

**Skills4Care**  
**5199 E. Pacific Coast Hwy, Ste 100, Long Beach, CA 90804**  
**Office: (562) 294-4500**

**Catalog of Courses**  
**January 1, 2024 to December 31, 2024**

Institutional Mission and Objectives .....	1
Description of the Facilities & Type of Equipment Used for Instruction .....	1
Instructional Location .....	1
Library Resources .....	1
NOTICE CONCERNING TRANSFERABILITY OF CREDITS .....	2
Admissions Policies & Recognition of Credits .....	2
Visa Related Services .....	2
Language Proficiency.....	2
Language of Instruction .....	2
Accreditation Status .....	3
STRF Disclosure .....	3
Privacy Act.....	4
Student Conduct.....	4
Nondiscrimination Policy.....	4
Academic Freedom .....	4
Sexual Harassment.....	5
Student’s Right to Cancel.....	5
Policies and Procedures Regarding Financial Aid .....	6
Loan Repayment .....	6
Financial Aid Disclosures .....	6
Grades and Standards for Student Achievement - Satisfactory Progress .....	7
Attendance Policy .....	7
Academic Probation and Dismissal Policies .....	7
Leaves of Absence .....	7
Student Grievance Procedures – Student Rights .....	7
Student Services .....	7
Placement Services.....	8
Student Housing.....	8
Student Records and Transcripts.....	8
Return of Lessons and Projects (distance education) .....	8
Professions – Requirements for Eligibility for Licensure .....	8
Charges: Tuition & Fees .....	8
Faculty.....	9
Program.....	10
REQUIRED DISCLOSURES .....	12

## **Institutional Mission and Objectives**

The mission of Skills4Care is to provide a more efficient way in training caregivers which is the most in demand job in California in a program that is recognized by the California Healthcare Initiative and PHInational.org as the “gold standard of training for Personal and Home care”

The objective of Skills4Care is for each student to conveniently acquire the essential attributes and skills necessary to obtain employment as caregivers in the healthcare field by providing a program of instruction that provides the quality and substantive level of training required by the 10 plus Franchise, Independent and small in home care and assisted living employers in the state of California who have expressed interest in hiring our graduates. Our graduates received training in the wide range of skills needed to provide quality care, from the activities of daily living, bathing, ambulating, feeding and or light housekeeping and companionship.

## **Description of the Facilities & Type of Equipment Used for Instruction**

The main administrative office is located on the first floor of a one story building in the city of Long Beach. The office is approximately 3,400 square feet in size. Sufficient parking is available on the property. Instruction is also provided at this location.

## **Online Portion**

HP Envy x360 2-in-1 15.6" Touch-Screen Laptop, AMD Ryzen 5, 8GB Memory, 1TB Hard Drive or any similarly configured laptop with internet access

## **Classroom Instruction Equipment**

Hospital/Laboratory bed	Bedding and Blankets
Laundry baskets	Dummies /Mannequin patients
Patient Lifting device	Disposable / plastic gloves
Toilet Paper	Towels / Wash Clothes and Bathing materials
Adult Brief / disposable underwear (Depends)	Patient Robe and Clothing
Elastic stockings	Assistant devices for dressing:
zipper pull	button fastener
extra long handle shoe horn	shoe holder
Bed pan; both regular and fracture	Urinal
Portable commode	Cotton balls
Supplies for perineal care	Disposable bed protector
Plastic bags	Wheel chairs
Walkers and Canes	

## **Instructional Location**

5199 E. Pacific Coast Hwy, Suite 100, Long Beach CA 90804.

## **Library Resources**

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered. Learning resources provided include access to a specially selected internet source of information which support the learning objectives of the programs offered. Student may access learning resources by asking any staff member during normal business hours. Staff members are also available to provide research assistance.

[https://www.youtube.com/watch?v=xLc\\_nluFwSU](https://www.youtube.com/watch?v=xLc_nluFwSU)

[https://www.youtube.com/watch?v=bs\\_7jWqSeIM&t=4s](https://www.youtube.com/watch?v=bs_7jWqSeIM&t=4s)

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

The transferability of credits you earn at Skills4Care is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Personal Care Aide program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Skills4Care to determine if your certificate will transfer.

### **Admissions Policies & Recognition of Credits**

Internet delivery

Prior to admission the institution interviews each prospective student to determine whether they have the skills and competencies to succeed in a distance education environment.

1. Student must have graduated from high school, or earned a GED
2. Applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate will be administered the Combined English Language Skills Assessment (CELSA) Ability to Benefit Test. This test is administered by an independent third party administrator and the cost of the test is paid by the student. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the student does not attain a qualifying score, the student may take a different CELSA test. If the student does not attain a qualifying score on the second test, the student may re-test after 15 days. A qualifying score is 97.
3. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
4. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
5. This institution does not award credit for experiential learning.
6. This institution has not entered into an articulation or transfer agreement with any other institution.

The institution shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

### **Visa Related Services**

This institution does not admit students from other countries, so no visa related services are offered.

### **Language Proficiency**

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level.

### **Language of Instruction**

Instructions will be given in no language other than English.

This institution does not provide ESL instruction.

