



CORDOBA MEDICAL INSTITUTE
2890 LA LOMA DRIVE, RANCHO CORDOVA, CA
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CORDOBA MEDICAL INSTITUTE
CERTIFIED NURSING ASSISTANT TRAINING PROGRAM
STUDENT HANDBOOK (January 1, 2019 – December 31, 2021)

The Cordoba Medical Institute Catalog is updated annually and as needed by the Cordoba Medical Institute Board of Directors.

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 you must provide prior to signing an enrollment agreement.

Email: info@healthcarecareer.net

Mission

- The mission of the Cordoba Medical Institute is to offer quality allied-health and nursing programs that integrate professional skills, career-focused education, and hands-on practical experience by empowering students to develop and achieve their personal career goals.
- The Cordoba Medical Institute believes that education should promote the development of positive self-- esteem and provides services that support each student's efforts to succeed academically, professionally, and personally.
- Cordoba Medical Institute provides training to individuals seeking a professional career in the nursing field.
- This is accomplished through an educational format utilizing training that includes simulations, didactic lectures, and hands-on experience provided by trained academicians, nurses, and physicians.
- General education courses are provided to incorporate the necessary prerequisites to support the student in creating a solid foundation for providing safe and effective care for clients and families from diverse and multicultural populations across the life span.
- The Cordoba Medical Institute strives to build on the learner's previous experience and knowledge to afford each student a well- rounded and thriving knowledge base from which to be successful in their career.

Educational Objectives and Philosophy

- The courses at Cordoba Medical Institute are designed to provide the student with the skills necessary to be a vital part of the health care team.
- Each faculty member is dedicated to providing training in a professional and positive atmosphere with current information that is accurate and stimulating.

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- Cordoba Medical Institute sets high academic expectations and standards for all our students and staff. Students will profit by meeting those standards with a positive attitude, dedication, enthusiasm, and determination.
- The catalog is intended to inform students of the policies of the Institute.
- Students are responsible for knowing and following the content of this catalog.
- Our staff members will be happy to answer any questions regarding school policies, procedures, and courses.

Goals of Cordoba Medical Institute

- To provide students with the training and the knowledge needed to become a valued, integral part of the fast-changing and versatile healthcare field.
- To accommodate a diversity of individual backgrounds and abilities
- To provide an active advisory committee that lends advice and recommendations to the Institute concerning the type, quality, and content of courses needed to produce highly qualified graduates
- To provide qualified, experienced faculty, ensuring that accurate and up-to-date material is delivered to all students in a way they can learn.
- To encourage students to look at education as a lifelong process

History

- Cordoba Medical Institute is owned and operated by Dr. Mohammad Yusufzai and Dr. Sultan Yusufzai.
- The brothers have a vision that all care staff in a post-acute and long-term care setting deserves quality training and critical thinking skills.
- They strive to provide quality care to their patients.

{Cordoba Medical Institute Corporation is the sole operator of Cordoba Medical Institute and does not have a pending petition in bankruptcy, nor has Cordoba Medical Institute filed any bankruptcy petitions within the preceding five years nor has 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.). The school is not operating as a debtor in possession }

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Student Handbook Introduction

- This is the official student handbook for the CORDOBA MEDICAL INSTITUTE Online Certified Nursing Assistant Training Program.
- This document contains valuable information regarding the course, policies, and regulations for the C.N.A. students.
- This handbook's registration and adherence are considered assent to the policies and a pledge to abide by them.
- Each student shall adhere to CORDOBA MEDICAL INSTITUTE policies, rules, and regulations, including Code of Conduct and Ethics.
- HIPAA. As needed by the Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), all healthcare professionals are required to protect a patient's medical history and identity confidential.
- Certified Nursing Assistant Training Program offers an overview of basic anatomy and physiology, nutrition, medical terminology, and an introduction to common medical conditions.
- The course content focuses on safety principles, infection control, and the philosophy of the nursing care process, critical thinking, decision making, and team concepts while incorporating elements of care and communication skills are also practiced.
- The required nursing skills and procedures are practiced in the facility classrooms before being demonstrated to the community.
- Upon satisfactory conclusion of both the theory and clinical practice with a competency level of 80% on all the quizzes and tests with approval on all the nursing skills, the student will appear as a candidate for the Certified Nurse Assistant State Examination.

Course Description

Nursing Assistant

Instructor to student ratio 1:15

1. The Nursing Assistant course has been designed to provide students with the theory and skills necessary to give primary patient care in long-term and acute care settings.
2. The course contains 74 hours of classroom instruction and 100 hours of clinical instruction.
3. The course includes instruction as follows: communication; interpersonal skills, documentation; infection control; safety and emergency procedures including BLS CPR; patient rights, recognizing and reporting abuse, basic nursing skills, personal care skills, age-specific, mental and social service needs; care of the cognitively impaired patient or

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resident, skills for essential restorative services; health care team member skills including time management and prioritizing work; legal aspect of nursing assistant practice, body structure and function, medical terminology and joint disease and condition of the elderly.

4. In addition to 50 hours of classroom training, students will spend an assigned number of hours in the laboratory setting.
5. Additionally, the student will complete 100 hours of directly supervised clinical hours in a Long-Term Care (L.T.C.) facility. Graduates will be qualified to apply for California's Department of Public Health Aide and Technician Certification Section examination.
6. Use of textbook, scrub top, Mantoux T.B. skin test, and background check are all included in the cost of the tuition. Students are responsible for obtaining their current C.P.R. card.
7. Students who are required to obtain a chest x-ray for negative T.B. verification are responsible for costs incurred.
8. All classes are held at the Cordoba Medical Institute classroom site: 2890 La Loma Drive Rancho Cordova, CA 95670

Recommended Supplemental Textbooks

- Hartman's Nursing Assistant Care: Long-Term Care

Support:

- Technical Support: Technical support is available by sending an email to info@healthcarecareer.net

CORDOBA MEDICAL INSTITUTE CNA Training Program respects the credibility and trustworthiness of our adult learners and their dedication to pursuing a career in healthcare. Hence, instead of practicing pedagogy, we utilize andragogy for our adult learners.

- Andragogy was initially practiced in 1833 and got fame in teaching methodologies more significantly with the theorist Malcolm Knowles.
- Since adults are self-governed and autonomous, therefore task-oriented instructions are given.
- Various teaching strategies, including case studies, role-playing, self-evaluation, and simulation, allow instructors to adopt the role of facilitator rather than just a lecturer.
- The program requires attendance, completion, and submission of assignments, and on top of this, students must be competent in module completion, and satisfactory skills return demonstration.

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Admission Requirements

1. It is required that all prospective students complete an interview with an admission representative.
2. This allows the applicant to ask specific admission requirements, course length, course cost, curriculum, and employment possibilities.
3. During the interview, the student catalog is reviewed and California State Licensing and Certification Department requirements for certification, including background check requirements.
4. The minimum educational requirement for admission is a high school diploma or G.E.D. High school equivalence test.
5. Cordoba Medical Institute Nurse Assistant Program will make the equivalent test required for high school graduation to potential students using the https://ged.com/educators_admins/program/ website. The passing score for the G.E.D. The site is 145 correct answers out of 200 questions (72%).
6. The Following Requirements Are Needed at Time of Enrollment.
 - a) A proof individual is 18 years of age or older
 - b) Completion of the Institute's application
 - c) Ability to pass a drug test
 - d) Ability to obtain a C.A. fingerprint clearance
 - e) Current (less than six months) negative T.B. skin test or chest x-ray (must be completed by the second week of class).
 - f) A student may not participate in clinical without a clear chest x- ray of negative T.B. test.
7. Payment of registration fee and satisfactory arrangements to pay tuition
8. Ability to pass a background check.
9. Cordoba Medical Institute reserves the right to run a background check on students participating in clinical at a site that requires background checks.
10. Proof of all childhood immunizations: M.M.R., DTaP, IPV, Hep V, Hib, or blood Titers (if required by clinical site).
11. Clinical that are held between October and April require proof of yearly influenza vaccination.
12. Verification of High School Diploma~ Homeschool Diploma~ Foreign Country Diploma The Institute reserves the right to verify that a school issuing the high school diploma is a legitimate Licensed School.
13. Homeschooled students will be required to provide a transcript from their local school district or a transcript certified by a parent.

