

# ***DIFAI CITY COLLEGE***

## **CATALOG**

1/01/22-12/31/22

**DIFAI CITY COLLEGE  
2107 W. MANCHESTER AVE., SUITE 206  
LOS ANGELES, CA 90047  
Phone # (323) 750-0449, Fax # (323) 750-0461  
EMAIL: difaicitycollege1@gmail.com**

## \Table of Contents

<b>GENERAL INFORMATION</b> .....	ERROR! BOOKMARK NOT DEFINED.
<b>MISSION</b> .....	3
<b>OBJECTIVES</b> .....	3
<b>APPROVAL STATEMENT</b> .....	5
<b>APPROVED PROGRAMS</b> .....	4
<b>FACILITY AND EQUIPMENT</b> .....	4
<b>ADMISSION POLICIES</b> .....	4
<b>STEPS FOR ENROLLMENT</b> .....	4
<b>CERTIFICATE PROGRAM ADMISSION STANDARDS</b> .....	4
<b>CRITERIA FOR ADMISSION</b> .....	4
<b>CREDIT TRANSFER POLICY</b> .....	5
<b>ADVANCED STANDING CREDIT POLICY</b> .....	9
<b>STUDENT INFORMATION</b> .....	10
<b>PROFESSIONAL CONDUCT OF STUDENT</b> .....	5
<b>CONFIDENTIALITY OF STUDENT RECORDS</b> .....	6
<b>PROFESSIONAL CONDUCT STANDARDS</b> .....	6
<b>STUDENT GRIEVANCE PROCEDURE</b> .....	6
<b>STUDENT FUNDING SOURCES</b> .....	11
<b>FINANCIAL INFORMATION</b> .....	12
<b>TUTION AND FEES</b> .....	12
<b>CALCULATION OF AMOUNT OF TUITION/EQUIPMENT REFUND</b> .....	9
<b>STUDENTS RIGHT TO CANCEL CONTRACT</b> .....	9
<b>ACADEMIC INFORMATION</b> .....	9
<b>METHOD OF INSTRUCTION</b> .....	9
<b>GRADING SCALE</b> .....	11
<b>GRADE POINT AVERAGE</b> .....	11
<b>DEFINITIONS</b> .....	11
<b>SATISFACTORY ACADEMIC PROGRESS (SAP) &amp; GRADUATION</b> .....	11
<b>STATE AND NATIONAL EXAMINATION</b> .....	11
<b>PROBATION POLICY</b> .....	11
<b>SUSPENSIONS AND DISMISSALS</b> .....	ERROR! BOOKMARK NOT DEFINED.
<b>REINSTATEMENT POLICY</b> .....	11
<b>COURSE INCOMPLETE &amp; MAKE-UPS</b> .....	11
<b>REPEATS</b> .....	11
<b>APPEALS</b> .....	11
<b>INFORMATION UPDATES</b> .....	11
<b>SPECIAL INSTRUCTIONAL ASSISTANCE</b> .....	12
<b>GUIDANCE</b> .....	12

LIBRARY (RESOURCE CENTER) .....	12
<b>STUDENT SERVICES</b> .....	<b>12</b>
STUDENT PARKING .....	12
ADVISING.....	12
ADDITIONAL SERVICES .....	12
FOREIGN STUDENTS .....	13
REFERRAL SERVICES .....	12
MEDICAL CARE .....	12
REFRESHER TRAINING.....	12
OPEN DOOR POLICY.....	12
CAREER DEVELOPMENT AND PLACEMENT PROGRAM .....	12
HOUSING .....	12
<b>ATTENDANCE POLICY</b> .....	<b>13</b>
ATTENDANCE RECORDS AND ABSENCES .....	13
LEAVE OF ABSENCE .....	13
<b>CAREER SERVICES</b> .....	<b>14</b>
PLACEMENT ASSISTANCE.....	14
<b>STUDENT RECORDS RETENTION POLICY</b> .....	<b>14</b>
<b>PRIVACY ACT FOR STUDENTS</b> .....	<b>14</b>
CAMPUS SECURITY.....	14
SEXUAL HARASSMENT .....	15
<b>COURSES OF STUDY</b> .....	<b>15</b>
Requirements to become a Home Health Worker.....	15
Requirements to become a NA.....	17
<b>NOTICE OF STUDENT RIGHTS</b> .....	<b>19</b>

## GENERAL INFORMATION

### Annual Catalog Updates

Each institution shall provide a catalog to all prospective students, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog. Effective date for this catalog begins on 01/01/2022 and ends on 12/31/2022.

### Approval to Operate Status

- (a) Prior to enrollment, Difai City College shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:
- (1) The name, address, telephone number, and, if applicable, Internet Web site address of the institution.

**DIFAI CITY COLLEGE** is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009.

### Disclosures

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to: the Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive Suite 400 Sacramento, CA 95833.

P.O. Box 98018, West Sacramento, CA 95798-0818,

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

Phone: (916) 431-6959, Toll Free: (888) 370-7589, Main Fax (916) 263-1897, Licensing Fax (916) 263-1894

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

A student or a 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 [www.bppe.ca.gov](http://www.bppe.ca.gov).

### Bankruptcy Status

DIFAI CITY COLLEGE does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## DIFAI CITY COLLEGE MISSION STATEMENT

DIFAI CITY COLLEGE mission is to strive to give the finest entry level training to our students so they can become exemplary employees and progress in their chosen field.

Difai City College is in good standing and approved to operate as a private institution by the Bureau. Difai City College is not accredited by an accrediting agency recognized by the United States Department of Education.

### Objectives

DIFAI CITY COLLEGE prepares students to achieve their future goals in the chosen field of their professional career in accordance with the following objectives:

- To provide an excellent academic and professional preparation of students for careers in their chosen field of specialization.
- To assist in development and maintenance of high standards of achievement for students.
- To provide necessary encouragement for critical thinking that is essential in the professional world.

To assist students in achieving these objectives, DIFAI CITY COLLEGE has established a professional environment consisting of:

- A faculty of highly educated & experienced professionals possessing extensive knowledge, skills, experience and concern for student achievement and success;
- Hands-on training on modern equipment used in a professional workplace-stimulated environment;
- A curriculum devoted to career related subjects that combines theoretical education with hands-on training, thereby enabling students to acquire knowledge and skills in a variety of career programs that are in strong demand by employers.
- A career services department dedicated to assisting graduates in obtaining employment in the field of their profession;

- Attendance, behavioral and dress code policies designed to emulate a majority of professional attitudes which will prepare students for success in the job market.

