

# Allied Medical & Health Svs., Inc.



## School Catalog

Date Printed: April 01, 2024

**July 1, 2023 to June 30, 2024**  
***Academic Year***

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# Allied Medical & Health Svs., Inc.

Rev. Date: 01.23.24

## Table of Contents

|                                                                                                         |    |
|---------------------------------------------------------------------------------------------------------|----|
| HISTORY & OWNERSHIP .....                                                                               | 3  |
| MISSION STATEMENT .....                                                                                 | 3  |
| OBJECTIVES .....                                                                                        | 3  |
| APPROVAL AND DISCLOSURE STATEMENT .....                                                                 | 4  |
| ADMISSION OF STUDENTS .....                                                                             | 6  |
| PROGRAM DESCRIPTION .....                                                                               | 7  |
| Course 100 – Nursing Assistant (NA) Program .....                                                       | 7  |
| Course 300 – Phlebotomy Technician 1 (Phleb. Tech 1 or PT-1) Program .....                              | 9  |
| Course 500 – Vocational Nursing (VN) Program .....                                                      | 11 |
| STANDARDS OF SATISFACTORY ACADEMIC PROGRESS .....                                                       | 17 |
| OTHER POLICIES AND STANDARDS ON STUDENT ACADEMIC PROGRESS .....                                         | 20 |
| Warning and Follow up .....                                                                             | 20 |
| Termination .....                                                                                       | 20 |
| Appeal for Reinstatement .....                                                                          | 20 |
| Probation .....                                                                                         | 21 |
| FINANCIAL CONSEQUENCE .....                                                                             | 21 |
| TRANSFER CREDITS, PROFICIENCY CREDITS, AND NON-CREDIT COURSES FROM OTHER SCHOOLS/<br>INSTITUTIONS ..... | 21 |
| ATTENDANCE POLICY .....                                                                                 | 22 |
| STUDENT LEAVE OF ABSENCE POLICY .....                                                                   | 23 |
| GRIEVANCE/COMPLAINTS PROTOCOL .....                                                                     | 24 |
| STUDENT SERVICES .....                                                                                  | 25 |
| Scholastic Advice .....                                                                                 | 25 |
| Personal Advice .....                                                                                   | 25 |
| Placement Assistance .....                                                                              | 25 |
| Waiver for Disabled Student Programs and Services .....                                                 | 25 |
| ENGLISH AS MEANS OF COMMUNICATION .....                                                                 | 25 |
| RULES OF STUDENT CONDUCT .....                                                                          | 26 |
| OTHER INFORMATION .....                                                                                 | 27 |
| WITHDRAWAL, CANCELLATION AND REFUND PROCEDURE .....                                                     | 27 |
| NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION ...              | 28 |
| ADDITIONAL INFORMATION: .....                                                                           | 30 |
| EQUIPMENT .....                                                                                         | 33 |
| ADMINISTRATION .....                                                                                    | 34 |
| FACULTY .....                                                                                           | 35 |
| ADMINISTRATIVE PREROGATIVE .....                                                                        | 36 |
| SAFEKEEPING AND RELEASE OF RECORDS .....                                                                | 36 |
| RECORD CUSTODIAN .....                                                                                  | 36 |
| MESSAGE FROM THE PRESIDENT/CHIEF EXECUTIVE OFFICER/CHIEF ACADEMIC OFFICER .....                         | 37 |

Clinical Facilities for NA see page 6 ; PT-1 see page 9 ; VN see page 14.

### INSERTS

Academic Calendar for: NA, PT1, VN

School Performance Fact Sheets for: NA, PT1, VN

# Allied Medical & Health Svs., Inc.

## HISTORY & OWNERSHIP

Allied Medical & Health Svs., Inc. was the brainchild of Celeste Barros-Olavarria. It opened its doors on February 16, 1995 in Glendale, California upon approval by the Department of Health to offer its first program – Nursing Assistant. Since 1995, more programs had opened: Phlebotomy or Blood Withdrawal Certification (1998), Vocational Nursing (preliminary approval in 2002) and Phlebotomy Technician-1 Program (2004). By 2004, Allied Medical & Health Svs., Inc. had satisfied all the needed state accreditations and had never looked back.

The board of directors spearheading operations of Allied Medical & Health Svs., Inc. consists of: Celeste Barros-Olavarria (President/CEO/CAO), Eden Regala (Vice President-Finance), and Nombert Valencia (Vice President-Corporate Secretary).

To date, Allied Medical & Health Svs., Inc. has bestowed hundreds of diligent students with quality education that paved the way to remarkable professional and personal success. It continues to focus on serving as a dynamic educational institution committed to endowing and empowering students to excel in healthcare careers. After two decades, this institution has produced graduates who are utilizing their learned skills in their field of nursing and patient care occupations.

## MISSION STATEMENT

The mission of Allied Medical & Health Svs., Inc. is to create educational training programs that will prepare students to develop the quality of skills and knowledge they need in patient care whether for hospital, long term care facility employment, and/or home health agency employment. To this end, the courses offered have been designed to foster opportunities for learning, self-discipline, proper attitude, and the ability to meet employer expectations in the field of nursing and its continuing education.

Allied Medical & Health Svs., Inc. believes in the philosophy of providing allied health education that meets the needs of an ever-growing and longevity oriented population. It also recognizes the liability-accountability challenges of the society and upholds the value system in this country.

With due respect for human rights and faith in the highest standards of academic training, together with the fast-paced technological development and state of the art technologies, we will try to equip our graduates with the confidence and tools necessary to enable them to compete with others in the medical field.

## OBJECTIVES

1. To provide instructional staff constantly learning and updating training methods for their needs in their actual work.
2. To develop the hands-on skills necessary for the students in rendering good-quality, efficient and economical service for their future job-requirements,
3. To offer flexible, short-term, class hours especially designed so students may be able to find a job as quickly as possible, or if they already have one, so they can keep their job while training and upgrading credentials for advancement.
4. To uphold nursing not only as a vocation or profession but as an art and science of providing supportive, preventive, therapeutic and restorative care for individuals in both institutional and community settings, focusing on the emotional, physical, social and spiritual needs of the individual, the family and the society as a whole.
5. To emphasize that education is a lifelong process by which individual strives to reach self fulfillment through service of fellow human beings.

# Allied Medical & Health Svs., Inc.

## APPROVAL AND DISCLOSURE STATEMENT

Allied Medical & Health Svs., Inc. is a private institution, that it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

Allied Medical & Health Svs., Inc. is not institutionally accredited by an accrediting agency recognized by the Department of Education.

Other governing State Agencies or Departments regulating this institution are the **California Department of Public Health** (CDPH- Address: MS 3301 P.O. Box 997416 Sacramento, CA 95899, telephone number (916)552-8811 ), and **Board of Vocational Nursing and Psychiatric Technician** (BVNPT- Address: 2535 Capitol Oaks Drive., Suite 205, Sacramento, CA 95833, telephone number (916) 263-7800 ).

Allied Medical & Health Svs., Inc. does NOT participate in any Federal or State funded financial aid program.

As of date, Allied Medical & Health Svs., Inc. has no pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or 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.).

This catalog is updated annually to coincide with academic and financial reporting on a fiscal period.

| COURSES/PROGRAMS OFFERED                           | CLOCK<br>HRS. | Est.<br>Weeks | CE<br>Units |
|----------------------------------------------------|---------------|---------------|-------------|
| <b>State (BPPE) Approved Programs</b>              |               |               |             |
| 1) VN (Vocational Nursing) Program                 | 1564          | 66            | 924         |
| 2) PT-1 I (Phlebotomy Technician I) Program        | 98            | 20            | 57          |
| 3) NA (Nursing Assistant) Program - Weekend        | 169           | 11            |             |
| <b>Remedial/Tutorial Classes<sup>1</sup></b>       |               |               |             |
| 1) Anatomy & Physiology                            | 54            | 7             | 54          |
| 2) Pharmacology                                    | 60            | 8             | 60          |
| <b>State Approved Continuing Education Classes</b> |               |               |             |
| 1) CNA (Certified Nursing Assistant) CEUs          | 48            | 6             | 48          |
| 2) RN/LVN CEUs                                     | 80            | 10            | 80          |

<sup>1</sup> Anatomy & Physiology and Pharmacology credits may be granted pre-admission requirement credit after passing an assessment examination on Anatomy & Physiology and/or Pharmacology. Each applicant gets two (2) chances to pass this assessment.

Instructions in residence and practical externship with hospitals or related health facilities comprise 50% to 70% of the total training program versus 30% to 50% theory or didactic classes. Maximum number of students per instructor is 45 in the theoretical portion and 15 in the clinical portion.

Prospective students are welcome to visit the school as well as its affiliated facilities or hospitals and discuss educational, financial, and educational plans with the administration before enrolling or signing the enrollment agreement.

# Allied Medical & Health Svs., Inc.

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

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact. Persons seeking to resolve problems or complaints should first contact the instructor in charge.

Requests for further action may be made to the School Administration:

**Allied Medical & Health Svs., Inc. - Student Services (Complaints Department)**  
**730 S. Central Ave. #208**  
**Glendale, CA 91204**

A student or any member of the public may file a complaint about this institution with the **Bureau for Private Postsecondary Education (BPPE)** at 1747 N. Market Blvd., Ste. 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or (916) 574-8900 or by completing a form which can be obtained on the bureau's internet web site at [www.bppe.ca.gov](http://www.bppe.ca.gov)

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 (BPPE)** at 1747 N. Market Blvd., Ste. 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or (916) 574-8900.

All information contained in this school catalog is current and correct, and is certified as true by the President/CEO/Chief Academic Officer Celeste Barros-Olavarria and VP-Finance Eden Regala.

## **Non-discrimination Statement**

Allied Medical & Health Svs., Inc. does not discriminate and will not deny anyone on the basis of race, creed, color, religious affiliation, sex, sexual orientation, marital status, age, medical condition and national origin. The institution encourages applicants and students to bring all concerns, all complaints or grievances related to discrimination to its attention.

Signatures:

*Celeste Barros-Olavarria*

Chief Operating Officer/ Chief Academic Officer

*Eden Regala*

VP-Finance

# Allied Medical & Health Svs., Inc.

## ADMISSION OF STUDENTS

The general criteria for admission to the school are:

1.
  - a. At least 17 years of age for Nursing Assistant (NA).
  - b. At least 17 years of age for Phlebotomy Technician 1 (PT-1).
  - c. At least 18 years of age for Vocational Nursing (VN).
2.
  - a. Have successfully completed High School in the United States or its equivalency for NA **OR** have successfully passed the entrance (Wonderlic) examination
  - b. Have successfully completed High School in the United States or at least an approved course of study through the 12th grade (GED) or its equivalent via evaluation for PT-1 and VN program.
3. Have successfully passed the entrance (Wonderlic) examination (for PT-1 and VN program)
4. Must be a current holder of a California I.D. or Driver's License.
5. Must be able to present document evidencing the validity of stay in the United States. (Social Security Card/Number, Permanent Resident Card, Work Permit, Valid Passport or any equivalent thereof).
6. Must be able to present health clearances as required by the appropriate program (NA, PT-1, or VN).
7. Must be able to communicate and understand instructions in English. May be assessed through interview and/or written evaluation.
8. Application form will be kept by the school for one (1) year after which they will be canceled or rescinded.
9. *For Vocational Nursing Program Only:* Letter/s of recommendation (minimum of 2) from previous employer, teacher, or co-worker within the past two years
10. *For Vocational Nursing Program Only:* Must have a valid CNA diploma or state certificate to be granted 30 theory and 50 clinical hours in Fundamentals of Nursing. Transcripts of Records for course/s or subject/s completed from other accredited schools may be presented for credit granting

Students entering into the program must personally apply for admission. **We do not enroll foreign students or offer visa services.** Applicants are ranked according to WONDERLIC entrance examination scores with minimum point set for each program as follows:

| PROGRAM                                         | VERBAL | QUANTITATIVE |
|-------------------------------------------------|--------|--------------|
| Vocational Nursing (VN)                         | 303    | 294          |
| Nursing Assistant (NA) *                        | 193    | 214          |
| *BPPE (Ability to Benefit- for NA Program only) | 200    | 210          |
| Phlebotomy Technician 1 (PT-1)                  | 267    | n/a          |

Applicants are accepted to the program according to the general criteria for admission as completed; interview and entrance examination score as conducted by Wonderlic Testing. (See Passing Score requirements for programs above). The application process is reviewed annually. The criteria, as well as the admission requirements assigned to the criteria, are subject to change.

