

# California Nurses Educational Institute



## School Catalog

January 1, 2024-December 31, 2024

72769 Dinah Shore Dr. Rancho Mirage, CA 92270  
(760) 416-5955 [www.CNEI.edu](http://www.CNEI.edu)

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## GENERAL INFORMATION

### APPROVAL DISCLOSURE STATEMENT

California Nurses Educational Institute (CNEI) is an educational institution incorporated in the State of California. CNEI is nationally accredited by the Commission of the Council on Occupational Education, an accrediting body organization recognized by the United States Department of Education. CNEI is a private institution approved to operate in California by the Bureau for Private Postsecondary Education. Approved means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. The Licensed Vocational Nurse program is also approved by the California Licensing Board for Vocational Nursing and Psychiatric Technicians, the Certified Nurses Assistant and Certified Home Health Aide programs are also approved by the California Department of Public Health, and the Alcohol and Drug Addiction Counseling program is approved by the California Consortium of Addiction Programs and Professionals (CCAPP).

PROGRAM	CLOCK HOURS	SEMESTER UNITS	WEEKS	
			Day	Eve
Licensed Vocational Nurse	1675	65	60	90
Pharmacy Technician	780	35	N/A	36
Alcohol & Drug Addiction Counseling	735	32	N/A	38
Certified Nurses Assistant	160	N/A	6	13
Certified Home Health Aide	40	N/A	1	N/A

All information in the content of this school catalog is current and correct and is so certified as true to the best of my knowledge and belief by:

**School Official**



Chief Administrator Office

## MISSION STATEMENT

*The mission of California Nurses Educational Institute is to provide the student with a balanced educational approach based on theory and practical instruction, which enables the student to meet professional certification and licensing requirements as well as employer expectations upon graduation.*

### ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURE

Applicants are required to visit California Nurses Educational Institute for program orientation prior to enrollment and start of class. Applicants are interviewed in person by an admissions representative after completing a required admission application and are given a tour of the school. Applicants for an online delivery program may complete the enrollment process virtually. Applicants are provided a copy of the school catalog and program information pertinent to the program of interest. The admissions representative determines if the applicant meets the minimum admissions requirements for the program of interest based on stated admissions criteria. Information on loan and grant programs to assist students with tuition and related costs is made available to students by the Financial Department.

As a matter of policy, all prospective students are provided with a copy of the school catalog. The catalog is available on the web at, [www.cnei.edu/resources/catalog](http://www.cnei.edu/resources/catalog). A printed copy can also be obtained at the applicant's request.

CNEI does not provide instruction in English-as-a-second language. All instruction is provided in English. Applicants must be able to speak, read, and write English fluently. English proficiency is determined through the institution's admissions interview process and completion of all necessary documents.

- Applicants must be at least 18 years of age.
- Applicants must have a high school diploma or equivalent.
- Admission may be denied for the following reasons but not limited to:
  - Criminal background (per regulations)
  - Inability to speak or understand the basic English language.

The following are additional program-specific admission requirements.

#### Licensed Vocational Nurse:

- Completion of ATI-Test of Essential Academic Skills (TEAS) Version 7 entrance exam with a proficient passing score of 58.7%. OR completion of the HESI Admissions exam with 70% score. No admission test is required for applicants with an Associate of Science Degree with completion of general education prerequisites for nursing.
- Fingerprinted as required by the Department of Health Services, Licensing and Certification Section.
- Background check.
- Influenza Vaccine – Required for months September-May.
- Social Security & Valid Identification.
- Varicella titer, Hepatitis B titer, and MMR titer. Low sensitivity results will require a booster(s) shot.
- Titer QuantiFERON Gold
- Physical Exam. Use CNEI Physical Exam Form.

#### Certified Nurses Assistant

- Background check.
- Vaccinations and immunizations.
- Valid Identification and Social Security.
- Physical Exam and two step TB test.

#### Certified Home Health Aide

- Current Nurses Assistant Certification

\* Clinical sites may have additional requirements such as drug screening, titer testing, and protective mask fitting.

## TRANSFER OF CREDIT/ PREVIOUS EDUCATION AND TRAINING POLICY

Students may request advanced placement/transfer based on credit from previous education and training according to the following policy. This policy applies to students transferring between programs within the institution as well as for students from other institutions.

A request for transfer of credit must be made prior to signing an enrollment agreement. An official transcript and a copy of the catalog or course syllabus from the institution from which credit is requested for transfer are required by CNEI for transfer evaluation. Credit in transfer is granted only for coursework completed at an accredited institution or a state licensing or certification agency approved programs.

Previous education coursework/credits considered for transfer must have a minimum grade of C or 75%. Credit based on life experience/knowledge must be earned with a minimum grade of C or 75% on a CNEI-administered examination. A maximum of one-third of the total program credits will be awarded as transfer-in credits or advanced placement credits.

Tuition and fees will be adjusted on a pro-rata basis per credit hour transferred. Any adjustments in credit hours and weeks may impact financial aid eligibility as determined by Title IV regulations.

**For Students Requesting Veteran's Administration Benefits:** The College is required to inquire about, and request transcripts from, all prior institutions, including military training, college coursework and vocational training. Previous transcripts will be evaluated, and credit will be granted as appropriate. The veteran or eligible person will be notified of the evaluation result. **All prior training must be evaluated, and all evaluations must be completed prior to the start of class to receive credit.**

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

The transferability of credits you earn at CNEI is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma or certificate or any units you earn in the educational program at CNEI is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate or units that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some, or all, 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 CNEI to determine if your diploma or certificate will transfer.

Decisions to accept credits from another educational institution rest entirely with each receiving institution and are usually assessed and considered on a case by case, course by course basis. CNEI, while fully accredited, does not currently possess the same types of accreditations as most four-year colleges and universities offering nursing programs, degrees, baccalaureate, and beyond. Prospective students of CNEI will need to consider this if they plan to continue their academic credentials.

**The institution has not entered into an articulation or transfer agreement with any other college or university.**

## FACILITIES

California Nurses Educational Institute is located at 72769 Dinah Shore Dr. Rancho Mirage California. It is located in a shopping center at the corner of Monterey Avenue and Dinah Shore Dr. near Interstate 10 Freeway. The facility consists of approximately 15,000 square feet of classrooms, clinical skills laboratories, learning resource center, administrative and faculty offices, and storage areas. The facilities meet all local occupancy requirements. Classrooms are equipped and designed to accommodate classes of up to thirty students at any one time. Parking is available to students and staff.

