



**NURSES'
DEVELOPMENT
CENTER, INC.**

CATALOG

January 1, 2020 - January 1, 2021

MISSION STATEMENT:

The mission of this institution is to provide a high-quality educational experience to each enrolled student. The goal of our training programs and future training programs is to have each of our students acquire valuable knowledge and skills that will assist them in obtaining employment or advancing in one's employment. Our emphasis will be in training in health-related fields.

KIND OF TRAINING:

We provide training programs for Nurse Assistants, Home Health Aides, Pharmacy Technicians, Medical Billing and Coding Specialists, and Vocational Nurses. We also offer several continuing education classes for Certified Nurse Assistants and Licensed Vocational Nurses.

APPROVAL NOTICE:

This institution is a private postsecondary institution and it is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. Nurses' Development Center, Inc. School Code is 73078653.

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

1747 N. Market Blvd. Suite 225 Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Website Address: www.bppe.ca.gov

Telephone and Fax #s: (888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website at www.bppe.ca.gov

TARGETED STUDENT POPULATION:

The student body to be served by this institution will include adult members of the general public. No particular segment or sub-set of the general population is targeted.

SCHOOL LOCATION AND LOCATION OF ALL CLASS SESSIONS HELD:

Nurses' Development Center, Inc.

6101 Ball Road, Suite 203

Cypress, CA 90630

Telephone #: 562-403-2115

Fax #: 562-403-2118

www.nursesdevelopmentcenter.com

“The NDCI catalog and a School Performance Fact sheet are given to prospective students to review prior to signing the enrollment agreement. The NDCI catalog is given in person or electronically emailed to the prospective student or interested person.”

CATALOG POLICIES:

Rules governing student conduct, admission policies, graduation requirements, and other aspects of this institution's operations are subject to change. Please check with the School President if you have any questions regarding the content of this catalog. This institution reserves the right to adopt, amend, or repeal rules and policies that apply to students. Changes in the content of this catalog will be shown as a supplement to this catalog. This catalog does not constitute a contract or enrollment agreement, nor does it constitute a statement of the conditions of a contract between the student and this institution. The relationship of the individual student to this institution is governed by applicable state education codes, state regulations, and school policies.

Please refer to the enrollment agreement or enrollment contract for the specific terms under which you are to enroll. Changes to this catalog (which may from time to time be required by the Bureau for Private Postsecondary Education) will be initially added by means of an addendum that will appear at the end of the catalog.

Administrative policies and procedures and this catalog are reviewed and updated annually. Date of coverage for this catalog is: **January 01, 2020 to December 31, 2020.**

COURSES OFFERED:

1. Nurse Assistant Training Program: 160 hours (60 hours theory and 100 hours clinical hours). NATP certification examination is scheduled at the completion of the program. Books: Hartman's Nursing Assistant Care the Basics 5th Edition and Hartman's Nursing Assistant Care the Basics Workbook 5th Edition (Jetta Fuzy). United States Department of Labor SOC 31-1014.
2. Home Health Aide Program: 40 hours of theory and classroom lab completion. Final examination is given by the NDCI instructor and the certificate is provided to the student after course hours and tests have been completed and passed. Book: Hartman's Providing Home Care a Textbook for Home Health Aides 4th Edition. (William Leahy, Jetta Fuzy, and Julie Grafe). United States Department of Labor SOC 31-1011.
3. Pharmacy Technician Program: 400 hours (240 hours theory and 160 hours externship). Final examination is given by the NDCI instructor. A NDCI certificate is provided upon successful completion of the 400 hours. An application page to the California Board of Pharmacy verifying the 400 hours completed is also provided for the graduate. Book: The Pharmacy Technician Foundations and Practices 1st Edition (Mike Johnston). United States Department of Labor SOC 29-2052.
4. Medical Billing and Coding Specialist: 500 hours of theory and lab work. Final examination is given by the NDCI instructor. A NDCI certificate is provided upon successful completion of the required 500 hours. Books: 2016 ICD-10-CM Standard Edition, 1st Edition (Carol Buck), Medical Terminology a Word Building Approach 7th Edition (Jane Rice), and Insurance Handbook for the Medical Office 13th Edition (Marilyn Fordney). United States Department of Labor SOC 43-3021.
5. Vocational Nursing Program: 1619 hours (651 hours theory and 968 hours of clinical). A NDCI diploma is provided upon successful completion of the required 1619 hours and passing the HESI Predictor Exit Exam with a minimum passing score of 850. Books: Foundations of Nursing, Cooper & Gosnell, 8th Edition, 2019; Adult Health Nursing, Cooper & Gosnell, 8th Edition, 2019; The Human Body in Health and Illness, 6th Edition, Herlihy, 2018; Williams' Basic Nutrition and Diet Therapy, 15th Edition, Nix, 2017; Lehne's Pharmacology for Nursing Care, 10th Edition, Burchum & Rosenthal, 2019; Nursing Diagnosis Handbook, 12th Edition, Ackley & Ladwig, 2020; Mosby's Pocket Dictionary, 8th Edition, Elsevier, 2017 and Mosby's Drug Guide for Nursing Students, 13th Edition, Elsevier, 2019. United States Department of Labor SOC 29-2061.

ADMISSION REQUIREMENTS:

Nurses' Development Center, Inc. has set forth the following qualifications required before admission to enroll in any of the programs. NDCI strives to maintain a high standard with entry level students to continue the success and passing rate of our student body.