Allied Medical & Health Services, Inc. will award credit for prior experiential learning, including assessment policies and procedures, provisions **for appeal, and all charges that a student may be required to pay. Fee ranges from \$10.00 to \$20.00 per hour of credit.**

Ability to Benefit (ATB) testing involves an exam for people who have not earned a high school diploma or general equivalency diploma. If they pass this exam, they are eligible to attend certain colleges and universities and **may be** eligible for federal student aid. Allied Medical & Health Svs., Inc. **utilizes ATB testing only for Nursing Assistant Program**, as alternative for High School Equivalency.

# Allied Medical & Health Svs., Inc.

## PROGRAM DESCRIPTION APPROVED PROGRAMS

### Course 100 – Nursing Assistant (NA) Program

#### Program Description:

Nursing Assistant (NA) program is designed to teach the student basic knowledge and skills necessary to be able to perform various duties assisting staff nurses in the care of patients in a long term facility or acute care hospital. Successful completion of the NA program may be the initial step leading to the “ladder type” nursing career program towards VN or RN and may also prepare the student in other related Allied Health Technological courses like Laboratory, Radiology, Physiotherapy, Dietary, or even Social Work courses.

**Total Hours: 169**

**Lecture: 66 hours**

**Clinical: 103 hours**

#### Program Objectives:

Upon completion of the program, the Nursing Assistant will be able to:

1. Identify the nursing assistant's role, responsibilities and obligations in the medical/health care system
2. Demonstrate communication and interpersonal skills to achieve efficiency and harmony in care giving.
3. Understand legal and ethical issues affecting the nursing assistant.
4. Identify patient's rights.
5. Identify the nursing assistant's role in prevention and management of catastrophe and unusual occurrences.
6. Qualify for state certification examination by passing quizzes and final examination given by the school.
7. Take the Competency Examination, made up of Skill and Theoretical (Written) Proficiency evaluation by the Department of Health Services certifying agencies (American Red Cross or NATAP)

A Certified Nurse Aide is eligible to work as assistant to licensed nurses, as listed under “Job Opportunities.”

#### Admission Requirements:

- Current and valid California Identification OR Driver's License AND
- Valid Social Security Card/Number
- Health Clearance (Health Clearance form available upon request)
- US High School diploma or its equivalency OR Ability-To-Benefit Test – Wonderlic/ BPPE entrance exam
- DOJ-DHS Live Scan
- CPR “A” card or higher

#### Program Schedule:

##### Part-Time

|                              |          |                    |                 |
|------------------------------|----------|--------------------|-----------------|
| <b>NA 102- Weekend Class</b> | 11 weeks | 169 Hours          |                 |
|                              | Sat.     | 7:00 AM to 3:00 PM | Clinical        |
|                              | Sun.     | 9:00 AM to 4:00 PM | Theory/Clinical |

**Class Location (Lecture)** 730 S Central Ave., Suite 208, Glendale, CA 91204

**Clinical practice/externship** shall be held at the following **FACILITIES/LOCATIONS** where some instructional preparations/training may be delivered:

- |                               |                                           |
|-------------------------------|-------------------------------------------|
| 1. Glendale Post Acute Care   | 250 N. Verdugo Rd. Glendale, CA 91206     |
| 2. ResCare Glenridge Center   | 611 S. Central Ave. Glendale, CA 91204    |
| 3. Glendale Healthcare Center | 1208 S. Central Ave., Glendale CA., 91204 |

**Allied Medical & Health Svs., Inc.**

**Eligibility For Licensure and Career Field Requiring Licensure in the State of California:**

### Nursing Assistant Requirements for State Certification

1. Successfully completed a California APPROVED school of nursing assistant program by CDPH.
2. Be at least 17 years of age.
3. Furnish proof of completion of the High School or its equivalent OR Ability-to Benefit Test
4. Complete and sign the CDPH 283B Form "Certified Nurse Assistant (CNA) and/or Home Health Aide (HHA) Initial Application" and furnish a valid U.S. Social Security Number.
5. Submission of the required DOJ-DHS Live Scan Clearance.
6. Successfully completed a written and skills examination administered by either NNAAP or American Red Cross

### FEES AND CHARGES – Nursing Assistant (NA 102)

The student is responsible for the following fees and charges:

|                                                                                                  |                                                     | One-Time Fee | Fees                       | Sub. total        |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------|--------------|----------------------------|-------------------|
| Registration (Non-Refundable)                                                                    |                                                     | \$75.00      |                            | \$75.00           |
| Tuition                                                                                          |                                                     |              | \$1,200.00                 | \$1,246.00        |
| Tutoring (optional)                                                                              |                                                     |              | (\$25.00 to \$40.00/ hour) | \$0.00            |
| Fees to Transfer Credits                                                                         |                                                     |              | N/A                        | \$0.00            |
| Student Tuition Recovery Fund Fee (\$0.0 is collected per \$1,000.00 of tuition, non-refundable) |                                                     |              | \$0.00                     | \$0.00            |
| Other Institutional Charges                                                                      |                                                     |              | N/A                        | \$0.00            |
|                                                                                                  | Professional Liability Insurance (Non-Refundable) * | \$159.00     |                            |                   |
|                                                                                                  | School ID (Non-Refundable) *                        | \$10.00      |                            |                   |
|                                                                                                  | Certificate/Diploma ((Non-Refundable) *             | \$10.00      |                            | \$179.00          |
| <b>Estimated Miscellaneous Out of Pocket Expenses (\$300.00)</b>                                 |                                                     |              |                            |                   |
| <b>• TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</b>                                      |                                                     |              | <b>\$1,500.00</b>          | <b>\$1,500.00</b> |
| <b>▪ ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>                              |                                                     |              | <b>\$1,800.00</b>          |                   |
| <b>▪ *Non-Refundable only after cancellation period</b>                                          |                                                     |              |                            |                   |
| <b>▪ TOTAL CHARGES THE STUDENT IS OBLIGED TO PAY UPON ENROLLMENT</b>                             |                                                     |              | <b>\$500.00</b>            |                   |

**Notes:**

1. Tuition fee must be fully paid before the student can take the final exam.
2. NA Manual and handouts are provided by the school. Textbook is not required.
3. Additional **(extra) 16 hours** are given at **no additional charge** for the student to review both clinical and theory aspects prior to state board examination
4. Textbook (not required) is not included in the fee

### Reference Texts:

1. Sorrentino, S., & Gorek, B., Long-Term Care Assistants, 7<sup>th</sup> ed., Mosby

**Certificate Awarded:** Diploma **Program Delivery :** Residential  
Standard Occupational Classification (SOC) code 31-1131 – Nursing Assistant. More information can be found at <https://www.bls.gov/soc/>

<sup>3</sup> Non-Refundable after attendance at the first class session or after seven (7) days from the date of signing the enrollment agreement, whichever is later.

# Allied Medical & Health Svs., Inc.

## Course 300 – Phlebotomy Technician 1 (Phleb. Tech 1 or PT-1) Program

### Program Description:

Phlebotomy Technician 1 is developed for the non-licensed medical professionals who wish to learn safe and effective methods of venous blood collection. The program covers a review of basic anatomy & physiology, laboratory terminology, legal implications, safety factors, potential complications and preventative measures, psychological and physical preparation of the subject, choice of venipuncture sites, types of devices used, types of collection tubes, order of draw, the appropriate technique of performing a venipuncture, universal precautions, and the appropriate handling and care of the collected specimen.

**Total Hours: 98**

**Lecture: 40 hours**

**Clinical: 58 hours practical with 10 skin punctures and 50 successful venipunctures**

### Program Objectives:

Upon completion of the program the student will be able to:

1. Understand the relevance of anatomy & physiology to “blood withdrawal” in specimen collection.
2. List the proper ways of identifying client in a hospital or facility setting.
3. Explain the legal implication of client identification and/or errors in identifying clients.
4. Enumerate client rights and phlebotomy ethics.
5. Correctly document client identification on requisition slips and laboratory forms.
6. Discuss the importance of infection control, proper hand washing in breaking the chain of infection,
7. Explain ways that infectious agents may be transmitted.
8. Define and use correctly specific medical terminologies related to phlebotomy.
9. List equipments used for blood collection and state the correct order in which various types of tubes should be collected.
11. Enumerate the proper procedure for selecting a puncture site.
12. Perform the steps in blood collection properly.
13. Discuss precautions that must be observed in blood collection and trouble shooting in venipuncture.
14. Identify post-puncture complications.
15. Discuss specimen handling, transport and processing.
16. Qualify for state certification after completion of program

Note: A Certified Phlebotomy Technician-1 works under the supervision of either a Clinical Lab Specialist or Medical Technologist in a Laboratory Clinic, Hospital Laboratories, or other Health Care Agencies and/or Hematology Research Institutions.

**Admission Requirements:** Students entering into the program must personally apply for admission. **We do not enroll foreign students or offer visa services.**

- Current and valid California Identification or Driver’s License and Social Security Card/Number
- Health Clearance (Health Clearance form available upon request)
- Criminal Background check
- U.S. High School transcript or any equivalency ( foreign transcript must be evaluated by any member of [www.naces.org](http://www.naces.org) or [www.aice-eval.org](http://www.aice-eval.org) )

### Program Schedule:

|                       |             |                                  |          |
|-----------------------|-------------|----------------------------------|----------|
| <b>Phleb. Tech. 1</b> | 98 Hours    | 20 weeks                         |          |
|                       | Sat. & Sun. | 8:00 AM to 4:00 PM               | Lecture  |
|                       | Mon. – Fri. | 4:00 AM to 10:00 AM <sup>4</sup> | Clinical |

<sup>4</sup> Variable hours depending on facility availabilities

**Class Location (Lecture):** 730 S Central Ave., Suite 208, Glendale, CA 9120

**Clinical practice/externship** shall be held at the following **FACILITIES/LOCATIONS** where some instructional preparations/training may be delivered:

- |                                    |                                                    |
|------------------------------------|----------------------------------------------------|
| 1. ABC Laboratories                | 2730 N. Main St., Los Angeles, CA 90031            |
| 2. Vermont Family & Women's Clinic | 1200 N. Vermont Ave. Ste. E, Los Angeles, CA 90029 |

# Allied Medical & Health Svs., Inc.

**Eligibility for Licensure and Career Field Requiring Licensure in the State of California.**

## **PT-1 State Certification Requirements:**

1. High school graduate OR Pass a general educational development (GED) test OR Provide official transcripts showing credit for general education courses completed at an accredited college or university.
2. Your training must be obtained in a phlebotomy program accredited by the California Department of Public Health. Complete 40 hours of basic and advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health.
3. Complete 40 hours phlebotomy practice in a clinical setting that includes performance of at least 50 venipunctures and 10 skin punctures and observation of arterial punctures in a phlebotomy training program approved by the California Department of Public Health
4. Pass a national certification examination from either ACA, AMT, ASCP, NCCT/MCCI, NCA or NHA.

