

STV ALLIED HEALTH EDUCATION CENTERS, LLC

323 N. Prairie Ave #401A

Inglewood

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SCHOOL INFORMATION

Mission

The mission of STV Allied Health Education Centers, LLC is to STOP THE VIOLENCE through Education and Healing.

E.D.U.C.A.T.E

E- Empowerment through education.

D- Development through discipline.

U- Understanding, knowledge, principle, and character building.

C- Constructive changes through service.

A-Applying skills taught through culturally diverse learning.

T-Transforming students into employees.

E-Employment readiness.

Our vision is to provide an innovative, culturally diverse learning environment in a classroom and clinical setting.

Our goal is to assist students in reaching their highest potential as healthcare providers through life skill training by providing quality services and improving our healthcare providers' education and excellence within our communities.

Campus Facilities

All class sessions are held at the STV Allied Health Education Centers, LLC campus at 323 N. Prairie Ave #401A Inglewood CA 90301. The Freeman Medical Tower is a four-story Class B medical office building. The property provides a mix of built-out medical suites and customizable shell space, supported by surface and covered parking. It is occupied by various healthcare providers and is suitable for outpatient, diagnostic, and specialty medical use. Located between Grace Ave and E Regent St in front of the Inglewood Park Cemetery.

The school area is approximately 900 square feet, with front and back entrances. This space is divided into a reception area with an administrative office, a nursing skills lab in a large classroom, and a smaller open area classroom space with a small student resource center. The facilities have adequate lighting, are air-conditioned, and are wheelchair accessible. Free, ample student parking, including handicapped, is available around the building. Restrooms are available.

Students receive instruction on center-owned equipment, hardware, and software. Our nursing skills lab provides a hospital bed, an EKG machine, mannequins, vital signs equipment, an I.V. pole, and the latest nursing school technology. The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, and handicapped access.

The classrooms are equipped with the items for instructional purposes to reasonably ensure that a student acquires the necessary level of education, training, skill, and experience to obtain

employment in the field of training and to perform the tasks associated with the occupation or job title to which the educational programs are designed.

Learning Resources

The school has a small resource center consisting of textbooks and an assortment of current periodicals and training videos providing information in several allied health disciplines. The school subscribes to the Advance Nursing, Nurse Week, Nursing Forum, Professional Medical Assistant, and several other periodicals that expose students and faculty to the latest information in the allied health industry. These resources provide additional information on essential skills and procedures for medical assisting, phlebotomy, and nursing. Learning resources must be kept on campus. The resource center provides students and faculty with online access to research topics covered in each course. The resource center provides academic assistance to students and is open from 9:00 a.m. to 7:00 p.m. Monday through Friday.

Programs Offered

All instructional delivery is conducted through direct classroom instruction. The lectures and labs are held on campus and at assigned clinical sites.

STV Allied Health Education Centers, LLC offers the following programs.

Program	Clock Hours
Nurse Assistant Training	175.5
Medical Assistant	560

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at STV Allied Health Education Centers, LLC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational 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 is 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 STV Allied Health Education Centers, LLC to determine if your credits or certificate will transfer.

STV Allied Health Education Centers, LLC does not recognize acquired life experience and prior experiential learning as consideration for enrollment or granting credit towards any programs. STV Allied Health Education Centers, LLC does not accept credits earned at other institutions or through challenge examinations and achievement tests.

ADMISSION REQUIREMENTS AND PROCEDURES

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

General Admissions Procedure for all Programs

1. Complete a prospective student questionnaire form.
2. Speak with an Admissions Advisor or School Director about the program that interests you.
3. Receive and review the school catalog.
4. Receive, review and initial the School Performance Fact Sheet.
5. Receive a tour of the campus.
6. Review, complete and sign an enrollment agreement.

Admissions Requirements

1. All applicants are required to complete a prospective student questionnaire form for admission.
2. All applicants must attend an initial personal interview with an Admissions Advisor or School Director and receive a campus tour.
3. All applicants for Nursing Assistant must be at least 16 years of age to be considered for admission.
4. All applicants for Medical Assistant must be at least 18 years of age to be considered for admission.
5. All applicants must pay a \$75.00 non-refundable application fee to apply.
6. All prospective students must take an independently administered Wonderlic Basic Skills Test (WBST) with the minimum passing scores of 200 on verbal and 210 on quantitative. Passage of the Wonderlic will be accepted as proof of having the required English language proficiency.

The school pays all costs associated with Live Scan and Wonderlic Basic Test. The administration will review the information of the required documents for admission and inform the applicant of acceptance. If an applicant is not accepted, all monies paid will be refunded.

Hours of Operation

Office

8:00 a.m. to 5:00 p.m. Monday through Friday

ACADEMIC POLICIES

Standards of Satisfactory Academic Progress

Students are required to achieve a level of competence in all coursework, which includes a didactic laboratory. The clinical environment is consistent with the expertise required to perform the job or pass the licensing exams for their chosen vocation. To be considered in good academic standing, they must make satisfactory progress.

Satisfactory Progress measurements consist of both a Qualitative Measurement and a Quantitative Measurement. Both Qualitative Measurement and Quantitative Measurement are measured when the student has attended the scheduled clock hours for each required module of the program in which they are enrolled.

Qualitative Measurements

The Qualitative Measurement portion consists of a student's grades, calculated into a cumulative Grade Point Average (GPA). The GPA is calculated on a weighted scale, using course hours and quality points based upon the course's final grade. The GPA is the calculated average of the course grades for the entire program of study to date. A student must maintain a minimum GPA of 2.00 or a "C" to be considered making Satisfactory Progress. Only letter grades are posted to the student's official school transcript. Course withdrawal will not affect a student's grade point average (GPA).