## COLLEGE INFORMATION

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

Approved program is as follows:

No.	Course Name	Clock Hours	Semester Credit Hours	Weeks
1	Nurse Assistant	160		6
2	Home Health Aide	40		1

## Facility and Equipment

DIFAI CITY COLLEGE's main campus is located at 2107 W. Manchester Ave. Suite 206, Los Angeles, California 90047. This location is where class sessions will be held. The Manchester campus has easy access to public transportation with the facility equipped with general-purpose classrooms, student lounge area and administrative offices that are well lighted and air-conditioned. Equipment includes standard issued instructor's book, beds, wheelchairs, lifts, gloves, stocking hose, stethoscopes, blood pressure apparatus, standing scale, shaving razor, toothpaste, toothbrush, mouthwash, bed pan alcohol & alcohol swabs.

## Hours of operation

### Office

Office hours are 8:00 AM to 6:00 PM from Monday through Friday.

### Holidays

School campus is closed for classes on following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas, Holidays of all religions are respected and allowed.

## ADMISSION POLICIES

### Steps for Enrollment

Potential applicants should apply to DIFAI CITY COLLEGE by visiting the institution and meeting with an Admissions Representative. The Admissions Department will conduct a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist him/her in determining the best way to meet their career objectives. The applicant will also meet with a Financial Services representative to discuss tuition and options for school tuition. If an inquiry is made by phone, the Admissions Representative will provide brief information about the programs and invite the applicant to visit the College.

Applicants may be admitted provided they are beyond the compulsory age of school attendance (18) are high school graduates, or have a high school equivalency diploma (GED). Applicants who are under the compulsory age of school attendance may be admitted provided they are high school graduates or the equivalent. A parent, legal guardian or spouse of legal age is required to co-sign the enrollment agreement.

### Certificate Program Admission Standards:

For admission to DIFAI CITY COLLEGE diploma program, a potential student must complete all of the following:

- All candidates must be at least 16 years old or more.
- Submit an original high school diploma or GED with original transcript indicating that the student graduated from an accredited high school. All non-English transcripts must be translated into English and be officially certified. In absence of high school diploma or GED.
- Complete and submit a DIFAI CITY COLLEGE application form.
- Complete, sign, and submit complete enrollment documents.

**Criteria for Admission in Difai City College's Nurse Assistant Program a student is required to have no physical limitations that would prevent them from working in a long term facility. Therefore, all applicants to this program must provide proof of a recent doctor's visit (within 6 months) that states they have no physical limitations and no communicable diseases.**

Also the Physical Examination form must be completed with PPD or a chest x-ray test result at the registration interview.

# LIVE SCAN

**EFFECTIVE JAN.1 2004** the state of California Dept. of Health Services (DHS) requires all Nurse Assistant applicants enrolling or beginning training to train to be **FINGERPRINTED**. The livescan must be submitted to the Dept. of Health Services with an application and a \$15.00 fee before students have direct contact with patients. AND the student must be cleared of criminal convictions before they can take the competency test to be certified.

Students who were ever **convicted ANY crime, other than a minor traffic violation must submit their fingerprints and application to the Dept. of Health Services to obtain a clearance. – You Must Supply the Following Information—**  
**Department of Health Services, nurse assistant & Home Health Aide Certification Unit (Enforcement Unit) P.O. Box 9427323, Sacramento, CA 94234-7320, (916) 322-1084) to obtain clearance.**

- X Statement of Facts, dates and nature of incident(s)
- X Disposition of the Case (Provide court papers)...
- X Current status
- X Letters from Probation Officer (if applicable)
- X Letters of recommendation (if applicable)

The stamped clearance (form 283-b) from DHS will be required before you receive your state license!!!

## Apply for School

Persons who have a high school diploma or a GED are eligible to apply. Applicants who do not have a high school diploma or GED and are beyond the age of compulsory secondary education in California must pass their GED test. The final determination on an applicant is based on test results, prior education, motivation, work-experience, placement potential and general aptitude for the chosen program. Each applicant is assessed individually. DIFAI CITY COLLEGE extend admissions to foreign students with proof of citizenship or VISA, the institution will not vouch for students and do not use services such as sevis. DIFAI CITY COLLEGE **does not deny admission on the basis of age, race, creed, color, sex or national origin**. We **DO NOT** have an articulation agreement with any other school.

### **Credit Transfer Policy**

We **DO NOT** accept transferred credits from any other institution.

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

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

### **Credit for Previous Training**

There is no credit for previous training at any other institution other than Difai City College.

### **Challenge Credit**

There is no challenging of credit.

### **Language Proficiency**

Difai City College only teaches in the English language at this time, students are expected to be fluent and coherent at a high school level in regards to the English language. English Proficiency Test such as TOEFL will be administered free of charge to potential students we deem challenged in some capacity. English Language Services (ESL) will be provided to students seeking further assistance as well, a list of colleges & classes will be provided to the student. ESL courses will range from \$100-\$200. Instructions and all other verbiage will be in the English language.

## **STUDENT INFORMATION**

### **Professional Conduct of Student**

An important element of the training at DIFAI CITY COLLEGE includes the development of professionalism. The high standards maintained in DIFAI CITY COLLEGE programs prepare each student to meet the highest expectations of employers. DIFAI CITY COLLEGE expects students to conduct themselves in a socially acceptable manner at all times. Students indulging in the following types of misconduct are subject to immediate dismissal from the premises and/or termination from the program:

- Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to institution, forgery, alteration or use of institution identification documents with the intent to defraud.
- Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.

- Physical or verbal abuse of any person on school premises or at school-sponsored or supervised functions.
- Theft of school property or damage to school premises or to the property of a member of the school community on the school premises.
- Failure to comply with directions of school officials acting in the performance of their duties.
- The use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on school premises.
- Any violation of Federal, State or local law on school premises or at school sponsored functions.

The Institute views excessive tardiness as violation of the professional conduct philosophy that could lead to dismissal. Any violation or transgression will be strictly penalized. DIFAI CITY COLLEGE reserves the right to make the administrative and educational decisions as to whether the code of conduct had been violated. All cases are reviewed individually.

**Note:** In order for a student to be deemed eligible for licensure of any of the programs offered at DIFAI CITY COLLEGE, student must: be in compliance with all rules, regulations and guidelines of the institution, cannot miss more than two (2) days of class without proof and a valid explanation, successfully completes payment of the tuition, and successfully complete and pass their respective course.

