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# LOS ANGELES

## CAREER COLLEGE

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**Los Angeles Career College**  
**8978 Tampa Ave.**  
**Northridge, CA 91324**  
**[www.LACareerCollege.com](http://www.LACareerCollege.com)**  
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## SCHOOL INFORMATION

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### Mission

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The mission of Los Angeles Career College is to provide excellent allied health programs in a secure environment of academic learning that will produce empathetic allied health workers. Los Angeles Career College is committed to securing the success of its students by providing training that will result in career placement.

In support of the Los Angeles Career College mission, the institute's objectives are:

- ✓ To fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in their chosen field.
- ✓ To provide students with all the materials, faculty and administrative support needed to successfully complete their program.
- ✓ To encourage and foster the value of life-long learning in our students.
- ✓ To provide students with the most up-to-date and comprehensive information available in their field of study.
- ✓ To utilize evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned.
- ✓ To maintain an educational environment that respects and welcomes a diversity of individual backgrounds, abilities, interests, and opinions.
- ✓ To provide curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment.

### Statement of History and Ownership

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Los Angeles Career College is a private for-profit institute. Los Angeles Career College is a California corporation, 100% owned by Shota Mkrtumyan. Los Angeles Career College was established in March of 2018. There is one location, located at 8978 Tampa Ave. Northridge, CA 91324.

### Officers

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- Shota Mkrtumyan, BSN RN – Founder and School Director

## Campus Facilities

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All class sessions are held at the main Los Angeles Career College campus located at Los Angeles Career College, 8978 Tampa Ave, Northridge, CA 91324. The campus is situated on Tampa Ave, between Nordhoff St. and Parthenia St., 4 miles east of the California Highway (118). The area of the institute is approximately 3,500 square feet, with front and back entrances. This space is divided into a reception area, one administrative office and three classrooms for instruction. There are two restrooms available that are wheelchair accessible. Student and faculty lounge areas are available for relaxation. The facilities have adequate lighting, are air-conditioned, and are wheelchair accessible. Free ample student parking (including handicapped) is available around the building. Students receive instruction on institute-owned equipment, hardware, and software. Our shared skills labs provide hospital beds, blood pressure cuffs, pulse oximeters, an EKG machine, mannequins and the latest in nursing-school, phlebotomy, medical assisting, and pharmaceutical technology. The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access.

## Students with Disabilities

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In compliance with the Americans with Disabilities Act, all our facilities are fully accessible with designated parking, handicap parking, handicap restrooms, handicap access to building. For additional accommodations must be requested through the school director.

## Program Delivery

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Los Angeles Career College offers the following programs. Based on the program, instruction delivery is conducted in a residential or blended format. The lectures and labs are held on campus and clinical at an assigned clinical site(s). Students will receive a certificate of completion at the end of their enrollment.

Program	Clock Hours	Credentials Awarded by LACC	Industry Certification for which Program Prepares
Nurse Assistant Training Program	160	Certificate of Completion	Certified Nurse Assistant (CNA)
Phlebotomy Training Program	80	Certificate of Completion	Certified Phlebotomy Technician (CPT-1)
Medical Assistant Program	720	Certificate of Completion	Certified Medical Administrative Assistant (CMAA)
Pharmacy Technician Program	720	Certificate of Completion	Certified Pharmacy Technician (ExCPT)
EKG Monitor Technician Program	50	Certificate of Completion	Certified EKG Technician (CET)

## Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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The transferability of credits a student earns at Los Angeles Career College is at the complete discretion of the institution to which the student may seek to transfer. Acceptance of the certificate a student earns in the educational program is also at the complete discretion of the institution to which the student may seek to transfer. If the certificate earned at Los Angeles Career College is not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all his or her coursework at that institution. For this reason, students should make certain that their attendance at this institution will meet their educational goals. This may include contacting an institution to which a student may seek to transfer after attending Los Angeles Career College, to determine if credits or a certificate will transfer.

## Transfer of Credit

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### Transfer into Los Angeles Career College

The acceptance of transfer credits between institutions lies within the discretion of the receiving institution. Credits earned at other institutions may or may not be accepted by LACC. Likewise, coursework completed at LACC may or may not be accepted by another institution depending upon its programs, policies, and regulations.

Transfer credits will be evaluated using the following guidelines:

- ✓ Only credits earned at an institution that is accredited by an agency recognized by the United States Department of Education and/or the Council for Higher Education Accreditation (CHEA) will be considered. Any credits earned at a foreign institution must have a credential evaluation completed indicating equivalency with LACC courses. The potential student is responsible for paying the cost of the evaluation. The student may use any reputable evaluation service. Many options can be found on the National Association of Credential Evaluation Services (NACES) website.
- ✓ An official transcript of the student's coursework must be furnished directly by the institution where the coursework was completed before any application for transfer credits can be evaluated.
- ✓ A copy of the catalog or course syllabi from the institution at which the coursework was completed, at the time that the coursework was completed, must be furnished before any application for transfer credits can be evaluated.
- ✓ A minimum grade of "B" or "3.0" must have been awarded for each course completed to be eligible for transfer. Only courses in which grades were assigned will be considered. Credits earned as a result of a "pass/fail" option are not eligible for transfer.
- ✓ Coursework completed more than three years ago is not eligible for transfer of credit.
- ✓ Transfer of credit must be completed prior to enrollment. Submitting an official transcript in a timely manner is the sole responsibility of the student.
- ✓ The Director of Nursing shall make the final determination on the acceptability of transfer credits. The above guidelines shall be used in evaluating all applications for transfer of credit; however, the institution reserves the right to accept or reject any or all transfer credits at its discretion.

Up to 50% of a program can be completed via transfer of credit. Students wishing to receive credit for courses taken at other institutions will need to provide all required documents as part of the application process.

### Transfer out of Los Angeles Career College

Transferability of coursework completed at LACC is always up to the discretion of the receiving institution. LACC does not in any way imply or guarantee the transferability of credit (clock hours) into any other institution.

\*LACC does not accept advanced placement and credit for experiential learning.

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## Program Offerings

Los Angeles Career College offers the following programs.

*Certificate Programs*

<b>Program Title</b>	<b>Program Length in Weeks</b>	<b>Total Clock Hours</b>
Medical Assistant Program	<ul style="list-style-type: none"> <li>• Day: 22.5 weeks</li> </ul>	720
Phlebotomy Training Program	<ul style="list-style-type: none"> <li>• Day: 2 weeks</li> <li>• Evenings: 3.5 weeks</li> <li>• Weekend: 10 weeks</li> </ul>	80
Nurse Assistant Training Program	<ul style="list-style-type: none"> <li>• Day: 5 weeks</li> <li>• Evening: 9.3 weeks</li> <li>• Weekend: 13 weeks</li> </ul>	160
Pharmacy Technician Program	<ul style="list-style-type: none"> <li>• Day: 22.5 weeks</li> </ul>	720
EKG Monitor Technician Program	<ul style="list-style-type: none"> <li>• Day: 1 week</li> <li>• Weekend: 5 weeks</li> </ul>	50

*\*Program length in weeks may be extended depending on holiday schedules.*

**College Holidays for All Programs**

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<b>Holidays</b>	<b>2021-2022</b>
Christmas Break	December 24-26, 2021
New Year's Eve & Day After	December 31, 2021-January 2, 2022
Memorial Day	May 28-30, 2022
Independence Day	July 2-4, 2022
Labor Day	September 3-5, 2022
Thanksgiving Day & After	November 24-27, 2022
Christmas Break	December 24-25, 2022
New Year's Eve & Day After	December 31, 2022-January 2, 2023

**Academic Calendar and Program Start Dates**

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Program start and end dates may be adjusted at the discretion of the College.

*Programs Offered*

**Medical Assistant Program**

Program Start Dates	Expected Program Completion Dates
01/03/2022	05/27/2022

\*This program is only offered annually.

**Phlebotomy Training Program**

Program Start Dates	Classroom End Date*
02/28/2022	03/04/2022
03/28/2022	04/01/2022
04/11/2022	04/15/2022
05/09/2022	05/13/2022
07/09/2022	08/06/2022
07/11/2022	07/15/2022
07/25/2022	07/29/2022
08/08/2022	08/12/2022
08/20/2022	09/24/2022
08/22/2022	08/26/2022
09/12/2022	09/16/2022
09/26/2022	09/30/2022
10/08/2022	11/05/2022
10/10/2022	10/14/2022
10/24/2022	10/28/2022
11/07/2022	11/11/2022
11/12/2022	12/17/2022
11/28/2022	12/02/2022
12/12/2022	12/16/2022
12/26/2022	12/30/2022

\*The end date listed is for 40-hour classroom training of the Phlebotomy Technician program. To successfully complete the program and earn a certificate of completion, students must also complete a 40-hour clinical rotation.

**Nurse Assistant Training Program**

Program Start Dates	Expected Program Completion Dates
01/10/2022	02/11/2022
03/21/2022	04/22/2022
04/25/2022	05/27/2022
07/18/2022	08/19/2022
08/22/2022	09/26/2022
09/17/2022	12/17/2022
09/19/2022	10/21/2022
10/24/2022	11/29/2022
11/28/2022	12/30/2022

**Pharmacy Technician Program**

Program Start Date	Expected Program Completion Dates
01/03/2022	05/27/2022

\*This program is only offered annually.

#### EKG Monitor Technician Program

Program Start Date	Expected Program Completion Dates
09/10/2022	10/01/2022
11/07/2022	11/14/2022

## ADMISSION REQUIREMENTS AND PROCEDURES

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All prospective applicants must be personally interviewed by a school representative, tour the campus, and receive a catalog describing the course offerings and the school policies. Once it has been determined in what program the applicant is interested, the student receives information regarding payment options.

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

### General Admissions Procedure for all Programs

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1. Speak with an Admissions Advisor about the program that interests you.
2. Receive and review the school catalog.
3. Receive and review the School Performance Fact Sheet.
4. Receive a tour of the campus.
5. Sign Attestation Form for Online Classes, if applicable.
6. Review, complete and sign an enrollment agreement.

### Admissions Requirements

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1. Applicants for the Phlebotomy Technician, Medical Assistant, Pharmacy Technician, and EKG Monitor Technician program must be at least 18 years of age to be considered for admission. Applicants for the Nurse Assistant program must be at least 16 years of age, with a high school diploma or GED, to be considered for admission.
2. All applicants must pay a \$75.00 non-refundable applicant fee to apply. Applicants for the EKG Monitor Technician program must pay a \$100.00 non-refundable applicant fee to apply.
3. Applicants for Phlebotomy Technician, Medical Assistant, Pharmacy Technician, and EKG Monitor Technician programs must have a high school diploma or GED, and a signed attestation must be provided to the school.

The administration will review the required documents for admission and inform the applicant of acceptance. If an applicant is not accepted, all monies paid will be refunded.

### Distance Education Requirements

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Students will need the following hardware and software requirements to complete a blended program, including:

- A computer, tablet, or smartphone with the following features (as applicable):
  - A processor of 2 GHz or faster
  - 4 GB RAM or greater
  - Monitor or screen with 1024x768 or greater resolution
  - Speakers (or headphones) and Microphone
  - A camera capable of video web conferencing
  - Microsoft® Windows 10 (Recommended) [Microsoft® Windows 7(Minimum)]
  - Android OS (current version)
  - Apple® MacOSx (10.10 or latest version) or current iOS
  - Adobe PDF reader
  - Microsoft Office Suite (Minimum Word and PowerPoint)
  
- A high-speed internet connection with a connection speed of 1.5 MBs or better.
  