Grade Chart

Letter Grade	Numeric Grade	Description Legend	Quality Points
A	90 – 100%	Excellent	4
B	80 – 89%	Good	3
C	70% to 79%	Satisfactory	2
F	69% and below	Failure	0
P		Pass (Clinical)	
F		Fail (Clinical)	
W		Withdrawn	
I		Incomplete	
R		Repeat	

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

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

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

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

A grade of "F" is given for courses designated as pass/fail does not enter into the GPA calculation. A clinical course with a grade of "F" is included in the Rate of Progress/Passed Measurement calculation as hours attempted but not as hours earned.

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

A grade of "I" is listed on the transcript for any courses that have not been completed. A grade of "I" indicates that the student was in attendance for the entire course but has not completed all necessary coursework or homework to receive a punitive grade. Should missing coursework not be made up within the required period frame, the grade of "I" will be replaced with an "F." Should a student receive a grade of "I" and successfully undergo the remediation process, the course grade will be changed to a grade of "C." Should a student receive a grade of I and not be placed on remediation, the course grade will be changed to a punitive grade. A grade of "I" does not enter into the GPA calculation. A grade of "I" is included in the Rate of Progress/Passed Measurement calculation as attempted but not earned credits.

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

Quantitative Measurements

The Quantitative Measurement portion consists of a student's satisfactorily completed program hours, as by a Rate of Progress/Passed Measurement calculation. The Rate of Progress/Passed Measurement is the percentage of completed hours of attempted hours.

The Rate of Progress/Passed Measurement has two components: the attempted and actual hours earned. To determine the student's Rate of Progress/Passed Measurement, the actual hours earned are divided by the total attempted hours. The maximum time frame for successful completion of programs of study is defined as 150% of the scheduled program length. Programs are measured in both clock and credit hours; however, clock hours will be used to calculate the maximum time frame and the Rate of Progress/Passed Measurement. Periods of non-enrollment are not considered in the calculation of the maximum timeframe. Any student who has not reached program completion by the maximum timeframe will be terminated.

Maximum Time in Which to Complete

The maximum time frame for successful completion of programs of study is defined as 150% of the scheduled program length. Programs are measured in both clock and credit hours; however, clock hours will be used to calculate the maximum time frame and the Rate of Progress/Passed Measurement.

Program	Clock Hours in the Program	Midpoint of Maximum Time Frame	Maximum Time Frame
Nurse Assistant Training	175.5	120	240
Medical Assistant	560	280	840

When students are terminated from one program (Academic Expulsion), they may start in a different program under a probationary status. The student will then have to meet specific requirements. Students who are academically terminated from one program and wish to transfer to another program must submit a written appeal according to the terms outlined in the section Appeal and Reinstatement. Admission to the new program requires the approval of the School Director. If the appeal is granted, the student will be admitted to the new program on a probationary status and must follow the academic plan's terms.

Appeal and Reinstatement

Students who have failed to maintain satisfactory progress will be notified in writing that they have been terminated from their program. Students with mitigating circumstances wishing to appeal the cancellation may do so, in writing, to the School Director. Mitigating circumstances may include but are not limited to illness or injury of the student or immediate family member, death of a relative, or other special circumstance. The School Director will evaluate the appeal and determine whether the student can continue on an Academic Plan status. The student's appeal must include the following:

- 1) The reason why the student failed to meet the SAP standard(s) AND
- 2) What has changed in the student's situation so that he or she will now be able to meet the SAP standards and
- 3) Supporting documentation.

If an appeal is granted and the student is reinstated, the student will be placed on an Academic Plan status. A student with this status must regain SAP standing by the point specified in the academic plan; the terms will be included in the notice forwarded to the student when the appeal is granted. The terms will generally require students to meet or exceed the attendance requirements, pass all courses with a grade of "C" or better. They may include additional stipulations, such as tutoring. Each month the student's progress will be reviewed based on the Academic Plan; if a student fails to meet the requirements of the Academic Plan, he or she will be terminated.

The Academic Plan is structured to assist the student in regaining SAP status by a projected point in time not to exceed the Maximum Timeframe. Students will generally be limited to one appeal during their education, regardless of the reason or other circumstances. If a student regains SAP status, he or she regains the ability to appeal one additional time.

ATTENDANCE POLICIES

Attendance/Tardiness, Makeup Standards

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

Definition of Absent:

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

Definition of Tardy:

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

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

The student's responsibility is to make up the absence time and complete any assignments, exams, or work missed. Makeup hours must be prearranged with the instructor and completed outside of customarily scheduled class hours. Only time spent on instructor-approved activities at the school will count as makeup hours.

- Before making up time, obtain a makeup slip from the front office or the instructor.
- Attend the makeup class or clinical with the assigned instructor.
- Have the instructor you are assigned sign your makeup slip when you complete the hours.
- Upon returning to your regular class, give the makeup slip to your instructor.
- Certified Nursing Assistant and Phlebotomy program students must confer with their instructor and program director for other acceptable methods of making up time.

As a requirement of the California Department of Public Health (CDPH), students must complete the board-approved program hours (Theory, Skill Lab, and clinical) to graduate from the program.