## **FEES AND CHARGES - Phlebotomy Technician-1 (PT-1) The student is responsible for the following fees and charges:**

| <b>*May be subject to change/s</b>                                             |                            | <b>One-Time Fee</b> | <b>Basic</b>      | <b>Advanced</b>              | <b>Sub. total</b> |
|--------------------------------------------------------------------------------|----------------------------|---------------------|-------------------|------------------------------|-------------------|
| Registration <sup>-3</sup>                                                     |                            | \$75.00             | \$75.00           |                              | \$75.00           |
| Basic CPT-1                                                                    | Theory                     |                     | \$250.00          |                              |                   |
|                                                                                | Clinical                   |                     | \$250.00          |                              |                   |
|                                                                                | Diploma/Certificate        |                     | \$15.00           |                              | \$515.00          |
| Adv. CPT-1                                                                     | Theory                     |                     |                   | \$500.00                     |                   |
|                                                                                | Clinical                   |                     |                   | \$755.00                     |                   |
|                                                                                | Diploma/Certificate        |                     |                   | \$15.00                      | \$1,270.00        |
| Tutoring (optional)                                                            | (\$25.00 to \$40.00/ hour) |                     | \$0.00            |                              | \$0.00            |
| STRF (\$0.00 is collected per \$1,000.00 of tuition, non-refundable)           |                            |                     | \$0.00            |                              | \$0.00            |
| Other Institutional Charges (non-refundable)*                                  |                            |                     |                   |                              |                   |
| Insurance                                                                      |                            |                     | \$130.00          |                              | \$130.00          |
| ID -Clinical only                                                              |                            |                     | \$10.00           |                              | \$10.00           |
| Estimated Miscellaneous Out of Pocket Expenses (\$500.00) (non-refundable) *   |                            |                     |                   |                              |                   |
| Donation for Hospital/Lab Equipments & PPEs (\$150.00 to \$250.00 per student) |                            |                     |                   |                              |                   |
| Textbook                                                                       |                            |                     |                   |                              |                   |
| Uniforms or Other Special Protective Clothing                                  |                            |                     |                   |                              |                   |
| <b>Sub Totals</b>                                                              |                            | <b>\$75.00</b>      | <b>\$730.00</b>   | <b>\$1,270.00</b>            | <b>\$2,000.00</b> |
| <b>• TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</b>                    |                            |                     | <b>\$2,000.00</b> | <b>Student Initial/Date:</b> | <b>\$2,000.00</b> |
| <b>• ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>            |                            |                     | <b>\$2,500.00</b> |                              |                   |
| <b>▪ *Non-Refundable only after cancellation period</b>                        |                            |                     |                   |                              |                   |
| <b>▪ TOTAL CHARGES THE STUDENT IS OBLIGED TO PAY UPON ENROLLMENT</b>           |                            |                     | <b>\$700.00</b>   |                              |                   |

### **Notes:**

1. Certification for Phlebotomy Technician-1 is subject to State/Federal agency policies on testing, payments and/or refunds. **This is not part of Allied Medical & Health Svs., Inc. fees.**
2. Tuition fee must be fully paid before the student can take the final test.
3. Non-Refundable after attendance at the first class session or after seven (7) days from the date of signing the enrollment agreement, whichever is later.

**Certificate Awarded:** Diploma

**Program Delivery :** Residential

Standard Occupational Classification (SOC) code 31-9097 -Phlebotomists. More information can be found at <https://www.bls.gov/soc/>

### **Job Opportunities:**

Acute Care      Hospital  
Physician's Clinic      Clinical Laboratories      Diagnostic Clinics

# Allied Medical & Health Svs., Inc.

## Course 500 – Vocational Nursing (VN) Program

### Program Description:

Vocational Nursing course is designed to teach students a more extensive and in-depth knowledge and skills necessary for a student to be able to work and perform various duties like medication administration, treatment, and other procedures a licensed vocational nurse do, for patients in health care facilities, as listed under "Job Opportunities."

**Total Hours: 1564**

**Lecture: 604 hours**

**Clinical Training/Externship: 960 hours**

### Program Breakdown:

| Curriculum Content                   | Level I | Level II | Level III | Level IV | Comments                                |                       | Totals |
|--------------------------------------|---------|----------|-----------|----------|-----------------------------------------|-----------------------|--------|
| Anatomy & Physiology                 | 58      |          |           |          |                                         |                       | 58     |
| Pharmacology <sup>2</sup>            | 60      |          |           |          |                                         |                       | 60     |
| Nutrition                            | (8)     | (7)      | (9)       | (4)      |                                         |                       | (28)   |
| Psychology/Psychiatric Nursing       |         | (24)     |           | (3)      |                                         |                       | (27)   |
| Growth & Development                 | (8)     | (4)      | (3)       | (8)      |                                         |                       | (23)   |
| Fundamentals of Nursing <sup>1</sup> | 94      |          |           |          |                                         |                       | 94     |
| Nursing Process                      | (10)    | (8)      | (9)       | (4)      |                                         |                       | (31)   |
| Communication                        | (9)     | (8)      | (7)       | (2)      |                                         |                       | (26)   |
| Patient Education                    | (8)     | (3)      | (5)       | (2)      |                                         |                       | (18)   |
| Medical & Surgical Nursing           |         | 136      | 90        | 80       |                                         |                       | 306    |
| Communicable Diseases                | (2)     | (6)      | (2)       | (2)      |                                         |                       | (12)   |
| Gerontological Nursing               | (4)     |          |           |          |                                         |                       | (4)    |
| Rehabilitative Nursing               | (4)     | (2)      | (2)       |          |                                         |                       | (8)    |
| Mat. Nursing (MCH)                   |         |          | 32        |          |                                         |                       | 32     |
| Ped. Nursing (MCH)                   |         |          |           | 40       |                                         |                       | 40     |
| Home Health Nursing                  | (2)     |          |           |          |                                         |                       | (2)    |
| Leadership & Supervision             | (4)     | (6)      | (5)       | (6)      |                                         |                       | (21)   |
| Total Theory Hours                   | 226     | 136      | 122       | 120      |                                         |                       | 604    |
| (Total Integrated Hours)             | (59)    | (68)     | (42)      | (31)     |                                         |                       | (200)  |
| Curriculum Content                   | Level I | Level II | Level III | Level IV | Breakdown of Clinical Hourly Content    |                       | Totals |
| Skills Lab.                          | 80      | 32       | 24        | 24       | Funda<br>200                            | Med/Surg<br>664       | 864    |
| Clinical Externship                  | 120     | 220      | 228       | 232      | Maternal Child Health                   |                       | 96     |
|                                      |         |          |           |          | OB/Gyne<br>48                           | Pediatrics<br>48      |        |
| Total Clinical Hours                 | 200     | 252      | 252       | 256      | Home Health<br>(48)                     | Mental Health<br>(48) | (96)   |
| TOTAL ALL PROGRAM HOURS              | 426     | 388      | 374       | 376      | Total Integrated Clinical Hours<br>(96) |                       | 1564   |

**Note/s:** Hours in ( ) parenthesis = integrated hours, not directly counted.

Hours <sup>+</sup>

Validation of CNA diploma or state certification will be credited for 30 theory hours and 50 clinical hours in Fundamentals of Nursing.

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## **Anatomy & Physiology**

During this subject the student is introduced to anatomical terminology, directional terms, planes, structures, processes, and function of systems. Other topics include: an understanding of cell structures and function, tissues, glands and membranes, chemistry elements, electrolytes, molecules, and compounds of human body. Terminologies relating to diseases or disorders of body system are presented. Categories of diseases, causes and the body's defense mechanism are presented.

Credit Granting: Anatomy & Physiology (54 hour credit) may be granted as follows:

1. Applicants may be granted pre-admission requirement credit after passing an assessment examination on Anatomy & Physiology. Each applicant gets two (2) chances to pass this assessment.
2. If an applicant fails the assessment exam. he/she will be required to take the full regular class.
3. Any/all clock hour/s credit granted to Vocational Nursing program applicant will be granted equivalent "Tuition fee credit" per hour.

## **Pharmacology**

During this subject, the student is introduced to terminologies used in pharmacology. The student will also learn how to utilize the nursing process, six rights of medication administration. Other topics include: the role of pharmacokinetics, pharmacotherapeutics in medication administration, the legal, ethical, cultural, geriatric or pediatric considerations for drug administration. The student shall be able to safely calculate and administer medications by routes other than intravenous and describe the mechanism of action, therapeutic effects, uses, dosages, and adverse toxic effects, interactions, patient education and antidotes to overdose and unwanted effects of drugs ordered for different body systems.

Credit Granting: Pharmacology (60 hour credit) may be granted as follows:

1. Applicants may be granted pre-admission requirement credit after passing an assessment examination on Pharmacology. Each applicant gets two (2) chances to pass this assessment.
2. If an applicant fails the assessment exam. he/she will be required to take the full regular class.
3. Any/all clock hour/s credit granted to Vocational Nursing program applicant will be granted equivalent "Tuition fee credit" per hour.

## **Nursing Aide / Certified Nursing Assistant - Pre-requisite Subject**

Nursing Assistant teaches the student basic knowledge and skills necessary to be able to perform various duties assisting Staff Nurses in the care of patients in a long term facility or acute care hospital. This is considered the initial step leading to the "ladder type" nursing career program. It prepares the student in other related Allied Health Technological courses as Laboratory, Radiology, Physiotherapy, Dietary, or even Social Work courses.

Credit Granting:

1. An applicant who presents current CNA state certificate, may be granted 30 hour Didactic and 50 hour Clinical credits for Nursing Assistant without assessment exam.
2. An applicant who presents Nursing Assistant Diploma from an accredited school in the U.S.A. obtained within 5 years from date of application, may be granted 30 hour Didactic and 50 hour Clinical credits for Nursing Assistant without assessment exam.
3. An applicant who presents a Nursing Assistant Diploma from a U.S. accredited school, obtained over 5 years from date of application, may be granted credit by taking assessment exams for both theory and clinical component of the school NA program.
4. Any/all clock hour/s credit granted to Vocational Nursing program applicant will be granted equivalent "Tuition fee credit" per hour.

## **Nutrition**

During this subject, the student is introduced to basic knowledge of nutrition science. Included topics are: therapeutic diets, basic nutrition, nutrients, health promotion and maintenance, nutrition guides, and alternative ways of providing nutrients.

## **Psychology & Mental Health**

During this subject, the student is introduced to the history and scope of mental health. It involves understanding behaviors and influences on behaviors. Treatment modalities to common personality disorders are also discussed to provide insight into the care of clients with psychological concerns.

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## **Growth and Development**

During this subject, the student learns the various stages of growth and development from birth to adulthood. It is concerned with common behavior problems, education and guidance, and health maintenance. Physical, mental, social, emotional, and personality development are the aspects covered.

## **Fundamentals of Nursing**

This subject teaches the student fundamental principles and techniques necessary for the beginning vocational nursing students to provide basic nursing care to clients. The student will utilize components of the nursing process and Maslow's Hierarchy of Needs to promote health and identify threats to needs. This will include historical, legal, ethical, and cultural aspects communication skills, medical-surgical asepsis, stress adaptation, loss/grieving process and preoperative/postoperative, rehabilitation management, with emphasis on home health roles and responsibilities.

## **Nursing Process**

During this course, the student learns assessment, nursing diagnosis, planning, nursing intervention and evaluation.

## **Communication**

During this subject, the student learns the importance of understanding medical terminologies, shift reports, documentation and reporting, as well as client teaching in the nursing program.

## **Patient Education**

During this subject, the student learns various modalities of learning by adult clients. The effect of cultural diversity is also considered and how this affects care of the clients.

## **Medical & Surgical Nursing**

Medical Surgical Nursing focuses on the concepts in the care of adults with threats to needs of the nervous system, sensory system, and fluid & electrolyte imbalances. This will include review of anatomy and physiology of the systems, effects of aging on the systems, health promotion and maintenance, and nursing interventions for needs and threats.

## **Communicable Diseases**

During this subject, the student learns to describe the causative agents for specific communicable diseases. Means of preventing and controlling infections are also discussed together with providing vaccinations and immunizations to clients. Anti-infective and immunological medications are discussed including side effects and/or adverse reactions of these drugs.

## **Gerontological Nursing**

During this subject, the student learns the care settings for older adults. Characteristics of long-term care facility and nursing measures to assist older adults to meet nutritional, elimination and personal hygiene needs are also discussed. Emotional and psychological therapies are also considered in the care of older adults.

## **Rehabilitative Nursing**

During this subject, the student learns the basic goals of rehabilitation. Students will be able to identify members of the rehabilitation team and their roles as well as relate rehabilitation to Maslow's hierarchy of needs. Barriers to rehabilitation for individuals and communities are also recognized.

## **Maternity Nursing (MCH)**

Maternity nursing encompasses focus care from the pregnancy period, through labor, delivery, and the postpartal period. It views maternal and fetal development as a single entity. This subject provides a comprehensive, in-depth discussion of the many facets of maternal and child health nursing using the nursing process as the framework for nursing practice. It also includes a review of anatomy and physiology of the female and male reproductive system and sexual health.

## **Pediatric Nursing (MCH)**

During this subject, the student focuses on child care from infancy to adolescence. Basic concepts are discussed to meet the needs of the sick and well child. The clinical setting will focus on opportunities for the student to demonstrate skill and competency for the well and sick child utilizing the nursing process component.

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## Home Health Nursing

During this subject, the student is prepared for the Home Health Agency or Health Care Registry environment. Emphasis is on care of clients in home setting dealing with psychosocial needs of clients and members of their household.