#### **Confidentiality of Student Records**

All student records are kept on file. Files are confidential and are made available for approved purposes only. In accordance with the Family Educational Rights & Privacy Act of 1974, school will not release educational records to unauthorized persons without prior written consent from a student, a parent or a legal guardian. DIFAI CITY COLLEGE will keep student records for five years from the student graduation date transcripts are kept permanently.

#### **Professional Conduct Standards**

An important part of the training at the school includes the development of professional attitude and behavior. Prospective employers seek employees who will be positive additions to their companies. Therefore, we at DIFAI CITY COLLEGE have created a “work-like” environment in which our students can grow and develop according to these professional expectations. Learning how to communicate and deal with different situations, coping with frustration, skills to solving problems, disciplining oneself and dressing professionally are just few of the ingredients that go into the makeup of a professional.

#### **Student Grievance Procedure**

DIFAI CITY COLLEGE, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is an Difai City College student or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the institution's administration provides established grievance procedures. The director of education shall maintain a file on each grievance reported including the procedures followed and the final disposition of the case.

**Definition:** A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights, or privileges of a member of the student body. The burden of proof shall rest with the complainant.

If a student has a grievance and wishes it to be recognized as such, a written complaint must be submitted to DIFAI CITY COLLEGE either on the institution's petition form or in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

**Steps towards resolution:** based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the Director of Education. Resolution shall be attempted at the lowest possible level. If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be scheduled for presentation to the Student Grievance Committee for hearing and appropriate action. Informal discussion between persons directly involved in a grievance is essential in the early stages of dispute reconciliation and shall be encouraged at all stages of the grievance procedure.

**Procedures for Official Hearings:** If informal recourse fails to resolve the grievance within a reasonable time after filing, the director of education will schedule a Student Grievance Committee meeting. The voting members of this committee shall be comprised of the director of education, the school director, the program instructor, and one faculty member who shall sit on the Committee on a rotating basis.

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

While the institution prefers to resolve grievances and complaints internally, a student has the right to contact the Bureau for Private Postsecondary Education for the State of California at any time. In approaching the Commission on Postsecondary with a grievance, students are encouraged to take the following steps:

1. Contact the Bureau offices by mail. Complaints received by phone must be accompanied by a written follow-up letter.
2. Include the following required information in the letter of complaint:
  - a. The nature of the problem.

- b. The approximate date(s) that the problem(s) occurred,
- c. The name(s) of the individual(s) involved in the problem(s) (within the college or other students who were involved),
- d. Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions),
- e. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting the Bureau. The complaint must be signed by the complainant.

**Students Rights**

- Students have the right to review their own academic records.
- Fair and effective teaching and grading at the advertised grade level
- Due process and an impartial hearing in any disciplinary matter
- Information privacy

DIFAI CITY COLLEGE maintains a Complaint Log documenting name of complainant, date of complaint, date of resolution, and staff member responsible for resolving the issue.

**STUDENT FUNDING SOURCES**

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds. However, DIFAI CITY COLLEGE does not offer state or federal financial aid to students.

Nurse Assistant  
Home Health Aide

**FINANCIAL INFORMATION**

DIFAI CITY COLLEGE believes that educational cost is primarily the responsibility of students and their families. A staff of well-qualified financial aid officers is available to all students to assist in financial advising and applying for aid through financial assistance programs.

**Total Charges for Period of Attendance & Total Estimated Charges**

Program	Tuition <sup>2</sup>	Registration Fee	STRF Fee <sup>4</sup>	Total <sup>3</sup>
Nurse Assistant	\$1200.00	\$50.00	\$0.00	\$1250.00
Home Health Aid	\$200.00	\$50.00	\$0.00	\$250.00

**Student Tuition Recovery Fund (STRF)**

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 in an educational program, who is a California resident, or are enrolled in a residency program, and prepay 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:

1. You are not a California resident, or are not enrolled in a residency program, or
2. 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.

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589. To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

### **Tuition Payment**

Tuition for the program selected is due the first session of each module unless alternative arrangements are made with the Financial Aid Department. Payment may be made with cash, **NO personal check accepted**, credit card, or money order made payable to DIFAI CITY COLLEGE. Tuition payments should be made in person at the Cashier's Office during regular office hours or mailed prior to the due date.

### **Past Due Account**

Students who fail to make prompt payments, or fail to make a good-faith effort to keep their account current and in good-standing, may be subject to late fees and college disciplinary action. Students who have been dismissed for non-payment of tuition will not be re-admitted until all delinquent tuition payments have been paid in full. In addition, DIFAI CITY COLLEGE does provide a student with an official transcript upon completion of the program; however, Difai City College reserves the right to withhold a diploma and to deny additional requests for official or unofficial transcripts until the account is brought current.

### **Cancellation and Refund Policy**

#### **Student's Right to Cancel:**

You have the right to cancel your enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh (7) day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the school shown on top of the front page of the agreement. You can also do this by mail, hand delivery, or email. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by the agreement. If you cancel during the enrollment period the school will refund 100 percent of the amount paid for institutional charges, with a deduction for equipment not returned in a timely manner in good condition, within 45 days after your notice of cancellation is received.

#### **Withdrawal from Program:**

You have the right to withdraw from a program of instruction at any time. For the purposes of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the program when any of the following occurs:

- a. You notify the school of your withdrawal or the actual date of withdrawal; or
- b. The school terminates your enrollment; or
- c. For diploma programs: You fail to attend any classes for ten (10) consecutive scheduled class days, excluding school holidays.
- d. Days, excluding school holidays.

If you withdraw from the program after the period allowed for cancellation of the agreement and have completed 60% or less of the period of attendance, the school will remit a refund within 45 days following your withdrawal. For nonfederal student financial aid program moneys, the institutional/California state refund policy shall be a pro rata refund of moneys paid for institutional charges for students who have completed 60 percent or less of the period of attendance. If any portion of those charges was paid from the proceeds of a nonfederal loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining balance will be paid to you.

If the school has given you any equipment, including books or other materials, you shall return it to the school within 45 days following the date of your notice of cancellation or withdrawal. If you fail to return this equipment, including books, or other materials, in good condition within the 45 day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment it is yours to keep without further obligation. In any event, you will never be charged more than the equipment charges stated in the contract.

### **Determination of the Withdrawal Date**

The student's withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution's attendance records.

**Note:** A student who is on an approved leave of absence retains in-school status for purposes of Title IV loans. However, the student should be aware that if he or she does not return from a leave of absence, some or all of the grace period of the loan could have been used up, as the withdrawal date is set retroactive.