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

- The chief academic officer may determine that the student is maintaining academic progress and may continue class on academic probation status until the end of the following course/module,

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

Academic Probation

Students may be placed on academic probation during any course (didactic, lab, or clinical evaluations) if a grade of less than a "C" is achieved. Suppose a student is placed on academic probation. In that case, he/she must meet with the instructor and program director to prepare a probationary plan of action explicitly stating expectations that must be met during the probationary period. The probationary plan of action identifies the areas of concern and the goals for improvement. The probation plan of action is designed individually and is not calculated into the overall course grade, nor is it considered "extra credit." The consequence of failing to meet the level of expectations and failing to receive a passing grade for the course will ultimately result in a remedial plan of action. An improvement plan will be initiated with specific due dates. Academic probationary status is lifted once the student has met the expectations defined within the probationary plan of action and has completed the course in satisfactory academic standing. After being placed on probation, the student receives a final passing grade for the course. This final grade will be reflected on the student's transcript.

Disciplinary Probation

Students must adhere to STV Allied Health Education Centers, LLC's Standards of Conduct at all times during the study. Disciplinary probation status is a consequence when a student disregards the boundaries of acceptable behavior outlined in this catalog. Students who violate any stated school or program policies may be placed on disciplinary probation. Written disciplinary probation is an official notice for a specified time during which a student must demonstrate conduct that conforms to STV Allied Health Education Centers, LLC's Standards of Conduct. Assigned discipline may include a combination of sanctions for a particular incident. Misconduct during the probationary period or violation of any conditions of the probation will result in further disciplinary action, generally in the form of termination. Disciplinary probation status does not prohibit a student from being placed on academic probation.

Leave of Absence

Students may request a leave of absence (LOA) for medical reasons, financial difficulties, military duty, personal difficulties, and jury duty. Students may also request an administrative leave when a course that is needed is not available. An LOA shall be reasonable in duration, usually not to exceed 60 calendar days. Only one LOA may be granted.

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

- Students in need of an LOA must contact the department directors. The appropriate documentation must support LOA requests.
- Students cannot be granted an LOA to avoid being dismissed because of a lack of satisfactory academic progress or failure to fulfill attendance requirements.
- The chief academic officer will approve or deny LOA requests.
- If the student is not in attendance on their scheduled return date, they will be withdrawn.

Termination

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

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

STUDENT ACTIVITIES AND SERVICES

STV Allied Health Education Centers, LLC offers student activities and services that enhance the student's learning experience and assist students in preparing for employment. Students are provided with the following services:

Academic Counseling

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

Placement Services

STV Allied Health Education Centers, LLC does not guarantee employment for its graduates. The graduate services staff assists students in their job searches after completing their studies by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques.

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

In addition to the graduate services available to students, all programs integrate career-planning concepts into the curriculum. Students participate in sessions covering interviewing techniques, networking, resume writing, and professional dress and conduct.

Student Identification Card

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

GENERAL TERMS AND CONDITIONS

STV Allied Health Education Centers, LLC provides various services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal and professional growth, the school encourages students to include their families, friends, and significant others in the educational process. In addition, STV Allied Health Education Centers, LLC sponsors activities and organizations to foster personal and professional development integration.

STV Allied Health Education Centers, LLC students fill out a faculty evaluation survey at the end of every course. At this time, students also evaluate specific areas of service. The survey includes questions relating to staff and services of the resource center/library, graduate services department, and admissions and academic departments. The director of student services primarily handles student services.

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

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

Dress Code

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

- ✓ STV Allied Health Education Centers, LLC students will wear the school-designated uniform/scrubs and a school-provided nametag to campus, clinical sites, and externship sites.
- ✓ Students will use white, non-skid nursing or sport shoes. White shoes with color logos or color emblems are not acceptable.
- ✓ Hair should be tied and clear off the face.
- ✓ There are no facial or body piercings, studs, rings, or jewelry (except for small, non-dangling earrings and a wedding band).
- ✓ Tattoos on arms must be covered by long-sleeved white thermals worn under scrubs
- ✓ Fingernails should be clean, short (fingertips should be visible when hands are held up, palms out), and without nail polish (clear nail polish is acceptable).

Standards of Conduct

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

Retention of Records

STV Allied Health Education Centers, LLC will maintain student records for five years, as state law requires. Student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution is open and during regular business hours. Students desiring to view their records may request to see them in the school office during regular business hours or schedule a time to review records convenient to them and the school administration. If an appointment is made, it shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon the student's decision. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory, or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. All training transcripts will be kept for at least five years upon completion or withdrawal of the student. Financial payment documents will be kept for at least five years after the completion or withdrawal of the student. Student academic records and transcripts of completed courses for STV Allied Health Education Centers, LLC's certificate programs are electronically maintained (computer copy). Hard copies are maintained in the student's file. In addition, the School Director shall maintain student academic records. The department of Student Services maintains academic records throughout the student's study period.

STV Allied Health Education Centers, LLC maintains students' educational and academic progress records following the provisions of the Family Right and Privacy Act of 1974 (Public Law 93-980, Section 438) as amended. All information retained in a student's file at STV Allied Health Education Centers, LLC is available for inspection and review by that student or guardians upon request in writing (petition form) for such review. An appointment can be scheduled for the student to review the file onsite or via video conferencing with a representative from the institution.

Certificates and official transcripts of records are available within fifteen (15) days from receiving a written request. All records and documentation required by the Reform Act of 1989 will be maintained at the school administrative office for a minimum period of five years. After that, all official student transcript records will contain the names of all programs into which students have enrolled, the names of all courses attempted, whether or not completed, the academic grade earned, the year and quarter, and the number of units of credit earned and will be maintained indefinitely. Transcripts will be provided to students upon written request.