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14. A student who submits a diploma or official document from a foreign country will be responsible for having their document translated by an appropriate official to verify that their high school diploma is valid.
15. Cordoba Medical Institute cannot admit students from countries other than the United States.
16. Applicants must have citizenship to be admitted to the Cordoba Medical Institute program.
17. A student that has English as a second language will be required to take the competency exam Combined English Language Skills Assessment (CELSA), Forms 1 and 2
18. Passing Scores: CELSA Form 1 (97) and CELSA Form 2 (97). Publisher: Association of Classroom Teacher Testers (ACCT) 1187 Coast Village Road, Suite 1, #378, Montecito, CA 93108. Contact: Pablo Buckelew.
Telephone: (805) 965-5704, Fax (805) 965-5807.
19. Note: The CELSA test is approved as provided in 34 CFR 668.153(a)(2) as the additional Ability to Benefit English language proficiency test that must be taken by students whose native language is not English.
20. All Cordoba Medical Institute instruction is conducted in English. English as a Second Language is not included in the Cordoba Medical Institute curriculum.
21. The English language proficiency required of N.A. Training students to succeed at Cordoba Medical Institute is at the tenth (10th) grade level.

Theory Onboarding Requirements:

- Student Onboarding: Upon acceptance to the program, the boarding process begins.
- The following documents are required to be uploaded to the Spark work learning portal.
- If a student does not perform this step, he/she may be terminated.
 1. Government Issued ID: Driver license, U.S. Passport, ID Card issued by the government, U.S. Military Dependent ID card, U.S. Coast Guard Merchant Mariner Card, Native American Tribal Document, Foreign Passport, Alien Registration Card,
 2. IF currently in H.S., a current HS ID card with a picture is acceptable. (Due: first day of the program start date).
 3. Social Security Card: Please upload your Social Security Card or ITIN (Name must match government-issued photo I.D.).

Initial Application

- An Initial Application (CDPH 283B) (PDF) upon enrollment in the training program. (to be completed on the first day of your clinical training).

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Clinical Onboarding Requirements:

- Medical documents required for students are:
 1. T.B. Skin Test: (at least one-year-old, or C.X.R.)
 2. Influenza (Flu) Vaccine: Required September 1 and March 30.
 3. Covid-19 Vaccination
 4. Varicella, M.M.R., Hepatitis B If you do not have active immunity, this vaccination is recommended but **NOT REQUIRED**.
 5. If not receiving the vaccination, you will need to complete and submit the Immunization Declination Waiver Form.
 6. Immunization Declination Waiver: Only needs to be filled out and submitted if no vaccinations are done due to a medical or religious reason. Your Doctor must sign it.
 7. The flu vaccine is required between September and March of each season
 8. Note: If immunizations are delayed, the clinical facility has the right to deny your access.
- LiveScan Fingerprinting (performed at the beginning of the clinical training)
 1. To be completed at 5706 Broadway, Sacramento, CA 95820. Phone: (916) 456-5260
- TB test (Chest X-ray if T.B. is positive)
- Physical Examination

Classroom and facilities

- Cordoba Medical Institute's theory and laboratory training is provided in the beautifully remodeled classroom attached to the Rancho Cordova Medical Clinic of Drs. Yusufzai and Yusufzai are located at 2890 La Loma Drive, Rancho Cordova, CA 95670.
- The entrance to the classroom is from a separate entrance from the back parking lot.
- The large classroom has state-of-the-art video and audio equipment for visual and auditory learners and hand-outs for each presentation for tactile learners to take notes.
- The library and study area behind the classroom is a quiet area for reflection and study using various textbooks and nursing manuals.
- Each student receives a textbook for current theory instruction and a stethoscope for clinical practice and clinical instruction.
- Clinical labs are held in a separate clinic room (reserved for instruction on laboratory days, so no patients are disturbed) with equipment to practice caring for patients, including a manikin for practice and improving clinical skills.

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- Clinical instruction will be provided at various clinical partners that provide our students with great caring experiences while guided and instructed by a Cordoba Medical Institute instructor.

Clinical Days and Hours

- Monday - Thursday 6:30 am 4:30 pm.
- Students will be given a 30-minute lunch break.
- The clinical conference will be held daily. Attendance is mandatory.
- Clinical days and hours are subject to change.

ACADEMIC POLICIES

1. The Nurse Assistant training program of Cordoba Medical Institute consists of at least one hundred (100) hours of clinical training under the immediate supervision of an Instructor with Staff Development training.
2. The course is to be completed in 74 classroom hours and 100 clinical hours.
3. Clock Hours Definition
4. A clock hour is 60 minutes, with no less than 50 minutes of actual class instruction. Students will be given breaks that represent sound educational practices. No more than 1.0 clock hours can be assigned to any discrete 60-minute period.
5. Total Clock Hours: All hours of instruction representing the length of the total courses, which include lecture, laboratory, and clinical.
6. Demonstrations and Re-demonstrations between Instructor and students to assure ability and competence to do nurse assistant tasks.
7. During clinical training and demonstration of skills, there shall be no more than fifteen (15) students assigned to each instructor at any time.
8. Clinical training takes place in a nursing facility and shall be conducted in conjunction with classroom instruction.
9. To be counted toward 100 hours of clinical training, the instructor must verify the successful performance of a nurse assistant.
10. A minimum of seventy-four (74) hours of classroom instruction is conducted in the Cordoba Medical Institute classroom site.
11. All the modules are listed in Title 22, Social Security, Division 5.
12. Licensing and Certification of Health Facilities, Home Health Agencies, Clinics, and Referral Agencies, Chapter 2.5.
13. Certified Nurse Assistant Program, Article 3, Program Components, Section 71835(m)(n) will be addressed as per Title 22 instructions.

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14. Each module will be followed by a written quiz and appropriate clinical tasks training in the clinical laboratory setting using a designated clinical area of the clinic located at the front of the classroom building.
15. Quizzes and module evaluations are reviewed with the student and the instructor by the Director.
16. Grades and attendance are posted on Friday in the student's classroom.
17. A mid-program written exam will be presented to the students after completing the first 80 days with a passing score of 80% or greater prior to transitioning to the second 80 days of the program.
18. After completing the program, a final exam will be presented to the students with a passing score of 80% or greater.
19. Individual tutoring may be available for students after each written quiz and exam if necessary.
20. Peer tutoring and study groups are advised throughout the program.

Ability to Benefit

1. Cordoba Medical Institute accepts only those applicants who are deemed capable of completing the training offered.
2. If an applicant does not have a high school diploma or a G.E.D. and is beyond the compulsory age for high school education in the state, applicants are required to take the "ability to benefit" (A.T.B.) and demonstrate that they can benefit from the educational training provided.
3. The ability to benefit is the demonstrated aptitude to complete the educational courses to which the applicant has applied and be employed in a training-related field subsequently.

Ability to Benefit tests

1. The ACCUPLACER (Reading Comprehension, Sentence Skills, and Arithmetic) was approved for use to test a prospective student's ability to benefit from a training program (2002). Passing Scores for the ACCUPLACER test are Reading Comprehension (55), Sentence Skills (60), and Arithmetic (34).
2. Publisher: The College Board, 250 Vesey Street, New York, New York 10281. Contact: ACCUPLACER Program. Telephone: (800) 607-5223, Fax (212) 253-4061
3. Students without a high-school diploma or G.E.D. The equivalent will be considered for admission upon successful completion of the ACCUPLACER tests.

Ability to successfully pass a drug screen

1. The Institute and clinical site reserve the right to test students when they suspect they may be using any mind-altering substances.

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2. A positive drug test will result in immediate dismissal from the courses

Academic Dishonesty

1. Plagiarism, cheating on tests or assignments, supplying the information you know to be wrong to the Institute, staff, or other students is grounds for immediate disciplinary action, including probation or dismissal.

Accident Insurance:

1. Students without private insurance will not be provided accident insurance coverage. Students are strongly encouraged to seek their own medical and accident coverage from private or public sources.
2. Personal health insurance is the responsibility of the student.
3. If a student is injured during scheduled classroom/lab or clinical times, the student must report the injury to a campus representative and complete an Incident.
4. Report that the student signs.
5. This must be filed with the school within 24 hours of the incident.

Assignment Policy

- a) Graded assignments will contain assignment instructions and a due date.
- b) The due date and time will be provided.
- c) All assignments are due on the delineated due date and time.
- d) The course instructor must approve late assignment submissions in order for exemption for late submission penalties.
- e) The exemption shall be based on extreme circumstances out of the student's control.
- f) Nonexempt assignments shall be counted down by 10% for each day late, including weekends and holidays.