To qualify for the educational programs at Nurses' Development Center, Inc., all applicants enrolled in educational programs offered must possess the following:

1. Age 16 years or older, but be at least 17 years old for the VN program to become eligible to take the licensure exam
2. Copy of high school diploma or GED for NATP, Pharmacy Technician and Vocational Nursing. Board of Vocational Nursing and Psychiatric Technician (BVNPT) approved document that defines requirements for admission to the VN program. To be accepted for admission to the Vocational Nurse program, applicant must present evidence of 12th grade equivalency; high school diploma; or GED completion (Can be waived if shows proof of Associate's or Bachelors' degree completion with valid evaluation for international transcripts). Foreign transcripts must be EVALUATED as being equivalent to education received in the United States. Translation of those documents into English does not meet these criteria.)
3. Official transcripts from ALL colleges attended from previous institutions or colleges sent directly to Nurses' Development Center, Inc. mailing address (for Vocational Nursing)
4. Speak, read and comprehend the English language
5. Pass the HESI Admission Assessment Exam, Medical Terminology course transcript within 5 years or pass the NDCI Medical Terminology Admission Exam and pass a written essay for Vocational Nursing
6. Photo for student ID
7. Background check and live scan (applicable to NATP and Pharmacy Technician and Vocational Nursing)
8. Complete enrollment agreement and Application for Admission signed and dated including requisite items in the admission packet for Vocational Nursing
9. Physical examination and a statement signed by a medical doctor, or physician's assistant or nurse practitioner that student's health does not pose any harm to self or others (applicable to NATP, HHA and Vocational Nursing)
10. Negative TB test results (applicable to NATP, HHA, Acute Care and Vocational Nursing)
11. CPR/BLS card by the American Heart Association (applicable to NATP, HHA, Acute Care and Vocational Nursing)

NON-DISCRIMINATION POLICY:

This institution is committed to providing equal opportunities to applicants for all programs and to all applicants of employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School President who is assigned the responsibility for assuring that this policy is followed.

INDIVIDUAL RESPONSIBILITY:

It is the responsibility of each student and faculty member to be familiar with this institution's rules and regulations published in this catalog. 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 you signing the enrollment agreement.

TUITION, FEES AND PROGRAM DESCRIPTIONS:

All fees are subject to change without notice. The tuition covers the cost of all classroom instruction and clinical instruction, if applicable to the program. All fees and tuition are to be paid in advance prior to the 1st day of class according to the payment plan selected at the time of enrollment.

NURSE ASSISTANT TRAINING PROGRAM (NATP – 160 HOURS TOTAL)

Registration: \$100.00

Tuition: \$1,475.00

Textbooks: \$100.00

Uniforms: \$100.00

STRF: \$0

Materials/other charges: \$125.00

Total Cost for 160 hours of attendance - \$1,900.00

Estimated Total Charges for the Entire Educational Program - \$1,900.00

Program Description and Objectives:

Students enrolled in this class will learn about the skills needed to perform certain tasks as a Certified Nurse Assistant (CNA). They will come to understand more about ethics, communicating with medical team members, body structure and function, assisting patients with hygiene, bowel and urinary elimination, exercise, and activity. (60 hours of theory instruction and 100 hours of clinical instruction = 160 hours total). This course requires 100 hours of externship in an approved affiliated skilled nursing facility.

Disclosure regarding Graduation and Certification Requirements:

It is required to be certified to work as a Certified Nurse Assistant. Upon enrollment in this course, and prior to patient contact in externship, students are required to submit a "Nurse Assistant (CNA) and/or Home Health Aide (HHA) Initial Application" to the California Department of Health – Aide and Technician Certification Section (CDPH-ATCS). Students are required to submit with this application their fingerprints through live scan method. The students are given quizzes during the course of the program and must pass the final test for both written and skills at the completion of the 160 hours of instruction. After the completion of the NATP, graduates must successfully complete and pass a written and skills competency exams conducted by a CDPH-ATCS approved testing vendor for their certification from the CDPH.

Pre-Screening Requirements:

NATP students cannot participate in the mandatory portion of training that requires direct contact with residents in long term care facilities until they have submitted an application and fingerprints through live scan to the CDPH-ATCS. Applications for certification can be denied in the pre-screening process so CDPH-ATCS recommends that every NATP applicant understands the health and conviction screening requirements before registering for training or requesting certification through reciprocity from out of state.

Health Screening:

Applicants must have a physical exam and provide a report prepared by a physician or physician's assistant or nurse practitioner stating that the applicant has no health condition that would create a hazard to her/him, fellow employees, residents, or visitors. The report must describe: the applicants medical history and physical examination, and, the result of a purified protein derivative (PPD) intermediate intradermal skin test for tuberculosis, unless medically contraindicated. If a positive reaction is obtained, a chest x-ray shall be taken, unless medically contraindicated. NATP applicants may not have contact with residents or attend any clinical instruction until they obtain a report that confirms there is no health hazard for any positive skin test, with or without a chest x-ray.