Student Grievance Procedure

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

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

The student may choose to file a written complaint directly with the institution's chief academic officer, who will resolve the matter. The director will investigate all formal (written) complaints, attempt to resolve all such complaints and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentation. The chief academic officer will notify the student of the decision reached.

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

Bureau for Private Postsecondary Education (BPPE)

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

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

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

SCHEDULE OF CHARGES

Program of Study	Cost Breakdown				
	Registration Fee	STRF Fee	Tuition Fee	Cost of uniform, books, and materials	Total Cost
	<i>Non-refundable</i>	<i>Non-Refundable</i>	<i>Refundable</i>	<i>Refundable</i>	
Nurse Assistant Training	\$75.00	\$0.00	\$1,675.00	\$250.00	\$2,000.00
Medical Assistant	\$75.00	\$0.00	\$10,080.00	\$400.00	\$10,555.00
Registration Fee	This is a one-time charge for processing the paperwork required for admission into a program and, according to California statute, shall not exceed \$250. Once paid, this fee is non-refundable.				
STRF Fee	STRF stands for Student Tuition Recovery Fund, and the STRF Fee is an assessment of the amount that would be charged to the student per \$1000 of the tuition fee. The fund was created by California statute to relieve or mitigate economic losses suffered by students. Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate is zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges. (5, CCR section 76120).				
Cost of uniform, books, and materials	The cost of your textbook(s) and for your uniform and any equipment you may require completing the program. These will be itemized on your enrollment agreement.				
Tuition Fee	This is the cost of tuition for your program				
Total Cost	This is the total charge for the entire program. There are the total charges for the period of attendance beginning from your start date to your graduation date.				

Tuition prices are subject to change.

Student Tuition Recovery Fund

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Payment Policy

STV Allied Health Education Centers, LLC does not require students to pay the total cost of their program before the first day of instruction. STV Allied Health Education Centers, LLC offers personalized payment plans to each student. Payment schedules (weekly, monthly, and quarterly) should be arranged before the student signs the enrollment agreement. No interest is charged.

The school will contact students who are delinquent in making their scheduled payment. They will then be counseled and encouraged to make specific arrangements with the school to remove their delinquency and remain in good financial standing.

STV Allied Health Education Centers, LLC accepts payment of fees through credit cards, personal checks, third party checks or cash.

Cancellation and Refund Policies

STUDENT'S RIGHT TO CANCEL

There is a grace period when the student has the right to cancel the enrollment agreement and obtain a full refund of money paid less the registration fee of \$75.00 through attendance at the first class session (first day of classes) or the seventh day after enrollment (seven days from the date when enrollment agreement was signed), whichever is later.

PROCEDURE TO CANCEL THE ENROLLMENT AGREEMENT

To cancel the enrollment agreement, the student must submit in writing a cancellation notice directly to the School Director at STV Allied Health Education Centers, LLC, 323 N. Prairie Ave #401A Inglewood CA 90301. This notice need not take any form; it needs only to state that the student wishes to cancel the enrollment agreement. It is effective on the date the School Director receives it. Suppose the student cannot submit a cancellation notice directly to the School Director. In that case, it can be mailed to the School Director at STV Allied Health Education Centers, LLC, 323 N. Prairie Ave #401A Inglewood CA 90301. If mailed, the cancellation notice is effective as of the postmark date.

If the student cancels the enrollment agreement, STV Allied Health Education Centers, LLC shall refund 100 percent of the amount paid for institutional charges, less any deduction for the registration fee of \$75.00 and unreturned books and equipment. The cancellation notice must be received by the first day of classes or the seventh day after the enrollment agreement is signed, whichever is later. Students should check the first page of this enrollment agreement.

WITHDRAWAL FROM COURSE

After the grace period, the institutional refund policy for students who have completed up to 60 percent or less of the course of instruction is a pro-rata refund. There is no refund for students who have completed more than 60 percent of the program. Students have a right to terminate their studies at any time and have the right to receive a refund for the part of the program they have paid for and did not receive. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. To cancel the enrollment agreement or withdraw from the institution, the student must submit in writing a

cancellation notice directly to the School Director at STV Allied Health Education Centers, LLC, 323 N. Prairie Ave #401A Inglewood CA 90301. This notice need not take any form; it needs only to state that the student wishes to cancel the enrollment agreement or withdraw. It is effective on the date the School Director receives it. If a student withdraws or is terminated from a program after the grace period allowed for cancellation and before completing more than 60% of the program, the school will remit a refund, less the registration fee of \$ 75.00, within 45 days following the withdrawal date. A student needs to pay only for educational services rendered and unreturned books or equipment.

PRO-RATA REFUND CALCULATION

- (A) Deduct a registration fee (\$75.00) from the total tuition charge.
- (B) Divide this figure by the number of days in the program.
- (C) The quotient is the daily charge for the program.
- (D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.
- (E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.
- (F) The refund amount shall be adjusted for equipment, if applicable.

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. If the 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 the student defaults on a federal or state loan, both the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

STUDENT DISCLOSURES

(1) Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225 Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

(2) 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 internet web site www.bppe.ca.gov.

PROGRAMS

NURSING ASSISTANT TRAINING PROGRAM

Total Clock Hours: 175.5

Number of Weeks:10

Program Delivery: Residential

Type of Instruction: Lecture, Lab, and Externship

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

Prerequisites

- ✓ Proof of good health: A report includes a medical history, physical examination, and PPD Test or CXR signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services.
- ✓ Submit completed Live scan form before clinical training begins.
- ✓ Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, or up to 10 lbs. of force constantly to move objects.
- ✓ Must attend the STV Allied Health Education Centers, LLC orientation (1st day of class)

Program Goals and Objectives

The program is intended to provide entry-level employment opportunities in the Nursing Assistant field.