Attendance Policy (Classroom and Laboratory)

1. Attendance to Orientation is mandatory and is considered the first day of class for students.
2. Any student who cannot attend Orientation will be discharged from the courses unless otherwise arranged in advance.
3. The following policy governs the determination of satisfactory progress for the Cordoba Medical Institute Nursing Assistant Training Course.
4. Students who miss Orientation will be required to make it up with the Program Director or Instructor.

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5. Regular and punctual attendance of all scheduled classes and scheduled clinical hours is expected of all students.
6. California Department of Public Health Licensing and Certification Unit requires all nursing assistant students to complete a minimum of 60 hours of classroom time.
7. Cordoba Medical institute's N.A. Training Program includes 74 hours of classroom time for adequate instruction and understanding of the theory behind bedside nursing. There are adequate laboratory training hours to be competent to attend clinical and 100 hours of directly supervised clinical time in an L.T.C. facility.
8. Laboratory training time can be extended to allow the student to be comfortable with bedside care instruction.
9. Additional laboratory time Is not included in the hours required for completion of the program.
10. A student may be up to thirty minutes late three times during the classroom portion of the course.
11. Students must make up their tardy the same day after class, doing instructor-approved learning activities.
12. Students who are late more than thirty minutes will be considered absent. Three tardies equal one absence. Students must be present in class at the time the class begins, not to be counted tardy.
13. Students are to notify Cordoba Medical Institute by phone prior to class if they are late or absent.
14. All absence time, including late arrivals and early departures, regardless of reason, will be recorded and become part of the student's permanent record.

Attendance Policy (Clinical)

1. Students must attend all scheduled clinical times.
2. The make-up of clinical time is not guaranteed.
3. Make-up time will be based on Instructor availability and clinical availability.
4. Additionally, students will be charged an additional 35 dollars per hour to make up, and the Institute must make the payment in advance.
5. It is highly suggested that students arrive at the clinic site 15 minutes early; tardy arrival will not be accepted, and they will immediately discharge from the course.
6. Students must complete 100% of the scheduled clinical hours to complete the courses.
7. All absences are recorded on the instructors' attendance record and in the students' permanent file.
8. During the clinical portion of training, a No Call, No Show will not be tolerated and may be grounds for dismissal from the course.
9. Students are expected to complete all clinical hours to complete the course.

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Attendance Tracking

1. Attendance is tracked in every class period by the instructor.
2. Attendance records are submitted to the office, where they will be recorded in the students' records.
3. Additionally, the attendance and grade book will be posted in the classroom every Friday by 5 pm.
4. If a student disagrees with the attendance data, they may submit a written appeal to the Program Director within one week of the attendance being posted.
5. The Director will respond to the student's appeal within one week. At the end of the course, the attendance data becomes permanent and can no longer be challenged.

Background Check

1. Students are required to pass a background check successfully.
2. Misdemeanors (excluding minor traffic violations) or felonies may prohibit the Institute from finding an approved clinical site willing to accept the student.
3. Students who have misdemeanors or felonies on their background check are highly advised to speak with the program director before enrolling in any class.
4. If you believe you may have any of the above on your background record, it is highly advised that you bring one in and speak with the Program Director prior to enrolling in any class.

Cancellation/Refund Policy:

1. The registration fee is non-refundable and non-transferable.
2. If a student requests to cancel/withdraw
 - a) Upon starting module 1: \$600 deduction
 - b) Upon starting module 8: \$1100 deduction
 - c) Upon starting the first day of the clinical lab: \$1500 deduction
3. All approved refunds will be processed via the same method as the original payment.
4. No refunds will be granted for LiveScan Fingerprinting, Physical Examination, T.B. Test, Chest X-rays, Flu vaccinations, Covid-19 vaccinations, Covid-19 tests, uniforms, or equipment.

Certificate of Completion and Transcript

1. Upon successful completion of his or her course/courses requirements, the student will be awarded a Certificate of Completion and Official Transcript.
2. After completing the course, students' certificates and transcripts may be picked up seven (7) days (excluding Saturday, Sunday, and state and federal holidays).
3. It is the Institute's policy not to mail or release certificates to anyone but the student.

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Classroom Supplies

1. Textbooks Workbooks
2. Television for video projections
3. A computer for video projections and graphic programs such as PowerPoint presentations
4. Various pens, pencils, and office supplies Highlighters

Code of Conduct

- Respect is an essential part of training at Cordoba Medical Institute.
 1. Derogatory conduct is not tolerated in class or the clinical setting.
 2. Unacceptable conduct shall be defined as any disruptive behavior or any act of insubordination or intimidation.
 3. Examples of this may include, but are not limited to the following: Physical or verbal abuse of any person, bringing weapons onto school property or the clinical setting, theft or damages to the property of the Institute or the clinical setting, sexual harassment, forgery or alteration of documents, misuse of Cordoba Medical Institute documents, records or educational materials.
 4. Creating a hostile environment in the classroom or the clinical setting is deemed derogatory conduct and is grounds for dismissal.
 5. Learning the role of the professional and the required skills are the students' primary responsibilities.
 6. Students violating the requirements stated in this catalog may be placed on probation or dismissed from the course/ courses depending on the nature of their behavior.
 7. Food and beverages are not allowed in the classroom, skills lab. and clinical site.
 8. Smoking is not allowed within the Cordoba Medical Institute building or 200 feet of the entrance.

Communication

1. The office telephones are not for student use.
2. Cell phones must be silenced while class is in session.
3. During all testing sessions, students will be required to turn their cell phones off.

Confidentiality

1. Information learned about patients, staff, or other students in the Institute or the clinical setting is confidential.
2. Only information legitimately shared with a patient's Healthcare Team and Instructor or legal authorities can be released.

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CREDIT FOR PRIOR EXPERIENTIAL AND NON-CREDIT LEARNING

I. POLICY

1. All credit awarded for experiential and non-credit learning shall be awarded following prescribed procedures.

II. DEFINITIONS

1. **Graded Course Credit:** Credit that carries a grade and impacts student G.P.A. Graded course credit also fulfills program requirements, the total credit requirement for academic degrees, and (if the grade meets a prescribed level) prerequisites in which a grade is specified.
2. **Noncredit Learning:** Knowledge and skills acquired through completion of non-credit instructional programs, including but not limited to those offered by continuing education divisions in colleges and universities, those offered as formal workplace training programs.
3. **Prior Experiential Learning:** Knowledge and skills acquired through life experience, work experience, and structured or unstructured study in extra-institutional settings, such as technical skills gained through training in the workplace or military service, foreign language skills, and academic knowledge and skills gained in the informal study.
4. **Ungraded Course Credit:** Credit that carries no grade and has no impact on student G.P.A. Ungraded course credit does, however, fulfill program requirements, the total credit requirement for academic degrees, and prerequisites in which a grade is not specified.

III. PROCEDURE. Process for Awarding Credit for Prior Experiential and Non-credit Learning

1. Currently enrolled students may apply to have their prior experiential or non-credit learning evaluated for credit through Transfer Evaluation beginning the fourth week of the term.
2. Transfer Evaluation will forward the Request for Evaluation of Prior Experiential Learning Form and supporting evidence (see IV.B.4) to the appropriate department or division for evaluation.
3. The associate dean will work with faculty with relevant content expertise to evaluate the request for credit according to pre-established criteria.
4. If evidence of learning outcomes meets these criteria, the associate dean will recommend that credit be awarded in writing to Transfer Evaluation. Otherwise, the associate dean will recommend in writing that credit not be awarded.
5. The evaluating department or division shall respond to all requests within ten business days. The evaluating department or division will keep a copy of all evaluated materials for seven calendar years.

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6. The associate dean of General Education will review all recommendations for awarding general education credit prior to Transfer Evaluation notifying applicants of awarded credit and may recommend that the department or division reevaluate their determination.
7. Transfer Evaluation will notify the applicant of the evaluation decision and record the awarded credit on the transcript.