- A current internet browser, as identified in the table below:

WINDOWS BROWSER	MINIMUM	RECOMMENDED
Google® Chrome	48 or higher	Latest version
Mozilla® Firefox	45 ESR	Latest version
Internet Explorer	10 or higher	Latest version
Microsoft® Edge	38 or higher	Latest version
MAC OSx BROWSER	MINIMUM	RECOMMENDED
Apple® Safari	8 or higher	Latest version
Google® Chrome	48 or higher	Latest version
Mozilla® Firefox	45 ESR	Latest version

Students must have the following technical skills needed to be successful in a blended program, including:

- Ability to use email to correspond with faculty, staff, and students.
- Ability to access, create, and save documents in Microsoft Office formats. (At a minimum, students must be familiar with Microsoft Word.)
- Ability to browse the web, including downloading and installing common plug-ins and configuring common browser options.
- Ability to configure and run applications, including an antivirus application, to ensure that the student’s system is secure and transmitted files are virus free.
- Ability to use a web conferencing service (ex: Zoom).

Technical support specific to distance education activities may refer to the following resources:

- Program Managers are available to help students should there be any issues with the distance education delivery method at (818) 766-1000.

Students are encouraged to contact the following organizations for technician support:

- Zoom Technical Support: 1.888.799.9666
- Canvas Technical Support: info@instructure.com
- LIRN Online Library Technical Support: 1.727.536.0214

The applicant needs to be a current resident of California with Government issued identification. Please note, students must notify the institution if they plan to relocate out of state. The institution is only approved to operate in the state of California. Relocating out of state may adversely impact a student's ability to complete their program. Students must submit the Change of Address Form to the campus prior to relocation.

## ACADEMIC POLICIES

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### English Instruction

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Los Angeles Career College does not offer English as a Second Language instruction. All instruction occurs in English. Per regulation 71810(b)(5), Los Angeles Career College, may conduct an initial interview assessment with the student to measure their English level.

### Definition for Clock Hours

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A period consisting of a 50 to 60-minute class, lecture, or recitation in a 60-minute period. A 50 to 60-minute faculty supervised laboratory, training, or internship in a 60-minute period. Sixty minutes of preparation in a correspondence course. A clock hour is based on an actual hour of attendance, though each hour may include a 10-minute break. (34 CFR § 600.2)

### Grading Scale

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<b>Grading Scale</b>			
Letter Grade	Numeric Grade	Description Legend	Quality Points
A	90% - 100%	Excellent	4
B	80% - 89%	Good	3
C	70% - 79%	Satisfactory	2
D	65% - 74%	Unsatisfactory	1
F	0% - 64%	Failure	0
P		Pass (Clinical)	
NP		Not Passed (Clinical)	
W		Withdrawn	
R		Repeat	
TC		Transfer Credit (not calculated in GPA)	

Calculation of a student's GPA is weighted based upon the number quality points earned. Quality points earned are determined by the number of hours assigned to a particular course multiplied by the quality points awarded for the letter grade earned in this course. The total calculated quality points are then divided by the total number of hours completed to determine the GPA.

For example, a course is defined as being 24 clock hours and the final grade received is a “C”. As defined in the above Grade Chart, the “C” grade is worth 2.00 quality points. For a 24-hour course, the total number of quality points awarded would be 24 times 2.00 or 48 total quality points. The total calculated quality points are then divided by the number of clock hours completed to determine the GPA.

All didactic and laboratory courses with a grade of “A”, “B”, “C”, “D”, and “F” enter the GPA calculation. All courses with a grade of “A”, “B”, “C”, “D”, and “F” are also included in the Rate of Progress/Passed Measurement calculation as hours attempted and as hours earned. All didactic and laboratory courses with a grade of F are also included in the Rate of Progress/Passed Measurement calculation as hours attempted, but not as hours earned.

A grade of “P” is given for courses designated as pass/fail. A grade of “P” does not enter into the GPA calculation. A grade of “P” is included in the Rate of Progress/Passed Measurement calculation as both hours attempted and as hours earned.

A grade of “NP” is given for courses designated as pass/not passed does not enter the GPA calculation. A clinical course with a grade of “NP” is included in the Rate of Progress/Passed Measurement calculation as hours attempted, but not as hours earned.

A grade of “W” is listed on the transcript for any course a student officially withdraws from before the end of the scheduled course. Grades of “W” do not enter into the GPA calculation. A grade of “W” is included in the Rate of Progress/Passed Measurement calculation at hours attempted, but not as hours earned.

A grade of “R” is given solely in the event that a student repeats a course. The grade received in the most recent completion of the course will be the grade used in the calculation of the GPA. Upon receiving a punitive grade for the repeated course, the original course grade will be changed to an “R.” A grade of “R” is not entered into the GPA calculation. A grade of “R” is used to calculate the Rate of Progress/Passed Measurement as both hours attempted and hours earned.

## Standards of Satisfactory Academic Progress

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The Satisfactory Academic Progress Policy is applied consistently to all students. Satisfactory Academic Progress is measured in two ways:

- Qualitatively: The Cumulative Grade Point Average (CGPA) is reviewed to ensure that the student is meeting a minimum 2.0 (C) average at the conclusion of each evaluation period.
- Quantitatively: The student must attend at least 80% of the scheduled clock hours cumulatively for each evaluation period, enabling completion within the maximum time frame of the program. \*

\*In order to graduate, students must complete all program hours.

A student must be meeting these standards to be considered meeting Satisfactory Academic Progress and in ‘Good Standing.’ Any student who has not achieved a minimum cumulative GPA of 2.0 or who has

not successfully achieved a cumulative rate of attendance of at least 80% at each required evaluation period is not considered in 'Good Standing' and is subject to the consequences outlined in this policy.

### Maximum Time Frame

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Students must complete their program within 150% of the normal program length. This length of time is considered the Maximum Time Frame. Students who have attempted over 150% of the total program clock hours and not met the graduation requirements will be withdrawn from the program.

### Evaluation Periods

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Students will receive a grade report at the end of each course which includes their final grade and attendance for the course completed, as well as the cumulative GPA and cumulative attendance percentage for all courses completed within the program. Formal evaluations will occur at the end of the program. Consistent with SAP measurements, the evaluations will assess each student's progress against the qualitative and quantitative standards previously identified. The institution's response to, or evaluation of, each student lesson is returned to the student within 10 days after the lesson is received by the institution. The institution's response to, or evaluation of, each student project or dissertation is returned to the student within 10 days. Los Angeles Career College shall maintain a record of the dates on which lessons, projects, and dissertations were received and responses were returned to each student.

### Evaluation Table

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The table below shows the total expected number of clock hours scheduled to be completed at each evaluation point:

Program	Program Clock Hours	Midpoint	End of Program	Maximum Time Frame
Medical Assistant Program	720 hours/22.5 weeks	360 hours/11.25 weeks	720 hours/22.5 weeks	1080 hours/33.75 weeks
Phlebotomy Training Program	80 hours/ D-2 weeks E- 3.5 weeks W-10 weeks	40 hours/ D- 1 weeks E- 1.75 weeks W- 5 weeks	80 hours/ D-2 weeks E-3.5 weeks W-10 weeks	120 hours/ D-3 weeks E-5.25 weeks W-15 weeks
Nurse Assistant Training Program	160 hours/ D - 5 weeks W - 13 weeks	80 hours/ D - 2.5 weeks W - 6.5 weeks	160 hours/ D - 5 weeks W - 13 weeks	240 hours/ D - 7.5 weeks W - 19.5 weeks

Pharmacy Technician Program	720 hours/ 22.5 weeks	360 hours/ 11.25 weeks	720 hours/ 22.5 weeks	1080 hours/ 33.75 weeks
EKG Monitor Technician Program	50 hours/ D – 2 weeks W – 4 weeks	25 hours/ D – 1 week W – 2 weeks	50 hours/ D – 2 weeks W – 4 weeks	75 hours/ D – 3 weeks W – 6 weeks

\* All evaluation points are based on scheduled hours, which are the hours that the student should have completed based on his/her class schedule.

### Maximum Time Frame Table

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The table below shows the minimum number of actual hours that the student must complete to remain in good standing and complete their program within the Maximum Time Frame.

Program	Program Clock Hours	Midpoint	End of Program	Maximum Time Frame
Medical Assistant Program	720 hours	288 hours (80% of 360)	576 hours (80% of 720)	720 hours (100% of 720)
Phlebotomy Training Program	80 hours	32 hours (80% of 40)	64 hours (80% of 80)	80 hours (100% of 80)
Nurse Assistant Program	160 hours	64 hours (80% of 80)	128 hours (80% of 160)	160 hours (100% of 160)
Pharmacy Technician Program	720 hours	288 hours (80% of 360)	576 hours (80% of 720)	720 hours (100% of 720)
EKG Monitor Technician Program	50 hours	20 hours (80% of 25)	40 hours (80% of 50)	50 hours (100% of 50)

### Warning Period

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If a student fails to meet the cumulative 80% attendance, and/or the cumulative 2.0 grade average for any evaluation period, he or she will be placed on 'Warning' for the next evaluation period.

Students will be notified when placed on 'Warning.' The notification will include the steps necessary to be removed from 'Warning' status. In addition, students will receive attendance and/or academic advising from the Program Manager. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Warning' period. If the student achieves 'Good Standing' by the end of the 'Warning' period, he or she will be removed from 'Warning' status.

If the student fails to achieve 'Good Standing' and meet satisfactory academic progress requirements at the end of the 'Warning' period, the student will be terminated from Los Angeles Career College. The institution will notify the student in writing if he or she is being terminated for unsatisfactory academic progress. The student has the option to appeal for termination by following the appeal process.

### Appeal and Reinstatement

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The student may submit a written appeal of his/her termination within five calendar days of their receipt of the notice of termination. The appeal must be accompanied by documentation of mitigating circumstances that have prevented the student from obtaining 'Good Standing' and evidence that changes have occurred to allow the student to now meet standards of Satisfactory Academic Progress. Only extraordinary circumstances will be considered, such as, but not limited to, death or severe illness in the immediate family. Supporting documentation such as a physician's statement, accident report, or other such statements must be included as part of the appeal.

The School Director will assess all appeals and determine whether the student may be permitted to continue in the school on a 'Probationary' status despite not meeting the Satisfactory Academic Progress requirements. The student will be sent a written decision within ten days of receipt of the appeal. The decision of the School Director is final.

In cases where an appeal is accepted, the student is placed on 'Probation' status through the next evaluation period. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Probation' period.

### Probation Period

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If a student fails to meet the Satisfactory Academic Progress standards at the end of the 'Warning' period, and successfully appeals the termination, he or she will be placed on 'Probation' status.

Students will be notified when placed on 'Probation'. The notification will include the steps necessary to be removed from 'Probation' status. In addition, students will receive attendance and/or academic advising from the Program Manager. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Probation' period.

At the end of the evaluation period, and then at the end of every evaluation period thereafter, the student's academic status will be reviewed. If the student fails to meet the Satisfactory Academic Progress requirements at the end of the 'Probation' period, the student will be terminated from the school.

### Transfer and Readmitted Students

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Transfer students with previously completed course work from an outside institution cannot be evaluated for current programs. Transfer students from outside the institution will be evaluated qualitatively only on the work completed at Los Angeles Career College.

## Incomplete Courses

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Los Angeles Career College does not offer a grade of incomplete.

## Remedial Courses

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Los Angeles Career College does not offer any remedial courses.

## Course Repeat Policy

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A failed course may be repeated to earn a passing grade based on availability of program offerings. Each attempt counts as scheduled hours toward the Maximum Time Frame. Only the highest grade earned will be included in the computation of the cumulative grade point average. The student transcript will list each course in which a student has enrolled and earned a grade. The failing grade will be changed to a grade of R on the transcript indicating that a particular course has been repeated.

## ATTENDANCE POLICIES

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### Attendance/Tardiness, Make-Up Standards

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Students are expected to attend all classes, be on time for classes, remain in class for the entire duration of the class, and be an active participant in their classes. Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who leave class before the scheduled dismissal time will be marked as having left early on their attendance record.