## Leadership & Supervision

Leadership/supervision focuses on increased mastery of skills for reporting, recording and conferring with supervision of faculty. Accountability for completion of patient care, reporting, recording and functioning as a member of the health care team are the focus for leadership and supervision areas.

**Note:** For lecture, lab and clinical hours of each subject, refer to the table under the heading "Program Breakdown" on p.11.

## Program Objectives:

Upon completion of the program the student will be able to:

1. Deliver safe, quality nursing care by utilizing the Nursing Process components.
2. Discuss and document normal growth and development and salient issues that people face during their life span.
3. Effectively communicate with patients, visitors, families and health team members.
4. Describe the anatomical structures and function of the human body.
5. Recognize the continuum of health and illness and rationales for nursing interventions.
6. Contribute to care planning for assigned patients.
7. Demonstrate and discuss the legal and ethical aspects of nursing practice.
8. Demonstrate responsibility for health care delivery and health teaching in a variety of health situation and setting.
9. Utilize standard nursing principle in performing procedures.
10. Identify personal strengths and weakness and seek assistance for improvement of performance.
11. Demonstrate the six rights of medication administration.
12. Interpret, report, and record data with clarity, conciseness, and appropriate terminology per facility guidelines.
13. Develop personal philosophies, which enhance the practice of vocational nursing by participation in continuing education and membership in vocational organizations.
14. Demonstrate initiative by being self confident, directed and motivated.
15. Provide guidance and direction for personnel with less preparation or experience in health care settings.
16. Qualify for licensing examination by completing the necessary hours and passing the evaluation of the Program Director on the student's clinical and test-taking competency (quizzes and final exams). Licensure is awarded by the State through the Bureau of Vocational Nursing and Psychiatric Technician (BVNPT) after passing the Competency Examination (NCLEX-VN).

## Admission Requirements:

- Valid California Identification or Driver's License, Social Security Card, Proof of validity of stay in the United States (i.e. Citizenship, Permanent Resident Card/s, etc.)
- Current State Certification for Nurse Aide (CNA) or Nursing Assistants (NA) Diploma within 5 years
- Basic Anatomy & Physiology Assessment for credit granting
- Basic Pharmacology Assessment for credit granting
- U.S. High School Diploma or GED or any Equivalency.
- Health Clearance (Form available at business office upon request)
- Criminal Background check

**Program Schedule:** 66 weeks

Friday / Saturday / Sunday 3:00PM-10:00PM / 7:00AM-3:00PM / 9:00AM-4:00PM

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**Class Location (Lecture):** 730 S Central Ave., Suite 208, Glendale, CA 91204

**Clinical practice/externship** shall be held at the following **FACILITIES/LOCATIONS** where some instructional preparations/training may be delivered:

- |                                           |                                                          |
|-------------------------------------------|----------------------------------------------------------|
| 1. All Saints Healthcare                  | 11810 Saticoy St. N. Hollywood, Ca. 91605                |
| 2. Vermont Family & Women's Clinic        | 1200 N. Vermont Ave., Ste. E Los Angeles, Ca. 90029      |
| 3. M.D. Medical Center                    | 600 N. Garfield Ave., #111 Monterey Park, Ca. 91754      |
| 4. Baldwin Park Medical Clinic, Inc.      | 14135 Francisquito Ave. Ste. 106, Baldwin Park, CA 91706 |
| 5. Glendale Post Acute Care               | 250 N Verdugo Rd, Glendale, CA 91206                     |
| 6. Rescare - Glenridge Center             | 611 S. Central Ave., Glendale, CA 91204                  |
| 7. South Central Family Healthcare Center | 4425 S. Central, Los Angeles, CA 90011                   |

## **Eligibility for Licensure and Career Field Requiring Licensure in the State of California:**

### **LVN Licensure Eligibility Requirement:**

1. Successfully completed a California accredited school of vocational nursing program.
2. Be at least 17 years of age.
3. Furnish proof of completion of the 12th Grade of schooling or its equivalent.
4. Complete and sign the "Application for Vocational Nurse Licensure" and furnish a valid U.S. Social Security Number.
5. Submission of the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints.
6. Payment of appropriate nonrefundable fee made payable to "BVNPT".
7. Successfully completed a written examination titled "National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX-PN).

**Certificate Awarded:** Diploma

**Program Delivery :** Residential

Standard Occupational Classification (SOC) code 29-2061 - Licensed Practical and Licensed Vocational Nurses

More information can be found at <https://www.bls.gov/soc/>

### **Job Opportunities:**

Nursing Care Facilities (Skilled Nursing Facilities)  
Offices of Physicians  
Home Health Care Services  
General Medical and Surgical Hospitals  
Continuing Care Retirement Communities and Assisted Living Facilities  
for the Elderly

# Allied Medical & Health Svs., Inc.

**FEES AND CHARGES – Vocational Nursing Program (VNP) - The student is responsible for the following fees and charges:**

| Term                                                                                                                    | Particulars                                                              | Hrs.       | Est. Cost/Hr. | Sub Totals | Tuition   | Other Fees         |
|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|------------|---------------|------------|-----------|--------------------|
| <b>Level I</b>                                                                                                          |                                                                          |            |               |            |           |                    |
|                                                                                                                         | Registration <sup>1)</sup>                                               |            |               |            |           | <u>\$75.00</u>     |
|                                                                                                                         | Anatomy & Physiology (\$20.00/hr.)                                       | 72         | \$20.00       | 1,440.00   | 1,440.00  |                    |
|                                                                                                                         | Pharmacology (\$18.00/hr.)                                               | 60         | \$18.00       | 1,080.00   | 1,080.00  |                    |
|                                                                                                                         | TOTALS                                                                   | 132        |               |            |           |                    |
|                                                                                                                         | Fundamentals                                                             |            |               |            | 2,520.00  |                    |
|                                                                                                                         | Theory (\$15.00/hr.)                                                     | 94         | \$15.00       | 1,410.00   |           |                    |
|                                                                                                                         | Clinical (\$15.00/hr.)                                                   | 180        | \$15.00       | 2,700.00   |           |                    |
|                                                                                                                         | TOTALS                                                                   | 274        |               |            | 4,110.00  |                    |
|                                                                                                                         | TOTALS FOR LEVEL 1                                                       |            |               |            |           | 6,630.00           |
|                                                                                                                         | Miscellaneous                                                            |            |               |            |           |                    |
|                                                                                                                         | School ID (non-refundable) *                                             |            |               |            |           | 20.00              |
|                                                                                                                         | Professional Liability Insurance (non-refundable) *                      |            |               |            |           | 207.00             |
|                                                                                                                         | STRF (\$0.00 is collected per \$1,000.00 of tuition, non -refundable)    |            |               |            |           | 0.00               |
|                                                                                                                         | <b>Grand Total</b>                                                       | <b>406</b> |               | -          | -         | <b>\$6,932.00</b>  |
| <b>Level II</b>                                                                                                         |                                                                          |            |               |            |           |                    |
|                                                                                                                         | Medical/Surgical Nursing                                                 |            |               |            |           |                    |
|                                                                                                                         | Theory (\$10.00/hr.)                                                     | 126        | \$10.00       | 1,260.00   |           |                    |
|                                                                                                                         | Clinical (\$10.00/hr.)                                                   | 262        | \$10.00       | 2,620.00   |           |                    |
|                                                                                                                         | TOTALS                                                                   |            |               |            | 3,880.00  | 3,880.00           |
|                                                                                                                         | <b>Grand Total</b>                                                       | <b>388</b> |               | -          | -         | <b>\$3,880.00</b>  |
| <b>Level III</b>                                                                                                        |                                                                          |            |               |            |           |                    |
|                                                                                                                         | Medical/Surgical Nursing                                                 |            |               |            |           |                    |
|                                                                                                                         | Theory (\$12.00/hr.)                                                     | 92         | \$12.00       | 1,104.00   |           |                    |
|                                                                                                                         | Clinical (\$10.00/hr.)                                                   | 204        | \$10.00       | 2,040.00   | 3,144.00  |                    |
|                                                                                                                         | Maternity                                                                |            |               |            |           |                    |
|                                                                                                                         | Theory (\$15.00/hr.)                                                     | 32         | \$15.00       | 480.00     |           |                    |
|                                                                                                                         | Clinical (\$18.00/hr.)                                                   | 48         | \$18.00       | 864.00     | 1,344.00  |                    |
|                                                                                                                         | Totals                                                                   | 376        |               |            |           | <u>\$4,488.00</u>  |
| Term                                                                                                                    | Particulars                                                              |            |               | Sub Totals | Tuition   | Other Fees         |
| <b>Level IV</b>                                                                                                         |                                                                          |            |               |            |           |                    |
|                                                                                                                         | Medical/Surgical Nursing                                                 |            |               |            |           |                    |
|                                                                                                                         | Theory - (\$12.00/hr.)                                                   | 88         | \$12.00       | 1,056.00   |           |                    |
|                                                                                                                         | Clinical - (\$10.00/hr.)                                                 | 218        | \$10.00       | 2,180.00   | 3,236.00  |                    |
|                                                                                                                         | Pediatrics                                                               |            |               |            |           |                    |
|                                                                                                                         | Theory - (\$15.00/hr.)                                                   | 40         | \$15.00       | 600.00     |           |                    |
|                                                                                                                         | Clinical - (\$18.00/hr.)                                                 | 48         | \$18.00       | 864.00     | 1,464.00  |                    |
|                                                                                                                         | Totals                                                                   | 394        |               |            |           | <u>\$4,700.00</u>  |
|                                                                                                                         | Total Theory                                                             |            |               |            | 604       |                    |
|                                                                                                                         | Total Clinical                                                           |            |               |            | 960       |                    |
|                                                                                                                         | VN Program Hours                                                         |            |               |            | 1564      |                    |
|                                                                                                                         | Total Charges for the current period of attendance                       |            |               |            | 10,000.00 |                    |
|                                                                                                                         | Total Charges for period of attendance middle of the program             |            |               |            | 10,000.00 |                    |
|                                                                                                                         | Estimated Miscellaneous Out of Pocket Expenses (\$1,000.00)              |            |               |            |           |                    |
|                                                                                                                         | ▪ *Non-Refundable only after cancellation period                         |            |               |            |           |                    |
|                                                                                                                         | ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM               |            |               |            | 21,000.00 |                    |
|                                                                                                                         | Total charges the student is obliged to pay UPON ENROLLMENT (\$1,500.00) |            |               |            |           |                    |
| <b>TOTAL VNP TUITION</b>                                                                                                |                                                                          |            |               |            |           | <b>\$20,000.00</b> |
| <b>Monthly Payments: The institution offers monthly payment plans for students free of interest during the program.</b> |                                                                          |            |               |            |           |                    |

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## Additional Notes:

- 1) One time "Registration Fee" from Pre-Req. to L4 of VN Program (Deduct, if already paid at any point during the Program)
- 2) STRF (\$0.00 is collected per \$1,000.00 of tuition, non-refundable)
- 3) **Optional Tutoring charges from \$25.00 to \$40.00 per hour may apply to students as needed.**
- 4) Above charges DOES NOT INCLUDE fees applicable to State Board Exam/testing and licensing, as mandated by government regulatory agencies.
- 5) Estimated Miscellaneous Out of Pocket Expenses \$ 2,000.00 (see below)

## Additional Student Out of Pocket Charges:

- 1 Uniforms
- 2 Text/E Books
- 3 CPR Card/Cert
- 4 First Aid Card/Cert
- 5 Fire and Safety Card/Cert
- 6 Hand Out Printing
- 7 Individual Professional Liability Insurance
- 8 State Licensing and Certification Fees
- 9 Medical clearance/s:
  - a) Physical Examination
  - b) TB Two tier-Skin Test/X-ray
  - c) Drug Test
  - d) Titers (Rubella, Rubeola, Varicella)
  - e) Hepatitis B
  - f) COVID test/vaccination

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

All students at Allied Medical & Health Services must demonstrate Satisfactory Academic Progress (SAP) based on two components: qualitative standard (GPA) and quantitative standard (maximum time frame of progression/attendance) known as MTF.