IV. GENERAL GUIDELINES

1. Consistency with Mission and Role
2. Credit awarded for experiential and non-credit learning shall be consistent with our educational mission and goals.
3. Authority to Award Credit
 - a) Credit for experiential and non-credit learning shall be granted only upon the recommendation of an associate dean and teaching faculty who are appropriately qualified.
 - b) Individuals participating in the recommendation shall be named therein.
4. Methods for Awarding Credit
 - a) Credit for experiential and non-credit learning shall be awarded following consistent methods established by the awarding department/division and school and based upon documented learning.
5. Evidence of Extra-Institutional Learning
 - a) Credit for experiential and non-credit learning shall be granted only for documented learning which ties the prior experience to the theories and data of the relevant academic field.
 - b) Such evidence may take the form of non-credit program documents (syllabi, competency descriptions, textbooks), competency examinations, skill demonstrations, learning portfolios, and other mechanisms approved beforehand by qualified faculty.
 - c) No credit shall be granted without reliable evidence.
6. Comparability
 - a) Credit for experiential and non-credit learning shall be granted only for demonstrated learning outcomes and competencies comparable in nature, content, and extent to those that successful students achieve by participation in our approved non-developmental courses and programs.
 - b) Comparability shall be based on the officially approved learning outcomes and competencies articulated in course curriculum outcomes (CCOs).
7. Timeliness
 - a) Credit shall not be awarded for prior learning that is not currently in nature and content.

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- b) Because currency differs by field, the reviewing associate dean and teaching faculty shall determine whether the prior learning adequately satisfies current course learning outcomes and competencies.
- 8. Overall Proportion
 - a) Credit awarded for extra-institutional experiential and non-credit learning shall not constitute more than 25 percent of the credits needed for a degree or certificate at our except when credit is awarded for non-credit programs.
- 9. Transcript Integrity
 - a) To ensure transcript integrity, student transcripts will identify the source of awarded credit.
- 10. Grading of Awarded Credit
 - a) Credit awarded shall be ungraded course credit unless an adequate basis exists for assigning a grade.
- 11. Credit for Audited Courses
 - a) We shall not grant credit for courses taken on an audit basis at any institution.
- 12. Partial-Course Credit
 - a) We shall not award partial-course credit for non-credit and experiential learning. Only full course credit will be awarded for qualifying experiential or non-credit learning.
- 13. Enrollment Status
 - a) Students must be currently enrolled and pursuing a credential when they seek credit for experiential or non-credit learning.
 - b) Students are eligible to apply for awarded credit beginning the fourth week of the term they were enrolled.
- 14. Fees
 - a) Reasonable recording fees may be assessed by the Office of the Registrar and Academic Records and the evaluating department/division to offset the cost of evaluating prior experiential or non-credit learning for credit.
- 15. Posting of Procedures
 - a) Instructions for students wishing to apply for awarded credit and fees to be assessed will be published and kept current by the Office of the Registrar and Academic Records.
- 16. Prior Earned Credit
 - a) This policy only applies to prior activities for which academic credit has not been awarded.

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V. Guidelines for Assessing Mastery of Program Learning Objectives and Competencies

1. The associate dean and faculty in credit-granting programs may use a variety of methods to assess students' mastery of program learning objectives and competencies, including:
 - 1) nationally accepted evaluation strategies and instruments such as those developed by the American Council on Education (A.C.E.), the Council for Adult and Experiential Education (CAEL), the Modern Language Association (M.L.A.), should be used whenever applicable to ensure transferability of awarded credits;
 - 2) analysis of non-credit program documents, including program brochures, catalogs, syllabi, textbooks, competency descriptions,
 - 3) learning portfolios that describe learning experiences and include representative artifacts or samples of the students' learning;
 - 4) competency examinations that require students to demonstrate their knowledge and skills;
 - 5) challenge tests or the final exam of a credit-bearing course. If a student passes such an exam at a level preselected by program faculty, the faculty may approve granting of credit for the course;
 - 6) vertical credit or a passing grade in a course offered in a structured curricular sequence of courses. If a student receives a passing grade in a course for which other courses are prerequisites or foundational, the appropriate associate dean and faculty may recommend awarding credit for the prerequisite or foundational courses; and
 - 7) special topics courses that are designed to allow a student to consolidate and demonstrate non-credit or experiential learning. Based on a student's performance in such a course, the faculty may approve credit for non-credit or experiential learning.

VI. Guidelines for Granting Credit for Learning in Non-credit Programs or Institutions:

1. For full-program completers
 - a) Credit shall be granted following established articulation agreements.
 - b) If articulation agreements do not already exist, faculty in the credit-granting program under the direction of the appropriate associate dean and dean shall establish such agreements prior to granting credit by evaluating the scope and content of the learning activities as described in program documents to ensure quality, comparability, and level of intended learning.
 - c) Faculty may request syllabi, catalogs, curriculum descriptions, and other materials to be used in the evaluation.

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- d) The associate dean and dean shall prepare and approve an articulation agreement that specifies the SLCC courses students shall receive credit based on this evaluation.
2. For partial-program completers
 - a) To grant credit to a student who has completed part, but not all, of a formal non-credit program, faculty in the credit-granting program under the direction of the appropriate associate dean and dean shall devise suitable methods to assess the student's achievement of course and program learning objectives and competencies and grant ungraded course credit that correspond to the learning objectives and competencies the student has achieved.
- VII. Reviewing Program Processes for Awarding Credit for Prior Experiential and Non-credit Learning
 1. At the time of a cyclical program review, all programs shall report :
 - 1) specific procedures, methods, and instruments employed by program faculty for assessing prior experiential and non-credit learning and awarding credit for such; and
 - 2) The amount and types of credit granted since the previous program review.
 - 3) The program's dean is responsible for monitoring the program to ensure compliance with the principles and procedures.
 - 4) If a program does not comply, the provost may require that the awarding of credit be discontinued until the program's procedures for awarding credit have been acceptably revised.
- VIII. Appeal Procedures
 1. A student who wishes to appeal the determination of credit to be awarded may appeal through the following process:
 - 1) The student will submit a written appeal request to Transfer Evaluation with any additional supporting materials.
 - 2) Transfer Evaluation will electronically store the appeal and supporting materials and forward them to the original reviewing associate dean.
 - 3) The associate dean of the reviewing department or division will schedule a meeting with the student and reviewing faculty.
 - 4) After reviewing the additional supporting materials and meeting with the student, the reviewing faculty and associate dean will notify Transfer Evaluation and the student of their decision to award (or deny) credit for specific courses in writing.
 - 5) The reviewing department/division will retain copies (electronically or otherwise) of all appeal requests and supporting documentation for a minimum of seven years.

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- 6) If the student wishes to appeal the determination of the associate dean and reviewing faculty, Transfer Evaluation will forward the appeal and application materials to the appropriate dean.
 - 7) After reviewing the application and supporting materials, meeting with the associate dean, and meeting with the student (if desired), the dean will notify Transfer Evaluation of his or her decision in writing.
 - 8) The dean's decision is binding and cannot be appealed unless irregularities warrant additional review by the provost and legal counsel during the appeal process.
2. A student may request a copy of the approved departmental procedures for evaluating and awarding a credit at any time.

Disabilities/Affirmative Action & Non-harassment Policy

1. The Institute provides facilities and services for special needs students.
2. These services include; Handicap student parking and wheelchair access to classrooms, laboratories, and restrooms.
3. It is the policy of Cordoba Medical Institute that discrimination based on the grounds of race, color, religion, sex, national origin, marital status, age, and disability or family relationships will not exist in any area, activity, or operation of the Institute as required by the Civil Rights Act of 1964; Title IX of the Educational Amendment of 1972; section 504 of the Rehabilitation Act of 1973; section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974; The Age Discrimination Act; The American with Disability Act of 1990; and California Civil Rights Law and their implementing regulations.
4. Test - Disabilities and or Special Needs. Students with a disability and special needs are required to notify the instructor before the test date and will be required to provide medical documentation of educational and special needs.
5. The instructor will make reasonable arrangements to accommodate the student.