For additional guidance or information regarding the Return of Title VI Funds policies and rules or for questions regarding any financial aid matter, please contact the school's Director of Financial Aid.

## REFUND POLICY & PROCEDURES FOR STUDENTS

Students have the right to withdraw or drop from the course of study at any time. Students who drop or withdraw or who have been dropped by the school will receive a pro-rata refund of tuition paid for but not received up to the 100% completion point of the program. Students who did not attend class for 10 consecutive calendar days will be considered as withdrawn. Within 30-days of dropping or withdrawing from the program or within 30-days of determining that the student has withdrawn, the school will forward a Notice of Refunds due along with any refund owed to the student. School has right to deduct a non-refundable registration fee prior to determining any refund owed. Students who do not attend classes for 10 consecutive calendar days will be sent a Notice of Refunds due within 30-days of determining that they have withdrawn from the program. Refunds will be calculated from the last date of attendance. If the student has received a loan or grant, then a refund will first be paid to agencies who funded the loan or grant to the student. Student must keep a copy of the Notice of Refunds, a copy of their enrollment agreement, any documents related to any loans or grants awarded to them, and copies of payments made. If student tuition was paid for by a third party or third party agency, such as a Workers Compensation Insurance or WIA program, refund will be paid to the third party or third party agency and not the student. The student will be sent a copy of the Notice of Refunds due indicating that the refund was paid to the third party or third party agency.

### Calculation of amount of tuition/equipment refund

The refund to be paid to a student for a program of instruction subject to Article 7 of the above mentioned Act shall be calculated as follows:

1. Deduct a registration fee not to exceed \$75 from the total charge.
2. Divide this figure by the number of hours in the program.
3. The quotient is the hourly charge for the program.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction.
5. The refund would be any amount in excess of the figure derived in (4) above that was paid by the student.
6. The refund amount shall be adjusted for books and/or equipment returned within 30-days if applicable.

### California State Refund Example:

Assume that a student enrolls in a program with 900 clock hours. The total program cost is \$9000 plus a \$75 registration fee. The student paid \$9075 including the registration fee. The student completed 270 hours (30%) of the total 900 hours.

$$(\$9075 - \$75) \times \frac{(900-270)}{900} = \$6300$$

## NOTICE OF STUDENT'S RIGHT TO CANCEL CONTRACT

1. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.
2. You may cancel your contract, without any penalty or obligations before the enrollment period ends (see above).
3. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
4. If you have any complaints, questions, or problems that you cannot work out with the school, write or call the BPPE:

Bureau for Private Postsecondary Education  
P. O. Box 980818  
W. Sacramento, CA 95798-0818  
1-888-370-7589  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## ACADEMIC INFORMATION

### Faculty/Method of Instruction

The language of instruction used is English. The quality of education DIFAI CITY COLLEGE students receive is primarily due to the excellence of the faculty and assistance from the staff of the school. Faculty members are carefully selected for their knowledge and experience and their ability to stimulate and develop each student's potential. **Our faculty** consist of: Director Patricia Ayers RN BSN, she received her BSN from California State University Dominguez Hills and has 43 years of practical experience, Certified Nursing Instructor, Licensed Staff Developer, ACLS Certified and was a Home Health Nurse. Lester Delap LVN is our instructor who is a qualified Licensed Vocational Nurse (LVN) with 20 plus years of experience performing duties such as: Direct patient care,

supervisor, NA instructor, special care children, home care, clinical supervisor, emergency room nurse, blood withdrawal & performed IV's. School utilizes ideal equipment as instructional devices to enhance the learning experience of the students. Hands-on training provides students with the experience and the confidence required to broaden their understanding of information processing techniques. The work of all students at DIFAI CITY COLLEGE is reported in terms of grades. Instructors are required to assign grades for each student registered in the program.

## **GRADING POLICY**

Grades in the Nurse Assistant class are assigned according to A, B, C, Pass (P), Fail (F) or Incomplete (I)

In order to successfully pass the NATAP Course students must:

Participate in all class and clinical sessions

Satisfactorily complete required clinical hours and skills.

Receive at least a score of 80% on the final exam

Grades in the Home Health Aide class are assigned according to A, B, C, Pass (P), Fail (F) or Incomplete (I)

Your grades are based on the following:

Class Participation	20%
Homework	10%
Classroom work	10%
Clinical Skills Lab	20%
Exams	40%

Difai City College's grading scale is:

A	90 – 100%	4.0
B	80 – 89%	3.0
C	70 – 79%	2.0
F	Fail	1.0
I	Incomplete	0.0
W	Withdraw	0.0

A minimum of a B (80% or above) is required each module in order to pass. Any grade below 80% is considered a fail. If you achieve an A (90% or above) for the module, you will be placed on the Honor Roll. If you achieve A's for all modules, including excellent performance at your externship site, you will graduate with honors and this will show on your diploma. You will get a report of your grades each week. If you earn an F (below 70%) for that week, you will be counseled by the Campus Director, who will discuss an improvement plan with you. At the end of the module, your grades for each week will be averaged. If you have an F at the end of the module,

### ACADEMIC PROGRESS

If the instructor feels a student is having difficulty with a portion of the course the instructor may counsel the student to determine the cause of the difficulty. The instructor will make notations on the STUDENT CONSULTATION FORM and put it in the student's file.

### State and National Examinations

State and National licensing and/or Certification and registration examinations or processes are the student's responsibility. DIFAI CITY COLLEGE will provide students with information regarding test dates, locations and fees whenever possible. Students should be aware that all test fees, unless stated on the enrollment agreement, are in addition to the tuition paid to the college. Students who choose to participate in state and National licensing and/or certification or registration examinations or processes are responsible for paying the sponsoring organizations.

### Licensure/certification Requirements

Any student that has not fulfilled their financial obligations, haven't completed their mandatory hours in both the lecture and clinical portion of any course at Difai City College will not be granted a certificate. Without the certificate and approval from the institution, the student **cannot** take the state board exam. Grades must be at a passing level along with each module completed if a student plans on pursuing a career that requires the said to be licensed in the state of California. Students will not be eligible for completion of the course if any of the criteria isn't met.