The type of equipment and materials used to provide instruction are current with industry standards and appropriate to meet the educational objectives of its programs. Classrooms are furnished and equipped with tables, chairs, computers, and overhead projectors. A fully equipped computer lab with internet access is available for research, homework and to complete class assignments. Skills Lab rooms are fully equipped with up-to-date equipment appropriate to meet the teaching objectives of the programs offered. Equipment includes fully interactive simulators, hospital beds and gurneys, wheelchairs, basins, scales, vital signs diagnostic equipment, CPR and First Aid equipment, intravenous (IV) equipment and supplies, and medical supplies and materials, and other resources necessary to meet educational objectives of the programs is available.

The Learning Resource Center consists of computer-assisted learning programs and a variety of self-learning video modules as well as access to an online virtual library resource offering a broad range of topics to support the learning process of the various programs offered. In addition, textbooks, workbooks, and reference books are available for faculty and student use. The computer lab is fully equipped and networked with high-speed internet and is available and accessible to students. The library resources are maintained and updated yearly. Student access to the library and learning resources is scheduled by faculty for specific assignments. Students may also request and check out items from the library by written request with the program director and or school registrar. Items can be checked out for a maximum period of 10 days. Items not returned within the allotted time period will be billed to the student at the costs incurred to replace the item.

Classes are held at the school's main facility for theory instructions. Clinical instruction is held at the following facilities: For Licensed Vocational Nurse (LVN): Palm Springs Health Care & Rehabilitation Center, 277 S. Sunrise Way, Palm Springs; Premier Care & Rehabilitation for Palm Springs, 2990 E. Ramon Road, Palm Springs; Indio Nursing & Rehabilitation Center, 47763 Monroe St, Indio; Desert Springs Healthcare, 82262 Valencia Ave, Indio; The Fountains at the Carlotta, 41505 Carlotta Dr, Palm Desert; Mama's House, 44875 Deep Canyon Rd, Palm Desert; DAP Health, 1695 N. Sunrise way, Palm Springs; Rancho Mirage Healthcare & Rehab 39950 Vista Del Sol, Rancho Mirage; ManorCare Health Services, 74-350 Country Club Dr. Palm Desert. For Alcohol and Drug Addiction Counseling (ADAC): Addiction Therapeutic Services 559 S Palm Canyon Dr. #B-101, Palm Springs; Desert Palms 67580 Jones Rd. Cathedral City. For Certified Nurse Assistant (CNA): California Nursing and Rehabilitation, 2299 N. Indian Canyon Drive, Palm Springs; Rancho Mirage Healthcare & Rehab 39950 Vista Del Sol, Rancho Mirage; Cathedral Medical Clinic 31755 Date Palm Drive Suite M, Cathedral City. Additional sites are maintained in a list and can be available upon request.

## **PROGRAM COMPLETION AND GRADUATION REQUIREMENTS**

To graduate, students must maintain satisfactory academic and attendance progress, and achieve a minimum of a 2.0 grade point average (70% or "C") in their academic work, complete and pass all clinical requirements, and discharge all financial obligations to school. For the Licensed Vocational Nurse and the Alcohol & Drug Addiction Counseling the minimum passing score is 75%. The successful completion of a comprehensive examination (Exit Exam) is a graduation requirement of the Vocational Nursing (VN) Program.

## ATTENDANCE POLICY

Attendance is monitored and recorded daily. It is the responsibility of the student to notify the school in advance if they will be absent or late, just as it is necessary to inform an employer.

### **Elements of Satisfactory Attendance:**

Absenteeism: Students are expected to maintain a minimum of 90% of attendance throughout the enrollment period. Failure to maintain satisfactory attendance will result in Attendance Probation for a period of thirty (30) days. Attendance is checked at a minimum monthly. Students with two (2) weeks of continuous non-attendance are dismissed. Absences may be made up for purposes of removing absences on an hour of make-up to an hour of absence basis. Absences must be made up within ten (10) days or prior to beginning the following sequential course/level.

Excused Absences: An EXCUSED absence is considered only when the student notifies the school on the day, or prior to the day, of the absence. The student may notify the registrar, instructor, or the administration office. The absence will be recorded as excused; however, excused absences are included in the calculation to determine the minimum attendance requirement.

Tardiness: For the purpose of satisfactory attendance, students arriving more than 15 minutes late without a legitimate reason or excuse will be deducted one-hour of the total attendance scheduled for that day. Three (3) unexcused tardies will constitute one (1) day of missed attendance.

Make-up Work and Exams: Make-up course work missed due to absenteeism is permitted and credit is given, however, the absences will remain on record. Students are responsible for arranging time with the instructor for make-up work and exams. Additional attendance and make-up requirements apply to the LVN program and are provided in the student orientation package.

### **For the Licensed Vocational Nurse (LVN) Program:**

All theory and clinical objectives must be completed satisfactorily for each level. Missed hours and assignments must be made-up prior to the end of the scheduled level in which the deficiencies occurred. Students may not continue to the next level unless all required work is completed satisfactorily, and all missed hours are made up prior to the start of the next level.

#### *Theory (Lecture) Absences and Make up Hours*

Absenteeism: Students are expected to complete 100% of the scheduled attendance. Attendance is recorded and monitored weekly. A written warning will be issued to students with two (2) absences. Students with three or more absences will be placed on Attendance Probation for the remainder of the level or for a period of thirty (30) days. Failure to improve attendance by the end of the probation period will result in withdrawal from the program.

Absences may be made up for the purpose of removing absences on an hour of make-up to an hour of absence basis. Make-up absences must be done within ten days (10) days of the absence. Students are responsible for arranging time with the instructor for make-up absences.

Make-up Work and Exams: Make-up course work missed due to absenteeism is permitted and credit is given, however, the absences will remain on record. Students are responsible for contacting the instructor to arrange for make-up work and exams.

### ***Missed examinations:***

Missed examinations must be taken on the first day back following the absence or earliest schedule make up session.