#### Definition of Absent:

- Students that arrive more than 15 minutes after class begins.
- Students that leave more than 15 minutes before class ends.
- Students that return from break more than 15 minutes after class begins.
- Three tardies is equivalent to one absence.

#### Definition of Tardy:

- Students that arrive 1 to 15 minutes after class begins.
- Students that leave class 1 to 15 minutes before class ends.
- Students that return from break 1 to 15 minutes after class begins

Students who accumulate a total of three or more late arrivals and/or early departures will be placed on probation for the remainder of the course/module and be required to see the Program Manager for the counseling.

It is the student's responsibility to make up the absence time, as well as complete any assignments, exams, or their work missed. Make-up hours must be prearranged with the instructor and must be completed

outside of normally scheduled class hours. Only time spent on instructor-approved activities at the school will count as make-up hours.

- Prior to making up time, obtain a make-up slip from the front office, or from the instructor.
- Attend the makeup class or clinical with the assigned Instructor.
- Have the instructor with whom you assigned to sign your make-up slip when you complete the hours.
- Upon returning to your regular class, give the make-up slip to your instructor.
- Nurse Assistant training and Phlebotomy technician program students must confer with their instructor and/or their Program Manager for other acceptable methods of making up time.

As a requirement of the Board of Vocational Nursing & Psychiatric Technicians (BVNPT) and California Department of Public Health (CDPH). Students must complete the board approved program hours for the (Theory, Skill Lab and clinical) to graduate from the program. Students in the Vocational Nurse and Nursing Assistant programs must refer to their handbooks for further information regarding their specific attendance and make-up work policies.

Any student who does not attend at least 100% of the scheduled class time will be placed on academic probation for the next course/module. The Director of Nursing will determine the status of the academic progress of the student. Otherwise, one of the following actions may be taken:

- The Director of Nursing may determine that the student is maintaining academic progress and may continue class on academic probation status until the end of the next course/module,
- The Director of Nursing may determine that the student is not maintaining academic progress and the student will be withdrawn from the course/module; or
- The Director of Nursing may determine that the student is not maintaining academic progress in general, and the student will be withdrawn
- The Director of Nursing may determine regarding student dismissal for the following reasons: Consecutive absences, failure to maintain 100% cumulative attendance, excessive tardiness or early departures and failure to meet the terms of attendance probation.

### Academic Probation

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Students may be placed on academic probation during any course (didactic, lab and/or clinical evaluations) if a grade of less than a “C” is achieved.

If a student is placed on academic probation, he/she must meet with the instructor and school director to prepare a probationary plan of action explicitly stating expectations that must be met during the probationary period. The probationary plan of action identifies the areas of concern and the goals for improvement. The probation plan of action is designed on an individual basis and is not calculated into the overall course grade, nor is it considered “extra credit”. The consequence of failing to meet the level of expectations and failing to ultimately receive a passing grade for the course will result in the offer of a remedial plan of action.

A plan for improvement will be initiated with specific due dates. Academic probationary status is lifted once the student has met the expectations as defined within the probationary plan of action and has

completed the course in satisfactory academic standing. Student receives a final passing grade for the course after being placed on probation. This final grade will be reflected on the student's transcript.

### Disciplinary Probation

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During study students must always adhere to Los Angeles Career College's Standards of Conduct. Disciplinary probation status is given consequently when a student disregards the boundaries of acceptable behavior outlined in this catalog. Students who violate any of the stated school or program policies may be placed on disciplinary probation. A written disciplinary probation is an official notice for a specified period during which a student must demonstrate conduct that conforms to Los Angeles Career College's Standards of Conduct. Assigned discipline may include a combination of sanctions for a particular incident. Misconduct during the probationary period or violation of any conditions of the probation will result in further disciplinary action, normally in the form of termination. Disciplinary probation status does not prohibit a student being placed on academic probation.

## Leave of Absence

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Students may request a leave of absence (LOA) for medical reasons, financial difficulties, military duty, personal difficulties, and jury duty. Students may also request administrative leave when a course that is needed is not available. A LOA shall be reasonable in duration, usually not to exceed 60 calendar days. One LOA may be granted during a 12-month period.

Students must adhere to the following procedures when requesting a LOA.

- Students in need of a LOA must contact the Program Managers. LOA requests must be supported by the appropriate documentation.
- Students cannot be granted a LOA to avoid being dismissed because of lack of satisfactory academic progress or failure to fulfill the requirements of attendance.
- The Director of Nursing will approve or deny LOA requests.
- If the student is not in attendance on their scheduled return date, the student will be withdrawn.

## Termination

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The institute reserves the right to suspend or dismiss any student who:

- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to institute property or at clinical externship sites
- Manifests violent behavior
- Fails to maintain satisfactory academic progress
- Fails to meet satisfactory clinical standards
- Fails to meet school's attendance policy or standards
- Fails to meet financial obligations to the institute
- Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs

## STUDENT ACTIVITIES AND SERVICES

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Los Angeles Career College offers student activities and services that enhance the student's learning experience as well as assists students to prepare for employment. Students are provided with the following services:

### Academic Counseling

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Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The faculty, administration, chief operating officer, and school director have a sincere interest in the personal welfare of each student and therefore employ an open-door policy. Students requesting professional counseling services will be referred to local counseling agencies in the Los Angeles County area.

## Research and Library Services

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Los Angeles Career College will provide an online library that is accessible to all students. The online library will integrate LIRN to host online services to form a virtual library capable of conducting college-level research. A student may search and find textbooks, periodicals, news and current events, encyclopedias and dictionaries, economic data, and business and health directories. A student may conduct a search by title, author, subject area, or key words.

## Career Services

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Los Angeles Career College does not guarantee employment for its graduates. The Director of Student Services and Placements assists students in their job searches after they have successfully completed their studies, by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques.

The institution makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in the placement process.

In addition to the graduate services available to students, career-planning concepts are also integrated into the curriculum in all programs. Students participate in specific sessions that cover interviewing techniques, networking, resume writing, and professional dress and conduct.

## Financial Assistance

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Los Angeles Career College partners with Ascent, a consumer loan provider. Ascent helps Los Angeles Career College students pay tuition. Ascent offers simple, straightforward loans and student-friendly payment options. The flexible tuition loans are easy to apply for, with affordable monthly payments. This option is available to all students who are interested in applying for career programs.

## Student Identification Card

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Every student will be provided with an ID card that is supposed to be worn at all times while in premises and clinical sites. Students without an ID card will not be permitted to access any of the institute's resources.

## GENERAL TERMS AND CONDITIONS

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Los Angeles Career College provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the school encourages students to include their families, friends, and significant others in the educational process. In addition, Los Angeles Career College sponsors activities and organizations to foster integration of personal and professional development.

At the end of every course, Los Angeles Career College students fill out a student evaluation survey. Which students evaluate specific areas of service. Included in the survey are questions relating to staff and services of the resource center/library, graduate services department, admissions, and academic departments. Student services are primarily handled by the director of student services.

The institute reserves the right to postpone training in the event of an Act of God, labor disputes, equipment failure, etc. Students will be duly notified. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such a change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days.

The institute reserves the right to withdraw a scheduled course if the enrollment is insufficient to warrant holding the class. All monies paid will be refunded.

### Dress Code

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The standard of dress is designed to ensure maximum comfort and uniformity in appearance. Apparel worn should be clean, neat, and appropriate to classroom and clinical setting. Students in attire that is unbecoming of the standards of dress for healthcare professionals will be dismissed from class and will not be allowed remain for clinical practice.

The dress code is as follows:

- ✓ Los Angeles Career College students will wear the school-designated uniform/scrubs and a school- provided nametag to campus, clinical sites, and externship sites.
- ✓ Hair should be tied and clear off the face.
- ✓ No facial or body piercings, studs, rings, or jewelry (except for small, non-dangling earrings and a wedding band).
- ✓ Tattoos on arms must be covered by long-sleeved white thermals worn under scrubs
- ✓ Fingernails should be clean, short (fingertips should be visible when hands are held up, palms out) and without nail polish (clear nail polish is acceptable).

## Standards of Conduct

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Students are expected to comply with institute policy regarding curriculum, testing, absences, tardiness, and makeup work while displaying courtesy and consideration towards instructors, staff and other students. Los Angeles Career College defines improper conduct as follows: cursing and/or yelling at fellow students or staff; fighting on campus; destruction, abuse, or theft of property; the use or sale of alcohol or illegal drugs on campus or at a clinical or externship site; sexual misconduct; and disregard for institute policy. Improper conduct is cause for termination.

## Grounds for Dismissal

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Students in the classroom or in clinical practice are expected to perform in a manner that ensures safety. If a student demonstrates unsafe behavior related to the course, or behavior that is unacceptable as defined by the school, the student will be dropped.

Examples of unsafe behavior/practice include but are not limited to:

- Error not reported immediately to Instructor or Charge Nurse. Failure to perform clinical skills appropriate to their level of training.
- A student behavior that presents a threat to patient safety and well-being. Attempting to administer patient care beyond their level of training.
- Untruthfulness, either in word or writing, concerning patient care.

Dismissal for drug use include but are not limited to:

- Giving medications to patient
- Failure to inform Instructor/director of use of prescribed medications that could alter student's behavior.
- Unauthorized drug use
- Failure to meet course requirements as previously stated.

General grounds include but are not limited to:

- Failure to meet course requirements as previously stated
- Cheating or allowing another student to copy an exam answer during a test
- Exhibiting anger in rage or curse words or gestures, or disrespectful behaviors.
- Violation of any of the rules and regulations or violating the California Codes.

## Plagiarism and Cheating Policy

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Plagiarism and cheating are unacceptable conduct and considered serious breaches of academic discipline. Students in any healthcare related program are prepared to enter the health care communities and assume positions that require the utmost in integrity and honesty. Therefore, instructors are obligated to report instances of suspected plagiarism and cheating to the Director of Nursing.

Examples of Plagiarism and cheating will include, but is not limited to:

- Presenting another student's work as his/her own.

- Using prepared materials not specifically allowed by the instructors during an examination
- Use of crib notes
- Collaborating during an examination
- Stealing, using, or transmitting verbally or otherwise actual test or test questions before the time of the examination
- Aiding and abetting any act of cheating

The punishment for any offense may result in dismissal of the student from the program.

### Retention of Records

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Los Angeles Career College will maintain student records for five years, as required by state law. Student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon the decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. Student academic records and transcripts of completed courses for Los Angeles Career College's degree and certificate programs are electronically maintained (computer copy). Hard copies are maintained in the student's file. In addition, the institution's Director of Student Services and Placement maintains student academic records. The Director of Student Services and Placement maintains academic records throughout the student's period of study. Students' academic records are kept in a secure location within the administrative office, which requires two different locks to access.

Los Angeles Career College maintains educational and academic progress records of students in accordance with the provisions of the Family Right and Privacy Act of 1974 (Public Law 93-980, Section 438) as amended. All information retained in a student's file at Los Angeles Career College is available for inspection and review by that student upon request in writing (petition form) for such review. An appointment will be scheduled through the registrar's office for the student to review the file onsite or via videoconferencing, with a representative from the institution.

### Transcripts

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A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. LACC reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the second copy.

Certificates and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar. All records and documentation required by the Reform Act of 1989 will be maintained at the main administrative office for a minimum period of five years. Thereafter, all official student transcript records will contain the names of all programs into which students have enrolled, the names of all courses attempted, whether completed, the academic grade earned, the year and quarter, and the number of units of credit earned and will be maintained indefinitely. Transcripts will be provided to students upon written request.

### Student Grievance Procedure

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This institution is dedicated to the fair treatment of and professional conduct with students. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process to settle the dispute in good faith. That informal process will involve three steps:

1. An effort to define the problem.
2. An effort to identify acceptable options for resolution; and
3. An attempt to resolve the conflict through the application of one or more of those options for resolution.