**Difai City College is NOT an accredited school accredited by any agency. We do NOT issue degrees we issue certificates, with these certificates a student is able to sit at all licensure exams in the state of California also seek employment upon passing.**

#### **Suspensions, Dismissals and Probation Policy**

If the student on academic probation fails to raise the GPA to 2.0 or above for the subsequent module or above F status for three consecutive weeks in the Nurse Assistant Course, the student will be suspended, and will not be eligible to re-enroll in classes for a specified period, which shall be a minimum of six months. If the student fails to attend 3 or more consecutive days in the Home Health Aid course, that student will have to start from the beginning of that course. Difai City College reserves the right to apply probation policy to any student where academic, attendance, and/or conduct standing does not meet the school's satisfactory standards. Student who have been suspended or dismissed may be reinstated only upon approval of the director. All suspensions and dismissals are determined on individual basis. **Nurses Aid & Home Health Aid Students who miss** more two hours during the first 5 days or accumulate more than 8 hours missed are subject to **immediate dismissal**. Students who fail to achieve a passing grade on a module will be placed on academic probation and be subject to dismissal if their grade on the next module is less than passing. The student will continue on probation until two consecutive passing modules. An important part of your training is the development of professional attitude and behavior. Prospective employers seek employees who will be positive additions to their companies. Learning how to communicate and deal with different situations, coping with frustration, skills to solving problems, disciplining oneself and dressing professionally are just a few of the ingredients that go into the makeup of a "professional". In these areas we have high standards because we are committed to preparing our students for the highest expectations of employers. **Classroom Etiquette:** Students should remain in class until their break time and/or until class is dismissed. When Instructors or guest speakers are talking, students should refrain from talking among themselves. Your cell phones should be set to silent, vibrate, or turned off. Disruption of class or patient care to answer the phone is both discourteous and unprofessional. You should not receive phone calls during class time unless it is an emergency. In case of an emergency, you should step outside the classroom where others cannot hear to answer the call. Disruptive and/or rude behaviors are unprofessional and will not be tolerated in the learning environment. Repeated incidents of any disruptive or discourteous behavior may lead to termination from the medical assistant program. The good habits and reputation you establish here will help you in your future employment. The following behaviors are subject to immediate dismissal from the premises and/or termination from the program:

- Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to institution, forgery, alteration or use of institution identification documents with the intent to defraud.
- Harassment or disruptive behavior
- Physical or verbal abuse of any person on school premises or at school-sponsored or supervised functions.
- Theft of school property or damage to school premises or to the property of a member of the school community on the school premises.
- Failure to comply with directions of school officials acting in the performance of their duties.
- The use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on school premises.

Any violation of Federal, State or local law on school premises or at school sponsored functions.

#### **Reinstatement Policy**

Whether due to probation, suspension, or personal reasons, students who have been in any one of these conditions may be reinstated upon approval of the school director. After student has remained outside of school for at least 6 months and has taken steps to demonstrate improvement in academic, personal, or any other critical situation, student may file Reinstatement request to school. All conditions are determined on individual basis. Reinstatement request should be submitted in person to admissions department.

#### **Course Incomplete & Make-Ups**

To receive an "Incomplete" grade you must:

1. Have "unforeseen, but fully justified" reason for not completing the class work.
2. Bring all relevant information to instructor and agree to instructor's terms for how and when you should meet the remaining class requirement.

Upon completion and satisfying remaining class work, instructor assigns final grade for the class. If student fails to submit any work under the incomplete agreement, student is assigned a grade indicated by instructor. If instructor indicates no grade due to student's failure to submit work under the agreement, student will receive grade F.

#### **Repeats**

Students will be allowed to repeat a failed course once. Both the grade for the failed course and the repeated course will appear on the transcript but only the higher grade will be used in calculating the CGPA. The original course and repeated course credit hours are included in the maximum timeframe calculation.

#### **Appeals**

Student may appeal determined SAP report by submitting a written appeal to school director. Appeal must state any mitigating circumstances related to SAP determination. The decision of school director is final and is the ultimate step in the appealing process.

#### **Information Updates**

It is student's responsibility to notify the school when student information requires updating (i.e. new address, phone number, E-mail). No particular form is required when submitting these changes to the school. However, Student Information Update Form is recommended.

### **Special Instructional Assistance**

Students who have occasional difficulty with study are urged to seek assistance from their instructor. Additionally, tutoring is available outside of normal class time. Contact the student service department at the school for more information.

### **Guidance**

Difai City College provides guidance services for students depending on their individual needs. Assistance in program selection and career planning is available at the student service department. Students encountering problems which interfere with their education are encouraged to bring these problems to attention of their instructor or the student service coordinator. Difai City College recognizes the existence of external factors, which may interfere with study of program, such as physical or substance abuse. For those students trying to deal with substance problem, student service coordinator is available for counseling. Difai City College also offers referral services through local agencies. Key element is that the student must take the initiative to ask for assistance.

### **Library (Resource Center)**

The Resource Center/Library is located adjacent to classrooms at Difai City College Career is open during the day and evening to accommodate all students and offer reference sources and materials related to the college curricula. Our library is open from Monday – Friday from 8:00a.m. – 5:00p.m. It is fully equipped with all textbooks required for the Nurse Assistant and Home Health course, the books checked out by the students must be returned that day if the financial obligations aren't on the track of fulfillment.

## **STUDENT SERVICES**

The Student Services staff is available specifically to attend to the needs of the student body at DIFAI CITY COLLEGE (DCC). Student Services will provide students with information regarding transportation, childcare, professional counseling services available within the community, as well as attend to any other special concerns which may arise while attending DIFAI CITY COLLEGE.

### **Student Parking**

Student parking is available in areas adjacent to the school buildings. Difai City College is not responsible for parking violations, property theft, property damage, etc. Please keep vehicle locked at all times.

### **Advising**

The staff of DIFAI CITY COLLEGE makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for financial assistance, vocational and academic advising. Students experiencing personal problems, which require professional counseling and is requested by the student, will be referred to the appropriate agencies.

### **Additional Services**

DIFAI CITY COLLEGE provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the college encourage students to include their families, friends, and significant others in the educational process.

At the end of every course, DIFAI CITY COLLEGE students fill out a faculty evaluation survey. At this time, students also evaluate specific areas of service. Included in the survey are questions relating to staff and services of the resource center/library, graduate services department, and admissions and financial services departments.

## **REFERRAL SERVICES**

### **Medical Care**

DIFAI CITY COLLEGE is located near excellent clinics/hospitals and will refer students to one of them whenever the need should arise. In the case of emergencies, 911 will be called.

### **Refresher Training**

Graduates who desire refresher training within 1 year of graduation, in any of the courses, may be admitted to retake a desired module. The charge for such training, if any, will be determined at the time of enrollment. Admittance is based on space availability.