This program introduces the student to a nursing assistant with basic skills and competencies. Theory classes are held in the classroom, and clinical hours will be at the contracted training facilities or laboratory.

Prepares the Nurse Assistant Student for the California Nursing Assistant Competency Evaluation. Certification is after satisfactory completion of the program and passing the California State Exam. This course introduces the students to the role of a nursing assistant with instruction in basic skills and competencies. Theory classes will be held in the classroom, and clinical hours will be at the contracted training facilities or laboratory.

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

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

- ✓ Assist with restorative (rehabilitative) activities.
- ✓ Demonstrate employability skills.
- ✓ Demonstrate knowledge of blood-borne diseases, including AIDS.

Course Outline

Course Number	Course Title	Lecture	Lab	Clock
NA 101	Introductions to Healthcare	2	0	2
NA 102	Patients' Rights	3	1	4
NA 103	Interpersonal Skills	2	0	2
NA 104	Prevention Management of Catastrophic and Unusual Occurrences	1	1	2
NA 105	Body Mechanics	2	4	6
NA 106	Medical and Surgical Asepsis	3.5	8	11.5
NA 107	Weights and Measures	1	2	3
NA 108	Patient Care Skills	14	46	60
NA 109	Patient Care Procedures	7.5	20	27.5
NA 110	Vital Signs	6	6	12
NA 111	Nutrition	3	7	10
NA 112	Emergency Procedures	2.5	1	3.5
NA 113	Long-Term Care Patient	6	4	10
NA 114	Rehabilitative Nursing	2	4	6
NA 115	Observation and Charting	4	4	8
NA 116	Death and Dying	2	0	2
NA 117	Abuse	6	0	6
	Program Totals	67.5	108	175.5

Course Descriptions--- CIP Code 513902

NA 101: Introductions to Healthcare

In this module, students learn about the role and responsibility of the certified nursing assistant and review Title 22, Division 5, California Code of Regulations. The requirements for nurse assistant certification, professionalism, ethics, and confidentiality are reviewed.

NA 102: Patient Rights

The student is instructed in the patients' rights as specified in Title 22, California Code of Regulations section 72527 and sections 1599.1, 1599.2, and 1599.3 of the Health and Safety Code and in Title 42 Code of Federal Regulations Part 483, Sections 483.10, 483.12, 483.13, and 483.15. The student learns how to properly observe patients and the responsibility for reporting, patient care plans, patient-care documentation, and the legal issues of charting.

NA 103: Interpersonal Skills

This module teaches communications, defense mechanisms, social, cultural factors, attitudes toward illness and healthcare, and family interaction.

NA 104: Prevention & Management of Catastrophic and Unusual Occurrence

During this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, the roles and procedures for certified nursing assistants, and patient safety.

NA 105: Body Mechanics

In this module, the student learns the basic rules of body mechanics, proper transfer techniques, ambulation, and proper use of body mechanics and positioning techniques.

NA 106: Medical & Surgical Asepsis

The student will learn of Microorganisms, the universal precautions used for infection control, including methods for handling patients, and all materials soiled with blood or body fluids from patients. The methods prescribed are designed to reduce the risk of transmission of potentially infectious etiologic agents from patient to patient and between patients and healthcare workers.

NA 107: Weights and Measures

The student will learn to accurately measure intake and output, fluid balance, fluid intake, fluid output, forcing and restricting fluids, and measuring a resident's height and weight on the bed or vertical scale. The student will be taught the Metric system for weight, length, and liquid volume. The student will also learn military time, i.e., a twenty-four (24) hour clock.

NA 108: Patient Care Skills

During this module, the student learns the proper procedure for bathing patients and medicinal baths, oral hygiene with their teeth, dentures or to unconscious residents, shaving, hair care combing and shampooing, dressing and undressing, nail care, skin care including back rub to supervise, assist total care for dependent residents.

NA 109: Patient Care Procedures

During this module, the student learns how to collect specimens, including stool, urine, and sputum. Students learn to care for patients with tubing, including but not limited to urinary, gastric, oxygen, and intravenous. (This care does not include inserting, suctioning, irrigating, or changing the tubes). Students also learn about intake and output, bed-making, cleansing enemas, laxative suppositories, admission, transfer and discharge, bandages, and non-sterile dry dressings, including non-legend topical ointments to intact skin surfaces.

NA 110: Vital Signs

The students learn about vital signs and how to measure, record, and report temperature, pulse, respiration, and blood pressure. They will learn about the different vital signs parameters, nursing care management, reporting, and proper documentation.

NA 111: Nutrition

The student learns the principles of essential nutrition, four primary food groups, religious dietary restrictions, the four major types of nutrients, the importance of water, nutrient and caloric needs, assessing nutrition, good vs. poor.

NA 112: Emergency Procedure

In this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, medical-emergency signs and symptoms, the roles and procedures for certified nursing assistants, and patient safety and emergency, including an overview of CPR and first aid for choking resident.

NA 113: Long Term Care

This module teaches the normal aging process regarding neurological, dermatological, cardiac, pulmonary, circulatory, urological, muscular, and skeletal changes.

NA 114: Rehabilitation

During this module, the students learn the importance of rehabilitation for residents with limited abilities and preventing severe complications in compromised residents. Students will learn a range of motion exercises and about devices that assist residents with their activities of daily living.