Only two (2) missed examinations will be allowed for make-up. A point penalty of *10% of the grade scored* will apply to make-up exams. Example: A grade scored at 100% (A) will result in a grade of 90% (B). An alternate exam may be administered.

### ***Clinical Absences and Make-up Hours:***

It is recognized that successful completion of the program, and passing the NCLEX-PN examination, is highly correlated with attendance at both theory and clinical days.

Understanding that emergency circumstances may arise resulting in absences, the accumulation of missed clinical hours will affect your progress and disrupt your schedule. All missed clinical hours must be made up as described in the following policy:

1. Students are required to notify the instructor if they expect to be late or absent from clinical. A no-show, no-call for clinical will result in probation on the first incident.
2. Students with one clinical absence will be issued a written warning and placed on probation for the remainder of the Level or 30 days and be notified of withdrawal for the next absence. All missed clinical hours must be made up prior to the end of the level in which hours were missed. A student may not continue to the next level until clinical hours and objectives have been completed satisfactorily.
3. Students assigned to make up clinical hours must attend the entire shift (Example: If a student misses 3 hours of clinical time, the student must still complete a complete shift for make-up.)
4. NOTE: CNEI provides the opportunity for students to meet the clinical hours required to complete the program, a schedule is provided to each student. CNEI does NOT guarantee that any additional clinical hours will be provided to students who do not attend clinical as scheduled.
5. The vocational nursing student handbook contains a complete update of all applicable policies.

## **ACADEMIC POLICIES**

### **General Statement:**

California Nurses Educational Institute defines Satisfactory Academic Progress as meeting acceptable standards based on pre-determined educational objectives set by the institution. Students are evaluated and graded as they complete each course within a program prescribed curriculum. Grades are determined as a compilation of written and laboratory/practical examination scores and observation of clinical competencies. The school applies these standards to all students, whether or not they are recipients of financial aid.

### **LEAVE OF ABSENCE**

A Leave of Absence (LOA) may be granted to students for serious illness, death in the family, or other emergency circumstances. Leave of Absence requests must be submitted in writing to the administration. Only one written request for a Leave of Absence will be considered during one academic year. The LOA, together with any additional LOAs must not exceed one hundred and eighty (180) calendar days in any twelve-month period. Students making regularly scheduled tuition payments to the school remain under that obligation during the LOA. Failure to report to class as scheduled ending the LOA period will result in automatic withdrawal from the program. Resubmission or updating of vaccinations and other documentation may be required prior to the date the student is scheduled to return from the LOA. Additional conditions apply for LVN students outlined in the LVN Student Handbook. The student will be advised by the registrar of such requirements in advance of such requirements. Any students making regularly scheduled tuition payments to the college remain under that financial obligation during a LOA.

### **SATISFACTORY ACADEMIC PROGRESS**

For the purpose of measuring Academic Progress, students must maintain a minimum of 2.0 (70%) grade point average throughout the entire enrollment period. For the Licensed Vocational Nurse and the Alcohol & Drug Addiction Counseling programs, the minimum passing score is 75%. Academic progress is verified at the completion of each course within the educational program. Courses are fifteen (15) weeks or less in duration.

**Maximum Time Frame:** Students attending on a full-time basis have a maximum time frame in which to complete all graduation requirements:



**Maximum Time Frame Schedule:**

The maximum time frame is calculated based on an academic year of twenty-four semester credits. Students must satisfactorily complete twenty-four for every thirty-six attempted for a maximum time frame of 150%. The maximum time frame is measured on a course-by-course basis.

**Licensed Vocational Nurse (LVN) 65 Semester Units**

<b>Course Title</b>	<b>Length In Units</b>	<b>Maximum Time Frame</b>
Level I: Fundamentals of Nursing	10	15
Level II: Fundamentals of Nursing II	8.5	12.75
Level III: Intermediate Medical Surgical Nursing Care I	8.5	12.75
Level IV: Mental Health Nursing and Care of Neurological Conditions	8	12
Level V: Intermediate Medical Surgical Nursing Care II	8.5	12.75
Level VI: Obstetric and Pediatric Nursing	8.5	12.75
Level VII: Advanced Nursing Care and Leadership Principles I	8	12
Level VIII: Advanced Nursing Care and Leadership principles II	5	7.5
<b>TOTAL</b>	<b>65</b>	<b>97.5</b>

**Alcohol & Drug Addiction Counseling 32 Semester Units**

<b>Course Title</b>	<b>Length In Units</b>	<b>Maximum Time Frame</b>
Level I: History of Alcohol and Mood Changing Drugs	5.5	8.25
Level II: Law and Ethics	5.5	8.25
Level III: Case Management, Intake and Assessment Process	5.5	8.25
Level IV: Individual Group and Family Counseling Techniques	5.5	8.25
Level V: Professional Development, Supervised Practicum	5.0	7.5
Level VI: Externship: Supervised Field Work	5.0	7.5
<b>TOTAL</b>	<b>32.0</b>	<b>48.0</b>

**Pharmacy Technician 35 Semester Units**

<b>Course Title</b>	<b>Length In Units</b>	<b>Maximum Time Frame</b>
Pharmacy Technician Level I	5.0	7.5
Pharmacy Technician Level II	5.0	7.5
Pharmacy Technician Level III	5.0	7.5
Pharmacy Technician Level IV	5.0	7.5
Pharmacy Technician Level V	5.0	7.5
Pharmacy Technician Level VI	5.0	7.5
Pharmacy Technician Level VII	5.0	7.5
<b>TOTAL</b>	<b>35.0</b>	<b>52.5</b>

## **PROBATION, TERMINATION AND REINSTATEMENT:**

Academic and Attendance Probation: Students with a grade point average of less than the minimum requirement of 2.0 are placed on Academic Probation. Students with less than 90% of the scheduled attendance are placed on Attendance Probation. Licensed Vocational Nurse students have more stringent satisfactory attendance requirements. The probation period is for thirty (30) days in which students are expected to improve to comply with the minimum requirements. Failure to improve and meet the minimum progress requirements by the next scheduled progress verification point will result in dismissal.

Termination: A student will be terminated if at the end of a probationary period, the student has not corrected all progress deficiencies. A student may also be terminated for violation or noncompliance of school policy.