Conviction Screening:

Before registering for the NATP, applicants should review the list of Penal Code Sections that result in automatic denial of their application. CDPH-ATCS can approve certification for applicants with convictions only if the applicant has obtained a Dismissal or Certificate of Rehabilitation from the county court where the conviction(s) occurred. Applicants with disqualifying convictions may send Certificates of Rehabilitation (for felonies) or Dismissals (for misdemeanors) with their applications. However, CDPH-ATCS will not make any determinations on self-declared convictions until it has received the applicant's complete record from the Department of Justice (DOJ).

NATP Student Ratio to Instructor:

Ratio of student to instructor is fifteen (15) students to one (1) instructor.

HOME HEALTH AIDE PROGRAM – (HHA – 40 HOURS TOTAL)

Registration: \$100.00

Tuition: \$325.00

STRF: \$0

Materials/other charges: \$55.00

Total Cost for 40 hours of attendance - \$480.00

Estimated Total Charges for Entire Educational Program - \$480.00

Program Description and Objectives:

Enrolling in the HHA program will provide students with the necessary knowledge on care giving in someone's home. Students will gain the knowledge on how to relate with clients, how to manage the client's grooming and nutrition, how to manage the client's home, environmental factors in the home and learn about safety. Students will also learn more about assessments and client and caregiver interventions. (40 hours). This course requires 20 hours of externship in an approved affiliated skilled nursing facility.

Disclosure regarding Graduation and Certification Requirements:

Being a CNA is a requirement to be enrolled and be certified to work as a HHA. Upon enrollment in this course, and prior to patient contact in externship, students are required to submit a "Certified Nurse Assistant (CNA) and/or Home Health Aide (HHA) Initial Application" to the CDPH- ATCS. Students are given quizzes during the course of the program and must pass the final examination at the completion of the 40 hours of instruction. Upon successful completion of the required 40 hours, a NDCI certificate is issued to the graduate. No other certification examination or licensure is required to get the HHA certification.

Pre-Screening Requirements:

HHA students cannot participate in the mandatory portion of training that requires direct contact with residents in long term facilities until they have submitted an application to the CDPH-ATCS. Applications can be denied in the pre-screening process, so the CDPH-ATCS recommends that every applicant understand the health and conviction screening requirements before registering for training or requesting certification through reciprocity from out of state.

Health Screening:

HHA applicants must have a physical exam and provide a report prepared by a physician, or physician's assistant, or nurse practitioner stating that the applicant has no health condition that would create a hazard to her/him, fellow employees, residents or visitors. The report must describe: the applicant's medical history and physical examination and, the result of a purified protein derivative (PPD) intermediate strength intradermal skin test for tuberculosis, unless medically contraindicated. If a positive reaction is obtained, a chest x-ray shall be taken, unless medically contraindicated. HHA applicants may not have contact with residents until they obtain a report that confirms there is no health hazard for any positive skin test, with or without a chest x-ray.

Conviction Screening:

Before registering for the HHA training program, applicants should review the list of Penal Code Sections that result in automatic denial of their application. CDPH-ATCS can approve certification for applicants with convictions only if the applicant has obtained a Dismissal or Certificate of Rehabilitation from the county court where the conviction(s) occurred. Applicants with disqualifying convictions may send Certificates of Rehabilitation (for felonies) or Dismissals (for misdemeanors) with their applications. However, the CDPH-ATCS will not make any determinations on self-declared convictions until it has received the applicant's complete record from the Department of Justice (DOJ).

PHARMACY TECHNICIAN PROGRAM – (400 HOURS TOTAL)

Registration: \$100.00

Tuition: \$2,990.00

Textbooks: \$400.00

STRF: \$0

Materials/other charges: \$0

Total cost for 400 hours of attendance - \$3,490.00

Estimated Total Charges for Entire Educational Program - \$3,490.00

Program Description and Objectives:

Pharmacy Technician students enrolled in this class will learn about the skills needed to perform certain tasks as a Pharmacy Technician. The students are taught the general principles of pharmacology and prepare the students for eligibility to become Registered Pharmacy Technicians in the State of California. Drugs are discussed in the context of drug classes, mechanics of action, disease types, and body systems. The student will learn how to assist the pharmacist in packaging or mixing a prescription, maintaining client records, referring clients to the pharmacist for counseling, assisting with inventory control and purchasing, as well as collecting payment and coordinating billing. This program will provide students the skills necessary to effectively work in either retail or in patient pharmacy settings. (240 hours of theory instruction and 160 hours of pharmacy externship = 400 hours). This course requires 160 hours of externship in an approved affiliated retail or hospital pharmacy.

Disclosure regarding Graduation and Certification Requirements:

Students are given quizzes during the course of the program and must pass the final examination at the completion of 400 hours of instruction. Upon successful completion of the required 400 hours, a NDCI certificate will be issued to the graduate along with the application page to the California Board of Pharmacy verifying the successful completion of the 400 hours. No other certification examination or licensure is required to be a registered Pharmacy Technician with the California Board of Pharmacy.

Conviction Screening:

Applicants for the Pharmacy Technician program should review the list of Penal Code Sections that result in automatic denial of their application. The California Board of Pharmacy can approve certification for applicants with convictions only if the applicant has obtained a Dismissal or Certificate of Rehabilitation from the county court where the conviction(s) occurred. Applicants with disqualifying convictions may send Certificates of Rehabilitation (for felonies) or Dismissals (for misdemeanors) with their applications. However, the California Board of Pharmacy will not make any determination on self-declared convictions until it has received the applicant's complete record from the Department of Justice (DOJ).