### **Open Door Policy**

DIFAI CITY COLLEGE has an open door policy for graduated students to come back to the campus and discuss career and training opportunities with any of our staff.

### **Career Development and Placement Program**

This process is ongoing throughout your training and included in each subject or module. This specific instruction is designed to give you that edge in successfully gaining the employment you are training for. Instruction may include areas such as: Proper Grooming for Successful Interviews, Resume writing, Successful Interviewing Techniques, Mock Interviews, and Employment applications. Instruction through Career development leads many students to eye opening approaches to job searching and ultimately, successful employment.

### **Housing**

DIFAI CITY COLLEGE does not maintain any resident housing. **The College assumes no responsibility for student housing.** Students are encouraged to look at local newspapers for housing options. There are apartment complex and motels around the institution as far as 5 miles away. Price ranging anywhere from \$40-\$60 a night, to rent being as high as \$900 monthly.

## **ATTENDANCE POLICY**

DIFAI CITY COLLEGE's attendance policy is designed to ensure that students (NA/HHA) maintain satisfactory academic progress in all of the courses required in their program of study. Students are expected to attend all classes, be on time to classes, remain in class for the entire duration of the class, and be an active participant in their classes. Difai City College shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, Difai City College during the calendar year. Students are expected to be on time every day and stay for the full assigned classroom hours. In case there is an emergency and you have to miss school, you are required to call the school at least 15 minutes before the start of class and inform the instructor of your absence. Students are allowed no more than 2 absences per module. If you are more than 15 minutes late, or leave more than 15 minutes early, you are considered absent. Arriving more than 5 minutes late, or leaving 5 minutes early, is considered tardy. A student who has more than 2 absences, or has excessive tardies will be placed on probation and risks being terminated from the program. Absences, tardies, or leaving early during externship is strictly not allowed. Excessive tardiness or absenteeism, regardless of the reason, is subject to disciplinary action, up to and including termination from the program.

### **Attendance Records and Absences**

DIFAI CITY COLLEGE regularly maintains attendance records. Absences should occur only for urgent reasons such as ill health or other extenuating circumstances. Whenever possible, students (NA/HHA) should notify the faculty member in advance of any anticipated absences. Prior arrangements must be made with each faculty member for make-up work.

Attendance is considered an essential part of the learning experience and individual instructors may implement specific policies regarding attendance for a specific course, which may be more restrictive than the general institutional policies of DIFAI CITY COLLEGE. The Director of Education/Director must approve the policy(s). Prior to the beginning of class, students (NA/HHA) are notified of the policy(s) via the course syllabus.

Attendance will be documented on a daily basis; student (NA/HHA) absences will be documented from the date of the first meeting of the class day, regardless of when the student registers for the class. DIFAI CITY COLLEGE will continue to monitor the student's attendance in accordance with the following procedure:

1. The faculty member shall report each absence to the Department Director by submitting the daily class roster to the Registrar.
2. Once a student (NA/HHA) has missed one class, the faculty member shall immediately contact the student (via e-mail or phone) to remind him/her of the institutions attendance policy and the faculty member will submit the requisite reports to the Registrar.
3. A student (NA/HHA) who has not met the 80% attendance requirement by the midpoint of his/her program will be placed on probation and will be subject to being dropped from the program.

The Department Director, reporting to the Director of Education/Director, will determine the status of the academic progress of the student. After such investigation, a meeting with the student will be held to establish the student's interest in continuing in the program, what work is to be made up, and whether the student should be placed on academic probation. If it is apparent that the student does not have any interest in continuing the program, he/she will be dropped from the program. Otherwise, one of the following actions may be taken:

1. The committee may determine that the student is maintaining Academic progress and may continue class on academic probation Status until the end of the quarter,
2. The committee may determine that the student is not maintaining Academic progress and the student will be withdrawn from the Course; or
3. The committee may determine that the student is not maintaining Academic progress in general, and the student will be withdrawn From Difai City College.

Make-up work may be required for any absence at the discretion of the instructor. The instructor has no obligation to provide make-up instruction or assignments to the students including but not limited to providing instruction on how to approach an assignment, what material was missed in class, an actual examination that the student missed due to an absence, etc Therefore, the student must make every effort to attend classes on a regular and consistent basis.

### **Leave of Absence**

School recognizes that there may be times when due to extreme circumstances, student may require a leave. In such case school director may authorize a leave of absence up to 180 days and under no circumstances can a leave of absence be extended beyond 180 days. School recommends that a student may request for a leave if he/she is planning to be absent for more than 10 consecutive school days.

Reasons for a leave of absence include, but are not limited to:

- Serious student medical problem.
- Military duty.
- Death of an immediate family member.

- Personal - unforeseen, but fully justifiable reason(s).

Time for approved leave of absence may be included in the calculation of a student's maximum program length. If a leave of absence commences before student completes the program of study, grade of "I" is recorded in student record.

## **CAREER SERVICES**

### **Placement Assistance**

School maintains placement center in student service department to better assist graduates in securing employment. A successful job search is dependent upon a self-confident, well-prepared applicant with pre-planned strategy. School is committed in assisting students in these efforts through series of job search boards. Graduates must have the legal right to accept employment in the United States while those who are not citizens must produce current proof of ability to accept employment, i.e., green card, work permit or letter from INS showing valid "A" number or permanent residency.

### **STUDENT RECORDS RETENTION POLICY**

Difai City College shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:

(a) The educational programs offered by Difai City College and the curriculum for each.

(b) The names and addresses of the members of Difai City College's faculty and records of the educational qualifications of each member of the faculty.

(c) Any other records required to be maintained by this chapter, including, but not limited to, records maintained pursuant to Article 16.

- Adequate and accurate records will be maintained by the institution, in accordance with regulations adopted by the bureau, and satisfactory standards shall be enforced relating to attendance, progress, and performance.
- The institution will maintain current student records for a period of not less than five years and transcripts are kept permanently at its principal place of business in California, that are immediately available during normal business hours for inspection and copying all of the following:
  - The name and addresses, both local and home, of each of its students.
  - The programs of study offered by the institution.
  - The names and addresses of its faculty, together with a record of the educational qualifications of each.
  - The diplomas granted, the date of granting, together with the curricula upon which the diplomas were based.

Transcripts showing classes and courses completed or attempted but not completed, dates of completion or withdrawal, final grades or evaluation given to the student, credit awarded for prior experiential learning and courses completed at other institutions, credit based on any examination of academic ability or educational achievement used for admission or college placement services, and diploma awarded will be maintained permanently.