Reinstatement and Appeal Process: A student may request reinstatement by reapplying for enrollment. Reinstatement may be granted at the discretion of the School Director.

Leave of Absence: For students on leave of absence (LOA), class transfers, non-credit remedial courses, withdrawals, and incompletes, an incomplete ("I") grade is assigned and will not affect maximum time frame. Students who LOA, transfer, or withdraw within 2 weeks of the scheduled completion date of the course will receive a grade of A through F which will affect maximum time frame. Course completions and repetitions are also assigned a grade of A through F and will also affect the maximum time frame.

### **Re-admission**

If a student withdraws from a program or is dismissed due to unsatisfactory attendance or academic progress, the student may apply for readmission by writing a letter requesting reinstatement. The letter should explain improvements and strategies that will be taken to succeed as they relate to the reason for withdrawal. The Admissions Committee will review the request and will notify the applicant in writing of the decision. Readmission is not guaranteed and is granted at the discretion of the Committee based on behavior, aptitude, attitude, and likelihood for success in the desired field of study. The applicant will be notified of any required testing, remediation, vaccinations, or documentation prior to reinstatement. Tuition and fees will be based on the initial number of hours satisfactorily completed. If the applicant is readmitted, an interview with the Admissions Committee or Program Director may be scheduled, and a new Enrollment Agreement will be signed.

### **Appeals**

Students may appeal decisions related to progression and readmission. Appeals should be submitted in writing to CNEI.

## **STUDENT RECORDS AND RIGHT OF PRIVACY**

The Family Educational Rights and Privacy Act (FERPA) enables all students to review their academic records, including grades, attendance, and counseling reports. The CNEI FERPA policy is more completely stated in the Consumer Information packet that is distributed to all students prior to enrollment. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school to maintain these records for a minimum of five years. In addition, transcripts are retained permanently. Students may request a review of their records by writing to the school registrar. All such reviews will be scheduled during regular school hours under appropriate supervision.

## **CONDUCT POLICY**

California Nurses Educational Institute expects and requires all attending students to abide by the following rules:

- Treat other students, school personnel and guests with consideration and respect.
- No intent to damage of any type will be permitted.
- Smoking is not permitted within the school (see instructor for approved smoking areas).
- Eating and visitors are not permitted in any classroom area.
- At the direction of the School Director or Program Director, a student may be suspended or terminated

for any of the following reasons:

- Possession or use of illegal drugs.
- Visible intoxication or drug induced state of behavior.
- Possession of weapons on school premises.
- Behavior or actions that create a safety hazard or unfavorable learning environment.
- Disrespectful behavior to another student(s) or faculty member, or other determined infractions of conduct.
- Academic Dishonesty.

## TUITION POLICIES AND SCHEDULE OF TOTAL CHARGES

Total tuition and fees for a program are due and payable upon starting classes for the specified term or enrollment period. The following methods of payments are accepted, Cash, Check, Credit Card, and Money Order. Arrangements will be made for students to make payments according to a schedule acceptable to the student and the school. The specific payment schedule will be clearly delineated on the individual student's enrollment agreement or financial aid award letter. The school will accept the standard payment schedule for a student receiving Federal Financial Aid if such student remains in good standing. Out-of-school students seriously delinquent and unresponsive to requests for payment may be turned over to an agency for collection.

PROGRAM	Registration	STRF Fees	Tuition	Books & Supplies	Total
Licensed Vocational Nurse	\$ 100	\$ 90.00	\$35,400.00	\$ 400.00	\$ 35,990.00
Alcohol & Drug Addiction Counseling	\$ 100	\$ 37.50	\$ 14,400.00	\$ 0	\$ 14,537.50
Pharmacy Technician	\$ 100	\$ 32.50	\$ 12,800.00	\$ 0	\$ 12,932.50
Certified Nurses Assistant	\$ 100	\$ 7.50	\$ 2,620.00	\$ 80.00	\$ 2,807.50
Certified Home Health Aide	\$ 100	\$ 2.50	\$ 750.00	\$ 0	\$ 852.50

**The tuition outlined in this fee schedule covers the entire period of enrollment.** A fee of \$25 will be assessed for checks returned unpaid. A fee of \$50 will be assessed for each LVN clinical makeup class.

**The following items are not included in the above charges for the LVN program:** Physical, immunizations and vaccinations including TB, uniforms. Graduates of the LVN program are responsible for NCLEX, LVN License, and IV Certification fees.

## GRADING AND PROGRESS SYSTEM

The minimum passing score for the **CNA**, **CHHA** and **Pharmacy Technician** programs is 70%. The minimum passing score for the **ADAC and LVN** program is 75%.

California Nurses Educational Institute utilizes the following grade value system in measuring academic progress:

LETTER GRADE	PERCENTAGE GRADE		GPA
A	96-100		4.0
A-	91-95		3.7
B+	88-90		3.3
B	85-87		3.0
B-	81-84		2.7
C+	76-80		2.3
C	70-75		2.0
F	<69.5		0

## **Opportunities and Requirements for Financial Aid**

The school does not provide financial assistance to students. However, the school is approved by the Department of Education to participate in the Federal Student Aid-Title IV programs. Loans and grants are available to eligible students who are enrolled in eligible programs. Staff are available to assist students to determine eligibility. 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. If, after all tuition and fees are paid, there is a credit balance in the student's account, the student may be eligible for a refund. The school does not participate in state financial aid programs.

**If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, the following may occur:**

**The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan. Your wages may be garnished. You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.**

## **Reimbursement to Veterans and Eligible Persons for VA Benefits**

The Department of Veteran's Affairs will pay the student directly. The amount and terms are determined by the Department of Veteran's Affairs. For information or for resolution of specific payment problems, the veteran should call their nationwide toll-free number at 1-888-442-4551.

## **Non-Discrimination Policy**

Applicants will be considered for admission without regard to race, ethnicity, religion, gender, national origin, age, or veteran status. Disability will be considered only to the extent to which it may prevent applicants from gaining employment within their selected program area.