If the grievance is not resolved, the student may thereafter choose to file a formal written complaint directly with the institution's Director of Nursing within 30 days of the alleged incident. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentation. The Director of Nursing will investigate all formal (written) complaints, attempt to resolve all such complaints, and record an entry into the institution's official log. The Director of Nursing will notify the student of the decision in writing within 30 days of the complaint submission. All formal complaints and details of its resolution will be maintained by the Director of Nursing.

Please note, the school may dismiss a complaint or allegations therein if the complainant informs the Director of Nursing in writing that the complainant desires to withdraw the formal complaint or allegations therein, if the individual is no longer enrolled by the school, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

The student may thereafter choose to file a written complaint directly with the institution's Director of Nursing who will work to resolve the matter. The director will investigate all formal (written) complaints, attempt to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentation. The Director of Nursing will notify the student of the decision reached. All grievances are kept up to 5-years.

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

**Bureau for Private Postsecondary Education (BPPE)**

1747 N. Market Blvd., Suite 225, Sacramento, CA 95834 [www.bppe.ca.gov](http://www.bppe.ca.gov) Mailing address is:  
PO. Box 980818 W. Sacramento, CA 95798-0818 Toll Free Number: (888) 370-7589  
Telephone Number: (916) 574-8900; Fax: (916) 263-1897 By email to: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

**California Department of Public Health (CDPH) Licensing and Certification Program (L&C), Aide and Technician Certification Section (ATCS)**

MS 3301, P.O. Box 997416, Sacramento, CA 95899-7416  
Telephone Number: (916) 327-2445. Fax: (916) 324-0901

**California Department of Public Health (CDPH) Laboratory Field Services**

850 Marina Bay Parkway, Bldg. P, 1st Floor  
Richmond, CA 94804-6403 [lfspflebotrainingschool@cdph.ca.gov](mailto:lfspflebotrainingschool@cdph.ca.gov)

## SCHEDULE OF CHARGES

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Program of Study	Cost Breakdown					
	Registration Fee	STRF Fee	Tuition Fee	Cost of equipment, books, and materials	Estimated Total Charges for Educational Program*	Total Charges
	<i>Non-refundable</i>	<i>Non-Refundable</i>	<i>Refundable</i>	<i>Refundable</i>		
Nurse Assistant Training Program	\$75.00	\$5.00	\$990.00	\$530.00	\$250.00	\$1,850.00
Phlebotomy Training Program	\$75.00	\$5.00	\$1,320.00	\$600.00	\$350	\$2,350.00
Medical Assistant Program	\$75.00	\$27.50	\$9,897.50	\$1,000.00	\$330	\$11,330.00
Pharmacy Technician Program	\$75.00	\$27.50	\$9,897.50	\$1,000.00	\$330	\$11,330.00
EKG Monitor Technician Program	\$100.00	\$2.50	\$566.00	\$180.50	\$180.00	\$1,029.00
Registration Fee		This a one-time charge for processing the paperwork required for admission into a program and according to California statute shall not exceed \$100. Once paid this fee is non-refundable.				
STRF Fee		STRF stands for Student Tuition Recovery Fund and STRF Fee is an assessment of amount that would be charged to the student per \$1000 of the tuition fee. The fund was created by California statute to relieve or mitigate economic losses suffered by students. When the amount in the fund is over \$25 million dollars the assessment rate is reduced to \$0.00. Since January 1, 2015, the STRF assessment rate has been zero (\$2.50) per \$1,000. It is non-refundable fee. Please refer to the required statement below for further clarification.				
Cost of equipment, books, and materials		The is the cost of your textbook(s), materials, and for your equipment you may require for completion of the program. These will be itemized on your enrollment agreement.				

Estimated Total Charges for Educational Program*		This cost consists of exam fees, live scans, BLS certification, uniform fees and licensing fees that are not paid to Los Angeles Career College but are required to complete the program. The total estimated cost for your program will be listed on your Enrollment Agreement. These costs are subject to change at any time.
Tuition Fee		This is the cost of tuition for your program.
Total Charges		This is the total charges for the entire program. This is the total charges for the period of attendance beginning from your start date to your graduation date.

### Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834. Telephone Number: (916) 574-8900 or Toll-Free Number: (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 more than 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 no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

### Payment Policy

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Los Angeles Career College is not approved to participate in the Federal or State Student Aid programs. The school does not participate in any state or federal financial aid programs. At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, through direct payment.

No interest is charged. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school to remove their delinquency and remain in good financial standing. Los Angeles Career College accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or cashier's check or money order.

### Cancellation and Refund Policies

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#### *Students Right to Cancel*

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of

cancellation by email to [admin@lacareercollege.com](mailto:admin@lacareercollege.com) You can also do this by mail or hand delivery to 8978 Tampa Ave. Northridge CA 91324. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any form, and however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement.

If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep it without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

### ***Prior to the start of classes***

If the applicant is not accepted by the college, all monies paid, including tuition and registration fee will be refunded. If the applicant is accepted by the College and does not start classes, all monies paid, including tuition and registration fee will be refunded.

### ***STUDENTS RIGHT TO CANCEL (First Seven Calendar Days After You Start Your First Class)***

If the applicant is accepted by the College, starts classes, and cancels their enrollment within the allowable cancellation period the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the **first-class session, or the seventh day after enrollment, whichever is later**. The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend prior to withdrawal. All monies paid, minus the registration cost and LMS Fee will be refunded.

### ***After the Cancellation Period***

The student has the right to withdraw at any time. If the applicant is accepted by the College, starts classes, and elects not to continue after midnight of the seventh calendar day after the student has started their first class, the student will be considered a voluntary Withdrawal. The student will be changed a prorated amount of tuition and fees, up to 100% of the program length, according to the method below.

### ***Institutional Refund Policy***

1. Determine the total amount of tuition and fees charged to the student; deduct the one-time charges such as the registration fee, not to exceed one hundred fifth dollars (\$150) and the cost of used equipment, books, and supplies fees from the total tuition charges. (Note the unused books, educational supplies and equipment are not included in this offset and will be separately evaluated on a case-by-case basis.)

#### **Nurse Assistant Program Example:**

\$1,850 tuition/fees - \$75 registration fee - \$5 STRF Fee - \$530 used equipment/books/supplies fee - \$250 total charges of educational program = \$990 charges subject to proration.

2. Divide this figure by the number of hours in the program.

#### **Nurse Assistant Program Example:**

\$990 charges / 160 clock hours in program = \$6.18 per clock hour.

3. The amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours measured from the first day of instruction as set forth in the enrollment agreement through the last date of attendance (LDA) regardless of absences by the hours charged for instructions.

**Nurse Assistant Program Example:**

\$6.18 per hour x 45 clock hours scheduled through the LDA = \$278.10 prorated tuition.

4. The prorated tuition is added to the registration fee and the cost of the used equipment, books and supplies issued by the College to determine the total amount of charges the student is obligated to pay.

**Nurse Assistant Program Example:**

\$278.10 + \$75 registration fee + \$5 STRF fee + \$530 used equipment/books/supplies + \$250 total charges of education program = \$1,138.10

5. The amount the student has paid for the program is subtracted from the amount the College is allowed to retain to determine if the student has a balance due or a refund is due.

**Nurse Assistant Program Example:**

\$1,138.10 amount the College is allowed to retain - \$1,850 amount paid = \$711.90 refund due to student

## **WITHDRAWAL POLICY**

**Official (Voluntary) Withdrawal:** To be considered an official withdrawal, the student must notify the College of his/her intent to withdraw. Notification may be provided via written notice to the Campus Director or Administrator by mail, hand-delivery, or email (Admin@LACareerCollege.com).

**Unofficial (Administrative/Termination Dismissal) Withdrawal:** A student will be unofficially withdrawn by the College for the following reasons:

1. Failure to attend classes for a period of 14 scheduled calendar days.
2. Failure to return from a Leave of Absence (LOA).
3. Violation of the student Code of Conduct, pursuant to college disciplinary procedures.
4. Violation of the satisfactory academic progress policy; and
5. Serious violation of any college policy, pursuant to college disciplinary procedures.

**Disclosures:**

1. All charges for the tuition fee paid by the student will be refunded, except for the registration fee and LMS if the student chooses to withdraw from the school through attendance at the first-class session or seventh day after enrollment, whichever is later.
2. Students that withdraw or are terminated on or after the first day of instruction will not be refunded for the registration fee, LMS fee, and the student tuition recovery fund fee.

3. If, after the first day, a student withdraws or is terminated, refunds on the tuition fee only will be made according to the following schedule:
4. If the school closes, cancels, or discontinues a course and/or program enrolled students will be notified via email. The school will refund to each currently enrolled student the full amount paid by the student for tuition and fees.
5. Students are requested to notify the Director or designated school official if they are withdrawing from the school.
6. All refunds due will be paid within 45 days of the students' last date of attendance.
7. In the case of an official leave of absence, if the student fails to return to training by the end of the leave of absence, a refund to the student shall be based on the date of withdrawal or termination and paid 45 days of the scheduled last day of the leave of absence.

## CAREER PROGRAMS

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### NURSE ASSISTANT TRAINING PROGRAM

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Total Clock Hours: 160

Weekday: 5 weeks

Weekend: 13 weeks

Program Delivery: Blended                      Type of Instruction: Lecture, Lab, and Externship

Leads to the Standard Occupational Classification: 31-1131 Nursing Assistants

This program fulfills the education requirements for licensure/certification required for employment in the field.

#### *Admission Requirements (standards):*

- ✓ Proof of good health: A report which includes a medical history, physical examination signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have a criminal record clearance from the California Department of Justice.
- ✓ Submit completed Live scan form before clinical training begins.
- ✓ Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.
- ✓ Must be a resident of California and possess a valid government issued ID.
- ✓ Must be at least 16 years of age or older to enroll.
- ✓ Must attend the Los Angeles Career College student orientation in-person.

#### *Program Goals and Objectives*

The program is intended to provide entry-level employment opportunities in the Nursing Assistant field. The program prepares the nurse assistant student for the State of California Nursing Assistant Competency Evaluation. Certification is after satisfactory completion of the program and passing of the California State Exam. This course introduces the students to the nursing assistant role with instruction in basic skills and competencies. The program combines 60 hours of classroom instruction, including theory and lab, with 100 hours off site at the contracted training facilities.

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

- ✓ Use verbal and written communication.
- ✓ Demonstrate legal and ethical responsibilities.
- ✓ Provide emergency care as well as personal patient care.
- ✓ Describe the anatomy and physiology of the human body.
- ✓ Perform physical comfort and safety functions and nursing procedures.
- ✓ Apply principles of nutrition and the principles of infection control.
- ✓ Provide biological, psychological, and social support.

- ✓ Perform organizational skills, following the patient plan of care.
- ✓ Assist with restorative (rehabilitative) activities.
- ✓ Demonstrate employability skills.
- ✓ Demonstrate knowledge of blood borne diseases, including AIDS.

*Course Outline*

<b>Course</b>	<b>Course Title</b>	<b>Lecture</b>	<b>Lab</b>	<b>Clinical</b>	<b>Total</b>
NA 101	Nurse Assistant Theory & Lab	35	25	0	60
NA 102	Nurse Assistant Clinical	0	0	100	100
	Program Totals	35	25	100	160

*Course Descriptions*

NA 101 Nurse Assistant Theory & Lab

In the Nurse Assistant Theory and Lab course, students will gain the knowledge needed to work as a nurse assistant and then apply that knowledge in the lab, gaining valuable hands-on practice prior to entering the clinical experience. This course covers all required topics required by the CA Department of Public Health, including Introduction to Healthcare, Patient’s Rights, Interpersonal Skills, Prevention of Catastrophic & Unusual Occurrences, Body Mechanics, Medical and Surgical Asepsis, Weight & Measures, Patient Care Skills, Patient Care Procedures, Vital Signs, Nutrition, Emergency Procedures, Long Term Care, Rehabilitative Nursing, Observation & Charting, Death & Dying, and Abuse.