NA 115: Observation and Charting

The student learns how to properly observe patients and the responsibility of reporting, patient care plans, patient care documentation, and legal issues of charting and medical terminologies.

NA 116: Death and Dying

During this module, the student learns of the different stages of grief, the emotional and spiritual needs of the patient and family, rights of the dying patient, signs of approaching death, monitoring of the patient, and post-mortem care.

Module 17: Patient/Resident Abuse

This unit aims to introduce the Nurse Assistant to patient/resident abuse. The module will focus on the nurse assistant's role in preventing, recognizing, and reporting patient/resident abuse instances.

Graduation Requirements

The candidate for a certificate of completion must:

- Complete all classes with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, classroom, and laboratory skill proficiency standards.
- Complete all clinical and externship requirements and hours and receive satisfactory evaluations.

Program Length

Please note that our Nurse Assistant program exceeds the state requirement for both lecture and lab hours. The minimum requirement for state licensure of a Nurse Assistant in California is 160 hours.

Our Nursing Assistant Training program exceeds the minimum requirements but does not provide courses that are not required. Although our students are required to study longer hours than the state requires STV Allied Health Education Centers, LLC faculty believe that our graduates will be better prepared to take and pass the State CNA Certification Exam., the National Nurse Aide Assessment Program Examination.

Please see addendum for Certification Requirements

MEDICAL ASSISTANT PROGRAM

Total Clock Hours: 560

Program Delivery: Residential

Type of Instruction: Lecture and Lab

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

Prerequisites

- ✓ Must possess a high school diploma or GED certificate.
- ✓ Proof of good health: A report includes a medical history, physical examination, and PPD. Test or CXR signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services.
- ✓ Submit completed Live Scan form before clinical training begins.
- ✓ Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, or up to 10 lbs. of force constantly to move objects.
- ✓ Must attend the STV Allied Health Education Centers, LLC orientation (1st day of class)

Program Goals and Objectives

The Medical Assistant Program is designed to provide students with a comprehensive understanding of the healthcare industry. It equips them with the theoretical knowledge and practical skills necessary for employment as entry-level Medical Assistants. Students delve into the structure and function of major body systems, medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

Our program offers a unique flexibility. It is divided into seven learning units, each of which can be studied independently. This means that students can choose to start at any point in the program and progress at their own pace. However, it's important to note that if a portion of a module is not completed, the entire unit must be repeated.

The State of California does not require medical assistants to be certified, but such a certificate may increase their chances of being hired.

Successful completion of our program opens up exciting career opportunities. Students who pass the California Certifying Board For Medical Assistants exam and meet graduation requirements will be eligible to work as Certified Medical Assistants. This certification not only validates their skills but also significantly enhances their employability.

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

- ✓ Demonstrate professionalism and ethical behavior.
- ✓ Discuss the history of medical assisting related to medical practice and professional organizations.

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

The method by which these objectives and the institution's mission will be fulfilled through direct instruction, lecture, and practicum. The instructor assists by integrating technology into instruction, emphasizing student-centered learning, and placing more responsibility on the students to meet the demands of various learning tasks.

Course Outline

Course	Course Title	Lecture	Lab Hours	Clock
MA 101	Duties and Responsibilities of a Medical Assistant	32	48	80
MA 102	Anatomy & Physiology	32	48	80
MA 103	Business Communications for Medical Assistants	32	48	80
MA 104	Applied Anatomy & Physiology	32	48	80
MA 105	Insurance and Billing	32	48	80
MA 106	Preparing for Clinical Procedures	32	48	80
MA 107	Pharmacology and Medication Administration	32	48	80
Totals		224	336	560

Course Descriptions

MA 101 Duties and Responsibilities of a Medical Assistant

This course provides students with the opportunity to explore the varied skills and responsibilities intrinsic to the role of a Medical Assistant. It facilitates the development of a comprehensive understanding of the varied constituents of a healthcare team. The course places significant emphasis on upholding professionalism and adhering to legal and ethical guidelines in healthcare environments. It underscores the imperative need to foster proficient communication skills, particularly in patient interactions. Additionally, this course imparts knowledge of critical medical terminology, which is fundamental to the duties of a Medical Assistant.

MA 102 Anatomy & Physiology

Within the scope of this course, students acquire a comprehensive understanding of the structure and functionality of assorted systems present within the human body. An in-depth study of the anatomy of each system, along with their respective physiological roles, is meticulously examined. The acquired knowledge shall empower students to comprehend the complex interrelations among these bodily systems. As a result, students will possess enhanced capabilities to correlate patient grievances, examination results, and clinical observations with the clinical evaluation and subsequent treatment modality.

MA 103 Business Communications for Medical Assistants

This course is designed to provide students with a comprehensive understanding and proficiency in the multifaceted administrative skills necessary for optimal performance within medical practices. A Medical Assistant is required to have adept written communication and computational skills to meet the requirements of electronic medical record data management. The course content will instruct students in proper telecommunication etiquette to facilitate effective patient scheduling and registration within the practice management system, all while adhering to HIPAA privacy mandates. Furthermore, students will develop a comprehension of their role within the revenue cycle in a medical setting.

MA 104 Applied Anatomy & Physiology

This program represents the sequel to the first course in Anatomy and Physiology. It aims to familiarize learners with the structure and function of each body system. The curriculum encompasses a detailed exploration of the anatomy of every body system, along with their respective physiological functions. By comprehending the intricate interdependencies of the body systems, learners will be able to correlate a patient's symptoms, the examination data, and the clinical findings with the clinical evaluation and treatment plan. Furthermore, the course aims to educate students on the diverse safety protocols implemented in healthcare environments to prevent disease transmission.