## **BUYER'S RIGHT TO CANCEL AND REFUND POLICY**

The student has a 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, by notifying the school. If the student's tuition is sponsored through outside sources or programs, the refund will be sent to the sponsoring agency. If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds. For self-paying students, a refund will be sent to the student. A request to cancel or withdraw from the school must be in writing to the registrar.

**Refunds for Students Who Withdraw On or Before the First Day of Class:**

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution.

### **Refund Calculation:**

The institution follows 94919(c) of the State of California Code which states that the institution shall provide a pro rata refund of nonfederal student financial aid moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. It is calculated as follows:

- (1) The number of days the student attended, or was scheduled to attend, prior to withdrawal is divided by the number of days in the program.
- (2) Except as provided for in section three (3), all amounts paid by the student in excess of what is owed as calculated in section one (1) shall be refunded.
- (3) Except for the STRF assessment, a \$100 registration fee, and any unused books, supplies, or equipment returned within ten (10) business days of the withdrawal, all amounts that the student has paid shall be subject to refund. Books, supplies, or equipment, if unused and in original sealed packaging can be returned for credit of the amount charged by the institution.

Refunds due are made within 45 days of (1) of the last day of attendance or (2) from the date the institution terminates the student, or the student is determined withdrawn.

## **STUDENT SERVICES**

### **Job Placement**

While no job placement guarantees are made, the school offers job placement services to all graduate students. A student services job placement office is maintained under the direction of a designated employee of the school. The extent of placement services provided include assistance with resume preparation, mock interviews and interview readiness, and provision of job leads for openings in the area.

### **Student Advising**

Student advising is made available to all students. Advising services begin with the admissions process. Students receive advice from the Admissions Advisor on the requirements, expectations, and the criteria for admission to the program of choice. Academic advice or counseling is available to students during the entire enrollment process. Tutorial sessions and reviews are scheduled regularly. Students experiencing challenges in meeting academic progress are advised by faculty and are provided with tutorial session schedules.

### **Licensing application process**

Assistance with preparation and submission of the application for certification and licensing for qualified programs is provided to students.

### **Housing Assistance**

The College does not provide nor assumes responsibility for student housing and does not maintain any dormitories facilities under its control. No housing assistance is provided through the college. According to City-Data.com, rental properties in the area are approximately \$ 1,873 per month for an 813 sq.ft. apartment. More information can be obtained at <https://www.rentcafe.com/average-rent-market-trends/us/ca/palm-springs/>.

### **Legal Matters**

Applicants with a misdemeanor and/or felony conviction may be eligible to take the national licensure exam NCLEX. However, they may be denied licensure by the Board of Vocational Nursing and Psychiatric Technicians. It is the responsibility of the applicant to contact the Board to determine eligibility to take the exam and licensure. The student is expected to self-disclose any issues regarding current or previous licensure issues.

### **Health Requirements**

The applicant must be free from communicable disease, infections, psychological disorders, and other conditions that would prevent the successful performance of the responsibilities and tasks required in the education and training of a Vocational Nurse. Upon acceptance into the program, the student must satisfactorily pass a health examination by a licensed physician or nurse practitioner and have various laboratory tests and immunizations as needed to determine physical and mental fitness. If a student enrolled in the program has developed a condition that would prevent successful performance of his/her responsibilities and tasks, the Nursing Program Director may require the student to be examined by a licensed physician. If the licensed physician verifies the condition, then there is sufficient cause for suspension or expulsion from the program. Information on specific health requirements will be provided to the student upon admission to the program.

### **Student Tuition Recovery Fund (STRF)**

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

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in programs who are California residents or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with Act or the Division within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

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

### **Bureau Disclosures**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to: 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 by fax (916) 263-1897.

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.

The school 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, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## Licensed Vocational Nurse (LVN)

CIP Code: 51.3901

### Program Objective

The Licensed Vocational Nurse (LVN) program is designed to provide students with the knowledge and technical skills to meet the State Licensing requirements and obtain gainful employment as a Licensed Vocational Nurse. Instruction is a competency-based approach with specific objectives focused on student success in passing the licensing examination through the California Board of Vocational Nursing and Psychiatric Technicians. Graduates receive a Certificate upon successful completion of the program requirements.

### Program Description

**1675 Clock Hours/65 Semester Units**

The Licensed Vocational Nurse Program consists of 691 hours of theory study and 984 hours of laboratory and clinical training instruction. The clinical training takes place at clinical facilities under direct supervision of a clinical instructor. Students must complete the entire 1675 hours of the course to graduate.

The program consists of eight levels. Each level is designed with focus on a concentration or specialty that builds a foundation of knowledge progressively as each level is completed leading to the preparation to successfully pass the NCLEX examination upon graduation. Attendance is considered full-time.

Course Title	Clock Hours	Semester Units
<b>Level I:</b> Fundamentals of Nursing Care I	<b>225</b>	<b>10.0</b>
<b>Level II:</b> Fundamentals of Nursing Care II	<b>225</b>	<b>8.5</b>
<b>Level III:</b> Intermediate Medical Surgical Nursing Care I	<b>225</b>	<b>8.5</b>
<b>Level IV:</b> Mental Health Nursing and Care of Neurological Conditions	<b>225</b>	<b>8.0</b>
<b>Level V:</b> Intermediate Medical Surgical Nursing Care II	<b>225</b>	<b>8.5</b>
<b>Level VI:</b> Obstetrics and Pediatric Nursing	<b>225</b>	<b>8.5</b>
<b>Level VII:</b> Advance Nursing Care and Leadership Principles I	<b>225</b>	<b>8.0</b>
<b>Level VIII:</b> Advanced Nursing Care and Leadership Principles II	<b>100</b>	<b>5.0</b>

### Books and Materials:

#### **ATI Engage Digital Books**

Adult Medical Surgical Nursing Edition 12.0  
Fundamentals for Nursing Edition 11.0  
Nursing Leadership and Management Edition 9.0  
Maternal Newborn Nursing Edition 12.0  
Mental Health Nursing Edition 12.0  
Pediatric Nursing Edition 12.0  
PN Pharmacology for Nursing Edition 8.0  
Nutrition for Nursing Edition 8.0  
Pharmacology for Nursing Edition 9.0

#### **Content Mastery Series Workbooks by ATI**

PN Adult Medical Surgical Nursing Edition 11.0  
PN Maternal Newborn Nursing Edition 11.0  
Nutrition for Nursing Edition 7.0  
PN Mental Health Nursing Edition 11.0  
Fundamentals for Nursing Edition  
PN Pharmacology for Nursing Edition 8.0  
PN Nursing Care of Children Edition 11.0  
Nursing Leadership and Management Edition 8.0  
NDH Nurse's Drug Handbook Jones & Barlett Learning 2023

## Requirements and Eligibility for Licensure

### Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
5. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
6. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
7. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

### Section B

1. **Graduate of a California Approved School of Vocational Nursing.**  
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.