Prerequisite: None

NA 102 Nurse Assistant Clinical

In the Nurse Assistant Clinical course, students will use the skills and knowledge gained in the Nurse Assistant Theory and Lab course on actual patients in healthcare setting, under supervision. Students will be asked to perform a variety of activities throughout the experience. Students will be evaluated on their proficiency in completing the tasks. To complete and pass the Nurse Assistant Clinical course, students must complete the clinical checklist receiving ratings of satisfactory on all items.

Prerequisite: NA 101

*Graduation Requirements*

The candidate for a certificate of completion must:

1. Meet all applicable lecture, lab, and externship skill proficiency standards.
2. Complete all didactic, clinical, and externship requirements and hours and receive satisfactory evaluations.
3. All financial obligations are met.

### *Licensure Disclosure*

Los Angeles Career College's Nurse Assistant Training program meets professional licensure education requirements for the state of California.

Licensure is required to work as a Certified Nurse Assistant (CNA) in California. Licensing requirements are shared with prospective students during the admissions process. They can also be found on the California Department of Public Health: [Certified Nurse Assistant \(ca.gov\)](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Imz/Pages/Certified-Nurse-Assistant.aspx).

LACC has not made any determinations related to licensing or certification requirements for other states, and that if a student or graduate is relocating outside of California, it is their responsibility to determine the requirements for licensure/employment in that state.

## PHLEBOTOMY TRAINING PROGRAM

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Total Clock Hours: 80

Weekday: 2 weeks

Evening: 3.5 weeks

Weekend: 10 weeks

Program Delivery: Residential

Type of Instruction: Lecture, Lab, and Externship

Leads to the Standard Occupational Classification: 31-9097 Phlebotomists

### *Admission Requirements (standards):*

- ✓ Must possess a high school diploma or GED certificate.
- ✓ Proof of good health: A report which includes a medical history, physical examination signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical externship begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have criminal clearance from the California Department of Justice.
- ✓ Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.
- ✓ Must attend the Los Angeles Career College student orientation.

### *Program Goals and Objectives*

This program is designed for those who plan to work as a phlebotomist in a clinical laboratory, public health department, clinic or hospital. The course combines 40 hours of classroom instruction, including theory and lab, with 40 hours off-site clinical externship to provide students with a comprehensive learning experience. Lectures include, but are not limited to, the anatomy and medical terminology pertaining to the circulatory system, specimen collection, risk factors, complications, and quality assurance in specimen collection. Practical instruction provides hands-on training in venipuncture technique with procedures verified through a skills check-off system. The 40-hour clinical externship includes the completion of venipunctures and skin punctures. In California, it is required to be state certified to work as a phlebotomist. Upon completion of the program, students will receive a certificate of completion and become eligible to take an examination for certification in the State of California as a Certified Phlebotomist Technician level 1.

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

- ✓ Describe the history of phlebotomy, the role of the phlebotomist, state requirements, and legal/ethical issues.
- ✓ Demonstrate the skills necessary to provide continued high-quality service.
- ✓ Identify anatomy and physiology with a focus on the circulatory system.
- ✓ Apply safety in the workplace including infection-control practices, biological hazards and wastes, electrical safety, fire safety, radiation safety, chemical safety, first aid, and self-protection.
- ✓ Perform the necessary clerical & administrative functions associated with phlebotomy.
- ✓ Use blood collection equipment.

- ✓ Collect a quality blood specimen for laboratory diagnostic purposes.

### *Course Outline*

<b>Course Number</b>	<b>Course Title</b>	<b>Lecture</b>	<b>Lab</b>	<b>Clinical</b>	<b>Total Hours</b>
PT 101	Introduction to Phlebotomy	20	20	0	40
PT 103	Phlebotomy Clinical	0	0	40	40
	<b>Program Totals</b>	20	20	40	80

### *Course Descriptions*

#### PT 101 Introduction to Phlebotomy

The Introduction to Phlebotomy course includes 40 hours of didactic and lab instruction covering foundational skills and knowledge such as: basic infection control, universal precautions and safety; and anatomy and physiology of body systems with emphasis on the circulatory system, medical terminology; and proper identification of patient and specimens as well as the importance of accuracy in overall patient care; and proper selection and preparation of skin puncture site, including selection of antiseptic; and blood collection equipment, types of tubes and additives, proper order of draw when additives are required, special precautions; and post-puncture care; and appropriate disposal of sharps, needles and waste. The curriculum consists of lecture and testing for knowledge of subjects including: advanced infectious disease control and biohazards; and anti-coagulation theory; and knowledge of pre-analytical sources of error in specimen collection, transport, processing and storage; and anatomical site selection and patient preparation; and risk factors and appropriate responses to complications which may arise from phlebotomy; and recognition of, and corrective actions to take, with problems in test requisitions, specimen transport and processing; and applications of basic concepts of communication, interpersonal relations, stress management, professional behavior, ethics and legal implications of phlebotomy; and quality assurance in phlebotomy necessary to provide accurate and reliable laboratory test results; and legal issues related to blood collection.

Pre-requisite: None

#### PT 103 Phlebotomy Clinical

The Phlebotomy Clinical course is in a clinical setting. Students will receive a grade of pass/fail for the course. During the clinical externship, students will complete a minimum of 50 venipunctures, 10 capillary sticks, and 2 arterial blood draw observations. Students select blood collection equipment appropriate to test requisition and prepare patients of varying ages, including pediatric and geriatric, and of varying health and obesity status while monitoring infection control. Students will also practice post-puncture care, processing of blood containers after collection, centrifugation and the proper disposal of needles, sharps, and medical waste.

Pre-requisite: PT 101

### *Graduation Requirements*

In order to receive a Certificate of Completion and graduate from the program, students must:

- Complete all of lecture and lab hours with a minimum attendance rate of 80%;
- Complete 100% of clinical externship hours and all required punctures;
- Earn a minimum grade of 70%;
- Have met, or have made arrangements to meet, all financial obligations

### *Licensure Disclosure*

Los Angeles Career College's Phlebotomy Training program meets professional licensure education requirements for the State of California.

Upon completion of the program students will receive a certificate of completion and become eligible for certification in the State of California as a Certified Phlebotomist Technician level 1 through California Department of Health Services, Laboratory Field Services.

To obtain certification from the California Department of Health Services, Laboratory Field Services graduates of the Phlebotomy Technician program must take the Certified Phlebotomy Technician-1 Examination through the National Healthcareer Association (NHA).

Students must meet one of two pathways for NHA certification eligibility as outlined in the [NHA Candidate Handbook](#) :

- Pathway 1a: Within the past five (5) years, successfully complete a training program (didactic, lab, and clinicals) in the health field covered by the NHA certification exam offered by an accredited or state-recognized institution or provider
- Pathway 1d: (Pre-Externship Route) Successfully complete the didactic (coursework) portion of the program as verified by the institution and prior to the completion of any required externship (Candidates will have 180-days from the exam date to complete the externship)

LACC has not made any determinations related to licensing or certification requirements for other states, and that if a student or graduate is relocating outside of California, it is their responsibility to determine the requirements for licensure/employment in that state

## MEDICAL ASSISTANT PROGRAM

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Total Clock Hours: 720

Weekday: 22.5 weeks

Program Delivery: Residential

Type of Instruction: Lecture, Lab, and Externship

Leads to the Standard Occupational Classification: 31-9092 Medical Assistant

### *Admission Requirements (standards):*

- ✓ Must possess a high school diploma or GED certificate.
- ✓ Proof of good health: A report which includes a medical history, physical examination signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have criminal record clearance from the California Department of Justice.
- ✓ Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.
- ✓ Must attend the Los Angeles Career College student orientation in-person.

### *Program Goals and Objectives*

The objective of the Medical Assistant Program is to provide the student with the appropriate didactic and hands-on skills required for entry level positions such as certified medical administrative assistants.

Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

The State of California does not require that medical assistants be certified, but such a certificate may increase the chances of being hired. The national CMAA exam is taken during the program upon successful completion of didactic coursework. Students who pass this exam and meet graduation requirements will be eligible to work as Certified Medical Administrative Assistants.

Following the successful completion of the modules, students participate in a 360-hour externship.

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

- ✓ Demonstrate professionalism and ethical behavior.
- ✓ Discuss the history of medical assisting as it relates to medical practice and professional organizations.
- ✓ Recognize and respond to verbal and non-verbal communication and use appropriate communication techniques.
- ✓ Demonstrate knowledge of and use appropriate terminology for the different body systems, illnesses and injuries associated with those systems, and diagnostic and therapeutic procedures.

- ✓ Apply principles of infection control and use appropriate aseptic techniques.
- ✓ Perform clinical responsibilities, including preparing patients for examination and procedures, preparing, and administering medications as directed, collecting, and processing specimens, recognizing emergencies, and performing CPR and first aid.
- ✓ Identify minor surgical procedures and demonstrate the ability to assist with those procedures.
- ✓ Instruct and teach patients methods of health promotion and disease prevention.
- ✓ Maintain accurate patient records.
- ✓ Perform administrative procedures that include telephone techniques, appointment scheduling, record management, and insurance billing procedures.
- ✓ Demonstrate skills related to word processing, medical transcription, the processing of insurance claims, and simulated computerized medical office applications.
- ✓ Accurately complete bookkeeping, banking, and financial procedures.
- ✓ Demonstrate acceptable speed and accuracy in computer keyboarding.
- ✓ Develop a resume and identify a career plan that includes potential job leads, networking contacts, a job search schedule, and five-year goals.

The method by which these objectives and the mission of the institution fulfilled will be achieved through direct instruction, lecture, and practicum. The instructor aids by integrating technology into instruction and emphasizes student-centered learning and by placing more responsibility on the students to take the initiative for meeting the demands of various learning tasks.

### *Course Outline*

<b>Course Number</b>	<b>Course Title</b>	<b>Lecture</b>	<b>Lab</b>	<b>Clinicals</b>	<b>Total</b>
MA 100	Administrative Medical Assisting Duties	50	0	0	50
MA 200	Clinical Medical Assisting and Office Procedures	20	25	0	45
MA 300	Patient Records, Medical Terminology, and Medical Management	30	15	0	45
MA 400	Office Environment Safety, Infection Control, and Laboratory Procedures	30	30	0	60
MA 500	Medical Office Administrative and Business Procedures	35	10	0	45
MA 600	Clinical and Surgical Protocols and Procedures	25	30	0	55
MA 700	Pharmacology and Clinical Processes	30	20	0	50
MA 800	Career Development	10	0	0	10
MA EXT	Externship	0	0	360	360
	<b>Program Totals</b>	230	130	360	720

### *Course Descriptions*

#### MA-100 Administrative Medical Assisting Duties

This module will educate students on the roles and responsibilities of a Medical Assistant. This section will cover physician/patient contracts, types of consents, and the legal responsibilities of physicians and

their team. Many of the responsibilities will include the importance of sterilization and the techniques used in the healthcare field today. Students will be trained in emergency and first aid procedures that will be used in their field of work. Along with medical assistant duties, students will learn the proper and specialized way of interacting and communicating in a professional setting. Within this module, students will discuss how to prepare for their career path and processes on professional development.

#### MA-200 Clinical Medical Assisting and Office Procedures

This module will inform students of the structural mechanisms and roles of the skeletal, muscular, and integumentary systems. Students will be introduced to laboratory terminology and procedures commonly performed in physician's offices, along with related diseases. Students will learn the proper handling of a microscope and concepts in radiology. The importance of patient care is discussed, specifically related to completing a physical exam and the positioning/draping for a variety of procedures. Within this module, students will discuss how to prepare for their career path and processes on professional development.

