



**Bradford College of Nursing School Catalog  
January 1, 2024 – December 31, 2024**

7333 Tam O'Shanter Drive  
Stockton, CA. 95210  
(209) 475-9854  
[www.bradfordcareer.org](http://www.bradfordcareer.org)

Bradford College of Nursing Catalog as required by California State Law CEC: 94908 and 94909 and CCR 71810 and 76215

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## **BRADFORD COLLEGE OF NURSING**

7333 Tam O'Shanter Drive  
Stockton, Ca 95210

Tel. No. (209) 475-9854

Fax. No. (209) 227-5354

Email: [admin@bradfordcareer.org](mailto:admin@bradfordcareer.org)

Website: [www.bradfordcareer.org](http://www.bradfordcareer.org)

### **CATALOG DATE**

This catalog covers the period January 1, 2024 to December 31, 2024

### **BCON MISSION STATEMENT**

Bradford College of Nursing is committed to facilitate the education of students in ways that hold high standards of ethical, holistic, culturally competent, versatile and population-based concerns in collaboration with various partners in the healthcare industry in particular, and the educational system in general.

### **PURPOSE AND OBJECTIVES OF PROGRAMS**

BCON is a private postsecondary institution. Its purpose is to train people who are interested to join the workforce of the medical field, to become well equipped and effective health care providers. Our goal is to provide the community with well trained professionals in the healthcare industry.

#### **PROGRAMS OFFERED:**

***Nursing Assistant Training Program*** (CNA) – The NA training program is a 6 weeks long program. This program will train and prepare the nurse assistant for certification by the State of California as an entry level member of the health care team in a long-term care facility. The program is composed of two components – Theory and Clinical which will equip the trainee to function efficiently and competently as a nurse assistant.

***Home Health Aide Training Program*** (HHA) – The HHA program is a 40 hour program. This program will prepare Certified Nurse Assistant's for certification as a Home Health Aide by the State of California which will enable the individual HHA to provide care and support to patients in a home setting without direct supervision by a licensed nurse.

***Medical Assistant Program*** (MA) – The MA program is a 920 hour program. This program will prepare the student to attain certification as a Medical Assistant, and will enable the individual to pursue a career in a clinical setting under the supervision of a licensed physician and function as a vital part of the healthcare team.

***Emergency Medical Technician Program*** (EMT) – The EMT Basic program is a 184 hour program. This program will prepare students to attain certification as an Emergency Medical Technician and will enable the individual to fulfill an important role in the healthcare industry. Students that complete the program will be knowledgeable in the prehospital care field and will be able to perform a wide array of patient assessment and patient transport skills.

#### **BRIEF HISTORY:**

The history of Bradford College of Nursing goes back to 1996, when its mother school started a nursing assistant and home health aide program with 1 instructor and a class of 5 students. After almost 25 years of unbending commitment to the community, and having graduated thousands capable nursing assistants, home health aides, medical assistants, and EMT's, Bradford College of Nursing is determined to pursue a tradition of excellent training in nursing and other healthcare related fields.

## **BPPE APPROVAL**

Bradford College of Nursing is a private institution. It has been granted approval to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means that BCON is in compliance with state standards as set forth in CEC and 5, CCR. BCON does not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. BCON's Nursing Assistant and Home Health Aide programs have also been approved by the California Department of Health Services.

## **QUESTIONS**

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, 1747 N. Market Blvd. Suite 225, Sacramento California, 95834. Mailing address: P. O. Box 980818, W. Sacramento, CA 95798-0818. Phone Number (916) 574-8900/Toll Free: (888) 370-7589/Fax Number: (916) 263-1897 Website: <http://www.bppe.ca.gov>

## **REVIEW OF DOCUMENTS PRIOR TO SIGNING**

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.

## **COMPLAINTS**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (1-888-370-7589) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (<http://www.bppe.ca.gov/>)."

## **ADDRESS**

All classes are being held at the institutions primary address at 9 S. El Dorado Street, Stockton CA 95202.

## **FACULTY DESCRIPTION**

All faculty members at BCON have years of experience working and teaching in their respective fields. For the CNA and HHA programs, the instructors are all RN's that hold a minimum bachelor's degree in nursing. All members of the faculty are trailed by years of teaching experience in the nursing field as well as years of experience in the hospital setting. For the MA program, BCON has faculty that is experienced in the MA field both in years of teaching and real, on the job experiences. BCON's MA program is advised by one of Stockton's most tenured physicians. Our EMT Program is directed and taught by Paramedics that are current in the field and have a combined 20 years of experience. All teaching faculty at BCON possess the academic, experiential and professional qualifications to teach, including a minimum of 3 years experience, education and training in current practices of the subject they are teaching.

## **ACADEMIC FREEDOM POLICY**

BCON believes in the untrammelled search for truth in the sciences and the humanities and encourages its faculty and students to probe, inquire, discuss, debate, explore every possible segment that challenges intellectual investigation. BCON will not hinder freedom of thought, belief, inquiry and expression which are necessary ingredients for a genuine exploration of diverse ideas.

However, BCON, as a school of nursing also believes that the nursing profession is not only an art. It is a profession that has a heart. Nursing is not only a science. It has a conscience. As such, although BCON gives its faculty and students sufficient latitude of freedom of inquiry and dissent, they are also expected to be sensitive to the difference between matters that are appropriate for public discussion and those that are better discussed in private. Although BCON considers itself a part of the intellectual community, its administration clings to a strong belief that the school is a moral agent and that knowledge must be pursued from the baseline of morality and decency.

## **DESCRIPTION OF THE EDUCATIONAL PROGRAMS**

### **Nursing Assistant Training Program (CNA) SOC #31-1014.00**

Program Length: 150 clock hours/ 6 weeks (Didactic, and clinical externship)

Monday - Friday- (9am – 1pm) or (5pm – 9pm)

Clinical/Internship: Saturday and Sunday (7am – 3:30pm)

Method of Instruction: Residential hands on and direct instruction (Classroom and Clinical Lab Instruction/Externship)

The NATP is a six (6) weeks course designed to prepare the individual to become a skilled, knowledgeable and caring Nursing Assistant, who will perform his/her duties and responsibilities within the parameters set by law. The curriculum is also designed to prepare the individual to successfully hurdle the required State Certification Test, administered by the American Red Cross and Pearson Vue.

The NATP has two (2) components: Theory and Clinical Practice. The California Department of Health Services requires completion of at least 60 hours of theory and at least 100 hours of clinical practice to be eligible to challenge the State Certification Test. This course is open to anybody who is at least 16 yrs. old, physically healthy and without any disqualifying criminal record.

The NATP curriculum consists of 16 Modules, mandated by the CA Department of Public Health Services, which includes, the Nursing Assistant's Role in Patient Care, Ethics and Confidentiality, Patient Rights, Interpersonal Skills, Observation and Charting, Prevention and Management of Catastrophe and Unusual Occurrences, Emergency Procedures, Body Mechanics, Understanding the Long Term Care Patient, Medical and Surgical Asepsis, Introduction to Anatomy and Physiology, Rehabilitative Nursing, Measuring Vital Signs, Personal Care Skills and Procedures, Nutrition, and Understanding Death and Dying.

General Admission Requirements:

**NO GENERAL EDUCATION IS REQUIRED FOR BOTH NATP AND HHA PROGRAMS. HOWEVER, EACH APPLICANT MUST SATISFY THE FOLLOWING REQUIREMENTS:**

1. Must be at least 16 yrs. old.
2. Must pass WONDERLIC BASIC SKILLS TEST with verbal score of at least 200 and a Quantitative score of at least 210.
3. Must submit a physical and medical clearance from a physician or nurse practitioner.
4. Must submit a current BLS/CPR card.
5. Must submit live scan fingerprinting document.
6. Must complete Enrollment Agreement form.
7. Must pass the interview with Program Director or school representative designated to conduct interviews.
8. Must have a high school diploma, G.E.D, or equivalent.

### **Graduation Requirements**

In order for an individual to successfully graduate from the CNA Program, the following ***must*** be completed and attained:

- 1) Cumulative GPA of 2.75 or higher at the completion of the program, including passing the final exam with a 75% or higher score.
- 2) Successful completion of clinical hours (100 internship hours)
- 3) Meet all attendance requirements of the school or have completed all makeup days prior to graduation.
- 4) Satisfy all financial obligations to the school.

### **Licensure Requirements**

- 1) Successful completion of the CNA Program
- 2) Submission of all completion documents to California Department of Public Health
- 3) Payment of State exam fees to Pearson Vue
- 4) Passing the State Certification Exam (Students are afforded 3 attempts to pass the exam. If the student fails 3 times, CDPH will require re-enrollment in the CNA Program)

## **Home Health Aide Training Program . SOC# 31-1011.00**

Program Length: 40 hours, 1 week (Didactic and clinical internship)

Monday - Friday- (9am – 4pm)

Clinical Externship: Saturday and Sunday (7am – 3pm)

Method of Instruction: Residential hands on and direct instruction (Classroom and Clinical Lab Instruction, Internship)

The Home Health Aide Training Program offered by Bradford College of Nursing consists of 20 hours of Theory and 20 hours of Clinical Practice. The program is designed to better equip Certified Nursing Assistants with knowledge and skills that would enable them to provide better nursing care to patients in their homes – without the supervision of licensed nurses. This program includes, among others, Roles and Responsibilities of the Home Health Aide vis-à-vis the homebound patient and the Home Healthcare Team; Interpretation of medical and social needs of the patient in the home being served; Personal care services; Nutrition and meal planning; Care and cleaning tasks in the home, Interpretation of Medical and Social Needs of the people being served, Caring for Clients with medical conditions (diabetes, circulatory disorders, congestive heart failure, arteriosclerosis, cerebral vascular accidents or stroke, hypertension, arthritis, cancer, Alzheimer's disease, chronic obstructive pulmonary disease, neurological disorders), Caring for Clients who are terminally ill, Infection Control in the Home, Restorative Care, Rectal Care, Nutrition, Meal Management, Therapeutic Diets, Safety and Fire Protection in the Home.