MEDICAL BILLING AND CODING SPECIALIST – (500 HOURS)

Registration: \$100.00

Tuition: \$4,020.00

Textbooks: \$205.00

STRF: \$0

Materials/other charges: \$185.00

Total cost for 500 hours of attendance - \$4,510.00

Estimated Total Charges for Entire Educational Program - \$4,510.00

Program Description and Objectives:

The Medical Billing and Coding Specialist students will get an introduction to the field of health care professionals. They will learn topics in medical history, law and ethics, telephone techniques, patient scheduling, as well as training in written and oral communication skills necessary to be successful in the professional environment. Development of entry level computer skills will be stressed. This course will also provide the students with entry level knowledge of the body's organization and the identification of anatomical locations and body planes. Word structure and word parts will be stressed along with medical terminology and medical abbreviations. The students will study the management of patient records, including the legal and ethical issues involved. (500 hours). No externship or internship is required for this program.

Disclosure regarding Graduation and Certification Requirements:

Students are given quizzes during the course of the program and must pass a final examination at the completion of the 500 hours. Upon successful completion of the required 500 hours, a NDCI certificate is issued to the graduate. No other certification examination or licensure is required for this program.

VOCATIONAL NURSING PROGRAM – (1619 HOURS)

Registration: \$250.00

Tuition: \$13,150.00

Uniforms: \$350.00

STRF: \$0

Materials/Other charges: \$6,250.00

Total Cost for 1619 hours of attendance: \$20,000.00

Estimated Total Charges for Entire Educational Program: 20,000.00

Program Description and Objectives:

The Vocational Nurse (VN) program provides students with the theory, laboratory, and clinical experiences that will serve as preparation for an entry level position as a VN. Upon successful completion of the training, the student will be able to:

1. Demonstrate competencies in direct patient care activities in hospitals and community based health care agencies.
2. Demonstrate ethical and caring behaviors while providing nursing care.
3. Register and sit for the NCLEX-PN examination. Upon passing this exam, the student will be eligible for employment as Licensed Vocational Nurse (LVN).

The clinical assignments of the program provide students with actual hands-on experiences in providing nursing care to clients of all ages, ethnic and cultural groups, as well as stages of wellness/illness in hospitals or other care agencies affiliated with NDCI. In addition, the clinical atmosphere will enable the student to observe, first hand, behaviors that are crucial to employability in those agencies. The conceptual framework from which the curriculum evolves utilizes the Maslow's Hierarchy of Needs, Watson's Theory of Caring and the nursing process. The person is the focal point of the framework and their needs are met based upon the data collected of these needs, and using the nursing process as a system of assessing, analyzing, planning, implementing, and evaluating nursing care. (651 theory hours and 968 clinical hours = 1619 total hours.) This program requires 968 hours of externship in an approved affiliated clinical facility, clinic or hospital.

Disclosure regarding Graduation and Licensing Requirements:

Students are given quizzes and must pass the final examination at the completion of every level for all four levels of instructions along with the HESI examination. Upon successful completion of the 1619 hours, graduates are given a NDCI diploma. Graduates of Vocational Nursing Program are eligible to sit for the National Council Licensure Examination for Licensed Practical/Vocational Nurses (NCLEX-PN®). Those graduates who pass this exam are qualified for employment as a Licensed Vocational Nurse.

Pre-Screening Requirements:

VN students cannot be admitted in the class without undergoing a clear background check and a live scan finger print at the end of the program.

Health Screening:

Applicants must have a physical exam and provide a report prepared by a physician or physician's assistant or nurse practitioner stating that the applicant has no health condition that would limit their capacity to perform nursing task or create a hazard to themselves, fellow students, employees, patients, or visitors. The report must describe: the applicant's medical history and physical examination, the result of a purified protein derivative (PPD) intermediate intradermal skin test for tuberculosis, unless medically contraindicated. If a positive reaction is obtained, a chest x-ray shall be taken, unless medically contraindicated. VN applicants may not have contact with residents or attend any clinical instruction until they obtain a report that confirms there is no health hazard for any positive skin test, with or without a chest x-ray. Students must present proof of positive reaction to Hepatitis B, MMR, Rubella and Varicella or proof of immunization. Student must provide proof of influenza vaccination during winter. The student must inform the Director of Nursing if pregnant and must submit a clearance from the medical doctor to perform nursing task in clinical setting without any restrictions.

Conviction Screening:

If a person has been convicted of any of the penal codes VN applicants will be automatically denied or the license will be revoked.

Certification of applicants with convictions on the penal code list MAY be reconsidered by the California Department of Health Services or Board of Vocational Nursing and Psychiatric Technician only if misdemeanor actions have been dismissed by a court of law or a Certificate of Rehabilitation has been obtained for felony convictions. Any other convictions, other than minor traffic violations, must also be reviewed.

VN Student Ratio to Instructor:

Ratio of student to instructor for theory classes is the number of students as pre-approved by the BVNPT.

Ratio of student to instructor for clinical instruction is no more than fifteen (15) students to one (1) instructor.

GRADES AND SATISFACTORY PROGRESS:

CLINICAL GRADING POLICY

Clinical grades are one of the following:

- **P = Pass:** Student has met clinical objectives, skills and hours and has complied with all rules of the clinical facility and those of Nurses' Development Center, Inc.
- **F = Fail:** Student has not met clinical objectives/skills and/or demonstrated unsatisfactory performance and/or has not complied with all rules of the clinical facility and/or those of Nurses' Development Center, Inc.