#### MA-300 Patient Records, Medical Terminology, and Medical Management

In this module, students will begin implementing the medical dictionary, medical terminology, and medical acronyms during their studies. Students will learn proper computer skills used for setting up, maintaining, and organizing patient records. Students will also learn the preparation and execution process for an insurance claim. Students will also learn how to acquire patient information from patient charts and ledgers when filling out insurance forms. Conducting physical exam procedures, that are commonly practiced in physician's offices, including recording vital signs, charting, written communication, and keyboard skills for inputting information. Within this module, students will discuss how to prepare for their career path and professional development.

#### MA-400 Office Environment Safety, Infection Control, and Laboratory Procedures

In this module, students cover in depth information regarding the heart (circulatory) and lung (respiratory) structure and functionality. Students will be introduced to EKG leads, the recording process for an electrocardiogram, and study electrical pathways of the heart muscles. Within this module, students will acquire laboratory-based procedures for specimens, such as identification, collection, handling, and transportation procedures. One of the key points of this module is the instruction of cardiopulmonary resuscitation (CPR), so students are prepared to respond to emergencies.

#### MA-500 Medical Office Administrative and Business Procedures

This module will focus on the business aspects of a physician's office, such as billing, collecting, and banking procedures. To be better prepared for the future, students will be instructed on how to use proper software for bookkeeping and reconciliation, scheduling appointments, and proper phone etiquette for effective communication.

## MA-600 Clinical and Surgical Protocols and Procedures

This module will introduce students to the method of assisting minor surgical procedures, along with the patient examination preparation processes in both physician's offices and outpatient settings. Students will be taught aseptic techniques and diagnostic laboratory testing which is conducted in both physician's offices and outpatient settings. This module will assist in identifying the basic structural components and functions of the neurosensory, endocrine and reproductive systems. Common pathological conditions are also studied for better preparation of clinical and surgical procedures.

## MA-700 Pharmacology and Clinical Processes

In this module, students will acquire laboratory-based procedures for specimens, such as identification, collection, handling, and transportation procedures. They will learn to identify the basic structure and function of the urinary and digestive system. The structure of the kidney system and common diseases are presented in this module, relating to clinical procedures. Physical exam procedures that are primarily used in physician's offices are practiced. During this module, pharmacology is introduced to students, including basic healing drugs, their uses, categorizations, prescription calculations and the effects on the body.

## MA-800 Career Development

In this module, students will be assisted in resume writing and building to better prepare them for their job search after the completion of their program. They will be educated on proper, professional behavior in a workplace. During this module, mock interviews will be directed, where students will be required to dress appropriately and attend with their resume. They will learn time management skills and the requirements for employment. This module will create confidence in students for when they begin attending actual interviews.

## MA-EXT

Students will participate in a 360-hour externship at one of Los Angeles Career College's contracted clinical sites. The externship will be an opportunity for students to demonstrate learned concepts during their didactic training. Externs will be working under the direct supervision of designated personnel at the externship site. Students will undergo evaluation by externship site personnel once they have fulfilled the necessary hours per graduation requirements.

Pre-requisite: MA-100, MA-200, MA-300, MA-400, MA-500, MA-600, MA-700, MA-800

### *Graduation Requirements*

The candidate for a certificate of completion must:

1. Meet all applicable lecture, lab, and externship skill proficiency standards.
2. Complete all didactic, clinical, and externship requirements and hours and receive satisfactory evaluations.
3. All financial obligations are met.

### *Licensure Disclosure*

Although Medical Assistants are not licensed, certified, or registered by the State of California, the Medical Assistant's employer and/or supervising physician's malpractice insurance carrier may require that the Medical Assistant be certified by one of the approved certifying organizations to work and train other medical assistants. (Title 16 CCR 1366.3).

Although licensure is not required by the state of California, Los Angeles Career College's Medical Assisting program meets the requirements for industry certification and for in-field employment within the state.

LACC has not made any determinations related to licensing or certification requirements for other states, and that if a student or graduate is relocating outside of California, it is their responsibility to determine the requirements for licensure, certification, and/or employment in that state.

## PHARMACY TECHNICIAN PROGRAM

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Total Clock Hours: 720

Weekday: 22.5 weeks

Program Delivery: Residential

Type of Instruction: Lecture, Lab, and Externship

Leads to the Standard Occupational Classification: 29-2053 Pharmacy Technician

### *Admission Requirements (standards):*

- ✓ Must possess a high school diploma or GED certificate.
- ✓ Proof of good health: A report which includes a medical history, physical examination signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have criminal record clearance from the California Department of Justice.
- ✓ Submit completed Live Scan form before clinical training begins.
- ✓ Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.
- ✓ Must attend the Los Angeles Career College student orientation in-person.

### *Program Goals and Objectives*

The Pharmacy Technician program provides both technical and practical training which will enable the technician, upon certification, licensure, or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with basic knowledge of pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized and both pharmaceutical and medical terminology and anatomy and physiology are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship which prepares the student for the actual work setting. Upon completion of this program, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the National Healthcareer Association (NHA). Pharmacy services have expanded and grown at an accelerated rate.

Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare workforce. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly trained pharmacy technicians increases. Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

The Pharmacy Technician program provides the student with the theory and hands-on applications required to perform the following tasks:

- ✓ To prepare the graduate to function at an entry-level competency as a certified licensed or registered pharmacy technician assistant to a licensed pharmacist in both retail and hospital settings. Training encompasses a thorough understanding of the duties and responsibilities of pharmacy technicians, including the standards of ethics and law, as they pertain to the practice of pharmacy.
- ✓ To provide the student with a sufficient knowledge base in pharmaceutical and medical terminology, abbreviations and symbols used in prescribing, dispensing, and documenting medications. The student will achieve a working knowledge of trade and generic names, dosages, routes of administration, and dosage forms of medications. The student will also be prepared to perform the necessary calculations used in dosage determination and preparation of drugs.
- ✓ To prepare the student to perform the essential functions related to drug procurement and inventory control and to provide a working knowledge of manufacturing and packaging operations, including the physical and chemical nature of drugs used in a pharmacy, and the packaging and labeling requirements as well as manufacturing techniques used for drug dispensing.
- ✓ To provide the student with a working knowledge of aseptic technique, parenteral admixtures, compounding procedures, and microbiology as it applies to disease and the use of aseptic techniques in the healthcare field.
- ✓ To provide the student with a working knowledge of computers for entry-level employment in a pharmacy setting.
- ✓ To provide the student with skills required for CPR certification.
- ✓ Use appropriate skills, including those required for administrative aspects of pharmacy technology and basic pharmacy applications, pharmaceutical calculations, pharmacy operations, and pharmacology.
- ✓ Discuss and be able to demonstrate how to work with pharmaceutical dosage forms.
- ✓ Demonstrate competency in performing pharmaceutical calculations, including conversions, working with pediatric dosages, parenteral and IV dosages, admixtures, and compounding dosages.
- ✓ Explain the term “nonjudgmental duties,” explore various practice settings for pharmacy technicians, and describe current qualifications of technicians.
- ✓ Identify professional organizations available to pharmacy technicians.
- ✓ Demonstrate how to find state-specific requirements for Pharmacy Technicians.
  - ✓ Describe various aspects of the National Certification Examination and the California State Board of Pharmacy Registration process.

*Course Outline*

<b>Course Number</b>	<b>Course Title</b>	<b>Lecture</b>	<b>Lab</b>	<b>Clinical</b>	<b>Total</b>
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PHT 100	Pharmacy Laws and Regulations	50	0	0	50
PHT 200	Drug Basics and Fundamentals	30	15	0	45
PHT 300	Pharmacology and Health Systems	100	60	0	160
PHT 400	Medication Distribution and Administration	45	15	0	60
PHT 500	Retail Pharmacy	25	20	0	45
PHT EXT	Externship	0	0	360	360
	<b>Program Totals</b>	250	110	360	720

### *Course Descriptions*

#### PHT-100 Pharmacy Laws and Regulations

This module explores the laws that relate to the field of pharmacy. It provides students with the history of pharmacy, which covers the responsibilities of both the pharmacy technician and pharmacist. Students will review common drug names, generic medications, drug classifications, dosage indications, and routes of administration. They will utilize drug reference books as part of their studies. Regulatory agencies are reviewed, including state boards, DEA, FDA, and CSHP.

Pre-requisite: None

#### PHT-200 Drug Basics and Fundamentals

This unit covers the atomic structure, respiratory systems, gastrointestinal, and chemotherapy in relation to drugs introduced to the systems. Students will learn generic drug names, compounding pharmaceuticals, types of drug classifications, indications for medication use, routes of administration and dosages. This module presents a basic overview of chemistry, which includes how to use the periodic table of elements.

Pre-requisite: None

#### PHT-300 Pharmacology and Health Systems

This module explores the procedures involved in pharmacokinetics and basic pharmacology. This includes the different side effects of drugs. Students will learn generic drug names, compounding pharmaceuticals, types of drug classifications, indications for medication use, routes of administration and dosages. The unit will also explore how designated drugs are introduced to the nervous, cardiovascular, and urinary systems. Pathological conditions and diseases in relation to the human systems are explored as well.

Pre-requisite: None

#### PHT-400 Medication Distribution and Administration

This module introduces students to pharmacy related language, including pharmacy abbreviations. Student will learn mathematical conversions, translating medication orders, and dose calculations to package and administer drug orders accordingly in a hospital or any inpatient pharmacy setting. This course will introduce the use of the Dose Drug Distribution System and students will be able to perform

unit dose prepackaging, compounding pharmaceuticals, and cassette filling. Students will learn generic drug names, types of drug classifications, indications for medication use, and routes of administration and dosages.

Pre-requisite: None

#### PHT- 500      Retail Pharmacy

This module covers the policies and procedures for pharmacy technicians employed in a retail setting. This includes filling prescriptions per medication orders and RX, drug ordering procedures, and billing requirements. Students will review generic drug names, routes of administration, indication for medication use, side effects of medicine, and dosages.

Pre-requisite: None

#### PHT-EXT

Students will participate in a 360-hour externship at one of Los Angeles Career College's contracted pharmacies. The externship will be an opportunity for students to demonstrate learned concepts during their didactic and lab training. Externs will be working under the direct supervision of designated personnel at the externship site. Students will undergo evaluation by externship site personnel once they have fulfilled the necessary hours per graduation requirements.

Pre-requisite: PHT-100, PHT-200, PHT-300, PHT-400, PHT-500

#### *Graduation Requirements*

The candidate for a certificate of completion must:

1. Meet all applicable course proficiency standards.
2. Complete all clinical and externship requirements and hours and receive satisfactory evaluations.
3. All financial obligations are met.

#### *Licensure Disclosure*

Although licensure is not required by the state of California, Los Angeles Career College's Pharmacy Technician program meets the requirements for industry certification and for in-field employment within the state.

LACC has not made any determinations related to licensing or certification requirements for other states, and that if a student or graduate is relocating outside of California, it is their responsibility to determine the requirements for licensure, certification, and/or employment in that state.

## EKG MONITOR TECHNICIAN PROGRAM

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Total Clock Hours: 50

Weeks: 2 weeks

Program Delivery: Residential      Type of Instruction: Lecture, Skills Lab

Leads to the Standard Occupational Classification: 29-20310.00 EKG Monitor Technician

### *Admission Requirements (standards):*

- ✓ *Must possess a high school diploma or GED Certificate.*
- ✓ *Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services.*
- ✓ *Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.*
- ✓ *Must attend all class dates to receive certificate of completion and to qualify for National Healthcareer Association.*

### *Program Goals and Objectives*

The objective of the EKG Monitor Technician program trains individuals to perform electrocardiogram tests including basic 12-lead EKG's and basic arrhythmias. During the lab training, students are educated on the proper use of the EKG machine, placement of the 12-leads and interpretation of the readings. Students will be instructed on Holter monitor use and procedures. Holter monitors are placed on individuals as a portable recording device that records heart arrhythmia data. EKG Monitor Technicians must analyze and forward results to physicians to assist them in diagnosing heart rhythm abnormalities. This course prepares students to take the National Healthcareer Association examination, the CET exam. Students will meet program goals and objectives by direct instruction, lecture, and lab. Instructors utilize technology and student-centered teaching methods to encourage student initiative and responsibility through various assignments, quizzes, and tasks.