### **PRIVACY ACT FOR STUDENTS**

The Family Educational Rights and Privacy Act of 1974 entitle all students to review their records, including grades, attendance and advising records. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.

A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's rights or privacy. In the event the school refuses to so amend the records, the student may, after complying with the Student Complaint procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record.

A student has the right to file a complaint with Family Policy Compliance, U.S. Department of Education, Washington, D.C. 20202-4605, concerning the school's alleged failure to comply with the Act.

Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. Any time personally identifiable information about a student is disclosed to any person other than the student, such disclosure will be documented in the student's school file.

### **Campus Security**

Difai City College Career College makes the following information available to all members of the institution. All emergencies occurring at Difai City College Career College should be reported immediately to the Chief Executive Officer and/or Chief Operating Officer. All criminal activities occurring at the institution should also be reported immediately to the Chief Executive Officer and/or Chief Operating Officer.

It is the policy of the institution that any person within the institution's community witnessing criminal activity is honor-bound to report this activity to the Chief Executive Officer and/or Chief Operating Officer. The Chief Operating Officer must report crime on campus to appropriate police agencies.

### **Sexual Harassment**

The following is Difai City College Career College's policy on sexual harassment:

Difai City College Career College intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort - verbal, physical, visual - will not be tolerated. Sexual harassment consists of overt activity of a sexual nature when that activity has a substantial adverse effect on a person in the workplace. Such overt activity may include, but is not limited to the following:

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

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

Employees should immediately report, in writing or orally, any incident in which he/she believes sexual harassment has occurred. Complaints should be presented to the employee's supervisor. If the problem recurs, or if for any reason the employee does not wish to discuss the problem with their supervisor, contact the Director of education or the Chief Executive Officer.

## **PROGRAMS**

### **HOME HEALTH AIDE**

#### **Educational Objective**

Graduates of this course will learn the skills required in the care of patients in Home Health Care setting and with clients needing care in their private homes. Individuals will work under the supervision of licensed health care professionals in the performance of nursing care and services.

#### **Occupational Objective**

Graduates of this course of study will become eligible for professional positions in various home health care settings including Skilled Nursing Facilities, Assisted-Living centers, Homemaker/Home Care agencies and Day Care facilities for elderly.

#### **Requirements to become a Home Health Worker**

The state of California has no formal standards to become a Home Health Worker but we strongly suggest you complete a training course like the one offered here at Difai City College.

<b>Job Title</b>	<b>D.O.T. Code</b>
Home Health Aide (Medical Service)	355.674.014
Home Health Aide (Personal Service)	354.374.014

<b>Course Code</b>	<b>Title</b>	<b>Clock Hours</b>	<b>Semester Credit Hours</b>	<b>Course Description</b>
HHA-002	Introduction to Aide and Agency Role	2	0.09	Students will be able to: Explain why home care is popular, Explain purposes of home care, Describe clients who need home care, Describe contents of a policy and procedure manual, List the members of the health care team, Identify the responsibilities of the health care team, List the role and responsibilities of the home health aide, Describe the personal qualities and characteristics of home health aide, Explain the importance of confidentiality, Explain ethical and legal considerations they may encounter in the home.
HHA-003	Interpretation of Medical and Social Needs of People Being Served	5	0.23	Students will be able to: Describe how culture and religion affect losses and illness, discuss their feelings when a culture and religion are different from theirs, Identify and describe eight stages of growth and development, Explain how injury can affect sexuality, Explain how to deal with a sexually aggressive client, Explain how children react to illness and how to meet their emotional needs.
HHA-004	Nutrition	8	0.39	Students will be able to: Describe six factors that affect eating and nutrition, Discuss diabetic diets, Explain meal management, Describe special consideration in serving meals and feeding clients in the home, List

				<p>guidelines for special nutrition and fluids considerations for children.</p> <p><b>Clinical Experience</b> within this module will provide the following experiences for the students: Basic principles of diet, Meal planning and serving, Food purchasing, Food preparation, sanitation and storage.</p>
HHA-005	Cleaning and Care Tasks in the Home	5	0.25	<p>Students will be able to: Identify the housekeeping responsibilities of a home health aide, Organize housekeeping tasks, Describe four types of cleaning products and how to use them safely, Clean a kitchen, bathroom and the client's room, Describe the guidelines for care and laundry of linens.</p> <p><b>Clinical Experience:</b> Clinical learning within the Home Health Aide program is executed in cooperation with a long term care facility. All Nurse Assistants will be supervised by the Clinical Instructor for 2 Hours of Cleaning and Care Tasks in the Home that consists: Home Safety Measures, Economical Cleaning materials and methods of use, Maintenance of cleanliness where dishes and food are stored, Principles of general cleanliness of environment and Handling of laundry.</p>
HHA-006	Personal Care Services	20	0.99	<p>Students will be able to: Explain why personal care and elimination is different in the home, Demonstrate skill for shampooing hair, Demonstrate how to dress a client with an IV, Discuss guidelines for making a waterbed, Discuss ways to care for client's mattress, Discuss the care of client with ileostomy/colostomy, Demonstrate how to change an ostomy, Discuss collecting specimens on children.</p> <p><b>Clinical Experience:</b> Clinical learning within the Home Health Aide program is executed in cooperation with a long term care facility. All Nurse Assistants will be supervised by the Clinical Instructor for 15 hours of Personal Care that consists: Assisting patients with personal hygiene, Assisting patient in self-care activities: Bathing-tub, shower, bed, Dressing and undressing, Feeding, Assisting with mobility: Getting in and out of bed, chair, wheelchair, toilet, Walking with or without devices, Assisting with exercises as ordered and Positioning.</p>
Hours Per Week of Theory				
Hours Per Week of Lab				
Total Hours Per Week				
<b>Total Hours (3 Weeks)</b>		<b>40</b>	<b>2</b>	

## NURSE ASSISTANT (NA)

### **Educational Objective**

Graduates of this course will learn the skills required in the care of patients in nursing residences, hospitals, other medical facilities and with clients needing care in their private homes. Individuals will work under the supervision of licensed health care professionals in the performance of nursing care and services.

### **Occupational Outcomes**

Graduates of this course of study will become eligible for entry level positions in various health care settings including Skilled Nursing Facilities, Hospice Care, Board and Care/Retirement Facilities, Rehabilitation Hospitals, Psychiatric Hospitals and Day Care facilities for the elderly.