The HHA program also covers interpersonal relationships within the dynamics of the family in order to develop sensitivity to the emotional and physical needs of the patient.

The student who completes the HHA training is given a Certificate of Completion by the school. Those who complete the training NEED NOT take any state qualifying exam. After student completes the training, school submits his/her name to the Department of Public Health Services in order for the DPHS to issue the corresponding State HHA Certification. Individuals successfully completing the program can seek employment as a HHA.

Only Certified Nursing Assistants, holding current CNA licenses may enroll in the HHA Program.

General Admission Requirements for the HHA Program:

1. Must be a Certified Nursing Assistant.
2. C N A license must be current.
3. Must submit current physical and medical exam results from a physician or nurse practitioner.
4. Must have a high school diploma, G.E.D, or equivalent.

Nursing Assistant Training/Home Health Aide Training Faculty:

1. Milva G. Quial – BSN, RN, MAN
2. Portia S. Saucelo – BSN, RN, MSN

## **GRADUATION REQUIREMENTS**

In order for an individual to successfully graduate from the Home Health Aide Program, the following **must** be completed and attained:

- 1) Cumulative GPA of 2.75 or higher at the completion of the program including passing the final exam of a 75% or higher score.
- 2) Successful completion of clinical hours (20 internship hours)

- 3) Meet all attendance requirements of the school or have completed all makeup days prior to graduation.
- 4) Satisfy all financial obligations to the school.

### **Licensure Requirements**

- 1) Successful completion of the HHA program.
- 2) Provide copy of current CNA license.
- 3) Send completed application and completion documents to California Department of Public Health.

### **MEDICAL ASSISTANT (MA) (CIP # 51.0801; SOC # 31-9092.00)**

Program Length: 920 clock hours/ 29 weeks (24 weeks Theory/Lab) (5 weeks externship)

Monday - Friday- (9am – 4pm)

Externship: Monday – Friday (8am – 5pm)

Method of Instruction: Residential hands on and direct instruction (Classroom and Clinical Lab Instruction, Externship)

#### **Program Objective:**

The Medical Assistant program is designed to prepare students for employment as an entry-level Medical Assistant. The program focuses on both administrative and clinical competencies and designed for students who wish to pursue a career in the allied health profession. Upon completion graduates may pursue a career in a clinical setting under the supervision of a licensed physician and function as a vital part of the healthcare team. Education is focused on anatomy and physiology of all body systems, administrative functions such as appointment scheduling, insurance billing, and office management, as well as clinical functions including administering medications, venipuncture skills, obtaining and recording medical histories and vital signs, and preparation of the patient and treatment rooms for physician examinations.

Upon successful completion of the program, graduates may obtain employment as:

Medical Assistant (CIP # 51.0801; SOC # 31-9092.00)

Admission Requirements for MA Program:

- Be 17 years of age or older.
- Have a high school diploma or GED, or completed a/an Associate, Bachelor's or Master's Degree.
- Pass the Wonderlic Scholastic Level Examination (SLE) Test. Score 12 or higher.
- Submit a current Physical including Hep B, and TB screening.

### Medical Assistant Program Terms and Subjects

| <b>Term #</b> | <b>Module Title</b>                                                       | <b>Week #</b> | <b>Clock Hours</b> |
|---------------|---------------------------------------------------------------------------|---------------|--------------------|
| 1             | Introduction to Medical Assistant                                         | 1-3           | 80                 |
| 2             | Administrative Procedures and Office Management                           | 3-6           | 80                 |
| 3             | Medical Records and Assisting with Physical Examinations and Pharmacology | 6-8           | 80                 |
| 4             | Medical Billing                                                           | 9-11          | 80                 |
| 5             | Anatomy and Physiology I                                                  | 12-14         | 80                 |
| 6             | Anatomy and Physiology II                                                 | 14-17         | 80                 |
| 7             | Clinical Assisting                                                        | 17-20         | 80                 |
| 8             | Assisting with Medical Emergency and Certifications                       | 20-22         | 80                 |
| 9             | Rehabilitation, Nutrition, Pediatrics/Geriatrics                          | 22-24         | 80                 |
| 10            | Externship                                                                | 25-29         | 200                |
| <b>Total</b>  |                                                                           |               | <b>920</b>         |

| <b>Course Number</b> | <b>Course Title</b>               | <b>Lecture</b> | <b>Lab</b> | <b>Externship</b> | <b>Total Hours</b> | <b>Week(s)</b> |
|----------------------|-----------------------------------|----------------|------------|-------------------|--------------------|----------------|
| MA 10                | Introduction to Medical Assistant | 10             | 10         | 0                 | 20                 | 1              |
| MA 20                | Patient Communication             | 10             | 10         | 0                 | 20                 | 1,2            |
| MA 30                | Universal Precautions             | 15             | 5          | 0                 | 20                 | 2              |
| MA 40                | Vital Signs                       | 5              | 15         | 0                 | 20                 | 3              |
| MA 50                | Administrative Procedures         | 10             | 10         | 0                 | 20                 | 3,4            |
| MA 60                | Computers and Documentation       | 10             | 20         | 0                 | 30                 | 4,5            |
| MA 70                | Patient Education                 | 10             | 0          | 0                 | 10                 | 5              |
| MA 80                | Office Management                 | 10             | 10         | 0                 | 20                 | 5,6            |
| MA 90                | Medical Records                   | 10             | 10         | 0                 | 20                 | 6              |
| MA 100               | Assisting With Physical Exams     | 10             | 10         | 0                 | 20                 | 7              |
| MA 110               | Pharmacology                      | 20             | 20         | 0                 | 40                 | 7,8            |
| MA 120               | Medical Insurance                 | 10             | 10         | 0                 | 20                 | 9              |
| MA 130               | Medical Billing and Coding        | 10             | 20         | 0                 | 30                 | 9,10           |
| MA 140               | Patient Financial Accounts        | 10             | 0          | 0                 | 10                 | 11             |
| MA 150               | Bookkeeping and Banking           | 10             | 10         | 0                 | 20                 | 11             |
| MA 160               | Body Structure                    | 10             | 10         | 0                 | 20                 | 12             |

|              |                                   |            |            |            |            |       |
|--------------|-----------------------------------|------------|------------|------------|------------|-------|
| MA 170       | Musculoskeletal System            | 10         | 10         | 0          | 20         | 12,13 |
| MA 180       | Cardiovascular System             | 10         | 10         | 0          | 20         | 13    |
| MA 190       | Lymphatic and Immune System       | 10         | 10         | 0          | 20         | 14    |
| MA 200       | Respiratory and Digestive System  | 10         | 10         | 0          | 20         | 14,15 |
| MA 210       | Nervous and Special Senses System | 10         | 10         | 0          | 20         | 15    |
| MA 220       | Urinary and Reproductive System   | 10         | 10         | 0          | 20         | 16    |
| MA 230       | Endocrine System                  | 10         | 10         | 0          | 20         | 16,17 |
| MA 240       | Venipuncture                      | 10         | 30         | 0          | 40         | 17,18 |
| MA 250       | EKG (Electrocardiogram)           | 10         | 10         | 0          | 20         | 19    |
| MA 260       | Radiology                         | 10         | 10         | 0          | 20         | 19,20 |
| MA 270       | Microbiology                      | 10         | 10         | 0          | 20         | 20    |
| MA 280       | Minor Surgery Assisting           | 10         | 10         | 0          | 20         | 21    |
| MA 290       | Medical Emergencies               | 10         | 10         | 0          | 20         | 21,22 |
| MA 300       | HIPAA, OSHA & CPR Certification   | 10         | 10         | 0          | 20         | 22    |
| MA 310       | Medical Specialties               | 10         | 10         | 0          | 20         | 22,23 |
| MA 320       | Pediatrics and Geriatrics         | 10         | 10         | 0          | 20         | 23    |
| MA 330       | Rehabilitation                    | 10         | 10         | 0          | 20         | 23,24 |
| MA 340       | Nutrition                         | 10         | 10         | 0          | 20         | 24    |
| MA 350       | Externship                        | 0          | 0          | 200        | 200        | 25-29 |
|              |                                   |            |            |            |            |       |
| <b>TOTAL</b> |                                   | <b>360</b> | <b>360</b> | <b>200</b> | <b>920</b> |       |

## **Medical Assistant Program:**

### **MODULE 1 MA 10 Introduction to Medical Assistant**

***Prerequisites:*** Admission to MA Program

*Total clock hours: 20*

This course will identify the duties and responsibilities of the Medical Assistant. It will describe the current trends for employment as a Medical Assistant. It will distinguish between various organizations related to the profession of medical assisting. The course will explain and stress the need and importance of credentials; identify training methods for becoming a medical assistant; discuss professional development; identifies healthcare trends and their relationship to the practice of medical assisting; identifies medical specialties.