A student who receives a failing grade for clinical will not be permitted to progress to the next course. Such students may petition for consideration of readmission to the program (*see section below regarding readmission*). If accepted, readmitted students must enroll for the beginning of course that was failed. No remediation is permitted for failing any clinical portion of the program training.

Each student will be evaluated on their clinical knowledge/skills according to the stated clinical objectives of the program. Copy of each level's instructional plan should be given to the clinical instructor as reference for criteria to measure student progress. The clinical instructor will provide students with documentation indicating their evaluation at the midpoint of the level and at the end of the level. The clinical instructor will provide students ongoing verbal reports to keep them apprised of their progress. Lead instructors will provide clinical instructors with student academic progress reports.

THEORY GRADING POLICY

1. Theory grades are assigned according to the grading scale as follows:

A = 90% to 100%

B = 80% to 89%

C = 75% to 79%

F = 74% and below

2. Theory grades are based on a point system. A student's grade is determined by dividing the student's total points by the total points possible in Level I or in a given system (Levels II-IV). No extra credit is given, and no quizzes, exams, or grades may be dropped. Theory grades are divided as follow:
 - 80% Exams
 - 5% Homework and Projects
 - 15% EAQ (Adaptive Quiz) Assessment
 - 2% Attendance
3. In level I, students will be allowed to remediate only four tests within the term, two (2) Tests in Level IA and two (2) tests in Level IB. Any student who fails to achieve a minimum grade of "C" (75%-79%) at the end of Level IA will not be allowed to proceed to Level IB. Any student who fails to achieve a minimum grade of "C" (75%-79%) at the end of Level I will be dismissed from the program. The student may apply for readmission into the beginning of Level I (see section below regarding readmission). Readmission is based on recommendation of the instructor and on the basis of space availability. The Director of Nursing has final approval of readmission and the right to test any student for knowledge/skills assessment prior to readmission.
4. Any student who fails to achieve a minimum grade of "C" (75%-79%) in any given system within Levels I-IV will not progress to the next system or level without attending and successfully completing remediation plan including the remediation exam, passing the failed system with a minimum grade of 75%.
5. A third system failure in the same level (i.e., Level II, III, or IV) will constitute automatic dismissal from the Vocational Nursing program (see section below regarding readmission).

HESI TESTING POLICY

To promote excellence, evaluation data are used to drive the curriculum with the goal of achieving consistently high NCLEX-PN Pass rate. Hence, there is an established program-wide testing and progression policy, developed by the Vocational Nursing Program.

The policy states:

- **A student must earn a minimum score of 850 on the HESI specialty exam and custom exam to progress in the nursing curriculum.**
- **A student must earn a minimum score of 850 on the HESI exit exam given at the end of Level IV to be able to graduate as a requirement for completion of the VN Program.**

Ability to apply nursing concepts to patient care is a vital step in building safe, effective, quality care. This policy is intended to identify and assist students who have been unsuccessful in meeting the minimum competency requirements needed to progress to more complex concepts. Students will be directed to the many resources and tools available that address a wide array of learning styles in remediation so that success is fostered.

LANGUAGE OF INSTRUCTION:

All class instructions for all courses/programs offered will be held in the English language only.

ENGLISH LANGUAGE PROFICIENCY:

The student must have satisfactory knowledge of the English language to support effective oral and written communication and to function in a regular educational setting without special assistance. English language proficiency is measured by the student providing their high school diploma, GED, or taking and passing the wonderlic examination prior to enrollment.

Students needing support with English speaking, reading, and writing skills may benefit from a Second Language (ESL) class. Nurses' Development Center Inc. does not offer ESL classes and the student will be directed to enroll from any institutions at their own expense.

Only the English Language is used in the instruction of all courses offered.

TITLE IV AND FINANCIAL AID:

Nurses' Development Center, Inc. does not participate and cannot accept federal or state financial aid programs.

LOANS:

If the student obtains a loan to pay for one of Nurse's Development Center, Inc. programs, the student will have the responsibility to repay the whole amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student aid program funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

The student may not be eligible for any other federal student aid at another institution or other government assistance until the loan is repaid.

VISA SERVICES:

Nurses' Development Center, Inc. does not offer any visa services but will accept students from other countries with the required educational visa and must have valid social security numbers.

PLACEMENT SERVICES:

Nurses' Development Center, Inc. does not offer any placement services.

DEGREE PROGRAM AND ACCREDITATION:

Nurses' Development Center, Inc. does not offer any degree granting programs and is not accredited by an accrediting agency recognized by the United States Department of Education.

STRF DISCLOSURES AND STATEMENTS:

“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.

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95798-0818, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary awards by an arbitrator or courts, 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 non-collection 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.”

REFUND OF TUITION:

The student has the right to cancel this agreement, without further obligation, and obtain a full refund of all amounts paid less a registration fee if notice of cancellation is given to this school before midnight of the seventh business day following the date of enrollment or through attendance at the first class session whichever is later.

Further, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, if the student completes only 150 hours of a 450 hour course and paid \$5,625.00 tuition, the student would receive a refund of \$3,750.00.