Dress Code Policy:

1. Students are required to wear school-issued scrubs upon receipt.
2. Classroom, laboratory, and clinical attire shall be defined as a school-issued scrub top, scrub pants, and closed-toed shoes.
3. The following is a list of guidelines to help you determine what is acceptable:
 - a) Natural nails shall not extend more than a one-quarter inch past the end of the finger;
 - b) Nail polish and false nails are not allowed;

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- c) Allowable jewelry shall consist of one ring per hand, two sets of post earrings in the earlobes only;
- d) Hair that is longer than shoulder length shall be pulled back;
- e) No hats, caps, or head covering shall be worn in the school or during clinical;
- f) Tattoos must be covered;
- g) Uniforms will be clean and pressed;
- h) Uniform pants may not fall below shoes. Maintain professional hygiene

Drug Screening Procedure

1. Students should be aware that they may be required to undergo random drug testing before participating in the clinical setting, depending on the clinical site's requirements and if the Institute suspects drug use.
2. If a student tests positive, continuation in the courses will not be possible.
3. Students with chronic or recurring performance limitations (physical or mental) that restrict the students' ability to meet the requirements of the course, including the consistent delivery of safe nursing care, may be asked to provide a statement from a qualified healthcare provider addressing the applicant's/students' ability to perform procedures and make the decision required of a Nurse Assistant.
4. Any performance limitations that cannot be accommodated while maintaining competent and safe nursing care standards will interfere with admission to and progression in the Nurse Assistant course.
5. Failure to provide the information requested to carry out the above policies may result in an applicant's being denied admission to or a student's dismissal from the course.
6. Testing required by the nursing assistant course to corroborate or refute a suspicion of substance use will be arranged for and paid for by the Institute.
7. Payment for any subsequent testing will be the responsibility of the student. The test results will be reported directly to the Program Director.
8. A student who disputes a positive test may have the test sent out to the lab for further testing; sending the specimen out to the lab will be at the student's cost of \$75.00 payable at the time of the request.
9. Refusal to provide specimens of body fluids for testing or failure to provide the necessary consent to implement this policy will be interpreted as an implied admission of substance use and grounds for dismissal.
10. Before a final decision is rendered concerning an applicant's admission to the Nurse Assistant course or the dismissal of a student from the course, the person shall be notified of the reasons for that decision, and he/she will be allowed to respond.
11. The appeal process for decisions made under this statement shall be put in writing and submitted to the Program Director.

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12. If a student is identified as having a substance abuse problem, the Institute will provide a list of available public agencies to assist the student.

Equal Opportunity Policy:

- CORDOBA MEDICAL INSTITUTE Online C.N.A. Training is an equal opportunity employer.

*Please note that besides the registration and tuition fee to Cordoba Medical Institute, students must get physical exams, COVID-19-tests, COVID-19 vaccine, TB-test, Flu shot (seasonal) from their healthcare provider, and pay for the State Board C.N.A. certification examination.

Equipment and Materials

1. All instruction shall be held in the classroom and training areas of Cordoba Medical Institute located at 2890 La Loma Drive, Rancho Cordova, CA 95670.
2. The equipment used will be medical-grade equipment typically found in long-term care facilities and durable medical equipment used by rehabilitation facilities.
3. The training materials are medical-grade training supplies.
4. Mosby Publishing Company publishes the textbooks for instruction.

Faculty

1. Cordoba Medical Institute classes and clinical training are conducted and led by licensed nurses with Director of Staff Development Certificates.
2. Due to the nature of the interactive skills and theory required by the nurse assistant program, Cordoba Medical Institute does not offer any portion of the program as distance learning.

Financial Aid

1. The school does not offer any form of financial aid.

Grading System

1. Each course will provide the student with specific grading criteria listed on the student syllabi.
2. Grading criteria may differ slightly, but all are based on quizzes, homework, laboratory tests and procedures, skills check-off list, and a final examination. Accumulation of the scores shall be assigned a final grade:
 - a) 95-100= A
 - b) 86- 94= B
 - c) 80- 85= C

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d) 79- Below= Failing

Graduation Requirements

1. Students must complete all the coursework, laboratory assignments, and skills assessments with an 80% or more outstanding accumulative grade.
2. Students must score a minimum of 80% on the final examination and the skills final to pass the course successfully.
3. Students must comply with the Attendance Policy.
4. Clinical performance completed all hours.
5. Possess a current C.P.R. card with American Heart Association.
6. Satisfied with all monetary obligations to the Institute.
7. Transcripts and certificates will not be released until all books, and school supplies have been returned.
8. California requires a State Licensing examination of Nursing Assistants to practice in the state of California.
9. Upon completing the course, the Institute will submit the graduate's name and the testing fee to O.H.S. Head teachers.
10. O.H.S. will coordinate with the student a test time and location.
11. Graduates will be issued a Certificate of Completion and an official transcript at no cost within five business days from the date of graduation.

Grievance Policy

1. Students aggrieved by action(s) of the school should attempt to resolve the problem on the level that it occurred.
2. If possible, the first level would be to meet with the instructor or staff member involved.
3. If the parties involved cannot resolve the issue, the student shall submit a letter of complaint to the Program Director within 7 (excluding Saturday, Sunday, state, and federal holidays) days of the aggrieved event.
4. The letter of complaint must contain the following:
 - a) A detailed description of the problem
 - b) The date(s) the problem(s) occurred
 - c) The full names(s) and title(s) of the individual(s) involved in the problem(s), including both Institute staff and or other students who were involved
 - d) The date and time the student met with the instructor to resolve the issue and the outcome of the meeting.
 - e) Upon receipt of the complaint letter, the Program Director will respond within seven working days (excluding Saturday, Sunday, state and federal holidays) by conducting a meeting with the aggrieved, which will be documented.

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- f) If the complaint is passed to the Grievance Committee, a thorough investigation will be conducted, and a written statement will be given addressing the issues of a complaint within 30 days with a resolution to the outlined issues.
- g) If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the California Department of Public Health Licensing and Certification Unit.
- h) The student must contact the CDPH for further details.

Holidays

- 1. Students will be notified as soon as possible by phone or email when an unexpected closure occurs due to extraordinary conditions such as inclement weather.
- 2. Classes are not held on the following holidays:
 - a) New Year's Eve
 - b) New Year's Day Labor Day
 - c) Thanksgiving Day
 - d) Day after Thanksgiving Day
 - e) Memorial Day
 - f) Independence Day
 - g) Christmas Eve
 - h) Christmas Day

Instructional Aids

- 1. Reference materials: a medical dictionary, medical word books, anatomical posters, Computer software
- 2. PowerPoint presentations that correspond with textbooks DVDs for classroom viewing are as follows:
 - 1) Anatomy and Physiology Mosby Nursing Assistant Video
 - 2) Infection Control and Safety Measures
 - 3) Bathing and Bed making Body Mechanics
 - 4) Exercise Elimination Assistance Nutrition and Fluids
 - 5) Personal Hygiene and Grooming
 - 6) Vital Signs
 - 7) Skin and Wound Care Specimen Collection
 - 8) Mosby's Basic and Intermediate Skills
 - 9) Wound and Pressure Ulcer Care Enteral Nutrition
 - 10) Infection Control Ostomy Care
 - 11) Respiratory Care and Suctioning
 - 12) Specimen Collection Urinary Care Management Ostomy care simulator

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- 13) Teaching torso
- 14) Anatomical models of body organs Skeleton
- 15) Upper and lower dentures

Insurance- Health/Accident Insurance

- 1. Students understand that Cordoba Medical Institute does not require that the student carries medical insurance on themselves.
- 2. Furthermore, the student understands the Institute is not responsible for providing students with medical insurance during the courses, including clinical.
- 3. However, if the student is interested in purchasing student medical insurance that would cover them if they were injured while at school or during clinical, the Institute will provide them with an agent who can assist them in obtaining coverage.
- 4. If a student does not have health insurance and does not wish to purchase a student health insurance policy, they will be completing the laboratory/clinical portion of the courses at their own risk.
- 5. If the student is injured while in class or on clinical, the student will not hold Cordoba Medical Institute or the facility responsible for any medical bills incurred because of their injuries or illness.

Laboratory Supplies

- | | |
|------------------------------------|--|
| 1. Hospital beds | 19. P.P.E. equipment |
| 2. Patient care simulator | 20. Antiembolism stockings |
| 3. Bed linen packages and blankets | 21. Assorted hot and cold packs |
| 4. Bed pads/urinals | 22. Assorted ostomy supplies |
| 5. Bathing linens/blankets | 23. Graduate container |
| 6. Patient gowns | 24. Incentive spirometer |
| 7. Overbed tables | 25. Disposable resuscitator bag with
adult mask for demonstration |
| 8. Nightstand | 26. Non-sterile dressing supplies |
| 9. Hygiene packets | 27. Sterile dressing supplies |
| 10. Nail care packet | 28. Assorted gloves |
| 11. Safety razors | 29. Sphygmomanometer/B.P. cuffs
various sizes |
| 12. Peri bottles | 30. Temporal thermometer |
| 13. Wheelchair | 31. Oral and rectal non-mercury
thermometers |
| 14. Adjustable folding walker | 32. Tympanic thermometer |
| 15. Various canes and crutches | 33. Handheld pulse oximeter |
| 16. Abductor pillow | |
| 17. Gait belts | |
| 18. Scales - adult and pediatric | |

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34. Biohazard waste disposal supplies

Leave of Absence (L.O.A.)