### **MODULE 1 MA 20 Patient Communication**

***Prerequisites:*** Admission to MA Program

*Total clock hours: 20*

This course identifies elements and types of communication. Relates communication to human behavior and needs; categorize positive and negative communication. Models ways to improve communication techniques, carries out therapeutic communication skills. Uses effective communication strategies; carries out positive communication with coworkers and management; differentiate between laws and ethics; identifies responsibilities of both the patient and physician regarding the patient-physician contract. It describes the four Ds of negligence and the four Cs of malpractice prevention.

### **MODULE 1 MA 30 Universal Precaution**

***Prerequisites:*** Admission to MA Program

*Total clock hours: 20*

This course presents the components of a medical office safety plan. Identifies OSHA's role in protecting healthcare workers. It describes basic safety precautions. Summarizes proper methods for storing and handling chemicals. Explains the principles of ergonomics. Illustrates the cycle of infection. Summarizes the Blood borne Pathogens Standard and Universal Precautions. Describes methods of infection control. Describes CDC requirements for reporting cases of infectious diseases. Describes the layout of a typical exam room. Differentiates between sanitization and disinfection.

### **MODULE 1 MA 40 Vital Signs**

***Prerequisites:*** Admission to MA Program

*Total clock hours: 20*

This course presents how to identify the skills necessary to conduct a patient interview; recognize the signs of anxiety, depression, and abuse. Uses the six Cs for writing an accurate patient history. Uses critical thinking skills to describe the five vital signs. Identifies various methods of taking temperature; describes the process of taking pulse and respirations. Carries out blood pressure measurements; summarize orthostatic vital signs.

### **MODULE 2 MA 50 Administrative Procedures**

***Prerequisites:*** Admission to MA Program

*Total clock hours: 20*

This course introduces the list that design items to be considered when setting up a reception area. Summarizes housekeeping tasks. Discusses office access. Identifies the cause of most injuries to medical workers and body areas where they occur; explains the Red Flags Rule. Implanting policies and procedures for opening and closing the office. Explains the purpose to telecommunications equipment used in the office. Relates the five Cs of communication to telephone use; defines telephone etiquette, pitch pronunciation, enunciation, and tone; describes how to handle incoming calls. Carries out the procedures for taking a telephone message. Summarizes call screening skills used in making an outgoing call.

## **MODULE 2 MA 60 Computers and Documentation**

**Prerequisites:** Admission to MA Program

*Total clock hours: 30*

This course identifies common types of computers. Describes computer hardware components and their functions. Describes software applications commonly used in a medical office. Summarizes options available for learning software applications. Discusses steps involved in upgrading or replacing existing computer equipment. Explains how a well-written document reflects on the medical practice. It describes types of document supplies used. Outlines general guidelines for effective writing. Lists and explains the purpose of different types of documents used in the medical field. Describes editing and proofreading documents.

## **MODULE 2 MA 70 Patient Education**

**Prerequisites:** Admission to MA Program

*Total clock hours: 10*

This course identifies the benefits of patient education; describes factors that affect learning and teaching; implements teaching techniques. Chooses reliable patient education materials; explains how patient education can promote good health habits. Describes the information contained in a patient information packet. Describes the benefits of patient education prior to surgical procedures. Describes how the appointment book is key to continuity of patient care. Identifies how to properly apply a matrix to an appointment schedule. Compares appointment scheduling systems. Identifies ways to organize and schedule appointments.

## **MODULE 2 MA 80 Office Management**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course is an introduction of the basic organizational design of the medical office and the relationship of the healthcare team. It describes the responsibilities of the office manager. Summarizes basic human resource functions in office management. Distinguishes traits of someone with leadership skills. Compares risk management and quality assurance, calculates employee earnings. Describes tax forms commonly used in a medical office. This course explains documentation, federal and state guidelines, established policies, liability coverage, risk management, health laws and regulations and ethics.

## **MODULE 3 MA 90 Medical Records**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course explains the importance of patient medical records; identifies the documents that comprise a medical record; compares the different types of formats related to documentation. Describes the need for neatness, timeliness, accuracy, and professional tone in patient's records; illustrates the correct procedure for correcting and updating medical records. Describes the steps in responding to requests for release of medical records. Lists four medical mistakes that will be decreased through the use of EHR, differentiate among electronic medical records, electronic health records, and personal health records.

## **MODULE 3 MA 100 Assisting with Physical Exams**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course identifies the purpose of a general physical exam; also, identifies the medical assistant's role in patient examinations. Carries out the necessary steps to prepare a patient for examination. It carries out positioning and draping a patient in all nine common exam positions. Identifies the six examination methods used in a general physical exam. Carries out the role of the medical assistant in a gynecology exam. Carries out the role of the medical assistant in obstetrics. Identifies diagnostic and therapeutic procedures performed in gynecology and obstetrics. Relates the role of the medical assistant in urology. Identifies diagnostic tests and procedures performed in urology. Recognizes diseases and disorders of the reproductive and urinary systems.

### **MODULE 3 MA 110 Pharmacology**

**Prerequisites:** Admission to MA Program

*Total clock hours: 40*

This course presents and explains the medical assistant's role in pharmacology. Recognizes the five categories of pharmacology and their importance to medication administration. Differentiates the major drug categories, drug names, and their actions. Classifies over-the-counter (OTC), prescription, and herbal drugs. Uses credible sources to obtain drug information. Carries out the procedure for registering or renewing a physician with the Drug Enforcement Agency (DEA) for permission to administer, dispense, and prescribe controlled drugs. Identifies the parts of a prescription, including commonly used abbreviations and symbols; discuss none-pharmacological treatments for pain. Describes how vaccines work in the immune system. Explains the role of the medical assistant to ensure safe dosage calculations.

### **MODULE 4 MA 120 Medical Insurance**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course defines and explains the terms used in the insurance industry. Compares types of insurance plans. Outlines requirements for coverage by Medicare, Medicaid, TRICARE and CHAMPVA programs; describes allowed charge, contracted fee, capitation, and RBRVS. Outlines the tasks performed to obtain information required to produce an insurance claim. Produces a clean CMS-1500 claim form. Explains the methods used to submit an insurance claim. Recalls the information found on a remittance advice.

### **MODULE 4 MA 130 Medical Coding**

**Prerequisites:** Admission to MA Program

*Total clock hours: 30*

This course is designed to recognize the ways that ICD codes are used; describes the conventions used by ICD-9-CM. Outlines the steps to code a diagnosis. Explains the purpose and usage of V codes and E codes. Names the appendices found in the ICD-9-CM. Compares ICD-9-CM and ICD-10-CM. Summarizes the ICD-10-CM general coding guidelines. Illustrates coding applications for neoplasm's, diabetes mellitus, fractures, R codes, poisonings, and Z codes; Lists the sections of the CPT manual. Briefly describes CPT coding guidelines. Lists the types of E/M codes within the CPT. Lists the areas included in the surgical coding section. Locates procedure codes using the CPT manual; explains the importance of code linkage and avoiding fraud.

### **MODULE 4 MA 140 Patient Financial Accounts**

**Prerequisites:** Admission to MA Program

*Total clock hours: 10*

This course describes the accounts receivable and accounts payable methods. Identifies different documents used in patient billing and cycle billing. Compares accounting systems; explains the purpose of various credit and collection laws. Relates the required components of a Truth in Lending Statement to credit practices. Summarizes common problems in collections.

### **MODULE 4 MA 150 Bookkeeping and Banking**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course presents the importance of good bookkeeping practices. Compares bookkeeping system Outlines patient financial transactions. Identifies negotiable instruments and items required for a check to be negotiable. Describes the different types of check endorsements and steps in making a bank deposit. Carries out the process of reconciling a bank statement; Lists several advantages to electronic banking. Implements setting up, classifying, and recording disbursements in a disbursement journal.

## **MODULE 5 MA 160 Body Structure - Anatomy and Physiology I**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course explains the difference between anatomy and physiology. Illustrates body organization from a single molecule to an organism. Describes the location and characteristics of the four main tissue types. Describes the body organ systems, their general functions, and the major organs of each. Uses medical and anatomical terminology correctly. Explains the anatomical position. Identifies body cavities and the organs within them. Relates a basic understanding of chemistry and its importance in studying the body. Names the parts of a cell and their functions; summarizes how substances move across a cell membrane.

## **MODULE 5 MA 170 Musculoskeletal System - Anatomy and Physiology I**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course describes the structure of bone tissue; explains the function of bones. Compares intermembranous and endochondral ossification. Describes the skeletal structures and locations; locates the bones of the skull; locates the bones of the spinal column. Locates the bones of the rib cage; locates the bones of the shoulders, arms, and hands. Locates the bones of the hips, legs, and feet. Describes the three major types of joints and give examples of each. Describes the common diseases and disorders of the skeletal system.

## **MODULE 5 MA 180 Cardiovascular System - Anatomy and Physiology I**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course introduces the structures of the heart and the functions of each. Explains the cardiac cycle, including the cardiac conduction system. Compares pulmonary and systemic circulation. Differentiates among the different types of blood vessels and their functions. Explains blood pressure and how it is controlled; describes the causes, signs and symptoms, and treatments of various diseases and disorders of the cardiovascular system. Describes the components of blood, giving the function of each component listed. Explains how bleeding is controlled.