### QUALITATIVE STANDARD

#### I. Theory/Didactic Grading Policy:

- A. In order to maintain SAP, the student must maintain a GPA of 2.0 or 75% or better.
- B. **Grades per Level/module/subject** will be calculated based on the weighted average of the following:
  - 10%- Homework
  - 20%- Quiz
  - 40%- Unit Test
  - 30%- Finals100% Total
- C. Home works and all examinations should be accomplished on or before due date/s and may be extended only up to 14 days from due date or FORFEIT credit after (equivalent to "0%" grade). One point will be deducted from the raw score of any home work or exam. per day late, with 0% as the lowest grade and 75%% as its highest credit. A homework or exam grade of less than 75% on any Level or module or subject shall be subject **to remediation x 2**, otherwise receive a "Fail" grade and will not be allowed to progress towards completion.
- D. All exams (Quizzes, Unit Tests and/or Final Exams) must be taken on the day scheduled. A raw score of 1 point will be deducted from every day delayed, with the highest grade of 75% for any late quiz, or whichever is lower.  
(Examples:
  1. 20 item Quiz, taken 2 days after scheduled date: Student got 18 pts./20 minus 2 = 80% highest grade = 75%
  2. 20 item quiz, taken 7 days after scheduled date: Student got 18 pts./20 minus 7 = 55%, lower grade = 55%
- E. **Rounding of Grades** are only utilized on the Final Program grade as follows:
  - No decimal points are utilized to record Course Grades and or Term grades;
  - 0.5 and below are rounded down to the next whole number;
  - 0.51 and above are rounded up to the next whole number.

# Allied Medical & Health Svs., Inc.

## II. Clinical Grading Policy:

- A. **Clinical final grade** reflected on the Transcript of Records (TOR) will be marked as either "Pass" or "Fail" only. Any competency less than 80% is equivalent to "Fail" grade.
- B. **Clinical grading** is based on practical application/performance "competency system", in such as areas as program skills evaluation of return demonstration and/or actual skills and procedure performed using the following "**OBJECTIVE PERFORMANCE RATING**" table:

| Competency Grade | Code | OBJECTIVE PERFORMANCE RATING                                                                                                                                                                                                                                         |
|------------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Less than 80%    | NI   | <b>NEEDS IMPROVEMENT: Does not apply knowledge and skill correctly or safely</b> or does not take advantage of learning opportunities to do so. No insight into areas of needed improvement. <b>Seeks guidance consistently</b> to perform basic learned skills.     |
| 80% - 89%        | S    | <b>SATISFACTORY: Applies acceptable knowledge and skills safely.</b> Evaluates self, strives to correct areas of needed improvement. <b>Seeks guidance occasionally</b> and needs some assistance in identifying patient needs and setting priorities for care.      |
| 90% - 95%        | VG   | <b>VERY GOOD: Applies good knowledge and skills safely.</b> Identifies patient needs, sets appropriate priorities for care, seeks assistance from appropriate sources, and evaluates self for areas of improvement.                                                  |
| 96 -100%         | O    | <b>OUTSTANDING: Consistently applies excellent knowledge and skills safely and seeks new learning opportunities,</b> identifies patient needs, adds to plan of care, sets appropriate priorities for care, evaluates self, and corrects areas of needed improvement. |

- C. **Clinical Evaluation** consists of 10 critical areas/criteria (see table below). These are to be utilized by Instructors, Proctors, or Preceptors (as approved) in clinical settings including but not limited to approved clinical sites such as: acute and sub-acute care hospitals, skilled nursing facilities, Urgent Care clinics, laboratory facilities, Home Health Agencies, Hospice Care Facilities, and/or Doctor's clinics where students may be trained during externship for clinical practice.

| No. | Clinical Evaluation Criteria         | Points |
|-----|--------------------------------------|--------|
| 1   | Patient Safety                       | 10     |
| 2   | Infection Control                    | 10     |
| 3   | Privacy and Confidentiality          | 10     |
| 4   | Communication                        | 10     |
| 5   | Patient Care (Nursing/PT/NA) Process | 10     |
| 6   | Psychomotor Skills                   | 10     |
| 7   | Leadership                           | 10     |
| 8   | Accountability                       | 10     |
| 9   | Professionalism                      | 10     |
| 10  | Clinical Competencies check off List | 10     |

### QUANTITATIVE STANDARD

- I. **Maximum Time Frame of Completion:** A student must complete enrolled course within the **maximum time frame (MTF)** equal to 150% of the state approved (clock hours)length of the program. Depending on the curriculum, whether full time (daily) or part time (weekend) program, the table below is an estimated calculation of applicable MTF:

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| Program Maximum Time Frame Table |                                   |                                  |
|----------------------------------|-----------------------------------|----------------------------------|
| Program/Course                   | Total Approved Program Clock Hrs. | Maximum Time Frame of Completion |
| Nursing Assistant                | 169                               | 254 hrs.                         |
| Phlebotomy Tech. 1               | 98                                | 147 hrs.                         |
| Vocational Nursing               | 1564                              | 2346 hrs.                        |

**II. Minimum Percentage of Program completion:** Program completion is divided into increments, during which time, the following minimum percentage of work or achievement is to be completed:

A. **Estimated Completion Date (ECD)** is the time student is EXPECTED to complete the total clock hours of the program as approved and mandated. See "Criteria for Termination" on "Other Policies and Procedures" below.

B. **Maximum Time Frame (MTF)** is the allowable remediation period the student is may complete deficiencies after which, a **Notice of Irrevocable Dismissal** will be issued.

| Program/Course | Total Clock Hrs. | Level 1 Completion (Clock hrs.) | Level 2 Completion (Clock hrs.) | Level 3 Completion (Clock hrs.) | Level 4 Standard Completion (SCD) (Clock hrs.) | Maximum Time Frame (MTF) |
|----------------|------------------|---------------------------------|---------------------------------|---------------------------------|------------------------------------------------|--------------------------|
| NA             | 169              | 25% = 42                        | 50% = 85                        | 75% = 124                       | 100% = 169                                     | 150% = 254               |
| PT-1           | 98               | 25% = 25                        | 50% = 49                        | 75% = 74                        | 100% = 98                                      | 150% = 147               |
| VN             | 1,564            | 25% = 391                       | 50% = 782                       | 75% = 1,173                     | 100% = 1,564                                   | 150% = 2,346             |

## III. Attendance:

- Students are expected to attend each and ALL scheduled class meeting, laboratory session, and clinical or hospital assignment, and/or an additional assignment by the instructor during these Level. **The student is expected to report on time for all classes and laboratory assignments**, including those scheduled in off-campus facilities. Any/All missed hour/s are subject to remediation or make up.
- Tardiness time (15 minutes) and time lost by coming late or leaving early are cumulative and will be applied to absence time (3 X 15 minutes tardy or under time = 1 absence).
- Excused absences are those that are documented by the student as either, medical issues/emergencies (including pregnancies), accidents, death in the immediate family, or jury duty. Unexcused absences are **NOT counted** as "hours attempted" for calculation of "total hours of completion" purposes.
- Unexcused absences may not exceed more than 20% of the total increment clock hour/s per level, otherwise be considered grounds for termination.

## IV. Make up Policy: Methods of make-up and/or remediation include:

- Theory** - all missed theory classes may be remediated/made up by tutorial laboratory assignments, attendance at approved seminars or workshops, case studies, independent study, written exam, reports on the subject/topic, or other projects deemed appropriate by the Instructor or Program Director to cover, substitute or replace the body of knowledge, topic, or objective missed.
- Clinical** - all missed clinical classes must be made up/remediated by skills practice, interactive simulations, demonstration in skills laboratory, performance evaluation in skills laboratory, additional time in clinical area, and/or community health projects. All clinical hours must be completed by students before MTF. Missed clinical hours may be remediated only as long as accrued absences do not exceed more than 20% of total program/level clinical hours. Any excessive absences preventing fair and objective evaluation of student clinical competency, are grounds for "fail" grades and/or termination.

**V. Total Clock hours** attempted includes all hours pursued, earned, withdrawn and failed during the program, plus Transferred credits, Incomplete, Unexcused Absence, Repeated, Dropped or Withdrawn clock hours. **No student** will be allowed unexcused absence of more than 20% of the total approved program clock hours. A student who does not complete within the specified time frame will be terminated from the program, subject to an appeal, with only one (1) opportunity of reinstatement and no other possibility of readmission. Student must progress from pre-requisite to completion of all subjects, modules or levels per program as specified in the student handbook, in order to exit or graduate from a course/program.

# Allied Medical & Health Svs., Inc.

## OTHER POLICIES AND STANDARDS ON STUDENT ACADEMIC PROGRESS

### Warning and Follow up

Students who are not making SAP standards such as GPA lower than 2.0 or not keeping up with the pace or not completing course work at increment period or percentage of completion will be given a WARNING with a corresponding plan for remediation and/or remedial course/s. Remediation for theory grade or clinical competency shall be determined by the Program Director based on grading factors and student interview. All warning, remediation, and follow up for warning and remediation shall be documented and signed by both student and instructor/program director.

### Termination

**ZERO "0" tolerance** is exercised by the governing body of Allied Medical & Health Services, Inc. on **Medication Error**, and **"Cheating"** which are grounds for termination. If the student is not able to meet the SAP standards (GPA lower than 2.0, not keeping up with the pace or not completing course work within maximum time frame) after having been given a warning and remediation, he or she will be terminated from the program.

A **Termination Letter** will be issued to any student Students from the School Programs for the following reasons/criteria:

1. Persistent infractions of policies and procedures.
2. Tardiness in an excessive amount that would not allow the student the opportunity to successfully complete the course's behavioral objectives
3. Failure to follow safety rules and regulations including but not limited to habitual and persistent impairment of student from drug(s) or alcohol.
4. Failure to follow basic rules of behavior & conduct to 2nd written warning/probation.
5. Habitually leaving facility without permission
6. Failure to Meet Financial Responsibilities.
7. **Failure (Grade below "C") on Refresher Course.**
8. **Failure to complete the program within the ECD (Estimated Completion Date) of 100% of program clock hours.**

### Appeal for Reinstatement

A student who is terminated from a program should file a Letter of Appeal within thirty (30) days from the date of termination. The student must present a course of resolutions to rectify or correct events causing such termination. The maximum period of reinstatement shall be determined and deliberated upon, by the Program Director with the majority vote of at least 80% of the faculty.

The letter of appeal will be reviewed by the Program Director and faculty member/s to determine its merits and consequent approval or disapproval for reinstatement. A student who has been reinstated is allowed to re-enroll **under probationary status** (see Probation Policy below), at the next available entry point or group, provided that space is available. A student is permitted only one reinstatement.

Student is given the remaining 50% of total approved program clock hours **Maximum Time Frame (MTF)** to complete any and all deficiencies upon reinstatement. A **Note of Irrevocable Dismissal (NID)** will be issued if student **FAIL to pass and complete at the end of MTF.**

# Allied Medical & Health Svs., Inc.

## Probation

When an “Appeal for Reinstatement” is deemed unequivocally approved by the Program Director and faculty member/s, the student will be accepted on “probation” under the following terms:

1. A student is placed on probationary period during the first 35% program/level clock hours, where he/she was reinstated. Release or Removal of probation will be determined by the Program Director based on grading factors and student interview at the end of the 35% mark.
2. Probation plan and scheduled evaluations shall be outlined and discussed by the Program Director or instructor and signed by both the Program Director or instructor and student concerned. Periodic review and/or counseling, aside from scheduled evaluation increments, shall be conducted and duly documented.
3. Release or Removal of probation with consequent acceptance for “regular enrollment” shall be signed by the Program Director once the conditions are met, or objectives accomplished, thereby correcting the grounds of termination.
4. Failure to meet the terms of the probation plan during the period allotted will result in permanent termination/dismissal.
5. Terminated students who are already on probation are not entitled to remediation at the end of the maximum time frame.

## FINANCIAL CONSEQUENCE

Termination or Dismissal does not free the student from his/her **financial responsibility** to the school. Applicable fees as specified in the enrollment agreement shall be due and collectible, in addition to any other pecuniary charges that may be involved, when and if the student files for “Appeal” and/or is “Reinstated”.

## TRANSFER CREDITS, PROFICIENCY CREDITS, AND NON-CREDIT COURSES FROM OTHER SCHOOLS/ INSTITUTIONS

Allied Medical & Health Svs., Inc. has not entered into an articulation or transfer agreement with other colleges and universities. Credits earned from Allied Medical & Health Svs., Inc. may or may not transfer to other educational institution, depending upon their policies and/or procedures. However, applicants who have prior nursing and/or allied health education from other institutions or colleges accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) may request credit granting by Allied Medical & Health Svs., Inc. (Refer to Transfer Credit Policy of Student Handbook).