# Alcohol & Drug Addiction Counseling (ADAC)

CIP Code: 51.1501

## Program Objective

The objective of the program is to provide a foundation of knowledge that prepares graduates to begin a career in the field of Alcohol and Drug Addiction Counseling. Through a balanced educational process of didactic and practical instruction, students will achieve a level of skill that meets labor market expectations and demand. The program is offered through distance education. The externship portion of the program must be attended in person.

## Program Description

**735 Hours/32 Semester Units**

The ADAC program provides a well-balanced education based on didactic instruction, demonstration and performance of practical skills and an externship at a qualified treatment facility where the student can gain real-life experience. The 735-hour program will be completed in 38 weeks. It consists of 480 hours divided into five course levels of classroom and practical instruction. The sixth level consists of 255 hours of externship in an approved facility. The program is designed to allow students to start classes at the beginning of any of the first five course levels. The program is approved by the California Consortium of Addiction Programs and Professionals (CCAPP). Students become Registered Alcohol Drug Technicians (RADT) and are eligible to apply for certification as Alcohol and Drug Counselor-I upon graduation. Classes are offered during the evening schedule. However, externships may be scheduled only during the day. Graduation of the program requires successful completion of all levels. Successful graduates receive a Diploma.

	Course Title	Clock Hours	Semester Units
<b>Level I</b>	History of Alcohol and Mood Changing Drugs	96	5.5
<b>Level II</b>	Law and Ethics	96	5.5
<b>Level III</b>	Case Management, Intake and Assessment Process	96	5.5
<b>Level IV</b>	Individual, Group and Family Counseling Techniques	96	5.5
<b>Level V</b>	Anger Management Techniques, Supervised Practicum, Personal/Professional Growth and Preventing Burnout.	96	5.0
<b>Level VI</b>	Externship: Supervised Field Work	255	5.0

## Books and Materials:

*Drugs and Society* 14<sup>th</sup> Edition by Glen R. Hanson, Peter J. Venturelli and Annette E. Fleckenstein, Jones, and Bartlett Learning, 2020. *Ethical, Legal, and Professional Issues in Counseling*, Theodore P. Remley Jr. and Barbara Herlihy, 6<sup>th</sup> Ed., Pearson Education, 2020. *The Addiction Treatment Planner* 5<sup>th</sup> Edition by Arthur E. Jongsma Jr., Wiley, 2014. *Working with Families: Guidelines and Techniques* 2<sup>nd</sup> Ed. John T. Edwards, 2011. *Becoming a Therapist*, Malcolm c. Cross & Linda Papadopoulos, 2001. *Codependent No More*, Melody Beattie, 1992. *Anger Management Essentials*, Anita Avedian 2<sup>nd</sup> Ed., 2021 and Teen Edition, Anita Avedian, and Ingrid Caswell, 2017.

Lessons and projects will be graded/responded to within 30 days.

## Pharmacy Technician

CIP Code: 51.0805

### Program Objective

This program is designed to prepare students for entry-level pharmacy technician positions for both institutional and community pharmacy settings. A pharmacy technician, under the supervision of pharmacists, assists in the day-to-day operations to prepare and provide medications to patients and with related tasks in managing pharmacy clinical and business operations. Graduates are eligible for licensing by the California State Board of Pharmacy upon graduation and for national certification by the National Healthcareer Association (NHA).

### Program Description

**780 Hours/35 Semester Units**

The Pharmacy Technician program is designed based on a well-balanced integration of theory and practical instruction in the fundamentals of pharmacy operations. The program consists of six course levels of classroom theory and laboratory instruction totaling 540 hours and externship consisting of 240 hours for a total of 780 hours. The instruction is designed following a framework of theory and practical skills to meet eligibility requirements for certification upon graduation. The design of the program allows students to start at the beginning of level I through VI and complete all levels to be eligible for placement on an externship rotation. Graduates receive a certificate upon successful completion of all graduation requirements.

Course Title	Clock Hours	Semester Units
<b>Pharmacy Technician Level I:</b> Pharmacy, Law, Ethics, and Regulatory Agencies, Associations, Settings for Technicians, Communication and Role of the Technician with Customer, CPR, First Aid, Emergency Procedures, Health, Safety and Fire Prevention.	90	5.0
<b>Pharmacy Technician Level II:</b> Pharmacy Dispensing Processes and Pharmacy Calculations.	90	5.0
<b>Pharmacy Technician Level III:</b> Pharmacy Practices; Community and Institutional Practice, Advanced Roles, Non-Sterile compounding, Aseptic Techniques and Sterile Compounding, pharmacy Billing and Inventory Management.	90	5.0
<b>Pharmacy Technician Level IV:</b> Medical Safety and Error Prevention, Pharmacy Operations, Drug Classifications, Therapeutic Agents.	90	5.0
<b>Pharmacy Technician Level V:</b> Therapeutic Agents, Anatomy, Function and Conditions for Cardiovascular, Respiratory, Gastrointestinal, Renal and Reproductive Systems. Commonly Prescribed Interventions.	90	5.0
<b>Pharmacy Technician Level VI:</b> Therapeutic Agents, Anatomy, Function and Conditions for Immune System, Eyes, Ears, Nose, and Throat, Dermatological and Hematological Systems, Over the Counter Medication.	90	5.0
<b>Pharmacy Technician Level VII:</b> Externship	240	5.0

Books and Materials:

*Pharmacy Technician Principles and Practice 6<sup>th</sup> Ed.*, Davis and Guerra, Elsevier 2021. *Pharmacy Technician Principles and Practice Workbook and Lab Manual 6<sup>th</sup> Ed.*, Davis and Guerra, El Sevier 2021. *PharmaSeer Online Training System*, National Healthcareer Association.