## **MODULE 5 MA 190 Lymphatic and Immune System - Anatomy and Physiology I**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course describes the pathways and organs of the lymphatic system. Compares the nonspecific and specific body defense mechanisms. Explains how antibodies fight infection; describes the four different types of acquired immunities; describes the causes, signs and symptoms, and various treatments of the major immune disorders.

## **MODULE 6 MA 200 Respiratory and Digestive System - Anatomy and Physiology II**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course describes the structure and function of each organ of the respiratory system. Describes the events involved in inspiration and expiration of air. Explains how oxygen and carbon dioxide are transported in the blood. Compares various respiratory volumes and tell how they are used to diagnose respiratory problems. Describes the causes, signs and symptoms, and treatments of various diseases and disorders of the respiratory system. Describes the organs of the alimentary canal and their functions. Explains the functions of the digestive system's accessory organs. Identifies the nutrients absorbed by the digestive system and where they are absorbed; describe the causes, signs and symptoms, and treatments of various common diseases and disorders of the digestive system.

## **MODULE 6 MA 210 Nervous and Special Senses System - Anatomy and Physiology II**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course is a study of the general functions of the nervous system; summarizes the structure of a neuron. Explains the function of nerve impulses and the role of synapses in their transmission. Describes the structures and functions of the central nervous system. Compares the structures and functions of the somatic and autonomic nervous systems in the peripheral nervous system. Recognizes common tests that are performed to determine neurological disorders. Describes the causes, signs and symptoms, and treatments of various diseases and disorders of the nervous system; describes the anatomy of the nose and the function of each part.

## **MODULE 6 MA 220 Urinary and Reproductive System - Anatomy and Physiology II**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course describes the structure, location, and function of the kidney. Explains how nephrons filter blood and form urine. Compares the locations, structures, and functions of the uterus, bladder, and urethra. Describes the causes, signs and symptoms, and treatment of various diseases and disorders of the urinary system. Summarizes the organs of the male reproductive system including the locations, structures, and functions of each. Describes the causes, signs and symptoms, and treatment of various disorders of the male reproductive system.

## **MODULE 6 MA 230 Endocrine System - Anatomy and Physiology II**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course describes the general functions and hormones of the endocrine system. Identifies the hormones released by the pituitary gland, thyroid gland, parathyroid glands, adrenal glands, pancreas, and other hormone-producing organs, and give the functions of each; explains the effect of stressors on the body. Describes the causes, signs and symptoms, and treatments of various endocrine disorders.

## **MODULE 7 MA 240 Venipuncture**

**Prerequisites:** Admission to MA Program

*Total clock hours: 40*

This course explains the role of the medical assistant when collecting, processing, and testing blood samples; carries out the procedure for collecting a blood specimen. Summarizes ways to respond to patients' needs when collecting blood. Carries out the procedure for performing blood tests.

## **MODULE 7 MA 250 EKG (Electrocardiogram)**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course is an introduction of medical assistant's role in electrocardiography and pulmonary function testing. Explains the basic principles of electrocardiography and how it relates to the conduction system of the heart; identifies the components of an electrocardiograph and what each does. Carries out the steps necessary to obtain an ECG. Summarizes exercise electrocardiography and echocardiography. Explains the procedure of Holter monitoring. Carries out the various types of pulmonary function tests; describes the procedure for performing pulse oximetry testing.

## **MODULE 7 MA 260 Radiology**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course explains what X-rays are and how they are used for diagnostic and therapeutic purposes. Compares invasive and noninvasive diagnostic procedures. Carries out the medical assistant's role in X-ray and diagnostic radiology testing. Discusses common diagnostic imaging procedures. Describes different types of radiation therapy and how they

are used. Explains the risks and safety precautions associated with radiology work; relates the advances of medical imaging to EHR.

## **MODULE 8 MA 270 Microbiology**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course presents and explains the medical assistants' role in microbiology. Summarizes how microorganisms cause disease; describes how microorganisms are classified and named. Discusses the role of viruses in human disease. Reviews the symptoms of HIV / AIDS and

hepatitis. Discusses the role of bacteria in human disease. Discusses the role of protozoa in human disease. Discusses the role of fungi in human disease. Discusses the role of multicellular parasites in human disease. Describes the process involved in diagnosing an infection.

## **MODULE 8 MA 280 Minor Surgery Assisting**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course presents and explains the medical assistant's role in minor surgical procedures. Describes the surgical procedures performed in an office setting. Identifies the instruments used in minor surgery and describe their functions. Describes the procedures for medical and sterile asepsis in minor surgery. Discusses the procedures used in a medical office to sterilize surgical instruments and equipment; summarizes the medical assistant's duties in preoperative procedures. Describes the medical assistant's duties during an operative procedure.

## **MODULE 8 MA 290 Medical Emergencies**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course explains the importance of first aid during a medical emergency. Identifies items found in a crash cart; recognizes various accidental emergencies and how to deal with them; Lists common illnesses that can result in medical emergencies. Identifies less common illnesses that can result in medical emergencies. Discusses your role in caring for people with psychosocial emergencies.

## **MODULE 8 MA 300 HIPAA, OSHA, CPR Certification**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course is designed to train and prepare the students for HIPAA, OSHA and CPR Certifications.

## **MODULE 9 MA 310 Medical Specialties**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course describes and explains the medical specialties of allergy, cardiology, dermatology, endocrinology, gastroenterology, neurology, oncology, and orthopedics. Identifies common diseases and disorders related to these same fields; relates the role of the medical assistant in procedures performed in medical specialties.

## **MODULE 9 MA 320 Pediatrics and Geriatrics**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course identifies the role of the medical assistant in a pediatric examination. Discusses pediatric immunizations. Explains various pediatric screening procedures and diagnostic tests. Describes common pediatric diseases and disorders. Recognizes special health concerns of pediatric patients. Relates developmental changes in

geriatric patients. Describes common geriatric diseases and disorders. Identifies variations of care for geriatric patients. Explains special health concerns of geriatric patients.

## **MODULE 9 MA 330 Rehabilitation**

**Prerequisites:** Admission to MA Program

*Total clock hours: 20*

This course identifies the general principles of physical therapy; relates various cold and heat therapies to their benefits and contraindications. Recalls hydrotherapy methods. Names several methods of exercise therapy; describes the types of massage used in rehabilitation therapy. Compares different methods of traction. Carries out the procedure for teaching a patient to use a cane, a walker, crutches, and a wheelchair. Models the steps you should take when referring a patient to a physical therapist.

## **MODULE 9 MA 340 Nutrition**

**Prerequisites:** Admission to the Program

*Total clock hours: 20*

This course identifies and explains nutrients and their role in health. Implements a plan for a nutritious, well-balanced diet and healthy lifestyle using the USDA's guidelines. Describes methods used to assess a patient's nutritional status. Explains reasons why a diet may be modified. Identifies types of patients who require special diets and the modifications required for each; describes the warning signs, symptoms, and treatments for eating disorders.

## **MODULE 10 MA 350 Externship**

**Prerequisites:** Completion of Didactic and Clinical Instruction

*Total clock hours: 200*

Upon successful completion of all modules, medical assistant students will participate in a 200 hour externship at an approved facility. This will provide the student with the opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in a real world environment.

### **Student Learning Outcomes**

1. Apply the knowledge and skills needed to perform entry-level competencies in clinical and administrative medical assisting as outlined by the American Association of Medical Assistants (AAMA).
2. Apply the knowledge and skills necessary to successfully pass the certification exam through AMT, NHA, NCCT, or CCBMA.
3. Apply knowledge, skills, and professionalism necessary to compete in the job market.
4. Demonstrate the ability to work effectively as an individual and collaboratively as a team member to resolve challenges in a changing healthcare environment.
5. Perform administrative and clinical tasks required of a medical office to professional standards of Medical Assisting.
6. Demonstrate knowledge of California law and regulations for medical assistant.
7. Demonstrate knowledge of medical law, ethics and confidentiality in the performance of medical assistant duties.
8. Perform pre-analytical procedures such as specimen collection.
9. Assist in processing of specimens.
10. Assist Doctors and Nurses with patient care services.
11. Perform injections safely with over 70% accuracy.

12. Safely assist in operating and maintaining diagnostic test equipment.
13. Demonstrate good understanding of standard and universal precautions.
14. Assist in minor surgical procedures

**\*\* Although certification as a Medical Assistant in the State of California is not a requirement, Bradford College of Nursing *strongly* suggests that all graduates seek certification. We have provided a program with all the necessary components needed to prepare our graduates to successfully become a Certified Medical Assistant.**

**Medical Assistant Program Faculty:**

Program Director and Lead Instructor:  
Andrea Marshall, CMA (CCBMA), AAS

Medical Assistant Program Advisor/ Consultant:  
Robert C. Southmayd (D.O) #20A5298

**GRADUATION REQUIREMENTS**

In order for an individual to successfully graduate from the Medical Assistant Program, the following ***must*** be completed and attained:

- 1) Cumulative GPA of 2.75 or higher at the completion of the program, including passing the final exam of a 75% score or higher. (All course modules must be completed and passed with a 75% or higher score in order to successfully complete the program)
- 2) Successful completion of externship hours. (200 hours)
- 3) Meet all attendance requirements of the school or have completed all makeup days prior to graduation.
- 4) Satisfy all financial obligations to the school.