**Transfer Credit** for **theory/didactic** courses taken from other **credit granting** or **non-credit granting** institutions or colleges may not exceed more than 60% of the total program/level. **Theory transfer Credits** will only be awarded for transfer to Allied Medical & Health Svs., Inc., upon passing a Written Assessment Examination with a 75% or better. Passing this assessment examination will grant the student, a grade, no higher than 75%, towards credits attempted **and/or** his/her GPA.

**Proficiency credits** are “Related Learning Experience” credits applicable to either:

- A. **Clinical experience/training** for attending a credit-granting or non-credit granting institution, **AND/OR**
- B. **Paid work experience** of no less than one year (52 weeks, or 1,700 hours), related to the field of study, as evidenced by certification of JOB DESCRIPTION and/or wage payments, and upon written request of the student applicant.

**Proficiency Credit for clinical attendance/training** from other credit granting or non-credit granting institutions or colleges **and/or** related work experience, will be awarded only upon passing a Skills & Procedural Assessment Examination as defined in each of the program student handbook.

Passing this assessment examination will grant the student credit towards the minimum required grade of 80%, on credits

# Allied Medical & Health Svs., Inc.

attempted **and/or** his/her competency completion.

## ATTENDANCE POLICY

1. A student is expected to attend each scheduled class meeting, laboratory session, and clinical or hospital assignment, and/or an additional assignment by the instructor during this Level. The student is expected to report on time for all classes and laboratory assignments, including those scheduled in off-campus facilities.
2. A student is expected to attend clinical or hospital assignments in compliance with the Program's Uniform Policy. Any student who does not conform to the Uniform Policy will be asked to leave the clinical area until such time that he/she can comply with the policy. Time missed for such reasons will apply to absence time. Instructors in special areas will advise the student of appropriate attire for alternate clinical assignments.
3. Tardiness time (15 minutes) and time lost by coming late or leaving early are cumulative and will be applied to absence time. It is the student's responsibility to call the appropriate Instructor through an assigned beeper/telephone number (to be provided by the Instructor on first day of classes) in any occasion/s when he/she will be late or absent at least one (1) hour before the start of class/clinical rotation or as soon as feasible. **Please do not call the facility!** Three occasions of tardiness are equivalent to one absence per level. All absences and tardiness will be noted in the student's file.
4. A student enrolled in the program who develops a new health problem or condition (i.e. pregnancy, diabetes, back problems) may be required to bring a medical release from his/her physician with no physical restrictions relating to clinical skill performance to permit continued attendance in the program.
  - a. A student absent because of illness must, after 3 days of illness, present a medical release from their physician to permit returning to class.
  - b. A student absent due to a communicable disease must present a medical release from their physician, and possibly be cleared prior to re-entering the lab class.
5. It is the student's responsibility to negotiate an Incomplete Course Objective Contract within 2 days of absence or tardiness with the appropriate Instructor.
6. If a student misses clinical and theory time in an excessive amount that would not allow the student the opportunity to successfully complete the course's behavioral objectives, the student will be subjected to **probation** or **dismissal** as indicated in the school policy. Allied Medical & Health Svs., Inc. does not grant leave of absence (voluntarily/involuntarily) in all its programs. Incomplete course objectives shall be remediated.
7. A student may petition for readmission due to excess absences.
8. Failure to notify the clinical instructor **in advance** of an absence from a scheduled hospital assignment (so that patient assignments may be adjusted) may be subjected to verbal warning. A second occurrence will result in the issuance of a written "Warning Probation". A third occurrence of failure to notify the clinical instructor in a timely manner will result in the student being dropped from the level.
9. Because of the unique requirements of some nursing courses, Instructors may assign additional attendance requirements (i.e. field trips to other clinical sites). The student will be advised of such requirements early in the course, and is required to complete these additional requirements and objectives.
10. Attendance requirements at an assigned clinical facility may be changed due to the sudden and unexpected inability of a clinical facility to fulfill its commitment to the program.
11. A student is expected to read, understand and adhere to the Program Attendance Policy as enumerated above.

# Allied Medical & Health Svs., Inc.

## STUDENT LEAVE OF ABSENCE POLICY

In the event that a student should see the need to leave school temporarily, it is required by said student to apply for a leave of absence in writing. This leave of absence covers both voluntary and involuntary leaves including but not limited to the following: pregnancy with pending childbirth, doctor-documented illness or health restrictions, military duties, documented family emergency, or other emergencies that may interfere with the program.

1. In the case of an anticipated leave, the student enrolled in a short term program must give a notice to the school of at least (2) weeks, while the student enrolled in a long term program must give a notice of at least (4) weeks.
2. In order for a leave of absence to be granted, the student must provide a **written** notice stating the **reason** for the leave of absence, the **start and end dates** of leave, and **confer with the corresponding Director of Nursing (DON)** on how to complete deficient coursework. In addition to these requirements, the student must receive consent by the DON for the leave of absence; thus, leaving an expectation of return to the program. For the duration of the leave of absence, the student is not entitled to the use of facilities and equipment
3. Leave of absence may not exceed (5) attendance days for the duration of short term programs and (10) attendance days for the duration of long term programs.
4. Upon returning to the school, the student is required to complete all coursework/remediation/make up (See "Remediation" on page 24) as arranged by the DON. No completed class time or coursework shall be repeated unless otherwise informed by the DON. If for any reason the student does not return at the end of the leave of absence or does not request an extension, the student will be withdrawn from the program.
5. The first date of leave of absence will be considered as the date of withdrawal, for which the tuition amount will be pro-rated and charged per the **Cancellation and Refund Policy** (see page 27).
6. After the period for the leave of absence is complete, the program facilitator must inform the DON of the return or failure to return of the student, in order to complete the process.

## HONESTY, INTEGRITY AND PERSONAL ETHICS

The student is expected to do his/her own independent work, refrain from cheating, copying, or plagiarizing the work of others. A student who engages in academic dishonesty will automatically receive an "F" in the course and may be in jeopardy of dismissal from the school.

Maintenance of academic and clinical integrity for quality education is the responsibility of each student at Allied Medical & Health Svs., Inc. Cheating and plagiarism in connection with this program is an offense for which a student will be suspended, disciplined, or dismissed. This policy is based upon the principle that "Academic dishonesty is a serious offense that diminishes the quality of scholarship and defrauds those who depend upon integrity of the educational system." For this purpose, the following are qualified under Academic/Clinical Dishonesty:

1. Cheating – Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise shall be considered cheating.
2. Use of external assistance during examination such as books, notes, calculators, and communication with others, whether person to person or via cell phones, unless authorized by the instructor.
3. Having another person conduct research or prepare work for the student without advanced authorization from the instructor. Submitting substantial portion of the same academic work for credit in more than one course or by more than one student without authorization.
4. Fabrication – intentional falsification or invention of any information or citation in academic exercise.
5. Facilitating academic dishonesty – intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.
6. Plagiarism – intentionally or knowingly representing the words, ideas, or work of another as one's own in any academic exercise.

# Allied Medical & Health Svs., Inc.

## GRIEVANCE/COMPLAINTS PROTOCOL

In order to keep our goal which is "training and education for well being of patients" in FOCUS, the school has created the following procedure or protocol for dealing and solving any problem, concern, or grievance(s) encountered relating to the completion of any and all the courses it offers:

- STEP # 1 DISCUSS the problem to the person(s) directly involved in a civilized manner, within 1 business day from the time/day of the incident.
- STEP # 2 If problem persists, report the problem in writing, following the "chain of command" (see organizational chart) within 3 business days from time/date of incident. Written complaint should be duly signed, received, dated both by complainant and school representative receiving it. Both parties should keep copies for their file.
- STEP # 3 If remains unresolved, FORWARD copy of the written complaint, within 7 business days from time/date of incident to the ATTENTION OF:

**Allied Medical & Health Svs., Inc. - Grievance Committee**  
**730 S. Central Ave. #208**  
**Glendale, CA 91204**

The student may submit a written request of grievance. The request must be delivered to the School Registrar's Office during the hours of 8:00 a.m. - 4:00 p.m. Failure by the students to submit the request in the prescribed manner and within the prescribed timeline/s forfeits the right to the grievance process without prejudice to appeal process.

**Grievance committee** shall be composed of Program Director, Administrator, Finance Director, Student representative and a Faculty member, which should convene within 5 working days from the time the complaint is duly received by the office.

When a grievance is heard and resolved, the Vocational Nursing Program Director will notify, in writing, the following people regarding the decision of the hearing.

- Administrator
- VN Student complainant
- Instructor/s of appealing student

A copy of the decision of the hearing will also be placed in the student's Vocational Nursing Program file.

Procedures for disciplinary and appeal hearing may be secured from the Vocational Nursing Program Director or in the Student Activities Office.

- STEP # 4 Student/s dissatisfied with the results of their grievance have the right to contact the Board of Vocational Nursing at (916)263-7800 or write to the address below:

**Department of Consumer Affairs**  
Consumer Information Division  
1625 North Market Blvd., Ste. N. 112  
Sacramento, CA 95834, Tel. No. (916) 445-1257  
OR

**Board of Vocational Nursing and Psychiatric Technician**  
2535 Capitol Oaks Dr. #205 Sacramento, CA 95833

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 (BPPE).

# Allied Medical & Health Svs., Inc.

## STUDENT SERVICES

### Scholastic Advice

In addition to the student's periodic evaluation, one may request for special counseling on issues of academic concerns by requesting an appointment with the Program Director or any Instructor of their choice, in writing. This may include, but not limited to, needs for tutorials, or advice on career development, and/or placement assistance. The student is directed to appropriate Instructor or Director to discuss matters of concern.

### Personal Advice

Any personal or financial problems may be directed to the Assistant Program Director or Finance Director, for assistance. The school will offer assistance and advice to the student related to personal problems only whenever possible and in keeping with the policies of the school and requirements of the specific course in which they are enrolled. When appropriate and as needed, a student will be referred to the social service agencies that address his/her particular need for assistance.

### Placement Assistance

The school will assist graduates with employment references at no extra charge. Program Directors will provide resources and assistance for all students exploring career goals or looking for employment or internships. However, as a matter of ethics, **this school does not advertise that it guarantees placement or range of salaries.**

Towards completion of each program, the instructor will provide students with lists of possible job opportunities and/or institutions. Workshops with **focus** on topics such as resume writing, interviewing, skills clarification, and career choice will be offered from time to time to assist graduates who are in need of such career development.

## Waiver for Disabled Student Programs and Services

Due to the unique nature of Nursing and other Health Programs offered by Allied Medical & Health Svs., Inc., its curriculum and campus structure has waived itself from providing access to learning, physical, visual, speech/language, hearing, and/or psychological disabilities. Consequently, it is obligated to secure "Health Disclosure" (form AA No. 1-2.a) from student applicants to corroborate the fact that they **must be** in good physiologic and psychosocial health to enroll in its nursing and/or allied health programs. This attestation is founded on the rationale that student trainees of Allied Medical & Health Svs., Inc., are fit and able to "foster safe and quality care" without placing clients and patients in any form of jeopardy that will risk their well-being.

Furthermore, the building main campus of Allied Medical & Health Svs., Inc. located in the City of Glendale, has been exempted from the city ordinance of Americans with Disabilities Act (ADA), enacted July 26, 1990. Since the act was passed after the building was constructed in 1986, exemption was issued freeing owners of providing disability access to patrons. (Letter of ADA exemption on file).

## ENGLISH AS MEANS OF COMMUNICATION

Student applicants will be screened on English Proficiency by passing Wonderlic/ACT Test according to course minimum percentile points:

|                |                       |
|----------------|-----------------------|
| NA             | - 12 Pts. Or 200 BPPE |
| Phleb. Tech. 1 | - 17 Pts. Or 267      |
| VN             | - 18 Pts. Or 303      |

# Allied Medical & Health Svs., Inc.

**Allied Medical & Health Svs., Inc School does not provide English-as-a-second-Language program.** All Staff and students shall use English as means of oral and written communication in the school and facility hallways and rooms, most especially relating to patient care. Justified exceptions are circumstances where patients or residents and/or their families speak "only" a "language other than English".

## RULES OF STUDENT CONDUCT

**(Allied Medical & Health Svs., Inc believes & adheres to "OPEN DOOR POLICY" for all staff and student it serves)**  
A student is expected to treat instructors, school personnel and other students with consideration and respect.