## Requirements and Eligibility for Licensure

**Basic Education:** You must be a high school graduate or have a general education development certificate equivalent.

**Pharmacy Technician Documents:** Attach ONE of the following (A, B, C, or D):

A. Affidavit of Completed Coursework or Graduation for Pharmacy Technician (17A-5 rev 10/15): The program director, school registrar or pharmacist must complete and sign the affidavit on Page 4. Copies or stamped signatures are not accepted. The school seal must be embossed on the affidavit and/or you must attach a pharmacist's business card with license number.

An affidavit is required for one of the following:

- Associate Degree in Pharmacy Technology;
- Any other course that provides a training period of at least 240 hours of instruction as specified in Title 16 California Code of Regulation section 1793.6(c);
- Training course accredited by the American Society of Health-System Pharmacists (ASHP);
- Graduation from a school of pharmacy accredited by the Accreditation Council for Pharmacy Education (ACPE).

B. Pharmacy Technician Certification Board (PTCB) certified: Submit a copy of your PTCB certificate.

C. National Healthcare Association Pharmacy Technician Certification Program (ExCPT): Submit a copy of your ExCPT certificate. Effective January 1, 2017, the Board will accept ExCPT certifications dated On or After January 1, 2017. ExCPT certifications received prior to January 1, 2017 will not be accepted. Please check the box on the application on page 1 under the Pharmacy Technician Qualifying Method "Attached is a certified copy of PTCB certificate program". By checking this box this will identify your application as applying under a certification program.

D. Military Training: Submit a copy of your DD214 documenting evidence of your pharmacy technician training provided by a branch of the federal armed services.

**SELF-QUERY REPORT:** Include a sealed, original Self-Query Report from the National Practitioner Data Bank (NPDB). It must be dated within 60 days of filing the application.

- Self-Query Reports that have been opened will not be accepted.
- The name on your Self-Query Report must be EXACTLY THE SAME as the name on your application.
- You must include your US social security or ITIN number when completing your Self-Query Report.
- To request a Self-Query Report, go to the NPDB's Web site at <http://www.npdb.hrsa.gov/> or the direct link is <https://www.npdb.hrsa.gov/ext/selfquery/SQHome.jsp>
- NPDB's contact number (800) 767-6732 or TDD (703) 802-9395. Their Web site has a fact sheet and answers to frequently asked questions. The board is not able to assist you with requesting the SelfQuery Report. For help, contact the NPDB directly.
- You must pay the fee directly to NPDB.
- You must submit a new Self-Query Report even if one was submitted with a previous application.

### FINGERPRINTS:

- California residents must use Live Scan. Nonresidents can visit California to complete a Live Scan or submit fingerprints on cards supplied by the Board. The fingerprint cards must be processed at a location authorized to complete fingerprint cards for the DOJ/FBI (e.g. law enforcement agency) in the state the services are rendered.
- DO NOT complete the Live Scan service or fingerprint cards until you are ready to send your application.
- You must submit a copy of your Live Scan receipt or new fingerprint cards with your application.
- Each application requires you to complete a new Live Scan or submit new fingerprint cards.
- The Live Scan site may charge a processing fee.
- The board will accept fingerprint responses only from the California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI).

## Certified Nurses Assistant

CIP Code: 51.3902

### Program Objective

To provide students with the foundation of knowledge and technical skills necessary for certification and to obtain entry-level employment as a Certified Nurse Assistant. The students receive a well-balanced, quality education designed to deliver both theory and practical skills required by the state agency for certification. Graduates receive a Certificate upon completion of all program requirements.

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### Program Description

**160 Clock Hours/5 Semester Units**

The Certified Nurses Assistant (CNA) program consists of 60 hours of theory and 100 hours of clinical training at a nursing affiliated clinical facility under the direct supervision of a licensed nurse approved by the Licensing and Certification (L&C) division of the California Department of Public Health (CDPH). Upon completion of the program, students will meet eligibility to take the California State approved CNA examination (for which CNEI is a recognized testing center). Once the student successfully passes the CNA state exam, the student can apply for employment as a Certified Nurse Assistant, and the State will issue a CNA Certificate number.

Course Content	Clock Hours
<b>Level I:</b> <ul style="list-style-type: none"><li>• Introduction, Roles &amp; Responsibilities</li><li>• Patient Rights</li><li>• Interpersonal Skills</li><li>• Prevention &amp; Management of Catastrophe Unusual Occurrences</li><li>• Body Mechanics</li></ul>	<b>10</b>
<b>Level II:</b> <ul style="list-style-type: none"><li>• Medical &amp; Surgical Asepsis, Infection Control</li><li>• Weights &amp; Measures</li><li>• Patient Care Skills</li><li>• Patient Care Procedures</li><li>• Nutrition</li></ul>	<b>26</b>
<b>Level III:</b> <ul style="list-style-type: none"><li>• Vital Signs</li><li>• Emergency Procedures</li><li>• Long Term Patient</li><li>• Rehabilitation Nursing</li><li>• Observation &amp; Charting</li><li>• Death and Dying</li><li>• Abuse</li></ul>	<b>24</b>
<b>Clinical Externship</b>	<b>100</b>

### Books and Materials:

*The Nursing Assistant: Essentials of Holistic Care* Second Edition (with study guide) by Sue Roe, Goodheart-Wilcox, 2023.

## Requirements and Eligibility for Licensure

An applicant for certification as a CNA shall comply with each of the following:

- Be at least sixteen (16) years of age.
- Have successfully completed a [training program approved by the department in California](#), which includes an [examination to test](#) the applicant's knowledge and skills related to basic patient care services.
- Obtain a criminal record clearance.

You must complete and submit the following to CDPH:

- [An Initial Application \(CDPH 283B\) \(PDF\)](#), upon enrollment in the training program.
- A copy of the [Request for Live Scan Service \(BCIA 8016\) \(PDF\)](#) form. Please also download the [Request for Live Scan Service Sample \(BCIA 8016 Sample\) \(PDF\)](#), which will show you how to correctly complete the BCIA 8016 form.