**Licensure Requirements**

The State of California does not require students to be licensed in the Medical Assistant field. Licensure is purely optional, however, Bradford College of Nursing strongly encourages students to seek licensure upon successful completion of the program. To qualify for licensure, a student will need the following:

- 1) High School Diploma or GED
- 2) Certificate of Completion from the Medical Assistant Program
- 3) Payment of certification exam fees
- 4) Passing CCMA Exam

**Emergency Medical Technician (EMT B) Program  
(CIP # 51.0810), SOC # 29-2042.00):**

Program Length: 184 clock hours/ 8 weeks or 11 weekends (Theory/Lab), 3 day required “ride-along experience.”

Didactic: Monday, Wednesday, Friday- (9am – 5pm) or Saturday and Sunday (9am – 5pm)

Externship/Ride Along : (8am – 5pm) Specific days are decided by AMR (American Medical Response)

Method of Instruction: Residential hands on direct instruction (Classroom and Clinical Lab Instruction, Ambulance Externship)

**REQUIREMENTS:** For admission to Bradford College of Nursing’s Emergency Technician Program, an applicant must:

- Must be 17 years of age or older. - Have a high school diploma or GED, or completed a/an Associate, Bachelor’s or Master’s Degree.
- Pass the Wonderlic Scholastic Level Examination (SLE) Test. Score 12 or higher.
- Submit a current Physical/ Health Assessment.
- Must show proof of CPR certification through American Heart Association at Healthcare Provider Level.

**Program Objective:**

At the completion of this program you should be able to:

1. Describe the roles of EMS in the health care system.
2. Demonstrate the professional attributes expected of EMTs.
3. Perform the roles and responsibilities of an EMT with regard to personal safety and wellness, as well as the safety of others.
4. Perform the duties of an EMT with regard for medical-legal and ethical issues, including functioning under medical direction and within the scope of practice.
5. Apply principles of anatomy, physiology, pathophysiology, life-span development, and therapeutic communications to the assessment and management of patients.
6. Identify the need for and perform immediately life-saving interventions to manage a patient’s airway, breathing, and circulation.
7. Assess and manage patients of all ages with a variety of complaints, medical conditions and traumatic injuries.
8. Apply principles of emergency medical services operations, including considerations in ambulance and air medical transportation, multiple casualty incidents, gaining access to and extricating patients, hazardous materials incidents, and responding to situations involving weapons of mass destruction.

**Upon successful completion of the program and certification graduates may obtain employment as a: EMT Basic, Emergency Medical Technician - SOC # 29-2042.00)**

## EMT Basic Program Description:

The Emergency Medical Technician (EMT) program prepares the EMT student knowledge in prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. Areas of study include an introduction to emergency medical services systems, roles, and responsibilities of EMTs, anatomy and physiology, medical emergencies, trauma, special considerations for working in the prehospital setting and providing patient transportation. This course consists of (160) hours of didactic and skills lab training, and 24 ride-along hours. The course content meets the objectives contained in the U.S. Department of Transportation National EMS Education Standards and trains the participant to become competent in the EMT basics scope of practice. A course completion certificate is awarded to students who pass the program with an average of 75% or better and fulfill all clinical requirements. Successful completion of the EMT program provides eligibility to the National Registry of EMT's (NREMT) to NREMT.ORG examination to receive certification as a Nationally Registered EMT. Once nationally registered graduates are eligible to apply for state licensure EMSA.CA.GOV which will allow them to work as an EMT in local areas of choice. (NREMT and State/Local Licensures are not included in the course cost).

### Course Content – EMT

Bradford College of Nursing's EMT training program is designed on a modular basis and includes lecture, recitation, laboratory skills training, and externship.

**Didactic Breakdown with Module Clock Hours**

| Module                     | Title                                    | Hours      |
|----------------------------|------------------------------------------|------------|
| Module 1                   | Preparatory                              | 16         |
| Module 2                   | Airway                                   | 16         |
| Module 3                   | Patient Assessment                       | 24         |
| Module 4                   | Medical Emergencies                      | 24         |
| Module 5                   | Trauma                                   | 24         |
| Module 6                   | Special Patient Populations              | 16         |
| Module 7                   | Operations                               | 8          |
| Module 8                   | Advanced Airway Management               | 8          |
| Module 9                   | MCI- Mass Casualty Incident              | 8          |
| Module 10                  | National Registry Skills Review and Test | 8          |
| Module 11                  | Written Final/ Skills Testing            | 16         |
| Assigned Skills Days*      |                                          | 10         |
| Total Hours                | Didactic instruction and skills training | 160        |
| Field Training- externship |                                          | 24         |
| <b>Total Hours</b>         |                                          | <b>184</b> |

The skills laboratory days are integrated into the didactic portion of the EMT Training program. These days combine cognitive information learned during lecture and apply that information into psychomotor skills.

### Module 1 – Preparatory is 16 hours and is an introduction to Emergency Medical Technician. The main topics covered are:

- The EMS System
- Components of the EMS System
- Personal Protection
- Scene Safety
- Body Systems
- Lifting/Moving Patients
- Patient consent/refusal

- Medical/Legal/Ethics
- Scope of Practice
- Anatomical Terms

**Module 2 – Airway is 16 hours and is an introduction to Airway Management.**

**The main topics covered are:**

- Respiration
- Techniques of Artificial Ventilation
- Airway Adjuncts
- Suctioning
- Oxygen Therapy

**Module 3 – Patient Assessment is 24 hours and is an introduction to assessing a patient related to the EMT. The main topics covered are:**

- Scene Size-up
- Initial Assessment
- Vital Signs
- SAMPLE History
- Pre-hospital Care Report
- Focused History/Physical
- Verbal Reports
- Detailed Physical Exam
- Ongoing Assessment
- Special Documentation Issues
- Communication
- Systems/Radio Exam

**Module 4 – Medical Emergencies is 24 hours and is an introduction to medical emergencies and how to interpret them. The main topics covered are:**

- General Pharmacology
- Medications EMT can administer
- Respiratory Emergencies
- Cardiac Emergencies
- Cardiac Anatomy/Physiology
- Cardiac Arrest/ compromise
- Acute Abdominal Emergencies
- Diabetic Emergencies
- Altered Mental Status Emergencies
- Allergic Reactions
- Poisoning/Overdose Emergencies
- Environmental Emergencies
- Behavioral Emergencies
- OB/GYN Emergencies
- Childbirth

**Module 5 – Trauma is 24 hours and is an introduction to Trauma emergencies how to interpret them. The main topics covered are:**

- Bleeding and Shock
- Soft Tissue Injury
- Burns
- Musculoskeletal Injury
- Splinting
- Head & Spine Injuries
- Spine Injury Immobilization
- Multiple Trauma Patient

**Module 6 – Special patient populations is 16 hours and is an introduction to patients with special needs. The main topics covered are:**

- Infants & Children
- Child Abuse and Neglect
- Pediatric trauma
- Special Needs Patients
- Geriatric Patients
- Developmental
- Characteristics of Infants and Children

**Module 7 – Operations is 8 hours and covers ambulance operations, terrorism, HazMat, and special rescue situations. The main topics covered are:**

- Ambulance Operations • Hazardous Materials
- Air Rescue • MCI
- Vehicle Rescue • EMS response to Terrorism

**Module 8 – Advanced airway management is 8 hours and covers advanced airway management techniques. The main topics covered are:**

- Anatomy and Physiology • Management of the Airway

**Module 9 – MCI –Mass Causality Incident is 8 hours.**

**Module 10 – National Registry review and test is 16 hours and is a comprehensive review preparing the student for their final examinations and the National Registry skills test.**

**Module 11 – Final Written and Skills is 16 hours and tests the necessary skills and knowledge for certification an EMT.**

**Course Grading and Grading Scale:**

|                    |                     |                  |
|--------------------|---------------------|------------------|
| Quizzes            | 45 each worth       | 20 points        |
| Assignments        | 8 each worth        | 10 points        |
| <i>EC Quizzes*</i> | <i>5 each worth</i> | <i>5 points</i>  |
| Exams              | 8 each worth        | 100 points       |
| Final Exam         | 1 worth             | 100 points       |
| <u>Skills Exam</u> | <u>1 worth</u>      | <u>30 points</u> |

**Students must have a minimum of 1,350 points to pass course.**

*Extra Credit Quizzes will only be used toward exam grades below 70% if needed.*

**Grading Scale:**

|            |   |
|------------|---|
| 90 to 100% | A |
| 80 to 89%  | B |
| 70 to 79%  | C |
| 60 to 69%  | D |
| Below 60%  | F |

**\*\* Externship/Ride Along Description**

Each EMT student is required to complete a minimum 2 (two) ride alongs with an ambulance company for a total of 24 hours. During this time, the EMT student will assist certified EMT's with basic skills such as loading a patient on a gurney, administering oxygen, taking vital signs, and documentation of patient care.

The EMT ride along and patient contact hours will be completed with our contracted ambulance provider (AMR) and San Joaquin General Hospital, as required by the San Joaquin County EMS Agency. Upon completion of the scheduled ride along and patient contact hours, each student will have their patient contact sheet signed by an EMT noting skills performed and the minimum 10 patient contacts. Students will be provided all the necessary information with regards to the ride along and hospital hours once they are deemed ready for this specific portion of the program.