### **AS GENERAL GUIDELINE, ENGAGING OR PARTICIPATING IN ANY OF THE FOLLOWING ACTIONS, ACTIVITIES OR ACTS SHALL BE PROHIBITED:**

1. Committing or threatening any act of violence, engaging in fighting, brawling, rumor mongering, or disorderly behavior on Allied Medical & Health Svs., Inc. premises or **affiliated facilities** and/or against any Allied Medical & Health Svs., Inc. staff and/or students.
2. Willfully misrepresenting or omitting pertinent facts in obtaining enrollment, employment, falsifying required information, time reports, or other records that are necessary in the operation of the school.
3. Disregarding or showing inattention to working directions or instructions or disobedience to proper supervision.
4. Signing **in** or **out** for another staff or student.
5. Reporting to class or work under the influence of liquor, drug or other intoxicants, and/or the mere possession thereof anywhere in Allied Medical & Health Svs., Inc. premises or clinical facilities.
6. Vandalism and persistent breakage/destruction of school and facility equipments/premises fixture shall be subject to charges and fees to student as the institution may deem fair value of affected asset/s.
7. Engaging in gambling, and/or other immoral acts in Allied Medical & Health Svs., Inc property or clinical facilities.
8. Carelessly damaging, removing, or causing the loss of Allied Medical & Health Svs., Inc. property.
9. Possession of firearms or other deadly weapons on Allied Medical & Health Svs., Inc property and clinical facilities, unless otherwise authorized.
10. Habitual absenteeism and/or tardiness.

Unacceptable behavior or misconduct may cause suspension and habitual misdemeanor shall be cited accordingly.

# Allied Medical & Health Svs., Inc.

## OTHER INFORMATION WITHDRAWAL, CANCELLATION AND REFUND PROCEDURE

- A) Student of legal age, may, upon **written request**, notify the office of his/her intent to withdraw, cancel or terminate his/her enrollment from a program previously signed up with Allied Medical & Health Svs., Inc.
- B) Student, upon accomplishing the cancellation form, shall provide a school with a copy of their **Notice of Cancellation form**, a written description of the student's refund rights and a copy of the contract executed by the student. Allied Medical & Health Svs., Inc. does not participate in financial aid program as of date.
- C) Student will sign a **Refund Request Form** at the office, together with the **Notice of Cancellation form**.
- D) **The student has the following rights to tuition refund as follows:**
1. Student has the right to "Full Refund" of tuition paid if cancellation date of the enrollment agreement or withdrawal from the program is accomplished on the first class session, or the seventh day after enrollment, whichever is later.

- 2) The student can withdraw anytime and shall be refunded on a pro rate basis.

**Scenario:** The school charges the student **\$5,000** for the program (Total Charges). This includes:

\$4,500 Tuition (refundable)

100 Registration fee (non-refundable)

0.00 STRF fee (non-refundable)

+ 400.00 Book (non-refundable)

**\$5,000 Total Charges**

The student pays **\$2,000** up front (Total Student Paid). The student withdraws after completing 20 out of 100 days in the period of attendance.

2.1 What the percentage of the period of attendance did the student attend?

$\frac{\text{Days Student Attended}}{\text{(Total \# of Days)}} = \frac{\text{Percentage Attended}}{\text{(Percentage Attended)}}$

2.2 Is the student eligible for pro-rate refund? \_\_\_\_ Yes \_\_\_\_ No

2.3 Divide the Total Charges by the total number of days in the period of attendance.

$\frac{\text{Total Charges}}{\text{(Total \# of Days)}} = \frac{\text{Charge per day}}{\text{(Charge per day)}}$

2.4 Multiply the number of days the student stranded by the charge per day to determine the amount the student owes to the school.

$\frac{\text{\# of Days Attended}}{\text{(Charge Per Day)}} = \frac{\text{Amount Owed to School}}{\text{(Amount Owed to School)}}$

2.5 Determine what is refundable of the amount the student paid.

\$\_\_\_\_\_ Total Student Paid

# Allied Medical & Health Svs., Inc.

\_\_\_\_\_ Registration Fee (non-refundable)

\_\_\_\_\_ STRF Fee (non-refundable)

- \_\_\_\_\_ Books (non-refundable)

\$ \_\_\_\_\_ **Refundable Amount**

2.6 Calculate the amount refunded to the student

\$ \_\_\_\_\_ Refundable Amount

- \_\_\_\_\_ Amount Owed to to the School

\$ \_\_\_\_\_ **Refund to the Student**

Student who withdraws from the course **after completion of over 60% of the course from start date of class** shall **not be entitled** to refund and shall be responsible for all charges of the contract

- E) The school will also refund money collected for sending to a third party on the student's behalf, such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges.
- F) Outstanding Balances/Refunds are processed and **paid within 30 days from the date the Notice of Cancellation** was signed and/or delivered to the authorized school representative. Remember: **the student must cancel in writing**. The student does not have the right to cancel by just telephoning the school or by not coming to class.
- G) Steps to follow in applying for refund:
  - 1) Accomplish Cancellation and Refund Form
  - 2) Sign Calculation of Refund Worksheet from Accounting Office
  - 3) Provide/deliver the written notice (email, ground mail or telegram) to Rebecca Sabroso, Administrator Allied Medical & Health Svs., Inc. 730 S. Central Ave., #208, Glendale, CA 91204
  - 4) Follow-up after 30 calendar days
- H) Miscellaneous expenses (ie. ID badges, insurance, background checks, etc.) are not part of Tuition. Prorated calculation in item 3 above, and may be charged without benefit of refund as applicable.
- I) If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. CEC § 94909 (a) (11)

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

"The transferability of credits you earn at Allied Medical & Health Services Inc., is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in **Nursing Assistant, Phlebotomy Technician-1 or in Vocational Nursing** programs are also at the complete discretion of the institution to which you may seek to transfer. If the **credits, diploma, or certificate** that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Allied Medical & Health Svs., Inc. to determine if your Transcript of Records, Diploma or Certificate will transfer."**STUDENT TUITION RECOVERY FUND (STRF) FEE**

The following information regarding the Student Tuition Recovery Fund is disclosed to students in accordance with

# Allied Medical & Health Svs., Inc.

the Bureau for Private Postsecondary Education.

## 5 CCR § 76215. Student Tuition Recovery Fund Disclosures

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

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

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd. Suite 225 Sacramento, CA 95834 (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 award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time,

# Allied Medical & Health Svs., Inc.

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.

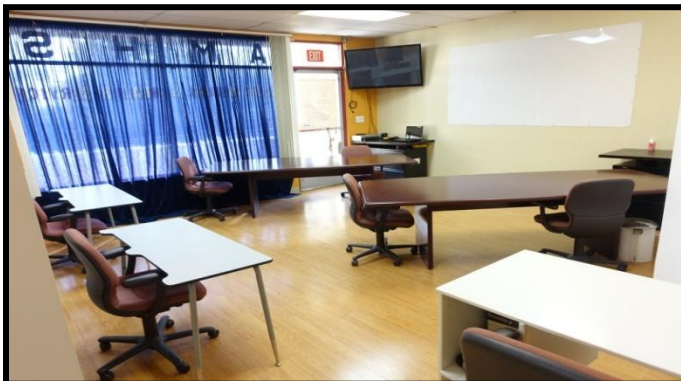
However, no claim can be paid to any student without a social security number or a taxpayer identification number.



## ADDITIONAL INFORMATION:

1. PHYSICAL FACILITIES: Classroom at Room 208 is 550 sq ft. Maximum capacity of 30 persons, 30 tables and 18 chairs. 18 tables with a seating capacity of 35. One table for faculty, chalkboard (46" x 28"), TV/VCR/DVD and space available for hospital bed, in case of demonstration or other laboratory works.

**Figure 1 Façade: Allied Medical & Health Svs., Inc. Signage on 730 S. Central Ave, Glendale CA 91204.**



**Figure 2: Room 208 Classroom**

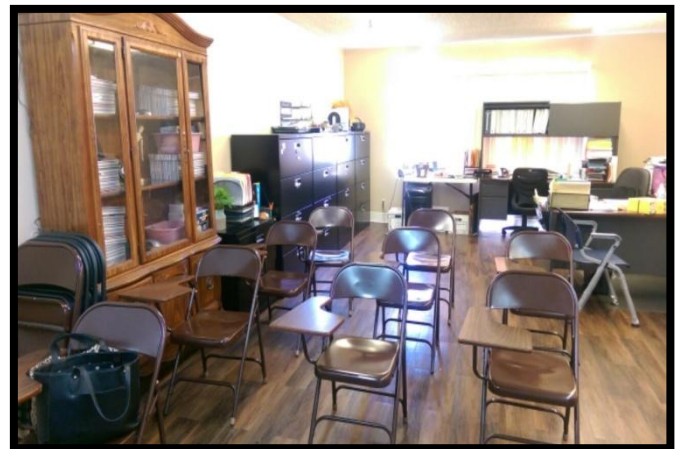


**Figure 3: Room 208 Tables & Computer Stations**

# Allied Medical & Health Svs., Inc.



Figures 4-5: Room 209 Computer Lab



Figures 6-7: Rescare Glenridge Center conference room

2. **BOOKS/LIBRARY:** The School Library is located in the school main campus at **730 S. Central Ave. #208, Glendale, CA 91204**. Reference books are accessible for use at the school only and may not be taken off school campus. Please contact Rebecca Sabroso or AMHS staff at 818-637-7871 to schedule an appointment to use the library. Textbooks on Nursing, Phlebotomy, Nursing Aide and other Reference books are part of other charges paid, exclusive of tuition fee, and are provided to students per course enrollment or during the program.

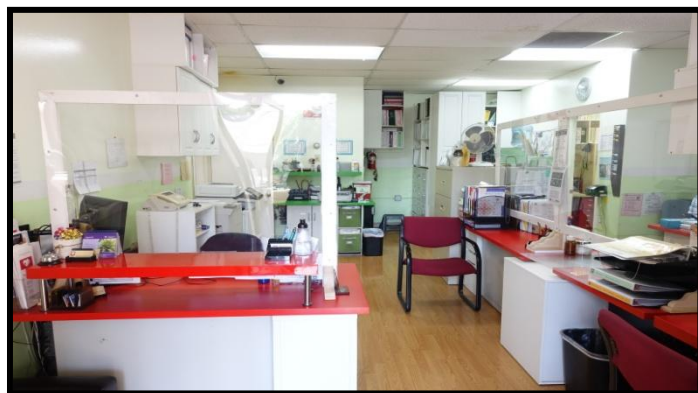


Figures 8-9: Library

# Allied Medical & Health Svs., Inc.



**Figure 10: Room 208/209 Corridor**



**Figure 11: Room 209 Office**

3. **UNIFORMS:** Uniform color & other particular requirements will be given for each program during the orientation day.
4. **SCHOOL IDENTIFICATION:** I D badges with the school logo, student signature, and recent 1" x 1" picture must be during theory & clinical classes, in school and in clinical facilities.
5. **BREAKAGE:** It is the student's responsibility to pay for any breakage, damages, or vandalized equipments, furnishings, or books owned by the school, facility or clients. Deposit commensurate to the course applied for may be required as **EXTRA CURRICULAR and are NOT** part of the fees charged but may be refunded at the end of the program if not applied to any breakage or loss. Please see Student Counseling for applicable deposit.
6. **INSTALLMENT PAYMENTS:** Installment payments are available to students who will qualify accordingly. The student who qualify and later CANCEL/DROP, and have completed more than 60% of the program, will abide by CANCELLATION AND REFUND POLICY (see page 32) and complete the payment owed to Allied Medical & Health Svs., Inc. plus penalties and/or interest as agreed upon. Please see the financial officer for further details.
7. Allied Medical & Health Svs., Inc. does not own or maintain dormitory facilities under its control. It does not provide/assist in finding housing facility for students.