## **Accreditation Status**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

## **STRF Disclosure**

### **Student Tuition Recovery Fund Disclosures.**

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 N. Market Ave, Ste 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

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

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

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

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

### **Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

### **Student Conduct**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

### **Nondiscrimination Policy**

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

### **Academic Freedom**

Skills4Care is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Skills4Care encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

## **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

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

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. A notice of cancellation/withdrawal from the school shall be in writing and submitted to the school administrative office. Cancellation is effective on the date written notice of cancellation is sent to the school administrative office at 5199 E. Pacific Coast Hwy, Ste 100, Long Beach, CA 90804 or by email to RA@Skills4Care.com. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### Online Portion of Training

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent to the school administrative office at 5199 E. Pacific Coast Hwy, Ste 100, Long Beach, CA 90804 or by email to RA@Skills4Care.com. The institution shall make the refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## **Refund Policy**

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

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.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall

refund the money to the student within 45 days of the student's withdrawal or cancellation. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Ave, Ste 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897

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

### **Policies and Procedures Regarding Financial Aid**

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

### **FINANCIAL AID PROGRAMS**

This institution does not offer Federal Programs for student's financial assistance, but does participate in State programs.

### **Loan Repayment**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

### **Financial Aid Disclosures**

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

## **Grades and Standards for Student Achievement - Satisfactory Progress**

### **Assessment**

#### Evaluation Criteria

- Module exam 50% (online portion)
- Skills 50% (skills assessment portion)

Students must pass all online lesson exams with 100%

Students must perform all skills assessments perfectly according to the standards presented in the instructor checklist.

### **Attendance Policy**

The online portion of this program is delivered according to the student's schedule following the prescribed sequence. Completion is expected in 12 hours. After successful completion the student is scheduled for the classroom soft skills assessment

Students are required to attend more than 100% of the scheduled sessions throughout the entire program. When a student falls below 100% attendance they will be dismissed from the program.

### **Academic Probation and Dismissal Policies**

The Chief Academic Officer may dismiss a student if the student is not making satisfactory academic progress as per this institution's published policy.

### **Leaves of Absence**

Due to the very short program length, no leave of absence is available to students.

### **Student Grievance Procedures – Student Rights**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a school administrator. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus: Skills4Care, 5199 E. Pacific Coast Hwy, Ste 100, Long Beach, CA 90804. The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

Complaint procedures

Right to Cancel

Student Tuition Recovery Fund

Notice Concerning Transferability of Credits

Student Grievance Procedures

Student Rights to Inspect Records and Obtain Transcripts

Non-Discrimination Policy

Academic Freedom

Sexual Harassment

### **Student Services**

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a



## **Faculty**

### **Kathy Alvarado**

Kathy has over 17 years experience as a nurse and earned her MSN in 2005

### **Doris Corpus**

Doris has over 15 years experience as a registered nurse.

## **Program**

### **Personal Care Aide**

Personal Care Aide. A program that prepares individuals to provide routine care and support services for homebound disabled, recovering, or elderly people. Includes instruction in basic nutrition, home sanitation, first aid, taking vital signs, personal hygiene, interpersonal communication skills, supervised home management, emergency recognition and referral, geriatric care, and legal and ethical responsibilities.

### **Program Mission & Objectives**

At the completion of this program the student will

- **Assist and Care for Others**
  - Provide personal assistance, emotional support, or other personal care to others.
- **Communicate with Supervisors, Peers, or Subordinates**
  - Provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Get Information**
  - Observe, receive, and otherwise obtain information from all relevant sources.
- **Perform General Physical Activities**
  - Perform physical activities that require considerable use of arms and legs and moving your whole body.

Length of Program        40 hrs

No Externship or Internship is required

Job Classification        39-9021.

Final Tests or Exams     Students are evaluated through written and performance assessments.

Graduation Requirements

To complete this program a student must complete all prescribed online courses with a grade of 100% plus perform the practical operations and earn a grade of “pass”.

### Sequence of Instruction

**CPR/First Aid – Classroom**

**8 hrs**

**Online**

**16 hrs**

M0 - Introduction

M1 - Key Concepts

M2 - Work Settings

M3 - Elders

M4 - Differences

M5 – Communication

M6 - Depression

M7 - Infections

M8 - Body Systems

M9 - Body Mechanics

M10 - Consumers

M11 - ADLs

M12 - Dignity

M13 - Care

M14 - Toileting

M15 - Assisting ADLs

- M16 - Dressing ADLs
- M17 - Alzheimers Disease
- M18 - Mental Illness
- M19 - Physical Disabilities
- M20 - Rights (cons./worker)

**Soft Skills Lab**

**16 hrs**

Once you have completed the online portion of the course, you will be scheduled for the demonstration section of your training. Here you will attend two 8-hour days inside a soft skills lab. For Day 1 you will be performing the day-to-day activities presented in the video modules you've already seen. On Day 2, our instructors will be testing and making sure you are able to execute the tasks demonstrated on Day 1. Our goal is to perform and demonstrate the skills you have learned in each of the videos. Our goal is for you to perform and demonstrate the skills you have learned in each of the video modules.

Day One

- Module 7 Hand washing
- Module 9 Moving
- Module 9 Turning
- Module 11 Eating
- Module 12 Bathing
- Module 12 Skincare
- Module 13 Showering
- Module 13 Shaving
- Module 14 Toileting
- Module 15 Standing
- Module 16 Dressing
- Module 16 Bed Pan
- Module 16 Urinal

Day Two

Demonstration of Skills and Testing

## **REQUIRED DISCLOSURES**

- The policy of this institution is to update the official school catalog annually, in January of each year.
- Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.
- This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.
- This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.
- 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.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Ave, Ste 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 Fax (916) 263-1897
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).