Refund example: $\$5,625.00$ (amount paid for program instruction) $\times$ 300 (clock hours of instruction paid for but not received) / by 450 (clock hours of instruction for which the student has paid) = $\$3,750.00$ (refund amount)

If the school cancels or discontinues a course or educational program, the school will make a full refund of all the charges. Refunds will be paid within 30 days of cancellation or withdrawal.

CANCELLATION POLICY:

The student has the right to cancel the agreement, without further obligation, and obtain a full refund of all amounts paid less a registration fee if notice of cancellation is given to this school before midnight of the seventh business day following the date of enrollment or through attendance at the first class session whichever is later. Business day means a day on which the student is scheduled to attend a class session. The student may cancel this agreement and obtain a refund by giving written notice to the school at the address shown at the top of the first page of the agreement. If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from the federal student financial aid program funds. The student may do this by mail, by hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail, properly addressed with postage pre-paid. The student should keep a record of the date, time and place of mailing any notice of cancellation.

WITHDRAWAL POLICY:

The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The institution shall also provide a pro-rata refund of non-federal student financial aid program money paid for institutional charges to students who have completed 60% or less of the period of attendance.

A student has the right to withdraw from the program of instruction at any time, and receive a refund of tuition and amounts paid for equipment. If the student withdraws from the program of instruction after the expiration date of the time for canceling this agreement, the student is obligated to pay only for educational services rendered and any equipment not returned, plus a non-refundable registration fee. For example, if a student enrolls in a 100 hour program and withdraws after receiving 35 hours of instruction, and if the student paid a \$100.00 registration fee and \$2,000.00 tuition, the school would deduct the registration fee from the amount received, divide the remaining \$2,000.00 by the number of hours in the program ($\$2,000/100=20$) and multiply that hourly amount times the number of hours received by the student ($35 \times 20 = \$700.00$). The amount paid in excess of that amount would be the amount of the refund ($\$2,000.00 - \$700.00 = \$1,300.00$ refund amount). In addition, the refund would include any amount paid for equipment which is subsequently returned in good condition.

STUDENT GRIEVANCE PROCEDURES:

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or the School President. The instructor or School President will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve 3 steps: 1). an effort to define the problem, 2.) an effort to identify acceptable options for resolution, and 3). an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the School President who will work to resolve the matter. The School President will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the student file. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The School President will notify the student of the decision reached.

At any time, the student or any member of the public may file a complaint about this institution with the:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

Bureau for Private Postsecondary Education

1747 N. Market Blvd. Suite 225

Sacramento, CA 95798-0818

(888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897

<https://www.bppe.ca.gov/>

BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS

2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945

(916) 263-7800 or by fax (916) 263-1897 <https://www.bvnpt.ca.gov>

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

P.O. BOX 997416, Sacramento, CA 95899-7416

(916) 327-2445 <https://www.cdph.ca.gov>

STUDENT CONDUCT:

Students are expected to behave professionally and respectfully at all times. Students are subject to immediate dismissal for any activity or action that endangers another or for unethical conduct or violation of the rules of conduct.

SEXUAL HARASSMENT:

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment.

No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at the school location. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

ATTENDANCE POLICY:

It is the goal of Nurses' Development Center, Inc. to train and prepare students for professional work. To accomplish this, the following attendance policy is practiced. Attendance records are regularly maintained by the school through the use of sign in/sign out sheets.

Students are expected to attend all classes, lab practices, and required externships regularly. Student must attend classes according to the established schedules. Attendance is required at all theory and clinical instructions including all clinical conferences, all examinations, and all mandatory program activities. Frequent tardiness and/or absences are cause for disciplinary action.

If questions arise about this policy, the student is to contact the School President.

Absence policies are enforced for the following reasons except for the NATP that does not allow absences:

1. Whenever a student misses a class, copying notes or getting update from classmates is never a satisfactory substitute.
2. If clinical skills are missed, it may be difficult to make them up in a timely manner, causing delay in the completion of the program
3. The school has zero tolerance for absenteeism and the following internal policies are in place for that purpose.

The attendance, probation and dismissal policies for the VN program are as follows:

A student may be absent no more than three (3) days for lecture/theory classes and no more than **two (2) days for clinical rotation** during any given level. The student will be placed on probation if they reach either of these maximum numbers of allowable absences. If a student reaches a fourth (4th) absence for lecture/theory or a third (3rd) absence for clinical rotation, s/he will be summarily terminated from the program, regardless of whether any such absences are made up prior to the student exceeding the maximum number allowed.

Tardiness/Leaving Early:

Tardiness is a disruption of a good learning environment and is strongly discouraged. It may be cause for disciplinary action. Students arriving 15 minutes late or leaving 15 minutes early respectively may be cause for disciplinary action. Five (5) such incidences will add up to one (1) absence and will cause the student to be dropped from the program.

Tardiness/Leaving Early for the VN Program:

For the VN Program, Tardiness or leaving early applies. Repeated tardiness or leaving early without legitimate reason may be cause for disciplinary action. Arriving after the class starts or leaving before class ends will be considered a "tardy" or "early departure," respectively.