1. Due to the short term of the Nurse Assistant course, leave of absence is not usually granted.
2. Students who need to withdraw for personal issues may do so and reapply to the course later.

Library

1. The library shall be available to the students of Cordoba Medical Institute during regular classroom hours.
2. Material may be checked out of the library using sign-out cards for five days or less at a time.
3. The student is responsible for returning the library materials promptly.
4. Some of the material available in the library are nursing and anatomy and physiology reference books, nursing assisting books, advanced nursing skills books, and some professional journals of various health professions, including nursing.

Make-up Exam Policy

- a) Any student who misses an exam must notify their instructor within 24 hours to request a make-up exam.
- b) The instructor and Program Director must review notification outside the 24-hour requirement to determine if a make-up exam will be authorized.
- c) Make-up exams will not be the actual exam.
- d) No student will be authorized to make up more than one quiz or check off skill in the Nursing Assistant Training Course.
- e) The make-up quiz may include filling in a blank, essay, or any combination of learning assessment tools determined and decided upon by the course instructor.
- f) All nursing assistant students must achieve a 75% or greater on skills checks, quizzes, and 80% on the final examination. If the student does not achieve the minimum required score on a quiz or skill check-off, they may request to retake it one time.
- g) Retake quizzes will address the same competencies tested in the initial examination but will contain different styles.
- h) Students who do not pass the retake quiz or skills check-off will be discharged from the courses.
- i) Retake of the written and skills final exam is not allowed.

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Make-up Hours

1. Make-up hours must be pre-arranged with the instructor and must be completed outside of customarily scheduled class hours.
2. Only time spent on Instructor-approved activities will count as make-up hours.
3. Students can only make up to 5 hours of missed time.

Payment Plan Option:

1. Students may request to pay their educational expenses in installment payments.
2. Deferred payment plans are interest-free.
3. All students who set up a payment plan will be required to provide an approved co-signer.
4. Optional Payment Plans. Divide the tuition into four equal, monthly payments
5. Interest will be charged on unpaid balances at the current accepted rates
6. Payments may be made with cash, check, money order, and debit card or credit card.
7. A \$50.00 fee will be charged for all N.S.F. checks.
8. If payment is five or more business days late, the student will be discharged from the courses to violate the deferment payment agreement.
9. The tuition refund policy will be applied to all discharged students.
10. Payments 45 days late or greater will be turned over for legal action and or collections. The student will be responsible for paying any legal fees accrued.
11. All private paying students are required to complete a promissory note and provide a valid co-signer prior to starting class.
12. If the student is unable to, they will be discharged from the program.
13. Promissory notes are loan agreements, and the student will have to repay the total amount of the loan plus interest at the approved bank rates less the amount of any refund.
14. If a student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial funds.
15. Cordoba Medical Institute currently does not participate in federal or state financial aid programs.

Probation

1. Learning the role of the professional and the required skills are the students ' primary responsibilities.
2. Students violating the requirements stated in this catalog may be placed on probation or, depending on their behavior, may be dismissed from the course/ courses.
3. While on probation, a student will be required to have 100% attendance for all classes and meet with the Director of the program or their designee weekly for 30 days or longer.
4. Continuing with the violations can result in termination from the program.

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5. The Nurse Assistant Training program is designed to allow a day of absence. However, the rapid pace and intensity of the program require student involvement and attendance.
6. Students who are tardy two times in their program or absent once will be placed on attendance probation.
7. During the probation time, usually, until the end of the program, the student must attend all classes and clinical sessions.
8. Three tardiness (late 30 minutes or more) is considered excessive
9. Make-up days are offered at the end of the program for students that have been tardy less than three times or have missed one day. If a student's attendance does not meet the required 174 hours necessary to meet Title 22 requirements, the student will be allowed to repeat the program at the subsequent scheduled sessions.
10. Poor academic and clinical performance may result in probation.
11. A failing quiz in the classroom setting or a day of unacceptable clinical performance may result in academic probation.
12. Two failed quizzes will be placed on probation and could result in counseling with the course instructor.
13. If the student's performance does not improve, the student will be allowed to repeat the program at the subsequent scheduled sessions.

Refund and Cancellation Policy

1. Any courses canceled by Cordoba Medical Institute or any applicant denied entrance by the school are entitled to a refund of all monies paid.
2. 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.
3. The text shall also include a description of the procedures that a student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund consistent with the requirements of Article 13 (commencing with Section 94919).
4. Notice of cancellation shall be in writing.
5. A withdrawal may be affected by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Refund after the commencement of classes:

1. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Program Director.
2. The notice should indicate the expected last date of attendance and be signed and dated by the student.

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3. A student will be determined to be withdrawn from the institution if the student has not attended class for three consecutive days (excluding Saturday, Sunday, state, and federal holidays as per the school's calendar) without contacting the school.
4. All refunds will be issued within 30 days of the determination of the withdrawal date.
5. Before beginning classes, the student is entitled to a refund of 100% of the tuition, less the registration fee.
6. After commencement of classes and up to the seventh day after enrollment: 100% of the tuition less the registration fee.
7. After the commencement of classes, the tuition refund, less the registration fee amount, shall be determined as follows: Students who have completed 60% (percent) or less of the period of attendance shall receive a pro-rata refund.

Remedial Coursework

- The Institute does not offer non-credit remedial classwork.

Repeat Course

1. Any student dismissed for attendance related reasons, consecutive absences, failure to maintain attendance, more than three tardiness or more than three early departures, or failure to meet the terms of attendance probation may restart classes in the next enrollment period with the written authorization from the Program Director at the total cost.
2. Suppose the student is dismissed from the clinical setting due to derogatory behavior, unprofessional behavior, insubordination, and attendance policy violation. In that case, the Institute will not be responsible for obtaining a new site, and the student will be dismissed from the course.

Scope of Practice

1. Students who are trained to do invasive procedures on patients will follow their scope of practice.
2. Under no circumstances are students permitted to perform skills not listed in their scope of practice.
3. If a student does perform outside of his/her scope of practice, they do so with the understanding that Cordoba Medical Institute will not assume liability or responsibility for the event.
4. This includes legal, moral, or ethical responsibility.
5. Student malpractice insurance policy is valid only when the student performs within their scope of practice, during scheduled clinical hours.

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Standards of Conduct in the clinical setting

1. Students are expected to conduct themselves as professional persons at all times.
2. The following behaviors will result in disciplinary action up to and including dismissal from the program.
 - 1) Engaging in sexual conduct with a patient, resident, or any member of the patient's or resident's family who does not have a preexisting relationship with the nursing assistant or any conduct in the workplace that a reasonable person would interpret as sexual;
 - 2) Leaving an assignment or abandoning a patient or resident who requires care without adequately notifying the immediate supervisor;
 - 3) Failing to accurately document care and treatment provided to a patient or resident;
 - 4) Falsifying or making a materially incorrect entry in a healthcare record;
 - 5) Failing to follow an employer's policies and procedures, designed to safeguard the patient or resident ;
 - 6) Failing to take action to protect a patient or resident whose safety or welfare is at risk from potential or actual incompetent health care practice, or to report the practice to the immediate supervisor or a facility administrator;
 - 7) Failing to report signs, symptoms, and changes inpatient or resident conditions to the immediate supervisor in an ongoing and timely manner;
 - 8) Violating the rights or dignity of a patient or resident;
 - 9) Violating a patient or resident's right of privacy by disclosing confidential information or knowledge concerning the patient or resident, unless disclosure is otherwise required by law;
 - 10) Neglecting or abusing a patient or resident physically, verbally, emotionally, or financially;
 - 11) Soliciting, or borrowing, property or money from a patient or resident, or any member of the patient's or resident's family;
 - 12) Removing, without authorization, any money, property, or personal possessions, or requesting payment for services not performed from a patient, resident, employer, co-worker, or member of the public;
 - 13) Repeated use or being under the influence of alcohol, medication, or any other substance to the extent that judgment may be impaired and practice detrimentally affected or while on duty in any work setting;
 - 14) Accepting patient or resident care tasks that the nursing assistant lacks the education or competence to perform;
 - 15) Removing, without authorization, narcotics, drugs, supplies, equipment, or setting;

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- 16) Obtaining, possessing, using, or selling any narcotic, controlled substance, or illegal drug in violation of any employer policy or any federal or state law;
- 17) Permitting or assisting another person in using the nursing assistant's certificate or identity for any purpose;
- 18) Making untruthful or misleading statements in advertisements of the individual's practice as a nursing assistant;
- 19) Offering or providing nursing assistant services for compensation without a designated registered nurse supervisor;
- 20) Threatening, harassing, or exploiting an individual;
- 21) Using violent or abusive behavior in any work setting;
- 22) Failing to cooperate with CDPH during an investigation;
- 23) Making a false or misleading statement on a nursing assistant or health care related employment or credential application concerning previous employment, employment experience, education, or credentials;
- 24) If an applicant or nursing assistant is charged with a felony or a misdemeanor involving conduct that may affect patient safety, failing to notify the Board, in writing, within ten days of being charged.
- 25) Practicing in any other manner that gives the Licensing and Certification reasonable cause to believe that the health of a patient, resident, or the public may be harmed.