### **Requirements to become a Certified Nursing Assistant**

Must be at least 16, have a CA ID and S.S. Card, 5<sup>th</sup> grade education, pass a physical and a criminal background check, 60 hours minimum Theory/Lab in classroom training, 100 hours supervised clinical training.

Pass a (CEP test) Competency Evaluation Program both written and skills test, complete a 16 hour new CNA orientation.

**Job Title**  
Nurse Assistant

**D.O.T. Code**  
355.674.014

Course Code	Title	Clock Hours	Semester Credit Hours	Course Description
NA-001	Introduction to Nursing	2	0.10	Care giving an art, identifying health care settings where one can work, types of specialized hospitals, describing things that a nurse assistant may do in a hospital setting, types of residents in a nursing home, describing ways in which nurse assistants are similar in all the health care settings.
NA -002	Resident Rights/Patient Rights	3	0.15	Keep Resident records confidential, Knocks on door before entering, Pull privacy curtains during privacy care, encourage resident to make choices, explain procedures to resident.
NA -003	Interpersonal Skills	2	0.10	Understanding communication and how it works, using communication skills to interact with all people in care, influence a person's behavior, interact with families and teach, describing cultural diversity and how culture may influence behavior, recognizing and respecting differences among people in care.
NA -004	Prevention and Management	2	0.10	Emergency and prevention of catastrophe, Applying postural support (safety device), and applying soft ankle/wrist restrains as safety device, Heimlich maneuver for the conscious/unconscious resident, position of call light, demonstration of fire/disaster, use of fire extinguisher.
NA -005	Body Mechanics/Body Dynamics	6	0.30	Use of Gait Belt, helping the helpless resident up to the head of the bed with two assistants, turning and positioning the resident, supine, side lying, apply mask, double bagging trash/waste, Assisting transfer from bed to chair/wheelchair, assisting transfer from chair/wheelchair to bed, Mechanical Lift.
NA -006	Medical Surgical Asepsis/Asepsis	10	0.50	Understanding the need to protect the patient and nurse against cross-contamination from pathogenic organisms, compare the use of medical asepsis for low-level dis-infection and surgical asepsis required for sterile procedures, situations which require the healthcare worker to wear a mask, eye protection, gown and gloves, recognize the need to correctly dispose of sharp items and prevent needle-stick injuries, hand-washing procedure using the correct technique, how to prepare a sterile field and cleanse a surgical wound, how to apply sterile gloves, identify strategies which prevent contamination during specimen collection and emptying drainage bags, employ measures which are necessary to ensure used supplies are disposed of safely.
NA -007	Weights and Measures	2	0.10	Measuring Oral Intake, Measuring urinary output, measuring the height of the resident in bed, measuring and weighing the resident using an upright scale, documents in military time.
NA -008	Patient Care Skills	58	2.89	Bed Making Skills, Back Rub, Bed bath/partial bath, Tub bath, Shower, Occupied Bed making, Unoccupied Bed making, assist in use of urinal, assist in the use of bedpan, assisting the resident to commode/toilet, bladder retraining, bowel retraining, perineal care, assist in oral hygiene, mouth care of the unconscious resident, combing resident's hair, shampoo with shower or tub bath, medicinal shampoo, shaving with electrical shaver, shaving with razor blade, changing the clothes of residents, artificial limbs,

				splints, applying a behind-the-ear hearing aid, removing, cleaning and reinserting an artificial eye.
NA -009	Patient Care Procedures	27	1.35	Admitting the resident, transferring the resident, discharging the resident, administering the commercially prepared cleansing enema, administering enema with tap water, soap suds, administering laxative suppository, empty urinary bag, care of resident with tubing, oxygen, gastronomy, urinary catheter, application of non-sterile dressing, application of non-legend topical ointment, antibiotic hose, elastic stocking (TED) hose, collect and identify specimen, sputum specimen, urine specimen clean catch, urine specimen: routine UA, stool specimen.
NA -010	Vital Signs	9	0.45	Measure and Record Vital signs, Temperature, Oral, Axillary, Rectal, Electronic, Pulse Radial, Pulse Apical.
NA -011	Nutrition	8	0.40	Assisting the resident who can feed self, verifying that the resident has been given correct dinner tray, feeding the helpless resident, use of feeding assistance device.
NA -012	Emergency Procedures	3	0.60	Patient transfers, simple triage, wound preparation, communications.
NA -013	Long Term Care Patient	2	0.11	Health care team member's duties, Role as a Nurse Assistant, Providing Direct care, Providing emotional support, participating as a team member, promoting and practicing six principles of care (Safety, Privacy, Dignity, Communication, Independence and Infection Control).
NA -014	Rehabilitation/Restoration	6	0.30	Range of motion exercises, assisting ambulation of resident, assisting the resident to ambulate with walker.
NA -015	Observations and Charting	8	0.40	Report appropriate information to the Charge Nurse, Document changes and residents body functions/behavior, Documents V/s Apt' s timely/correctly, participate in resident care planning.
NA -016	Death and Dying	2	0.04	Palliative care, hospice care, factors that influence a person's reaction to death, five emotional stages of death, describing what is important to the persons who are dying, role in providing for the needs of a person who is dying, recognize pain and non-pain symptoms experienced at the end of life, discussing the needs of the family and friends of someone who is dying, recognizing signs of approaching death, recognizing signs that death has occurred, discussing the bereavement process for family, friends and staff.
NA -017	Certification Exam Review	10	0.66	Review and practice for the Nurse Assistant Certification Exam
Hours of Theory		<b>60</b>		
Hours of Clinical		<b>100</b>		
Total Hours Per Week		<b>25</b>		
<b>Total Hours (6.4 Weeks)</b>		<b>160</b>	<b>9</b>	

Schedule of Classes: Theory classes are 8 am to 1 pm, Mondays and Wednesdays, two days per week for 10 hours a week. Clinical rotations are from 7am to 3pm, Tuesdays and Thursdays, two days a week for 16 hours a week.

## NOTICE OF STUDENT RIGHTS

You may cancel your contract for school without any penalty or obligations after the end of the cancellation period described in the "Notice of Cancellation" form that will be given to you at the first class that you go to. Read the "Notice of Cancellation" form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

1. After the end of the cancellation period, you also have the right to stop school any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
2. School recognizes that the student may have a concern or issue that necessitates a prompt and fair resolution. Complaints are acknowledged on an individual basis. If a complaint is not resolved within a reasonable time frame although a report was made in writing to the program instructor, then a written complaint is reviewed by the school's Associate Director. In this regard, you may contact:

Difai City College Career College