- Three (3) occurrences within one month will be recorded as one (1) absence of a 6-hour day.
- If a student is tardy for the fourth time in the term, the student will be placed on attendance probation. For the fifth time, the student will be placed on attendance suspension. If fifth absence happens, a student may be dismissed in the program.
- Tardy is past 5 minutes after class is scheduled to start.
- If the student is late for 15 minutes or more, the time will be counted towards time missed in class that requires make-up hours or objectives.
- **Tardy and early departure is unacceptable in clinical class.** A student is only given a five (5) minute grace period in clinical class. A student who will be late for more than 5 minutes or will have to leave early will be sent home without any clinical hours credited for the day.

Leave of Absence Policy except for the NATP (Nurse Assistant Training Program):

Should your circumstances be such that a leave of absence is needed, please submit an application for a leave of absence to the School President. At his/her discretion, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of the program, the School President or his/her assignee may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.



Leave of Absence Policy for the VN Program:

- Occasionally, circumstances arise that require a student to interrupt their training. Depending on the situation and length of time, students may be granted a leave of absence (LOA). A student who finds it necessary to take LOA must submit a written request and obtain a preliminary approval in writing from the Director of Nursing and a final approval in writing from the School President. The request must outline the extenuating circumstances and duration of the LOA. (VN Students must be in the program a minimum of 90 days before they are eligible for LOA).
- Leave of absence may not exceed 60 calendar days (The Vocational Nursing department will only approve LOA for medical reasons).
- If a student does not return from LOA on the scheduled return date and no prior arrangements have been made, they will be withdrawn from the program.
- The time taken for a leave of absence will not be counted against the maximum allowable time for program completion. Hours of the program will resume when leave of absence is officially completed.

Clinical Attendance:

Attendance at clinical is required. Consistent with an emphasis on professional integrity, the student has a responsibility to inform instructors before missing a clinical session. Student should call the instructor before time to report for the clinical instruction. Missing clinical instruction can result in delays of program completion or dismissal from the program. Missing a day of clinical instruction for the NATP is not allowed and will cause the NATP student to be dropped from the program and be re-enrolled in the next class if space is available. Absence is not allowed for the NATP.

Make-up Criteria for all Programs except for the NATP (Nurse Assistant Training Program):

Attendance in all theory classes and clinical instruction is critical to the student's success in the program. Proficiency in all clinical tasks must be demonstrated since many skills are integrated with previous skills learned. Make-up work must be completed for all absences except for the NATP that does not allow any make-up classes. Absence is not allowed for the Nurse Assistant Training Program.

There may be no more than five (5) absences in all programs. All absences must be made up within the week from absence for all programs except for the Nurse Assistant Training Program which does not allow any absence from the program.

PROBATION AND TERMINATION/DISMISSAL POLICY:

NDCI reserves the right to put on probation or terminate the attendance of any student who does not comply with any the school policies on conduct, attendance and grades required and satisfactory payment of tuition and costs associated for program.

STUDENT RECORDS:

Student records for all students are kept for five (5) years. Students may inspect and review their educational records. To do so, submit a written request identifying the specific information you would like to review. Should you find, upon your review, that there are records that are inaccurate or misleading, you may request the errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, you may ask that a meeting be held to resolve the matter. It is our intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of your financial, academic and other records. We will not release such information to any individual without having first received your written request to do so, or unless otherwise required by law.

All student files and records for the NATP shall be kept available for CDPH inspection for a minimum of four (4) years.

TRANSCRIPTS:

Each student's file will contain student's academic progress record and evidence of certificates issued by this institution. Should a student need a copy of an official transcript, the first copy will be provided at no charge. Subsequent copies are available upon payment of a fee of \$15.00. Transcripts will only be released to the student upon receipt of a written and signed request. No transcripts will be issued until all tuition and other fees due the institution are paid current. Transcripts are maintained indefinitely.

EXPERIENTIAL CREDIT:

Nurses' Development Center, Inc. does not offer credit for experiential learning in any courses/programs that we currently offer and do not award credits for prior experiential learning.

ADMISSIONS AND ACCEPTANCE OF CREDITS:

Nurses' Development Center, Inc. has not currently entered into any articulation or transfer agreement with any other college or university. Nurses' Development Center, Inc. does not currently have a policy regarding acceptance of credit earned at other institutions or through challenge examinations and achievement test and therefore does not accept credits earned at other institutions or through challenge examinations, achievement tests and ability to benefit tests.

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

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

ACADEMIC FREEDOM:

This institution is committed to assuring full academic freedom to all instructors. Confident in the qualifications and expertise of its instructors, the school encourages its instructors to exercise their individual judgements regarding the content of the assigned courses, organization of all topics and instructional methods, providing only that these judgements are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution.

This institution's ownership believes that the most important diversity that can accrue to the benefit of students is the diversity of thought that results from free discussion, the open expression of view-points and opinions on the subject matter at hand, and the diversity of thought that results from the free exercise of research and original thinking in the academic fields related to the institution's course offerings.

This institution therefore, supports and encourages instructors and students to engage in discussion and dialogue. Students and instructors alike are encouraged to freely express views as long as they believe it would advance understanding in the program being studied.

BANKRUPTCY STATUS OF NDCI:

Nurses' Development Center, Inc. has not had a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in the reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et. seq.).

FACILITIES AND EQUIPMENT:

Nurses' Development Center, Inc. is located in two suites of an office building. The school has a library, simulation lab, two skills lab, three classrooms, a lounge room plus an outside sitting area outside the suites and an administrative office. The male and female bathrooms outside of the suites are located by the elevators in each three floors of the office building. Classrooms are equipped with projectors and white boards.