**Student Learning Outcomes:**

1. Demonstrate infection control and safety practices.
2. Describe quality assurance as it relates to specimen collection.
3. Explain the role of specimen collection in the overall patient care system
4. Identify collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in clinical analysis of blood constituents.
5. Demonstrate venipuncture and capillary puncture techniques on adults, children, and infants.
6. Explain requisitioning, transport and processing.

**GRADUATION REQUIREMENTS**

In order for an individual to successfully graduate from the Emergency Medical Program, the following must be completed and attained:

- 1) Cumulative GPA of 2.75 or higher at the completion of the program including passing the final examination of a 75% score or higher.
- 2) Successful completion of externship/ride along hours. (24 hours in total)
- 3) Meet all attendance requirements of the school or have completed all makeup days prior to graduation.
- 4) Satisfy all financial obligations to the school.

**LICENSURE REQUIREMENTS**

- 1) Must have Highschool Diploma or GED.
- 2) Completion of the required minimum 176 hours from an approved program.
- 3) Passing the NREMT Exam.

**Faculty:**

EMT Program Director and Lead Instructor: Michael Meyers, EMT-Paramedic  
Clinical Director: Craig Shankland, RN

**CREDIT GRANTING POLICY**

Bradford College of Nursing does not grant credits for courses completed in other schools. BCON has not entered into an articulation or transfer agreement with any other school or university at this time. BCON does not award credit for experiential learning.

**TRANSFER OUT**

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at Bradford College of Nursing is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the CNA, HHA, Medical Assistant, and EMT certificate you earn at BCON 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 course work at the institution. For this reason, you should make certain that your attendance at BCON will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending BCON to determine if your certificate will transfer. Bradford College of Nursing has not entered into an articulation or transfer agreement with any other college or university.

## PROBATION & DISMISSAL POLICY

### Attendance Policy:

Only students who have been admitted to CAN, HHA, Medical Assistant, and EMT programs, and are in approved active status may attend classes. Class attendance and consistent study are the two factors which contribute most to a student's success in the program and to passing the appropriate exam. Students must attend every meeting of all classes to meet all theory and clinical objectives of the program.

An **absence** is defined as a state of being away or not being present 15 minutes after the start of scheduled class lecture and clinical session.

A **tardy** is defined as arriving ten (10) minutes after a scheduled class lecture and/or five (5) minutes after a scheduled clinical session.

### For Theory Lectures:

1. A student is only allowed a maximum of 3 theory lecture absences per term (excused or unexcused).
2. The Program Director shall serve Attendance Probation to a student who incurs two absences at any given term.
3. Tardiness is not acceptable. The Program Director shall serve Attendance Probation to a student who incurs 3 tardy marks. Three tardy marks is equivalent to one day absence.
4. It is also not acceptable to leave the classroom and clinical sites earlier than scheduled or earlier than what the instructor sets as dismissal time. Leaving the classroom after lunch break constitutes one-half day absence. Leaving the classroom 15 minutes earlier for 3 times constitutes one day absence.
5. A student who fails to comply with the conditions/criteria set forth in the Attendance Probation may be terminated from the program.
6. To satisfy required theory hours in the RN to BSN program, a student who incurs absences must do the following activities for make-up after instructor approval:
  - a. Typewritten analysis and/or case study reports, at least 20 pages, related to the topic/s missed. Mere copying and pasting of whole articles/materials from textbook and/or internet are not allowed. The student is required to indicate references. The report shall include pathophysiology, signs and symptoms, laboratory and ancillary diagnostic procedures, complications and signs and symptoms of complications, management including medical and/or surgical, nursing care plans, nursing interventions, and client teachings.
  - b. Class report/discussion and/or case study reports mentioned in 6a using power point presentation.
  - c. Attend related seminar/workshop or make-up classes. The student is responsible for instructional fees or seminar fees

### **For Clinical Sessions – CNA, HHA, and Medical Assistant Programs**

1. A student must attend all clinical sessions. Any absences in the clinical sessions must be made-up at the end of the program. Students are responsible for paying instructional fees for clinical make-ups.
2. A student is allowed no more than 5 absences (excused or unexcused) for the entire program for the RN-BSN program. (For the NATP, a student cannot be absent more than 2 consecutive days in the clinical component of the program). Each day absent at clinicals **must** be made up prior to graduation.
3. A student will be sent home and marked absent when he or she arrives at clinical sites 15 minutes after the start of clinical session.
4. The Program Director shall serve a Notice of Attendance Probation to a student who incurs three absences at any given time.
5. Tardiness is not acceptable. The Program Director shall serve a Notice of Attendance Probation to a student who incurs 3 tardy marks. Three tardy marks constitute one day of absence.
6. Leaving the clinical sites after lunch break constitutes one-half day absence.
7. Leaving the clinical site 15 minutes earlier than the scheduled dismissal for 3 times constitute one day absence.
8. A student who fails to comply with the conditions/criteria set forth in the Attendance Probation will be terminated from the program.

## ATTENDANCE (PROBATION)/GENERAL ATTENDANCE POLICY

1. The following are grounds for academic probation or termination from the program on the basis of unsatisfactory attendance:
  - a. More than 3 absences per term in lecture classes.
  - b. More than 5 absences in clinical sessions for the entire CNA, HHA, and EMT programs. a student cannot be absent more than 3 successive days in the clinical component of the program).
  - c. Non-compliance with the conditions/criteria set forth in the Attendance Probation.
  - d. Inability to meet the minimum hours required by the program and approved by BPPE to be eligible for graduation.
2. A student terminated for unsatisfactory attendance may be allowed to re-enter the selection pool for the next enrollment period.
3. A student is allowed to appeal the termination for unsatisfactory attendance. The student must request the appeal in writing addressed to the Program Director. The appeal must include:
  - a. An explanation as to why satisfactory attendance was not maintained with proofs or documents backing up the explanation.
  - b. Proposed corrective measures that will prevent the student from acquiring another unsatisfactory attendance.
  - c. Compelling reasons why the student should be allowed reinstatement.
  - d. The appeal letter must be received **within 7 business days** following notification of termination. The Program Director retains the authority to terminate the educational contract with the student who does not comply with the policies of the school, or to permit the student to continue with the program with or without additional probationary provisions.
4. In cases of illness, a student must provide the school with a full medical certificate/clearance from the physician before returning to school. Any restrictions related to the student's health condition must also be stated clearly.
5. A student who perceives and/or plans to be late or be absent must call the assigned instructor at least thirty (30) minutes prior to the start of the class/clinical session. A student coming in 15 minutes after the start of class/clinical session is considered absent.
6. A student is responsible in checking with the assigned instructor as soon as possible regarding completion of missed works, assignments, projects, and taking of missed examinations. Deadline for completion of missed works, assignments, and projects is within 7 days from the day of absence from lecture, and within 4 days after missing an examination.
7. The student will be required to review contents of the subject matter or test on any content of the topics missed or may be required to attend make-up tutorial classes.
8. Make-up work, tests, and hours cannot be made up during regular class schedules.
9. Students are responsible for paying instructional fees for make-ups requiring special tutorial classes or clinical supervisions.
10. There is no make-up for quizzes. A student who misses a quiz will not get a grade credit for that quiz.
11. A student is responsible for completing the make-up log sheet confirming attendance and submitting the sheet to the office.
12. Attendance is taken on a daily basis and an exact record of attendance will be part of the student's permanent record.

## LEAVE OF ABSENCE:

A Leave of Absence may be granted by the Director of Nursing. The student may request a leave of absence for personal emergencies or those reason included in the family medical leave act or military service. One leave of absence is allowed for the entire program. A Student who does not return after a leave of absence will be terminated from the program.

- a. A student who plans to be late or be absent must call the assigned instructor or the school office at least thirty (30) minutes prior to the start of the class/clinical session.
- b. A student must contact the assigned instructor within 5 days of absence regarding completion of missed works, assignments, projects, and examinations.

## GRADING SYSTEM

A student's progress in the classroom shall be closely monitored and his or her understanding of the subject matter and the learning objectives in each course shall be the basis of the evaluation. All teaching materials including examinations and homework shall be carefully and continuously evaluated by the Program Director to effectively reflect the understanding of all learning objectives in each subject.

The school shall utilize the following grading system for the RN-BSN Program:

| <u>PERCENT</u> | <u>GRADE</u> |
|----------------|--------------|
| 90- 100%       | A            |
| 80- 89%        | B            |
| 70- 79%        | C            |
| 65- 69%        | D            |
| < 65%          | F            |

For the NATP and HHA programs, the following grading system is followed:

Theory:

P – Pass -75% and above

F - Fail - Below 75%

Clinical:

S – Satisfactory

U - Unsatisfactory

Partial points will be rounded to the nearest full point; for example, 89.5 = 90 leads to a grade of A and 89.4 = 89 leads to a grade of B. A minimum grade of C is required to continue in the program.

A student with a final theory grade of 70-74 will be put on academic probation and may take remedial examination. A score of at least 75% in the remedial examination is required to pass the exam and pass the subject. The highest theory grade a student can get after passing the remedial examination is C or 75. The instructor, with the approval of the Program Director, shall formulate the content of the remedial examination. If a student fails the remedial examination, he or she gets a final grade of F. Fail grade means the student will be terminated from the program.