- ✓ Upon completion of this program, the student will be able to:
- ✓ Medical terminology relating to cardiovascular system and basic anatomy.
- ✓ Understanding of how EKG monitors collect readings and function of the heart.
- ✓ Proper lead placement of basic 12-lead EKG
- ✓ Understanding atrial, junction, ventricular arrhythmias, and heart blocks.
- ✓ Recognize indications of myocardial infarctions, edema, angina pectoris, and congestive heart failure
- ✓ EKG fundamentals and how to obtain rhythm

## Course Outline

Course Number	Course Title	Lecture	Lab	Clinical	Total
EKG-101	EKG Monitor Technician Training	42	8	0	8
	<b>Program Totals</b>	42	8	0	50

## Course Description

### EKG-101 EKG Monitor Technician Training

In this course, students will learn basic medical terminologies used in the field of cardiology. Students will also be able to understand how anatomy and physiology are related to the cardiovascular system. Students will learn the basics and fundamentals of electrocardiography and be able to identify the skills and knowledge needed to be an effective EKG Technician. Additionally, students will learn how to recognize arrhythmias that originate within the atria and that originate in the AV junction. Students will be able to identify premature atrial complexes, wandering atrial pacemaker, identify junctional escape rhythm, accelerated junctional rhythm, junctional tachycardia rhythm and supraventricular tachycardia rhythm using varying criteria for classification. They will gain an understanding of the process of tracings and describe various ventricular dysrhythmias, ventricular tachycardia, and ventricular fibrillation. Students will also learn about cardiovascular emergencies and be introduced to the Holter Monitor and the basic functions of it like lead placement and reading of strips. Finally, students will be required to perform multiple 12-lead EKGs until successful under the direct supervision of a licensed medical professional. They will need to interpret their readings and collect vitals on live volunteers (pulse, heart rate, blood pressure, temperature, and pulse oximeter). This course prepares students to take the National Healthcareer Association examination, the CET exam.

Pre-requisite: None.

## CET-SKILLS

Students will be required to perform multiple 12-lead EKGs until successful under the direct supervision of a licensed medical professional. They will need to interpret their readings and collect vitals on live volunteers (pulse, heart rate, blood pressure, temperature, and pulse oximeter).

### *Graduation Requirements*

- ✓ Complete all classes (all clock hours) and score at least 70% (on a scale of 1- 100%)
- ✓ Meet the lecture and skills proficiency standards.
- ✓ Complete all course and lab assignments and receive satisfactory evaluations from instructor.

### *Licensure Disclosure*

Although EKG monitor technicians are not licensed, certified, or registered by the State of California, the EKG monitor technician's employer and/or supervising physician's malpractice insurance carrier may require that the EKG Monitor Technician be certified by one of the approved certifying organizations in order to train other EKG Monitor Technicians. By possessing a certificate of completion from a postsecondary education institute and passing the National Healthcareer Association CET exam, individuals can be employed and practice as an EKG monitor technician.

## LICENSURE REQUIREMENTS

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### **Nurse Assistant Training Program**

Upon completion of the program students will receive a certificate of completion and become eligible to take the examination for certification in the State of California as a Nurse Assistant. All student nurse assistant candidates applying to take the NNAAP Examination in California must have successfully completed a Department of Public Health-approved nurse assistant training program. You are allowed two (2) years from your training program completion date to pass the nursing assistant examination. If you do not pass the NNAAP examination within a two-year period, you will be required to re-train before you are allowed to take the examination again. The program fulfills the education requirements for licensure/certification required for employment in the field.

### **Phlebotomy Training Program**

Upon completion of our Department of Public Health-approved program, students will receive a certificate of completion and become eligible to take an examination for certification in the state of California as a Certified Phlebotomist Technician level 1. After the passage of the exam, the graduate must apply for a state license. Applications will not be reviewed unless the proper \$100 fee is submitted. This fee is non-refundable. The program fulfills the education requirements for licensure/certification required for employment in the field.

A valid social security number or an individual taxpayer identification number is mandatory for certification by the State of California. Please contact the U.S. Social Security Administration for further information on how to obtain a social security number. It is the applicant's responsibility to make sure that the application and all other supporting documents are submitted in a timely manner. You must have all correspondence specify: "Attention: Phlebotomy Program". This will reduce the likelihood of receipt of the documents by other programs which in turn may cause a delay in the processing of your application. Documents include official transcripts, verification of training and experience and certificate of completion of training course, two passport size photos and state approved examination.

### **Medical Assistant Program**

Although medical assistants are not required to be licensed, certified, or registered by the State of California, the medical assistant's employer and/or supervising physician's or podiatrist's malpractice insurance carrier may require that the medical assistant must be

certified by one of the approved certifying organizations to train other medical assistants. (Title 16 CCR 1366.3).

The four major certification agencies offering exams are:

1. The American Association of Medical Assistants (AAMA) offering the Certified Medical Assistant (CMA) certification
2. American Medical Technologists (AMT) offering the Registered Medical Assistant (RMA) certification
3. The National Center for Competency Testing (NCCT) offering the National Certified Medical Assistant (NCMA) certification
4. The National Healthcareer Association (NHA) offering the Certified Medical Administrative Assistant (CMAA) certification

All four certification agencies require medical assistants to pass their certification exam to become certified. The program fulfills the education requirements for licensure/certification required for employment in the field.

### **Pharmacy Technician Program**

Pharmacy Technicians are required to be licensed by the California State Board of Pharmacy to qualify for employment in California. Licensure can be achieved through completion of a Pharmacy Technician training program of at least 240 hours OR successfully passing either the PTCB or ExCPT certification exams. As a program of more than 240 hours, Los Angeles Career College's Pharmacy Technician program meets the requirements for Pharmacy Technician Licensure in California.

Certification is not required for employment, nor is it required (in addition to completing a Pharmacy Technician training program) to obtain licensure for employment. However, licensure as a Pharmacy Technician in California can be obtained through earning the PTCB and/or ExCPT certification. Upon completion of LACC's Pharmacy Technician program, the graduate will be prepared to sit for the ExCPT exam offered by the National Healthcareer Association (NHA) to earn the Certified Pharmacy Technician (CPhT) credential, providing another pathway to graduate licensure in California.

Must meet one of the following requirements for licensure in California: [CA Bus and Prof 4202a]

1. Complete any pharmacy technician training program accredited by the American Society of Health-System Pharmacists.
2. Obtain an associate degree in pharmacy technology.

3. Complete any other course that provides a training period of at least 240 hours of instruction covering the topics outlined in the regulation. [CA Board Reg. Code 1793.6].
4. Graduate from an accredited pharmacy program.
5. Receive certification by a board-approved program.

Upon completion of the Pharmacy Technician program, the graduate will be prepared to sit for the ExCPT exam offered by the National Healthcareer Association (NHA) to earn the Certified Pharmacy Technician (CPhT) credential. Licensure Requirements [CA Board Reg. Code 1793.5]:

1. Applicant must submit an application (\$195) to the Board of Pharmacy.
2. Applicants must attain a high school diploma or equivalent.
3. Applicant must produce documents confirming his or her identity.
4. Applicant must produce a description of his or her qualifications and supporting documentation for those qualifications.
5. The applicant must undergo and pass a criminal background check.

The program fulfills the education requirements for licensure/certification required for employment in the field.

### **EKG Monitor Technician Program**

Although EKG Technicians are not licensed, certified, or registered by the State of California, the EKG Technician's employer and/or supervising physicians malpractice insurance carrier may require that the EKG Technician must be certified by one of the approved certifying organizations to be employed.

The two major certification agencies and the EKG Technician certifications they offer are:

1. The National Center for Competency Testing (NCCT) offering the National Certified EKG Technician (NCET) certification
2. The National Healthcareer Association (NHA) offering the Certified EKG Technician (CET) certification

**PROFESSIONAL DEVELOPMENT COURSES**

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\*: Los Angeles Career College provides professional development courses that are taken by non-matriculated students who are not seeking academic credit. These courses are avocational and do not lead to employment.

**\*Basic Life Support (BLS) and Heartsaver First Aid CPR AED – American Heart Association**

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Basic Life Support and certification is for healthcare professionals who are required to perform BLS, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings. Heartsaver First Aid CPR AED certification is for adult and child educators, daycare providers, lifeguards, and those who are interested in learning cardiopulmonary resuscitation techniques.

Course Length: 4 hours  
 Cost: \$55.00

*Course Content*

- ✓ The importance of high-quality CPR and its impact on survival
- ✓ All the steps of the Chain of Survival and apply the BLS concepts of the Chain of Survival
- ✓ Recognize the signs of someone needing CPR
- ✓ Performing high-quality CPR for adults, children, and infants
- ✓ The importance of early use of an AED and demonstrating its use
- ✓ Provide effective ventilation by using a barrier device
- ✓ The importance of teams in multi-rescuer resuscitation and perform as an effective team member during multi-rescuer CPR.
- ✓ The technique for relief of foreign-body obstruction(choking) for adults and infants

<b>Time</b>	<b>Lesson</b>
9:30-9:35	Lesson 1: Course Introduction
9:35-10:00	Lesson 2: Rescuer Adult BLS Part 1: Adult Chain of Survival Part 2: Scene Safety, Assessment, and Adult Compressions Part 3: Pocket Mask

	Part 4: 1-Rescuer Adult BLS
10:00-10:10	Lesson 4: 2-Rescuer Adult BLS
10:10-10:20	Lesson 5: Special Considerations Part 1: Mouth to Mouth Breaths Part 2: Rescue Breathing Part 3: Breaths with an Advanced Airway Part 4: Opioid-Associated Life-Threatening Emergency Part 5: Maternal Cardiac Arrest
10:20-10:50	Lesson 6: High-Performance Teams Part 1: Team Dynamics Part 2: High-Performance Teams Part 3: High-Performance Teams Activity
10:50-11:10	Lesson 6A: Local Protocols Discussion
11:10-11:20	Break
11:20-11:30	Lesson 7: Child BLS Part 1: Pediatric Chains of Survival Part 2: Child BLS Part 3: 2-Rescuer Child CPR
11:30-11:40	Lesson 8: Infant BLS Part 1: Infant BLS Part 2: Infant Compressions Part 3: Bag-Mask Device for Infants Part 4: 2-Rescuer Infant CPR Part 5: AED for Infant and Children Less than 8 years of Age
11:40-11:50	Lesson 9: Relief of Choking Part 1: Adult and Child Choking Part 2: Infant Choking
11:50-12:05	Lesson 10: Conclusion
12:05-1:00	Lesson 11: Skills Test Part 1: Adult CPR and AED Skills Test Part: Infant CPR Skills Test
1:00-1:30	Lesson 12: Exam
1:30-2:30 (Optional)	Lesson 12: Remediation Part 1: Skills Testing Remediation Part 2: Exam Remediation

## \*IV Therapy and Blood Withdrawal – Board of Vocational Nursing and Psychiatric Technicians

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Hours: 36 Total Contact Hours

Cost: \$285.00

Theory: 27 Hours

Clinical: 9 Hours

IV Therapy and Blood Withdrawal course is a 3-day course for Licensed Vocational Nurses and registered nurses. This course is approved by the Board of Vocational Nurses and Psychiatric Technicians approved in California. The course is delivered as a residential course.

Students will need to demonstrate IV insertions and blood withdrawals successfully and complete all didactic materials with over a 70% passing rate.