The skills labs are equipped with all the necessary equipment and medical supplies that are required for learning and have several manikins for skills demonstrations. The simulation lab has the birthing manikin and several new born infant manikins along with the infant warmer and other hospital tools and equipment.

Students learn from the school owned equipment and medical supplies but each student is given their own personal equipment/supplies (i.e. blood pressure monitor, stethoscope, scissors, pen light) depending on the course requirement.

LIBRARY:

The library is equipped with laptop computers and a white board. The library list of books and student access to the library is available upon request submitted to the Admin Office who issues the permit or will have the student fill a sign-in/sign out sheet. The library is accessible and open for use during normal business hours of 9 AM to 5 PM five days a week. There is no fee to use the library and to borrow any of the books.

SERVICES:

Student services include counseling and tutoring. The office support staff is available to assist the students with all issues that are non-academic related issues. The students may see and ask the office support staff for any assistance or questions related to housing, transportation, child and family care, and any other issues or need that they may have at the time. Tutorial services are available to all students. If the student requires special help or additional instruction, the student is encouraged to see one of the support staff. Tutorial time must be scheduled in advance with the theory instructor or remediation instructor.

HOUSING:

Nurses' Development Center, Inc. has no responsibility to find or assist a student in finding housing. Nurses' Development Center, Inc. does not own or offer any dormitory services. Housing near the school location includes apartment facilities, single family residences and multi-unit housing. The average cost for housing in this area is \$1,256.00 for a studio, \$1,500.00 for a one bedroom, \$1,900.00 for a two bedroom, and \$2,075.00 for a three bedroom.

THE FACULTY:
Arminda Julia P. Crockett

President/Owner of Nurses' Development Center, Inc.
 Bachelor of Science in Accounting
 St. Paul College, Manila, Philippines

Maria Teresa Avila Ibarra, MSN/Ed, RN

Director of Nursing VN Program
 Master of Science in Nursing Specialized in Healthcare Education
 University of Phoenix, Phoenix AZ
 Bachelor of Science in Nursing
 University of Phoenix, Phoenix AZ
 Associate of Science in Nursing
 Excelsior College, Albany, NY

Consolacion Sano, RN

NATP RN Program Director
 Bachelor of Science in Nursing – University of Santo Tomas, Philippines
 DSD – Joshua Tree Private School, Arlington, Texas
 Course Assignment: NA Theory and Clinical, HHA

Rosemarie Burio, RN

Instructor approved with CDPH
 BA – UST, Santo Tomas, Philippines
 MA – Cambridge College, Ontario, CA
 Public Health Nurse- Cal State University, Dominguez Hills, CA
 Course Assignment: Home Health Aide and Director of Staff Development

Satomi Nishime, BSN, RN, PHN, IBCLC

Bachelor of Science in Nursing – California State University, Long Beach
 Lactation Education Training Course – Childbirth and Postpartum Professional Association
 Certified Public Health Nurse, State of California, Department of Health Services
 Course Assignment: Vocational Nursing Program BVNPT Theory & Clinical Instructor

Dwight De Guzman, LVN

Vocational Nursing Program - North Orange County Regional Occupational Program
 Course Assignment: Vocational Nursing Program BVNPT Theory & Clinical Instructor

Rosemarie Llorin, VN

Instructor approved with DHS
 AA – Long Beach City College, Long Beach, CA
 Vocational Nursing Program – Concorde Career College, Garden Grove, CA
 Course Assignment: NA Theory and Clinical

Marichu Parcasio

BS Pharm – UST, Santo Tomas, Philippines
Licensed Pharmacy Technician, State of California
Course Assignment: Pharmacy Technician Instructor

Mary Grace Lomiteng, VN

Instructor approved with CDPH
Vocational Nursing Program – Everest College
Course Assignment: NA Theory and Clinical

Anne Washington, RN

Instructor approved with CDPH
Vocational Nurse Program – American Career College, Anaheim, CA
BA/RN – Cerritos College, Norwalk, CA
Course Assignment: NA Theory and Clinical

Jean-Guy Cote, VN

Instructor approved with CDPH
Vocational Nurse Program – Board Certified
BSN – Algonquin College, Ottawa Ontario, Canada
Course Assignment: NA Theory and Clinical

Irene Igual, RN

Instructor approved with CDPH
BA/RN – California State University, Long Beach
Course Assignment: NA NCLEX review, Pharmacology and IV/BW Therapy

Gorden Farinas

Instructor approved with BPPE
Vocational Nurse Program – Board Certified
BSN – Ortanez University, Philippines
Course Assignment: Pharmacology, NCLEX review

Josephine Bautista, VN

Instructor approved with CDPH
AA- Associate in Science – Mt. San Jacinto College, San Jacinto, CA
Vocational Nurse Program – Charter College, Canyon Country, CA
Course Assignment: C. N. A. Theory and Clinical and Pharmacology

Jhenette Cabato

Instructor approved with CDPH
Vocational Nursing Program – American Career College

Dony Baybay, VN

Instructor approved with CDPH
Vocational Nursing Program – American Career College

ANNUAL PERFORMANCE FACT SHEET:

****Salary is as reported by student. Not all graduates reported salary.*

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, Phone: (916)574-8900 or Fax: (916)263-1897.