Once you have completed the CDPH-approved training program, you will need to successfully pass the Competency Evaluation Examination. If you successfully pass the Competency Examination, you must allow at least thirty (30) days for CDPH to receive your examination results from the testing vendor.

## **Certified Home Health Aide**

**CIP Code: 51.2602**

### **Program Objective**

This 40-hour course will prepare students for certification as Certified Home Health Aide caregivers. Students will be eligible to receive a Certified Home Health Aide Certificate upon completion and qualify for entry-level positions upon graduation as Certified Home Health Aides. Graduates receive a Certificate upon successful completion of all course requirements.

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### **Program Description**

**40 Clock Hours**

This curriculum is designed as a 40-hour add-on course to follow a Certified Nurses Assistant curriculum that meets Federal and State regulations. The course provides both didactic and practical instruction. The clinical hours are provided at an assisted living/long-term care facility or home health agency. Students must complete the entire 40 hours of instruction and pass a clinical skills demonstration for successful completion.

Instruction is provided with emphasis on Caring, Ethics, Cultural Sensitivity, Team Building, Critical Thinking and Problem Solving. This Certified Home Health Aide (CHHA) course is approved by the Licensing and Certification (L&C) division of the California Department of Public Health (CDPH), thus making the students eligible for employment as home health aide workers at entry-level positions. After successfully completing the 40-hour course, the student will receive a Certificate of Course completion, and the State will issue an HHA Certificate number.

<b>Course Content</b>	<b>Clock Hours</b>
<b>Level I:</b> <ul style="list-style-type: none"><li>• <b>Didactic Instruction</b></li><li>• <b>Introduction to Aide &amp; Agency Role</b></li><li>• <b>Interpretation of Medical and Social Needs of Clients</b></li><li>• <b>Personal Care Services</b></li><li>• <b>Nutrition; Cleaning &amp; Care Tasks in the Home</b></li></ul>	20
<b>Level II: Clinical Externship</b>	20

### Books and Materials:

*The Home Health Aide Handbook* 5<sup>th</sup> Edition by Fuzy and Leahy; Hartman, 2019.

### **Requirements and Eligibility for Licensure**

An applicant for certification as a HHA shall comply with each of the following:

40 hour HHA training

An applicant for certification as a HHA shall comply with each of the following:

1. Be at least sixteen (16) years of age.
2. Have successfully completed a [40 hour training program approved by The California Department of Public Health](#), which includes an examination to test the applicant's knowledge and skills related to basic patient care services.
3. Maintain a criminal record clearance.
4. Hold an active Certified Nursing Assistant (CNA) certificate.

## STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Students experiencing problems with the school or its employees, or who have concerns or complaints of any kind, are encouraged to bring them to the attention of their instructor. If within a reasonable time the concern or complaint is not resolved to the student's satisfaction, the matter should be brought to the attention of the School Director. 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 toll-free, or by completing a complaint form which can be obtained on the bureau's web site at [www.bppe.ca.gov](http://www.bppe.ca.gov). Unresolved complaints may also be directed to:



### **Council on Occupational Education (COE)**

7840 Roswell Road, Bldg. 300, Suite 325  
Atlanta, GA 30350  
(800) 917-2081  
Internet Address: [www.council.org](http://www.council.org)



### **Board of Licensed Vocational Nursing & Psychiatric Technicians**

2535 Capitol Oaks Drive, Suite 205  
Sacramento, CA 95833  
(916) 263-7800  
Internet Address: [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)



1747 North Market Blvd., Suite 225  
Sacramento, CA 95834  
(888) 370-7589  
[www. bppe.ca.gov](http://www.bppe.ca.gov)

## **SCHOOL HOLIDAYS FOR 2024**

California Nurses Educational Institute observes the following holidays during the school year:

<b>Martin Luther King Jr. Day</b>	<b>January 15, 2024</b>
<b>Presidents Day</b>	<b>February 19, 2024</b>
<b>Memorial Day</b>	<b>May 27, 2024</b>
<b>4<sup>th</sup> of July</b>	<b>July 4, 2024</b>
<b>Labor Day</b>	<b>September 2, 2024</b>
<b>Thanksgiving Break</b>	<b>November 28-29, 2024</b>
<b>Christmas/New Year's</b>	<b>December 20, 2024, until January 3, 2025 Class resumes Monday January 6, 2025.</b>

## FACULTY

Shawn P. Gentry, MSN, RN  
MSN- Capella University, Minneapolis, MN  
LVN Director

Edwina Dirk, BSN, RN  
Aspen University, Phoenix, AZ  
LVN Instructor, CNA and CHHA Program Director

Helen Alexander, BSN, RN  
Ca. State University, Los Angeles  
LVN Instructor

Brian E. May, MSN, RN  
MSN-Grand Canyon University, Phoenix, AZ  
LVN Instructor

Jeffrey Dodge, MSN, RN  
University of Phoenix, Phoenix AZ  
LVN Instructor

Brianna Guthrie, MSN, LVN  
Arizona State University, Tempe AZ  
LVN Instructor

Jennifer L De Tinne, ADN, LVN  
Copper Mountain Community College  
Joshua Tree, CA  
LVN Instructor

Melissa Chavez, MS, RN, PHN, CCM  
Grand Canyon on University – Phoenix AZ  
LVN Instructor

Rosaline Martinez-Culpepper, PHD, RN  
Public Health, Walden University Columbia, ND  
LVN Instructor

Jaspreet Kaur, LVN  
Copper Mountain College, Joshua Tree, CA  
LVN Instructor Assistant

Kimbarly Moen, AS, LVN  
Bucks Community College-Newtown, PA  
LVN Instructor

Christopher Tannahill  
ADAC Lead Instructor

Daniel Wooden, LVN  
Southeast Community College-Lincoln, NE  
CNA Instructor

Mitzy M. Hernández, MSN, RN  
Grand Canyon University, Phoenix AZ  
LVN Instructor

Brenda Ramos, Certified Pharmacy Technician  
Academy of Professional Careers, Indio, CA  
Pharmacy Technician Lead Instructor

Leticia Arriaga, LVN  
Santa Barbara Business College, Rancho Mirage, CA  
CNA Instructor

Lavonna S. Cox, LVN  
Toledo School of Nursing, Toledo OH  
CNA Instructor