A student must pass the first subject before he or she is allowed to take the next subject. In the same way, a student must pass term one before he or she is allowed to move on to the next term. Instructors must submit to the office all final grades of students within two days after the final examination. An academic probation shall be issued by the Program Director to all who fail the subject. A remedial examination shall be given to the student. Counseling and tutorial classes shall be extended to the student as well, if sought by student.

## WITHDRAWALS & REFUND

### STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the 7th day after enrollment, whichever is later. Students may withdraw at any time from any class or from the program as a whole by providing written notice to the Admissions office. Notice will be considered accepted when received by the Admissions office. All fees due up to the date of the withdrawal remain due and payable.

**Bradford College of Nursing  
Attn: Admissions Office  
7333 Tam O'Shanter Drive  
Stockton, CA 95210**

### WITHDRAWAL POLICY

To determine the refund, deduct the registration fee not to exceed Seventy Five Dollars (\$ 75.00) from the total tuition charge. Divide this figure by the number of scheduled hours in the program. The quotient is the hourly charge for the program. Multiplying the hours by the hourly charge for instruction, plus the registration fee, derives the amount owed by the student for the purpose of calculating refund. It is the policy of the institution to pay the refund as stipulated in the disclosed distribution policy found in the school catalog.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWED FOR THE TIME YOU ATTENDED, THEN A FULL REFUND OF THE EXCESS PAYMENT WILL BE MADE WITHIN 30 DAYS FROM THE WITHDRAWAL DATE. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

**The Institution's refund policy is pro rata:** 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. **Hypothetical Refund**

**Example:** Assume that a student, upon enrollment in the \$ 15,000.00 RN-BSN 900-hour program, pays \$7,075.00 for tuition, \$ 250.00 of which is registration fee. In the Enrollment Agreement, if the student withdraws after completing 54 hours, the pro-rata refund to the student would be \$ 5,995.60 on the calculation stated below:

$$\begin{array}{r} \text{Tuition Payment plus Registration} \\ \$7,075.00 \text{ Less: registration fee} \\ (\$250.00) = \$6,825.00 \\ \$15,000.00 \text{ divided by } 805 \text{ hrs.} = \$18.60/\text{hr. (quotient)} \\ 54 \text{ hrs completed} \times \$18.60/\text{hr} = \$1004.40 - \$7000 - \\ \$1004.40 = \text{Total Refund: } \$5,820.60 \end{array}$$

Total amount paid (\$7,075.00) deduct registration fee (\$250.00), and deduct (\$ 1004.40) monetary equivalent of 54 hrs. of school attendance, at \$18.60/hr. Refund due to student will be (\$5,820.60).

For purposes of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs: **A) You notify the school of your withdrawal and the actual date of withdrawal. B) The School terminates your enrollment.**

## Schedule of Charges

The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program are specified and detailed in your enrollment agreement. Below is list of charges for the purpose of information. The Home Health Aide course is the only program where the total charges are the same as the estimated total charges. All \$250.00 registration fees are built in to the tuition fee. These are NOT a separate expense.

### CNA Program

|                                        |                   |
|----------------------------------------|-------------------|
| Registration Fee (Non-Refundable)      | \$250.00          |
| Tuition Fee                            | \$1,550.00        |
| Textbooks                              | (Free)            |
| STRF                                   | \$0.00            |
| Livescan                               | \$60.00           |
| State Exam Fee                         | \$120.00          |
| Total Charges for period of attendance | <b>\$1,610.00</b> |
| Estimated total charges for program    | <b>\$1,730.00</b> |

### Home Health Aide

|                                        |                  |
|----------------------------------------|------------------|
| Registration Fee (Non-Refundable)      | \$250.00         |
| Tuition Fee                            | \$500.00         |
| Textbook                               | (Free)           |
| STRF                                   | \$0.00           |
| Total Charges for period of attendance | <b>\$ 500.00</b> |
| Estimated total for program            | <b>\$ 500.00</b> |

### Medical Assistant

|                                         |                   |
|-----------------------------------------|-------------------|
| Registration Fee (Non-Refundable)       | \$250.00          |
| Tuition Fee                             | \$3,950.00        |
| Textbooks                               | \$150.00          |
| Uniform                                 | \$40.00           |
| STRF                                    | \$0.00            |
| CPR                                     | \$60.00           |
| National Exam                           | \$155.00          |
| Total Charges for period of attendance  | <b>\$4,200.00</b> |
| Estimated total charges for the program | <b>\$4,355.00</b> |

### Emergency Medical Technician

|                                         |                   |
|-----------------------------------------|-------------------|
| Registration Fee (Non-Refundable)       | \$250.00          |
| Tuition Fee                             | \$1,650.00        |
| Textbooks                               | \$00.00           |
| STRF (Non-refundable)                   | \$0.00            |
| CPR                                     | \$60.00           |
| National Exam                           | \$104.00          |
| Total Charges for period of attendance  | <b>\$1,710.00</b> |
| Estimated total charges for the program | <b>\$1,814.00</b> |

| CNA Program                          |                            |                                      | Home Health Aide Program             |                                      |                                      |
|--------------------------------------|----------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| 1 <sup>st</sup> Pay Period           | 2 <sup>nd</sup> Pay Period | **TOTAL COURSE INSTITUTIONAL CHARGES | 1 <sup>st</sup> Pay Period           | 2 <sup>nd</sup> Pay Period           | **TOTAL COURSE INSTITUTIONAL CHARGES |
| 805.00                               | 805.00                     | 1610.00                              | 250.00                               | 250.00                               | 500.00                               |
| Medical Assistant Program            |                            |                                      |                                      |                                      |                                      |
| 1 <sup>st</sup> Pay Period           | 2 <sup>nd</sup> Pay Period | 3 <sup>RD</sup> Pay Period           | **TOTAL COURSE INSTITUTIONAL CHARGES |                                      |                                      |
| 1,400.00                             | 1,400.00                   | 1,400.00                             | 4200.00                              |                                      |                                      |
| Emergency Medical Technician Program |                            |                                      |                                      |                                      |                                      |
| 1 <sup>st</sup> Pay Period           | 2 <sup>nd</sup> Pay Period | 3 <sup>RD</sup> Pay Period           | 4 <sup>th</sup> Pay Period           | **TOTAL COURSE INSTITUTIONAL CHARGES |                                      |
| 427.50                               | 427.50                     | 427.50                               | 427.50                               | 1710.00                              |                                      |

### **§ 76120. Amount of STRF Assessment**

(a) Each qualifying institution shall collect an assessment of zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program.

(b) Unless a student has a separate agreement to repay the third party, a student whose costs are paid to the institution by third-party payer shall not pay the STRF assessment to the qualifying institution.

(c) Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, the assessment is non-refundable.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Sections 94923, 94843 and 94911(b), Education Code.

### **§ 76215. Student Tuition Recovery Fund Disclosures**

(a) “The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) “It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589. To be eligible for STRF, you must be a California resident or 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 non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

#### **TITLE IV**

Bradford College of Nursing does not offer any type of financial aid at this time.

#### **LOANS**

The institution offers an in-house financing wherein the student can arrange a payment plan with the school. No interest shall be charged for an installment payment plan.

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

**A student may receive copies of any grades, transcript of records, diploma or letter of recommendation even if financial obligations/accounts have not been met.**

#### **BANKRUPTCY**

Bradford College of Nursing does not have a pending petition in bankruptcy, is not operating as a debtor in possession. It has not filed a petition within the preceding five years. It does not have 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.

#### **PLACEMENT SERVICES**

Bradford College of Nursing does not provide any placement services.

#### **FACILITIES & EQUIPMENT: CNA, HHA, MA, EMT**

Strategically located at the heart of Stockton California’s downtown district, Bradford College of Nursing provides spacious, clean, well lighted & well-ventilated administrative offices & classrooms. All rooms have centralized air-conditioning & heating. It is a stand-alone 2 story building with a private parking lot.

BCON has 4 Skills Lab’s, 3 Classrooms, a library, a computer room, study lounge, and all the necessary lab equipment needed for CNA, HHA, and EMT students skills training prior to their actual clinical and or externship rotations.

MA and EMT students can avail of BCON’s skills lab that is equipped with examination tables, high fidelity manikins, gurneys, and all other necessary components needed to mock a medical examination/emergency room. Equipment used in the CNA/HHA program can also be accessed and used by our MA and EMT students.

## **LIBRARY**

BCON has a library available to students for additional study time in preparation for their examinations, homework, case discussions, projects, and the CNA certification examination. The library is located in the administration area with business hours from 9AM to 5 PM, Monday through Friday. It has a maximum seating capacity of 15 students (additional students who wish to study may use the computer room). It has various current texts and publications that the students can use for reference or study guide books. Students are free to use the library from and computer room from 10am to 5pm, Monday to Friday. Students can access these additional resources when preparing for examinations, homework, case discussions, and projects. The computer room has 24 computers with internet access in addition to several programs intended for additional research and review. School may also avail of other training related materials from publishing companies, such as Elsevier – now considered the number 1 publisher of nursing and other health related materials. BCON can access Elsevier's superior library using an access code that the company gives to schools patronizing its products.