Student Breaks:

1. Students break equal 10 minutes per 2-hour blocks of training.
2. Students exceeding their break will be considered tardy.

Student Records

1. The Institute adheres to and follows, Family Educational Rights and Privacy Act (FERPA), which protects the confidentiality of personally identifiable information kept in student education records while giving students and parents the right to review the student's records (20 U.S.C. § 1232g).
2. All student academic and financial records are maintained and filed securely and safely in perpetuity.
3. Students are allowed to view their records, but the records must not leave the records. They are to submit a written request to the Program Director.
4. Cordoba Medical Institute has 45 days to fulfill this request.
5. Students who are allowed to view their records must not leave the school and must remain supervised at all times.

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6. All student records shall be maintained following the Bureau of Private Postsecondary Education's laws and regulations.
7. All student records will be maintained in perpetuity at a secured location.
8. Current student records will be maintained on-site of the Cordoba Medical Institute training center.
9. Older records may be maintained in secure storage areas under the direction of the Director or Chief Academic Officer.
10. In the event of school closure, the records will continue to be maintained by the Chief Academic Officer.

Student Services

1. Student Housing
 - a) Cordoba Medical Institute is located in the California city of Rancho Cordova. Cordoba Medical Institute does not provide student housing and does not have a dormitory facility under its control. ([https://www .rentcafe.com/average-rent-market-trends/us/ca/Rancho -Cordova/](https://www.rentcafe.com/average-rent-market-trends/us/ca/Rancho-Cordova/)).
 - b) Cordoba Medical Institute will provide a list of rental management companies upon the student's request. Cordoba Medical Institute has no responsibility in finding or securing housing for students.
 - c) The school offers services for admissions and records and student counseling (including advice and success).
 - d) Housing cost. Affordable housing located within 1 mile of school - Nearest apartment neighboring school averages cost of 1 bedroom apartment at \$1,050
 - e) Redwoods Apartment- 2880 La Loma Dr., Rancho Cordova, CA
2. Employment Placement Assistance. Cordoba Medical Institute offers employment placement assistance to all graduate students.
3. We are dedicated to assisting each student in seeking and securing employment.
4. A Cordoba Medical Institute nurse assistant program (U.S. Department of Labor code 31-1131) is eligible to apply for the certification examination for Certified Nursing Assistants administered by the California Department of Public Health-Licensing and Certification Unit.
5. The eligibility for certification for certified nursing assistant is:
 - a. One hundred (100) hours of clinical training under the immediate supervision of the Director of Staff Development or Instructor.
6. The training shall include a demonstration by the Instructor or Director of Staff Development of basic patient care skills based upon the theory and clinical instruction presented in the classroom.

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7. Return demonstrations by the student are also required and shall be under the immediate supervision of the Instructor or Director of Staff Development or other licensed nurse who has no other responsibilities while supervising students.
8. During clinical training and demonstration of skills, there shall be no more than fifteen (15) students assigned to each instructor at any time.
9. Clinical training shall take place in a nursing facility and shall be conducted in conjunction with classroom instruction.
10. To be counted toward 100 hours of clinical training, the successful performance of a nurse assistant must be verified by the Instructor or the Director of Staff Development.
11. A minimum of seventy-four (74) hours of classroom instruction shall be conducted in a nursing facility, an agency, or a public educational institution." California Code of Regulations, Title 22, Division 5, Chapter 32.5 Article 3(m)(n) .
12. Cordoba Medical Institute does not guarantee employment for students but does provide the following to assist in their search for employment.
13. Current job board, screening for prospective employers, resume creation and review, interview prep, posting community workshops offered in the job search field, and advising the graduates of new job postings.
14. Graduates from Cordoba Medical Institute should be aware that each employer has the right to set the required qualifications for their job openings.
15. Many employers in California require the following:
 - a) Proof of current immunizations fingerprint clearance
 - b) Ability to pass a state and or federal background check Ability to pass a drug screen
 - c) Ability to communicate in English, both written and orally

Student Tuition Recovery Fund

1. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
 - 1) "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.
 - 2) 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.

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- 3) 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."
- 4) "It is essential that you keep copies of your enrollment agreement, financial aid documents, receipt, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N Market Blvd, Suite 225, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.
- 5) 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:
 - a) The institution, location, or 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.
 - b) Approved by the Bureau means to operate in compliance with state standards.
 - c) You were enrolled at an institution or a location of the institution within the 120 days before the institution's closure or location or were enrolled in an educational program within the 120 days before the program was discontinued.
 - d) 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.
 - e) The institution has been ordered to pay a refund by the Bureau but has failed to do so.
 - f) 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 more than tuition and other costs.
 - g) You have been awarded restitution, a refund, or other monetary awards 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.

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- h) You sought legal counsel that resulted in the cancellation of one or more of your student loans and has an invoice for services rendered and evidence of the cancellation of the student loan or loans.
 - 6) 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.
 - 7) 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.
 - 8) 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 another act of law has extended the period.
 - 9) However, no claim can be paid to any student without a social security number or a taxpayer identification number.
 - 10) Currently, the state-imposed STRF is \$0.00.
2. Filing a Student Tuition Recovery Fund Claim
- 1) The Bureau for Private Postsecondary Education (Bureau) is committed to ensuring students receive appropriate refunds from the Student Tuition Recovery Fund (STRF) account under applicable laws and regulations.
 - 2) You have up to four (4) years from the date of a school or program closure or another qualifying event as defined on this application to submit your STRF claim.
 - 3) The Bureau encourages you to make a claim as soon as possible after you have suffered economic loss because of a qualifying event, even if you do not have all the supporting documents requested.
 - 4) The Bureau will accept supplemental supporting documents after your application is filed.
 - 5) If you do not know how to obtain the required documents due to your school's closure, please check the Bureau's website at www.bppe.ca.gov or call the Bureau to find out the school's listed custodian of records and how to attempt to obtain the necessary documents.

Substance Use and Abuse

- 1. Substances shall be defined as any substance that affects your thoughts, performance, or behavior in such a way as to alter your judgment or performance and is considered to be dangerous to you and or others.

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2. If there is a reason to suspect the use of the mind-altering substance(s), students may be randomly drug tested.
3. If the student is asked to submit to a drug urinalysis, the student will be given 4 hours to provide the urine sample; the student will not leave the building before providing a witnessed sample.
4. Students who are unable or unwilling to provide a sample within four hours and do not have a medical reason will violate the substance use and abuse policy and be dismissed from the courses.
5. Students who test positive for such substances and cannot provide a legitimate prescription and physician's letter will NOT be allowed to participate in lab projects or clinical time.
6. In order for students to be allowed to participate in the lab and or clinical, the student will be required to successfully pass a blood or urine drug screen or provide documentation from their physician stating that while taking the medication, the student's thoughts, judgment, and skills are not altered in any way.
7. In the event, it will be up to the discretion of the clinical site as to whether they will accept the student or not. Cordoba Medical Institute cannot guarantee a clinical site for students who cannot successfully pass.
8. Students who disagree with the blood or urine test results may request the sample be sent to the laboratory for further verification of the presence of mind-altering substances.
9. Students will be required to pay a processing fee at the time the sample is sent out.
10. Students may not participate in clinical studies while under the influence of such substances (including prescription medication).
11. If the student is under the influence of substances, the student shall contact the site and the school before their start time and advise them they will be absent that day.
12. Messages left on voicemail will NOT be accepted.
13. For the student to be admitted back into the clinical site, the student will be required to successfully pass a blood or urine drug screen or provide documentation from their physician stating that while taking the medication, the student's thoughts, judgment, and skills are not altered in any way.
14. Students suspected of being under the influence of such drugs shall be asked to leave the clinical site and shall be required to go immediately to the Institute and submit to either a blood or urine drug screen.
15. Students who test positive for any such drugs will be dismissed from class unless they can provide a legitimate prescription and physician's letter.
16. Students who are suspected of or caught distributing illicit substances on campus or at the clinical site will be reported to the police department for prosecution and automatically discharged from the Institute.