MA 105 Insurance and Billing

This course is designed to provide an introduction to the array of insurance coverages that community health centers engage with. The aim is to enable students to comprehend and elucidate the significance of the Insurance eligibility process, along with its impact on patient care. It also includes an introduction to the necessary diagnostic and procedural codes for submitting charges

to third-party payers. Furthermore, students will acquire the ability to process the requisite claims for claim adjudication. Additionally, practical skills, such as how to measure and record patients' vitals and how to accurately document patients' medical records in preparation for physical examinations, will also be part of the course.

MA 106 Preparing for Clinical Procedures

Throughout this course, learners will acquire the knowledge and skills necessary to identify, prepare, and execute a variety of in-office examinations and procedures. These skills are crucial in assisting healthcare providers in delivering patient care across all age demographics, from pediatrics to geriatrics. Students will also become adept at handling sensitive discussions with patients, particularly in specialized areas such as behavioral health, oncology, and geriatric care. This involves mastering techniques that facilitate effective communication and build patient trust. Another key learning objective of this course is understanding and implementing safety protocols in the medical office laboratory. Students will learn how to prepare and clean medical instruments and equipment, ensuring a safe and hygienic environment for both patients and healthcare providers. Additionally, learners will gain practical experience in performing venipuncture. This procedure will be taught with a strong emphasis on adhering to safety guidelines, reinforcing the importance of patient safety in all medical procedures.

MA 107 Pharmacology and Medication Administration

In this course the student will gain insight into the critical role of medication administration. They will be guided on how to accurately dispense medications, emphasizing the importance of the correct dosage, medication, patient, timing, and administration route, in adherence to the physician's prescription. Upon successful completion of this course, learners will have equipped themselves with the essential skills required to administer first aid in potential emergency situations, specifically within an outpatient context. Furthermore, an introduction to the Patient-Centered Medical Home Model will be provided. Additionally, learners will explore the Social Determinants of Health and their impact on an individual's wellbeing.

Graduation Requirements

The candidate for a certificate of completion must:

- Complete all classes with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent);
- Achieves a minimum cumulative attendance percentage of 70% ;
- Meet all applicable classroom, and laboratory skill-proficiency standards;

LICENSURE

Nurse Assistant

Upon completing the program, students will receive a certificate of completion and become eligible to take the examination for certification in California as a Nurse Assistant. All student nurse assistant candidates applying to take the NNAAP Examination in California must have completed a Department of Public Health-approved nurse assistant training program. Two (2) years from your training program completion date are allowed to pass the nursing assistant examination. If you do not pass the NNAAP examination within two years, you will be required to re-train before you are allowed to retake the examination.

Please see the addendum for application requirements.

Medical Assistant

Although medical assistants are not licensed, certified, or registered by the State of California, the medical assistant's employer or supervising physician's or podiatrist's malpractice insurance carrier may require that the medical assistant must be certified by one of the approved certifying organizations in order to train other medical assistants. (Title 16 CCR 1366.3).

Successful completion of our program opens up exciting career opportunities. Students who pass the **California Certifying Board For Medical Assistants exam** and meet graduation requirements will be eligible to work as Certified Medical Assistants. This certification not only validates their skills but also significantly enhances their employability.

The four other major certification agencies and the medical assistant certifications they offer are:

1. The American Association of Medical Assistants (AAMA) offering the Certified Medical Assistant (C.M.A.) certification
2. American Medical Technologists (A.M.T.) offering the Registered Medical Assistant (R.M.A.) certification
3. The National Center for Competency Testing (NCCT) offering the National Certified Medical Assistant (NCMA) certification
4. The National Healthcareer Association (NHA) offering the Certified Clinical Medical Assistant (CCMA) certification

FACULTY

La Wanda Monroe LVN, RN Nurse Assistant Instructor and Medical Assistant Instructor
(20 years teaching experience)

LaWanda has been an LVN since 1997. Mrs. Monroe's background and training include CPR training, twenty-five years of working as a nurse in multiple departments as a unit supervisor, Director of Staff Development/Infection Control Nurse, working in acute care and sub-acute care.

Jasmin_Haynes-Kasiri DSD Nurse Assistant Instructor
(4 years teaching experience)

Jasmin Haynes Kasiri is a Licensed Vocational Nurse, and she is also an educator and clinical supervisor. She has three years of experience in the nursing field, school nursing, palliative care, and nurse management.

Renee Sheehan, MSN/ed., MSN FNP, RN Phlebotomy Technician Instructor
(23 years teaching experience)

*Masters of Science, Family Nurse Practitioner, Chamberlain College of Nursing, Chicago, Ill. 2017
Masters of Science, Nursing Education, University of Phoenix, San Bernardino, Ca. 2009
Bachelors of Science, Nursing, University of Phoenix, San Bernardino, Ca. 2002*