## **PHOTOCOPYING AND COMMUNICATIONS**

The school has 3 copiers located at various areas in the building. All of them are available for instructors and students to use for school related purposes. Instructors who have lecture materials that are needed to be printed can use the photocopier machine before lecture starts or the instructors can give the lecture materials to the office secretary in advance or before lecture starts for photocopying. Students who wish to photocopy materials needed for homework, school project and/or presentation must show it to their instructor first for approval. Upon approval by the instructor, students can then, give the material to the office secretary for photocopying. BCON also has various fax machines/printers, office telephones, and various computers that are all wi-fi enabled for use by the instructors and students.

## **COUNSELLING**

BCON offers counseling for students who are experiencing academic problems or personal issues that are affecting their academic performance. Students who wish to avail of this service can make an appointment with the Program Director or Administrator. Students will be assured that confidentiality will be maintained at all times.

## **GRIEVANCE POLICY**

The purpose of the Student Grievance Procedures is to provide a prompt and equitable means for resolving student grievances. These procedures shall be available to any student who reasonably believes a school decision or action has adversely affected his or her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding sex discrimination, sexual harassment, financial aid, course grades, and the exercise of rights of free expression protected by the constitution. Bradford College of Nursing follows these three steps in addressing and resolving grievances in the school, viz:

**Step 1** – The student who has a valid or perceived complaint discusses the issues with the person directly involved. If the problem is not resolved, then the student may proceed to do the next step.

**Step 2** – The student is encouraged to consult with the instructor for purposes of resolving complaints or grievances. If the difficulties are still not resolved or the student does not wish to meet with the instructor, then the student may proceed to step 3.

**Step 3** – The student submits in writing all his / her complaints to the Program Director, who reviews the complaints, meets with the individuals involved, and tries to resolve the problem. The Program Director may also recommend that a hearing be conducted by the

Grievance Committee. The Grievance Committee is composed of the Program Director, one faculty member, and one representative from the school Administration.

The Grievance Committee shall conduct the hearing within 5 working days following the request of the Program Director. The Director shall put into writing the final decision of the Grievance Committee and shall furnish a copy to the student concerned. At any time, a student may contact the Bureau for Private Postsecondary Education. A student

does not need to go through the Grievance steps prior to contacting the BPPE at:

Bureau for Private Postsecondary Education  
1747 N. Market Blvd. Suite 225 Sacramento, CA 95834  
Phone: (916)547-8900/Toll Free :(888) 370-7589  
Fax:(916)263-1897  
Web:[www.bppe.ca.gov](http://www.bppe.ca.gov)

## **HOUSING**

Bradford College of Nursing does not provide any housing services to any student, nor does it have any dormitories under its control. BCON will only provide general information regarding availability of housing within a 3 mile radius from the school campus. At present, the going rate for room rent in 1BR dwellings is between \$500-\$650 per month.

## **VISA**

English is the only medium of instruction in this institution. All textbook & other educational materials are in English. BCON is not authorized to provide student visa. It will not vouch for student status, nor any associated charges.

## **EXPERIENTIAL CREDIT**

BCON does not give/award credit for any prior experiential learning, nor assist students to prepare for a test administered in conjunction with any undergraduate or graduate educational program.

## **FINANCIAL AID**

BCON does not offer any type of financial aid at this time.

## **THE INSTITUTION'S STANDARDS FOR STUDENT ACHIEVEMENT**

BCON is committed to give quality education, respect to students & staff by providing qualified instructors; acquiring instructional equipment & supplies; maintaining an appropriate & adequate educational facility; abide with the rules, regulations & standards of regulating bodies.

## **DISTANCE EDUCATION**

BCON does not offer distance learning programs at this time.

## **RECORDS**

### **Required Student Record**

The Transcript of Record is kept indefinitely. Other student records are kept for a period of not less than 5 years, at the institutions principal address in California, in a locked fireproof metal filing cabinet. Students academic records (maintained in separate individual files), contain the following:

- I. Admissions
  - 1. Registration Form
  - 2. Transcripts of records
  - 3. Copy of SS Card
  - 4. Copy of ID or Driver's License
  - 5. Physical/Medical Form
  - 6. Immunization Record
- II. Enrollment
  - 7. Enrollment Agreement
  - 8. Business & Professional Code
  - 9. Acknowledgement of Disclosure
  - 10. Refund Policy
  - 11. BCC as a New Institution
  - 12. Flexibility Form
  - 13. Information Access Form
  - 14. Compliance to Confidentiality
  - 15. Pre-enrollment Disclosure Notice
- III. Finances
  - 16. Contract/Promissory Note
  - 17. Copies of Receipt
  - 18. Student Refund Form

- IV. Progress Report/Certifications/Credit Granting
  - 19. Progress Report
  - 20. CPR Card
  - 21. Transcripts of Records
  - 22. CNA/CHHA/EMT Basic Certification
  
- V. Miscellaneous
  - 23. HIPAA Video Form
  - 24. Materials & Supplies Form
  - 25. Copy of Diploma/Certificate
  - 26. Copy of Transcript & Records (to be kept permanently)
  - 27. Others/Miscellaneous

BCON shall also maintain & keep the following:

#### **Required Institutional Records**

1. Curriculum, policies & procedures for the program that the institution offers.
2. Names, addresses, phone numbers, resume and other relevant information pertaining to each faculty member.
3. Other required legal records:
  - School Performance Fact Sheet.
  - Number of students who began each program on its start date.
  - Number of students who actually graduated.
  - Number of students who do not graduate.
  - Number of graduates available for employment
  - Number of students employed in the field.
  - Number of students not available for employment
  - Job placement rate (graduates employed & unemployed)
  - License examination passing rates – (C N A)
  - Salary and wage information (graduates currently employed / annual wages or salaries)
  - Employment positions used to calculate job placement rates.

**The above data used to supply this information will be retained for not less than 5 years.**

#### **Student Services**

**Account Services:** Students may inquire regarding payments, refunds, and other financial obligations.

**Career Services:** Students are assisted with job leads, resume preparation, and if needed, job interviewing skills.

**Enrollment Services:** Students may inquire and register for a program. All materials for the program will be provided through this service.

**Externship:** The school is responsible for scheduling externships in the courses offered. This service provides the students with hospital rotations, skilled nursing facilities, urgent care's, and ride along's with Advanced Life Support Ambulance companies, where students will be able to obtain their externship hours.

**Records:** Students have access and may ask for copies of any documentation pertaining to them that is in their personal file.

## AUTHORIZATION DISCLOSURE STATEMENT

- BCON is a private postsecondary institute approved by the California Department of Public Health Services to offer the Nursing Assistant Training and the Home Health Aide training programs.
- The Academic/Program Director of BCON is responsible for monitoring new policies and procedures and maintaining the school's compliance with the California Department of Public Health & Services rules and regulations.
- The Academic/Program Director of BCON will likewise be responsible for monitoring new policies and procedures and maintaining the school's compliance with BPPE rules and regulations as soon as BCON obtains approval from BPPE to operate.
- A student or any member of the public may file a complaint about this institution with the Bureau of Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).
- BCON is not accredited by an accrediting agency recognized by the United States Department of Education. BCON students are not eligible for federal student aid programs.
- BCON does not have a pending petition in bankruptcy.
- BCON is not operating as a debtor in possession.
- BCON has not filed a petition for bankruptcy within the preceding five years.
- BCON has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- BCON does not recognize acquired life experience as a consideration for enrollment or granting credit towards any of its programs. BCON does not accept hours or credits through challenge examinations, achievement test or experiential learning.
- BCON does not have an articulation agreement or transfer agreement with any other college or university at the present time.
- BCON does not offer any type of student loans to its students. However, it has its own installment payment plan for tuition fee payments. If a student obtains a loan to pay for an educational program, the student will have the responsibility of repaying the full amount of the loan plus interest. Less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- BCON does not admit students from other countries and does not provide visa service or English language services to prospective foreign students.
- BCON will not vouch for a student's status.

- BCON does not offer English as a Second Language course. BCON students are required to write, read and speak English. All classes are taught in English. All textbooks and educational materials are in English. English language proficiency is documented by the admission interview and receipt of prior education documentation proving an English proficiency of 9<sup>th</sup> grade level or higher.
- As a prospective student of BCON, you are encouraged to review this catalog prior to signing an Enrollment Agreement. You are also encouraged to review BCON's School Performance Fact Sheet, which must be provided to you prior to signing an Enrollment Agreement.
- It is BCON's policy to always provide a copy of the latest school catalog, either in writing or electronically on BCON's website, to all prospective students. The BCON catalog is updated at least once a year or whenever changes in policies occur.
- Both the catalog and School Performance Fact Sheet contain important policies and the performance data of BCON. BCON must have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination pass rates, salaries or wages, prior to signing an Enrollment Agreement.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by BCON may be directed to the BPPE at 1747 N. Market Blvd. Suite 225 Sacramento, Ca. 95834. Mailing address: P.O. Box 980818, West Sacramento, CA 95798-0818, or [www.bppe.ca.gov](http://www.bppe.ca.gov), or Tel. (916) 574-8900, or Fax (916) 263-1897.
- BCON does not affiliate with, nor does it have control or ownership of any dormitory or housing facilities. BCON does not provide housing assistance services to students. BCON will only provide students with general information regarding the availability and cost range of housing in the area around the campus.
- BCON does not offer distance education course.
- BCON does not accept credits earned at other institutions.
- BCON does not participate in any state financial aid program(s).
- OSAR Statement: "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 or by visiting [osar.bppe.ca.gov](http://osar.bppe.ca.gov)



