera, RN
  - ❖ Vanessa Rocha, LVN
  - ❖ Jean Stevenson, RN, MS