STAFF

La Wanda Monroe MSN BSN PHN RN CTE

School Director

Renee Sheehan, MSN/ed., MSN FNP, RN

Program Director

Alisha Watkins

Director of Placement and Student Services

CLASS SCHEDULES

Nursing Assistant

Morning Session: 8:00 a.m. to 4:30 p.m. Monday – Friday

Evening Session: 5:30 p.m. to 9:30 p.m. Monday- Friday

Externship may be up to 40 hours per week

Medical Assistant

Morning Session: 6:00 p.m. to 10:30 p.m. Monday – Thursday

DISCLOSURE STATEMENTS

- STV Allied Health Education Centers, LLC is non-sectarian and does not discriminate concerning race, creed, color, national origin, age, sex, disability, or marital status in any academic program activities, employment practices, or admissions policies. This policy applies to hiring all positions and admission of all students.
- STV Allied Health Education Centers, LLC is a private institution, that is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with minimum state standards as set forth in the CEC and 5, CCR. This approval does not imply that the Bureau endorses the institution's programs, or that the institution exceeds minimum state standards. (CEC §94909(a)(2) and §94897(l)(1)(2))
- As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement. (CEC §94909(a)(3)(B))
- STV Allied Health Education Centers, LLC is approved to offer a 33Nurse Assistant program by the California Department of Public Health (CDPH) Licensing and Certification Program (L&C) Aide and Technician Certification Section (ATCS)
- STV Allied Health Education Centers, LLC is approved to offer Phlebotomy Training by the California Department of Public Health, the Laboratory Field Services.
- STV Allied Health Education Centers, LLC does not have, under its control or ownership, and is not affiliated with, any dormitory or housing facilities.
- STV Allied Health Education Centers, LLC does not provide housing assistance services to students.
- Residential living in the areas served by STV Allied Health Education Centers, LLC may include room or apartment rental or private housing rental costs ranging from \$550 upwards per month.
- Prospective students are encouraged to review this catalog before signing an enrollment agreement. They are also encouraged to review the School Performance Fact Sheet, which must be provided prior to signing an enrollment agreement.
- A student or any public member may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site at www.bppe.ca.gov.
- STV Allied Health Education Centers, LLC 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 not had a petition in bankruptcy filed against it within the preceding five years that resulted

in reorganization under Chapter 11 of the United States Bankruptcy Code (11 USC Sec. 1101 et seq.).

- 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 Blvd. Ste 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798. www.bppe.ca.gov Phone: (916) 574-8900/(888) 370-7589 or by fax (916) 263-1897. (CEC §94909(a)(3)(A)).
- The U.S. Immigration and Customs Enforcement (ICE) disapproves of this institution participating in the Student and Exchange Visitor Program (SEVP). It is not authorized to issue an I-20 visa. Therefore, this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer visa services and will not vouch for student status.
- STV Allied Health Education Centers, LLC does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any programs. STV Allied Health Education Centers, LLC does not accept credits earned at other institutions or through challenge examinations and achievement tests.
- If a student obtains a loan to pay for an educational program. In that case, the student will be responsible for repaying the total amount of the loan plus interest, less the amount of any refund. Moreover, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.
- The school's policy is to always provide a copy of the latest school catalog either in writing or electronically on the school's website to all prospective students.
- The school catalog is updated at least once a year or whenever changes to school policies occur.
- STV Allied Health Education Centers, LLC does not plan to offer distance education at this time.
- The chief academic officer is responsible for monitoring new policies and procedures and maintaining the school's compliance with the California Private Postsecondary Education Act of 2009.
- Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school.
- These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages prior to signing an enrollment agreement.
- STV Allied Health Education Centers, LLC does not offer an English as a Second Language course.
- STV Allied Health Education Centers, LLC students must speak English when an instructional setting necessitates English for educational or communication purposes. All classes are taught in English.
- English language proficiency is documented during the admission interview by receipt of prior-education documentation and the successful completion of the Ability to Benefit test as stated in the admission process.
- STV Allied Health Education Centers, LLC is not accredited by an accrediting agency recognized by the United States Department of Education. Students are not eligible for Federal or State Student Aid programs.
- STV Allied Health Education Centers, LLC is not approved to participate in Federal or State Student Aid programs.
- STV Allied Health Education Centers, LLC does not participate in any form of financial aid.
- At this time, STV Allied Health Education Centers, LLC does not have any articulation agreements or transfer agreements with other institutions or colleges.

- The institution's policy is to always provide a copy of the latest catalog either in writing or electronically on the institution's website to all prospective students.
- STV Allied Health Education Centers, LLC does not discriminate based on race, color, national or ethnic origin, religion, age, sex, pregnancy, or prior military service in the administration of its educational policies, admission, employment, educational programs, or activities. The College's executive officers are responsible for coordinating nondiscrimination efforts and the investigation of employee and student complaints. The laws and regulations prohibiting such acts of discrimination are (1) Title VI and VII of the Civil Rights Acts of 1964, 29 CFR 1601-1607; (2) Equal Pay Act of 1963, 29 CFR Part 800; (3) Title IX of the Education Amendments of 1972, 45 CFR Part 86; (4) Age Discrimination in Employment Act of 1967, 29 CFR Part 850; (5) Sections 503 and 504 of the Rehabilitation Act of 1973, 45 CFR Part 84 and 41 CFR Part 741; (6) Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 41 CFR Part 60-250; and (7) the Americans with Disabilities Act of 1990.

English Instruction

STV Allied Health Education Centers, LLC does not offer English as a Second Language instruction. All instruction occurs in English

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5 or by visiting <https://osar.bppe.ca.gov>.

ADDENDUM

Licensure Requirements for Nurse Assistant

To work in California as a Nurse Assistant a candidate must be certified by the California Department of Public Health (CDPH), Healthcare Workforce Branch (HWB), Healthcare Professional Certification and Training Section (HPCTS).

An applicant for certification as a Certified Nurse Assistant must 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.

An applicant 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.
- ✓ Once an applicant has completed the CDPH-approved training program, they must pass the NNAAP Examination.