The following are estimation of the approximate costs or range of cost of available housing located near Allied Medical & Health Services, Inc (AMHS):

## **Based on Studio type or 1 Bedroom and 1Bathroom Apartment**

1. <https://www.zillow.com/glendale-ca/apartments/> (2 to 5 miles from School): **\$1,150.00 to \$3,500.00**
2. [https://www.rent.com/california/los-angeles/koreatown-neighborhood/apartments\\_condos\\_houses\\_townhouses\\_studio\\_1-bathroom](https://www.rent.com/california/los-angeles/koreatown-neighborhood/apartments_condos_houses_townhouses_studio_1-bathroom) (5 to 30 miles from School): **\$995.00 to \$2,700.00**
3. <http://www.apartmentguide.com/apartments/California/Los-Angeles/cheap-apartments-for-rent-4la/?&sort=sortpricelow-asc&page=1> (15 to 30 miles from School): **\$950.00 to \$3,000.00**

Cost of Housing (Own or Rent) in Glendale, CA

| Item                          | Glendale     | National average | Difference |
|-------------------------------|--------------|------------------|------------|
| Home Price                    | \$639,700.00 | \$184,700.00     | 246.3%     |
| Avg. Mortgage Payment         | \$2,732.18   | \$1,197.42       | 128.2%     |
| Apartment Rent (Glendale, CA) | \$1,355.00   | \$949.00         | 42%        |

Source: <http://www.areavibes.com/glendale-ca/cost-of-living/#housing>

The City of Glendale, CA offers affordable housing programs for qualified individuals and families. For further information, please visit: <http://www.glendaleca.gov/government/departments/community-development/housing>

8. Detailed policies are outlined in the current Program Handbooks.

# Allied Medical & Health Svs., Inc.

## EQUIPMENT

Allied Medical & Health Svs., Inc. hereby declares that the following equipments are available in the laboratory for nursing and allied health students' practice:

**For NURSING ASSISTANT, NURSING TECHNICIAN, PHLEBOTOMY TECHNICIAN-1 and VOCATIONAL NURSING**

| Room 208 | Room 209 | Rescare Glenridge | Equipment                       |
|----------|----------|-------------------|---------------------------------|
|          | 29       |                   | Anatomical Chart/Illustration   |
|          |          | 3                 | Bed Pan                         |
|          | 4        |                   | Blood Glucose Tester            |
| 6        |          | 4                 | Blood Pressure Kit              |
|          | 3        |                   | Cane (Ambulatory Device)        |
|          | 6        |                   | Catheter Set                    |
|          | 2        |                   | Copier                          |
|          | 8        |                   | Desktop Computer                |
| 2        |          | 4                 | Digital Thermometer             |
| 1        |          | 2                 | Electric Thermometer            |
|          | 1        |                   | Electric Typewriter             |
|          | 2        | 3                 | Emesis Basin                    |
| 1        |          | 1                 | Full Nurse Training Mannequin   |
| 2        |          | 2                 | Gait Belt                       |
|          | 3        |                   | Glass Thermometer (Rectal,Oral) |
|          |          | 1                 | Hearing Aid                     |
| 4        | 3        | 1                 | Laptop                          |
|          | 4        |                   | Mannequin Arm/Hand              |
|          |          | 2                 | Mechanical Lift                 |
|          | 6        |                   | Microscope                      |
|          | 18       |                   | Nursing Assistant Video         |
|          | 1        |                   | OB Training Mannequin (Torso)   |
|          | 2        |                   | Oxygen Gauge/Meters             |
|          | 6        |                   | Phlebotomy Video Series         |
| 1        | 4        |                   | Printer                         |
| 1        | 2        |                   | Projector                       |
|          | 1        | 3                 | Restraint Vest                  |
| 1        | 2        |                   | Scanner                         |
|          | 1        |                   | Scantron Machine                |
|          |          | 2                 | Semi-Electric Hospital Bed      |
| 1        |          |                   | Standing Balance Scale          |
|          | 1        |                   | Suction Machines (Respiratory)  |
| 1        |          |                   | Television                      |
|          | 2        |                   | Thermoscan                      |
|          | 1        | 2                 | Urinal                          |
| 1        |          | 1                 | VHS/DVD Player                  |
|          | 32       |                   | Vocational Nursing Video Series |
|          | 1        |                   | Walker (Ambulatory Device)      |
|          |          | 1                 | Wheel Chair                     |

# Allied Medical & Health Svs., Inc.

## ADMINISTRATION

### Full-Time (FT)/Part-Time (PT)

President/ CEO/Chief Academic Officer (FT)  
***Celeste Barros-Olavarria, LVN***

BSN - Arellano University - Manila, Philippines  
LVN - East Los Angeles Occupational Center (ELAOC)  
Bachelor of Science in Business Administration -  
University of the East- Manila, Philippines

Vice President - Treasurer (PT)  
***Eden Regala, RN***

Post Grad - Philippine Heart Center, Philippines  
BSN - University of Northeastern Philippines,  
Iriga City, Philippines

Vice President - Corporate (PT)  
***Nombert Valencia, RN***

MSN - Cebu College of Nursing - Cebu, Philippines  
BSN - Cebu College of Nursing - Cebu, Philippines

School Administrator/ LVN Program Coordinator  
***Rebecca Sabroso, LVN***

LVN - Allied Medical & Health Svs., Inc.  
Bachelor in Computer Data Proc. & Mngt. -  
Polytechnic Univ. of the Philippines -  
Manila, Philippines

Finance Director/DataBase Admin. (PT)  
***Juvelyn Sabroso***

Bachelor in Computer Data Processing & Mngt.-  
Polytechnic University of the Philippines  
Manila, Philippines

Human Resources Coordinator / Student Services (FT)  
***Corina Marie Barros***

BA in Creative Writing - University of  
the Philippines - Diliman, Q.C., Philippines

Internal Auditor (PT)  
***Caroline Balisi***

Glendale City College  
Pasadena City College

Accounting Manager/Admin (PT)  
***Ely Sabroso***

Bachelor in Computer Data Processing & Mngt.-  
Polytechnic University of the Philippines -  
Manila, Philippines

VN Program Assistant (PT)  
***Mayra Velasco***

Pasadena City College  
Pasadena, CA

Office Manager/ NA Program Facilitator (FT)  
***Corina Marie Barros***

BA in Creative Writing - University of  
the Philippines - Diliman, QC Philippines

Phlebotomy Tech 1 Program Facilitator (FT)  
***Nicole Medialdea***

LVN - Allied Medical & Health Svs.,Inc.  
Bachelor of Science in Physical Therapy (undergrad)  
San Pedro College, Davao City, Philippines

# Allied Medical & Health Svs., Inc.

## FACULTY

### Full-Time (FT)/Part-Time (PT)

|                                                          |                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Celeste Olavarria, LVN, (FT )                            | BSN - Arellano University- Manila, Philippines<br>LVN - East Los Angeles Occupational Center (ELAOC)<br>BS in Business Administration - University of the East - Philippines                                                                                                            |
| Nombert Valencia, RN (PT)                                | MSN - Cebu College of Nursing- Cebu, Philippines<br>BSN - Cebu College of Nursing-Cebu, Philippines                                                                                                                                                                                     |
| Corazon Barrios, RN,CHN (FT)<br>(Director of Nursing)    | MSN- California State University, Dominguez Hills<br>BSN- University of Santo Tomas-Manila, Philippines                                                                                                                                                                                 |
| Eden Regala, RN (PT)                                     | Post Grad - Philippine Heart Center, Philippines<br>BSN - University of Northeastern Philippines                                                                                                                                                                                        |
| Bernie Leis, RN (PT)                                     | MSN - University of Phoenix<br>Associate Degree in Nursing- West Coast University<br>LVN- Allied Medical & Health Svs., Inc.<br>Doctor of Dental Medicine-University of the East- Philippines                                                                                           |
| Ronna Torres, LVN (PT)                                   | LVN - Allied Medical & Health Svs., Inc. - Glendale, CA<br>BS in Business Administration - University of the East, Philippines                                                                                                                                                          |
| Rebecca Sabroso, LVN (FT)                                | LVN - Allied Medical & Health Svs., Inc. – Glendale, CA<br>BS in Computer Data Proc. & Mngt.- Polytechnic Univ. of the Philippines                                                                                                                                                      |
| Maria Estela Castro, NP, RN (PT)                         | NP – Charles Drew University<br>BSN – Adventist University of the Philippines                                                                                                                                                                                                           |
| Edgar Montesa, RN (PT)                                   | Associate in Nursing - West Coast University- N. Hollywood, CA<br>LVN - Allied Medical & Health Svs., Inc.<br>MBA (Business) - California Pacific University-Escondido, California<br>MA in English - University of the Philippines<br>BA English - University of the East, Philippines |
| Raquel Enriquez, CPT (PT)                                | CPT- Allied Medical & Health Svs., Inc., Glendale, CA                                                                                                                                                                                                                                   |
| Mary Grace Parrocho (PT)                                 | BSN -West Coast University- N. Hollywood, CA                                                                                                                                                                                                                                            |
| Jonalyn Q. Ranez (PT)<br>Nursing Asst. Program Director  | BSN, Southwestern University, Cebu, Philippines                                                                                                                                                                                                                                         |
| Marie Patricia Padilla (PT)                              | LVN - Allied Medical & Health Svs., Inc. , Glendale, CA                                                                                                                                                                                                                                 |
| Joselito Lainez (PT)                                     | LVN - Allied Medical & Health Svs., Inc., Glendale, CA                                                                                                                                                                                                                                  |
| Yvette Acosta (PT)                                       | CPT- Allied Medical & Health Svs., Inc., Glendale, CA                                                                                                                                                                                                                                   |
| Clem Rodriguez, MD<br>Phleb.Tech-1 Program Director (PT) | Medical Board of California – Physician and Surgeon<br>M.D. Far Eastern University, Dr. N. Reyes Medical Foundation,                                                                                                                                                                    |

# Allied Medical & Health Svs., Inc.

Philippines

## ADMINISTRATIVE PREROGATIVE

Allied Medical & Health Svs., Inc. reserves the right to make changes as necessary in the regulations and fees and to add or cancel any course within reasonable notice, if academic and/or financial rationale justifies.

## SAFEKEEPING AND RELEASE OF RECORDS

**Current, Graduate, and Terminated** student records are those that pertain to files and records within the 48-month (2-year) period. These shall be kept available in the main administrative office. Records OVER TWO (2) YEARS shall be transferred to storage at, 3906 Scandia Way, Los Angeles, CA, 90065 as designated by the Administrator. Storage shall be accessible to Record Custodian and Administrator. Student or third party petition for these kinds of records may be processed form **20 to 30 business days** upon written request and presentation of any evidence or identification of enrollment such as School I.D., Enrollment Agreement, Receipts, or Certificate.

**The school is obliged only to keep a five-year record file.** All current records will be kept at the Administrative Office located at 730 s. Central Ave. #208, Glendale CA. 91204. However, we will do our best for the interest of the students, to keep our digital records up to ten (10) years subject to certain limitations. Request for records OVER FIVE (5) YEARS shall be made in writing, purpose of which must be stated, estimated period of class taken (month/year), and fee may be charged for copying and reproduction. Processing is for 30 to 60 working days from date of request.

**Transcript of Records (TOR)** are permanent records that are made available to students within 10 to 15 business days upon date of written request and presentation of valid school ID or any proof of enrollment/completion.

**All digital (soft copies) of CE (Continuing Education) "Attendance Sheets and CEU Certificates "** are maintained for a minimum of 4 (four) years in the school at 730 S. Central Ave. #208, Glendale CA, 91204 digitally, and hard copies maintained for 2 (two years) at the same site.

## RECORD CUSTODIAN

Allied Medical & Health Svs., Inc. as of 01/01/2022 is Celeste Barros-Olavarria. She shall provide an insured, readily accessible room for the storage of long term records. Keys shall be kept only by the Record Custodian or duly authorized representative. Endorsement of key shall be made in writing and filed in the Administrative office under "Custodian of Records".

# **Allied Medical & Health Svs., Inc.**

## **MESSAGE FROM THE PRESIDENT/CHIEF EXECUTIVE OFFICER/CHIEF ACADEMIC OFFICER**

Welcome to our school and thank you for trusting us with providing you the training and certification of your choosing. In reviewing this catalog, you will find that Allied Medical & Health Svs., Inc. School offers a range of allied health programs for students interested in upgrading their present skill or learning. Our administration and faculty members will do our best to ensure that your goal to improve your educational and occupational endeavors will be met and in that regard will gear our clinical or skill training program to widen your areas of employment and improve your quality and standard of living.

Together with our staff, faculty and other affiliates, let this be an opportunity for us to share our dreams and learning with you while together, we move and grow forward shaping the history of our children...the hopes of our parents.

**CELESTE BARROS-OLAVARRIA**