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Termination Policy: Termination by the School

1. Conduct deemed unprofessional by the program director & instructor is ground for dismissal.
2. At its sole discretion, the Institute reserves the right to terminate any student who fails to maintain satisfactory academic progress; fails to adhere to the attendance policy stated in this catalog; fails to make financial payments as agreed upon; destroys or damages any property of the Institute or clinical site; engages in unlawful or improper conduct or behavior contrary to the best interest of the Institute and clinical site; fails mandatory drug tests; brings weapons onto school property or the clinical setting or demonstrate behavior disruptive to the classroom or clinical site.
3. A student will be deemed as withdrawn if they have not attended class for three consecutive days.
4. The Program Director, after consultation with all parties involved, will make the final decision.
5. The student will be notified of termination in both in-person and certified mail.

Termination Appeals and Reentry Policy

1. If a student feels that he or she has been discharged unjustly, the student shall have seven days (excluding Saturday, Sunday, and state and federal holidays) to submit a written appeal to the Program Director either in person or certified mail.
2. If an appeal is not submitted, the termination shall be considered final.
3. Decisions of the Program Director shall be considered final.

Transfer of Students from Other Institutions

1. Any student entering the program at Cordoba Medical Institute may receive academic and financial credit for courses taken at other institutions upon presentation of an official transcript and approval of the Director and the Chief Academic Officer.
2. Students must take at least 50% of their program at Cordoba Medical Institute and pass the program exams with at least 80%.
3. The student must be in good standing at the previous school.
4. The Bureau must approve the previous school for Private Postsecondary Education (www.bppe.ca.gov) and the California Department of Health-Licensing and Certification Section. as a provider of the Nurse Assistant Training Program.
5. Costs incurred from the transferring school for copies of transcripts or other transfer charges are the student's responsibility.
6. Cordoba Medical Institute does not agree with any other school, college, or institution to transfer credits or instructional hours.

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Transfer of Credits

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

1. The transferability of credits you earn at Cordoba Medical Institute is at the complete discretion of an institution to which you may seek to transfer.
2. Acceptance of the Nursing Assistant Certificate you earn in Cordoba Medical Institutes is also at the complete discretion of the institution to which you may seek to transfer.
3. If the Nursing Assistant Certificate that you earn at this institution is not accepted at the institution you seek to transfer, you may be required to repeat some or all of your coursework at that institution.
4. For this reason, you should make sure that your attendance at this institution will meet your educational goals.
5. This may include contacting an institution you may seek to transfer to after attending Cordoba Medical Institute to determine if your Nursing Assistant Certificate credits will transfer.
6. Cordoba Medical Institute does not agree with any other school, college, or institution to transfer credits or instructional hours.

Tuition:

1. The registration fee payment will be due with the signing of the enrollment agreement.
2. Payment plans may be arranged upon request.
3. Tuition must be paid in full by the end of the course/courses unless other arrangements have been made and agreed upon in advance.
4. Students who have a balance with the Institute will not receive their certificate of completion or transcript until all monies are paid in full or until all financial agreements have been met in full.
5. Tuition Cost
 - a) Non-refundable Registration: \$250
 - b) C.N.A. Program: \$1250
 - c) Total: \$1500
6. Students are responsible for this amount.
7. Students are responsible for repaying their student loan amount plus any interest, less the refund amount.
8. The student agrees to pay the above-specified fees, also stated in the enrollment agreement.

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Tutoring

1. Tutoring is defined as a time of clarification.
2. Students will be required to submit their questions requiring clarification to the instructor no less than 24 hours before the scheduled tutoring time.
3. Instructors will post their schedule for tutoring times outside of their office.

Withdrawal - Student

1. A student may withdraw from the course at any time.
2. The Institute requires the student to submit a written statement of their wish to withdraw from the course.
3. Upon receiving the request, the student will be withdrawn from the roster, and an "I" incomplete will be recorded on the students' transcript.
4. A student will be considered to have withdrawn if the student has failed to attend a class for three consecutive weeks.

NURSING ASSISTANT - COMPETENCIES AND OBJECTIVES:

Certification Information:

1. Upon satisfactory completion of the Nursing Assistant course, including satisfactory grades on all module quizzes, midterm, and final exams, and clinical skills demonstrations, the student is eligible to receive a certification of completion from Cordoba Medical Institute.
2. Students who have outstanding debts to the Institute will not receive their certificate until the debt has been cleared.
3. Each student must then take the certification exam approved by the California Department of Licensing and Certification per Title 22. Social Security, Division 5. Licensing and Certification of Health Facilities, Home Health Agencies, Clinics, and Referral Agencies, Chapter 2.5. Certified Nurse Assistant Program.
4. Requirements for eligibility for certification: Students must pass the mid-term exam in order to proceed to take the final exam and must pass both theory and clinical skills of the program to be eligible to take the state

Clinical Placement

1. Students will need to QUALIFY to participate in the clinical portion of their training.
2. The final evaluation shows a didactic score of 80% or greater
3. Final written exam 80% or greater, Pass on skills final and met standards for professional conduct.

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Essential Functions:

1. Nursing Assistants work directly under the supervision of vocational and registered nurses.
2. They perform basic technical skills, including C.P.R.; taking and recording vital signs; measuring and recording fluid intake/output; applying dressings; recognizing and reporting signs and symptoms of common diseases or conditions; administering treatments as directed by a physician or nurse.
3. Additionally, they assist patients with personal care, which may include: bathing, mouth, and skin care; grooming and dressing; toileting assistance; eating and hydration; assist patients with help walking, exercising, and moving in and out of bed.
4. Their role in performing patient care is to assist the licensed staff in providing quality nursing care to the patient.

Nursing Assistants: Occupational Objective

- The Nursing Assistant assists professional nursing personnel in providing quality, compassionate patient care by performing tasks involving direct and indirect patient care, using skills and knowledge in basic nursing assistant procedures and techniques under the direction and supervision of a registered nurse.

Physical Demands

1. The medical field may not be the appropriate career choice for a person who is not able to stand or walk for long periods, has trouble bending over or kneeling, is unable to lift 25 pounds, experiences neuropathy or loss of feelings, sensations, or movements of the arms, hands or fingertips, or vision issues such as nearsightedness.
 2. If you have any of the above-listed physical issues or any physical issues not listed above, it is highly recommended that you disclose them to the Institute prior to enrollment.
- Cordoba Medical Institute Catalog is published annually as approved by the Cordoba Medical Institution Board of Directors.
 - Cordoba Medical Institute Catalog is available by mail or by calling 916-376-7069 to request a current copy.
 - Cordoba Medical Institute is a private institution approved to operate by the Bureau of Private Postsecondary Education in California.
 - Any questions a student may have regarding this catalog that the institution has not satisfactorily answered may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 P.O. Box

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980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, or by calling: (888) 370-7589 or by fax (916) 263-1897 (916) 431-6959 or by fax (916) 263-1897

- A student or any public member 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.
- Cordoba Medical Institute is a privately held instructional corporation, and Cordoba Medical Institute and the program offered are not accredited by an agency recognized by the United States Department of Education.

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL ARGUMENT.

I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN.

MY SIGNATURE CERTIFIES HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT AND A COPY OF THE SCHOOL CATALOG.

I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT.

THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.

CORDOBA MEDICAL INSTITUTE does not offer distance education programs.

All learning is a classroom and clinical setting based.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities and that the institution's cancellation and refund policies have been clearly explained to me.

PRINTED Signature of Student: _____

Signature of Student: _____ Date: _____

Signature and Title of School Official: _____

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