### *Course Content*

- ✓ Preparing the patient psychologically
- ✓ Explaining the rationale for blood withdrawal and venipunctures
- ✓ Distinguishing between types of intravenous solutions and their appropriateness
- ✓ Preparing equipment properly and aseptically
- ✓ Selecting and correctly preparing the most appropriate vein for venipunctures/blood withdrawal
- ✓ Preparing the site in a manner which reduces the chance of infection
- ✓ Performing venipunctures utilizing direct or indirect method
- ✓ Performing blood withdrawal utilizing skin puncture (vacutainer, butterfly, syringe) or venipuncture
- ✓ Dressing site according to policy
- ✓ Securing and immobilizing devices appropriately and safely
- ✓ Regulating flow rate and fluid accurately.

Day 1	<ul style="list-style-type: none"><li>• Course Overview &amp; Course Requirements</li><li>• History of IV Therapy</li><li>• Legal Aspects</li><li>• Definitions</li></ul>
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	<ul style="list-style-type: none"> <li>• Review of Anatomy &amp; Physiology</li> <li>• The Vein</li> <li>• Flues and Electrolytes</li> <li>• Psychological Preparation of the patient for the procedure</li> <li>• Universal Precautions for infection control</li> </ul>
Day 2	<ul style="list-style-type: none"> <li>• Indication of intravenous therapy</li> <li>• Type of venipuncture devices</li> <li>• Types of delivery system</li> <li>• Methods of intravenous therapy</li> <li>• Legal aspects review (blood withdrawal)</li> <li>• Demonstration of blood withdrawal devices</li> <li>• Demonstration of Preparation of patient</li> <li>• Methods of Blood Withdrawal</li> </ul>
Day 3	<ul style="list-style-type: none"> <li>• Review brief history of IV Therapy</li> <li>• Review Legal Aspects Review</li> <li>• Brief Anatomy, physiology, and intravenous therapy review</li> </ul>

## FACULTY

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Shota Mkrtumyan, (R.N. 712909) (Full-Time)

- *Registered Nurse, West Coast University*
- *Bachelor of Science in Nursing, West Coast University*

Christine Mika-Hibbert, (LVN 256605) (Full-Time)

- *Licensed Vocational Nurse, Charter College, Certificate*

Steele Erickson Certified Phlebotomy Technician (CPT1-01010450) (Part-Time)

- *Phlebotomy Technician, U.S. Colleges, Certificate*

Rakel Agvenyan Pharmacy Technician (TCH 94021) (Part-Time)

- *Pharmacy Technician, Northwest College, Certificate*

## STAFF

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Shota Mkrtumyan, R.N. 712909 (Full-Time)

- Director of Nursing, School Director, and On-site administrator
  - *Bachelor of Science in Nursing, West Coast University*

Lilit Davityan, R.N. 95045121 (Full-Time)

- Chief Operating Officer
  - *Bachelor of Science in Nursing, West Coast University,*
  - *Associate Degree in Nursing, Los Angeles Valley College*

Nicole Petrosian (Full-Time)

- Administrator and Director of Student Services and Placement
  - *Bachelor of Arts in Anthropology, University of California Los Angeles*

Narek Avetisyan (Full-Time)

- Program Manager

Eli Alfaro-Morales (Full-Time)

- Administrative Assistant

## Hours of Operation

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Administrative Office

- 9:00 AM to 5:00 PM Monday through Friday
- Closed Saturday and Sunday

## Class Schedules

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### Nurse Assistant Training Program

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Weekday Session: 9:00 AM to 5:30 PM Monday – Friday  
Evening Session: 5:00 PM to 9:00 PM Monday - Friday  
Weekend Session: 9:00 AM to 5:30 PM Saturday & Sunday

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### Phlebotomy Training Program

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Weekday Session: 9:30 AM to 5:30 PM Monday – Friday  
Evening Session: 5:00 PM to 9:00 PM Monday-Thursday  
Weekend Session: 9:30 AM to 5:30 PM Saturday's

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### Medical Assistant Program

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Day Session: 9:00 AM to 5:00 PM Monday – Thursday  
Externship may be up to 40 hours per week

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### Pharmacy Technician Program

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Day Session: 9:00 AM to 5:00 PM Monday – Thursday  
Externship may be up to 40 hours per week

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### EKG Monitor Technician Program

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Day Session: 9:00 AM to 5:30 PM Monday – Friday  
Weekend Session: 9:00 AM to 5:30 PM Saturday - Sunday

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## Copyright Policy

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### **Digital Millennium Copyright Act (DMCA)**

Individuals using computers and networks at LOS ANGELES CAREER COLLEGE are responsible for complying with copyright laws and LOS ANGELES CAREER COLLEGE'S policy and procedures for computer use. The Digital Millennium Copyright Act (DMCA) of 1998 amends the federal copyright law to provide certain liability protections for online service providers when their computer systems or networks carry material that violates (infringe) copyright law.

The Digital Millennium Copyright Act specifies that all infringement claims must be in writing (either electronic mail or paper letter) and must include all of the following elements:

- a physical or electronic signature
- identification of the infringed work
- identification of the infringed material
- contact information for the complainant, e.g. address, telephone number, electronic mail address
- a statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner or the law
- a statement that the information contained in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the copyright owner.

Infringement claims should be sent to LOS ANGELES CAREER COLLEGE'S Designated Agent: Shota Mkrtumyan, School Director, [shota@lacareercollege.com](mailto:shota@lacareercollege.com)

LOS ANGELES CAREER COLLEGE'S users should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using LOS ANGELES CAREER COLLEGE's computer systems, networks, and internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include suspension, dismissal, and other legal actions.

In addition to the complaint being handled by LOS ANGELES CAREER COLLEGE, copyright owners may also take direct legal action against alleged infringers, and subpoena LOS ANGELES CAREER COLLEGE for information about people sharing files. The No Electronic Theft (NET) Act provides for serious criminal penalties, including a fine of up to \$250,000 and a potential jail sentence. Lack of knowledge about copyright infringement laws will not excuse one from legal consequences, or from action by LOS ANGELES CAREER COLLEGE. It is your responsibility to be aware of the legality of your actions.

### **Copying Materials**

Students, instructional staff, and administrative staff are not allowed to make copies of their textbooks or exams for themselves or their peers. Copying textbooks and other copyrighted material is against the law. Any student caught copying material (or in possession of copied material) will be in violation of the Student Code of Conduct and will be subjected to the full range of consequences.

LOS ANGELES CAREER COLLEGE requires compliance with applicable copyright laws in the use of instructional materials. The Copyright Act protects all types of expression or authorship fixed in any tangible medium, including such as written works, paintings, sculptures, photographs, videos, recorded music, sheet music, computer programs, video games, architectural design, and choreography. It is important to note, however, that the Act does not protect the underlying facts or ideas in a copyrighted work -- only the "expression" of those facts or ideas.

During the applicable term of protection, the author of the work possesses certain exclusive rights (which may be assigned to another party such as the publisher or distributor). These exclusive rights include: (1) the right to copy the work; (2) the right to create derivative works; (3) the right to distribute the work; and (4) the right to display, perform or broadcast the work. Therefore, before exercising any of these rights with respect to a given work, individuals must obtain permission from the copyright holder unless a statutory exception such as "fair use" applies, or the work is in the public domain.

### **The Public Domain and Other "Free" Works**

Copyright protection does not extend to works in the public domain, which include: (1) works for which the applicable term of protection has expired; (2) works published by the federal government (e.g., published by the Centers for Disease Control or the National Oceanic and Atmospheric Association); (3) works that lack sufficient originality or expression to qualify for copyright protection (e.g., unadorned calendars, indices, phonebooks, databases); and (4) works expressly donated to the public domain. Such works may be copied and used without the permission of the author or publisher.

LOS ANGELES CAREER COLLEGE students/instructors/staff who violate this policy are subject to appropriate disciplinary action. Serious violations of this policy may result in expulsion or discharge from LOS ANGELES CAREER COLLEGE. Individuals who violate state or federal copyright laws may also be subject to criminal/civil action by the appropriate agency or by the owner of the copyright.

## DISCLOSURE STATEMENTS

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- Los Angeles Career College is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education. Approval to operate signifies that an institution is in compliance with the minimum standards set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.
- Los Angeles Career College is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students.
- Los Angeles Career College is approved to offer Nurse Assistant program by the California Department of Public Health (CDPH) Licensing and Certification program (L&C).
- Los Angeles Career College is approved to offer Phlebotomy Training Program by the California Department of Public Health, the Laboratory Field Services.
- Los Angeles Career College is able to offer IV Therapy and Blood Withdrawal course approved by the Board of Vocational Nursing and Psychiatric Technician.
- Los Angeles Career College is an approved center by American Heart Association to provide BLS (Basic Life Support) and CPR First Aid and AED training courses.
- Los Angeles Career College does not have, under its control or ownership, and is not affiliated with, any dormitory or housing facilities.
- Los Angeles Career College does not provide housing assistance services to the students.
- Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. They are also encouraged to review the School Performance Fact Sheet, which must be provided prior to signing an enrollment agreement.
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site at [www.bppe.ca.gov](http://www.bppe.ca.gov).
- Los Angeles Career College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and/or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- Any questions students may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225 Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888)-370-7589 or (916)-574-8900 or by fax (916)-263-1897.
- This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in the Student and Exchange Visitor Program (SEVP) and is not authorized to issue an I-20 visa. Therefore, this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for student status.
- Los Angeles Career College does not recognize acquired life experience, prior experiential learning, or advanced placement as a consideration for enrollment or granting credit towards any programs.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility of repaying the full amount of the loan plus interest, less the amount of any

- refund. And, if the student has received federal student financial-aid funds, the student is entitled to a refund of the monies not paid from federal student financial-aid program funds.
- It is the policy of the school to always provide a copy of the latest school catalog either in writing or electronically on the school's website to all prospective students.
  - The school catalog is updated at least once a year whenever changes to school policies take place.
  - Los Angeles Career College does not offer 100% online education currently.
  - The Director of Nursing is responsible for monitoring new policies and procedures and maintaining the school's compliance with the California Private Postsecondary Education Act of 2009.
  - Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school.
  - These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.
  - The institution's response to, or evaluation of, each student lesson is returned to the student within 10 days after the lesson is received by the institution.
  - The institution's response to, or evaluation of, each student project or dissertation is returned to the student within the time disclosed in the catalog.
  - Los Angeles Career College shall maintain a record of the dates on which lessons, projects, and dissertations were received and responses were returned to each student.
  - Los Angeles Career College does not offer an English as a Second Language course.
  - Los Angeles Career College students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.
  - Los Angeles Career College is not accredited by an accrediting agency recognized by the United States Department of Education, and students are not eligible for Federal or State Student Aid programs.
  - Los Angeles Career College is not approved to participate in the Federal or State Student Aid programs.
  - Currently, Los Angeles Career College does not have any articulation agreements or transfer agreements with other institutions or colleges.
  - It is the policy of the institution to always provide a copy of the latest catalog either in writing or electronically on the institution's website to all prospective students.
  - Los Angeles Career College does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, pregnancy, or prior military service in administration of its educational policies, admission, employment, educational programs, or activities. The College's executive officers are responsible for the coordination of nondiscrimination efforts and the investigation of employee and student complaints. The laws and regulations prohibiting such acts of discrimination are (1) Title VI and VII of the Civil Rights Acts of 1964, 29 CFR 1601-1607; (2) Equal Pay Act of 1963, 29 CFR Part 800; (3) Title IX of the Education Amendments of 1972, 45 CFR Part 86; (4) Age Discrimination in Employment Act of 1967, 29 CFR Part 850; (5) Sections 503 and 504 of the Rehabilitation Act of 1973, 45 CFR Part 84 and 41 CFR Part 741; (6) Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 41 CFR Part 60-250; and (7) the Americans with Disabilities Act of 1990.