



Quest Nursing Education Center - California Campus
917 Harrison Street, Oakland, CA 94607
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www.questnursingschool.com



QUEST NURSING EDUCATION CENTER SCHOOL CATALOG

2024



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Thank you for considering Quest Nursing Education Center as your educational institution of choice. Before enrolling, we strongly recommend carefully reviewing this catalog to familiarize yourself with our programs and policies. Additionally, we must provide you with the School Performance Fact Sheet, which offers essential information about our school's performance and outcomes. It is important that you review this document before signing an enrollment agreement. We appreciate your interest and hope to assist you in achieving your academic and professional goals.

About Us

Quest Nursing Education Center is a reputable educational institution in Oakland, CA, that has provided top-quality healthcare training in the Bay Area since 2008. We are committed to offering a comprehensive training program tailored to your learning style, lifestyle, and financial needs. Our diverse student population allows our students to develop a robust network of resources. We understand the importance of affordability and convenience, so we have designed our programs to fit our students' busy schedules. Our Accelerated programs are particularly unique, as they provide one of the quickest and most cost-effective ways to obtain quality training. At Quest Nursing Education Center, we are dedicated to helping our students achieve their career aspirations confidently and competently.

Campus Locations

1. Main Campus:

- Address: 917 Harrison Street, Oakland, CA 94607

2. Non-Main Campus:

- Location: Suite 812 & 815, 7402 North 56th Street, Tampa, FL 33617



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3. Separate Educational Center:

- Address: 1680 Stoneridge Mall Road, Pleasanton, CA 94588

Mission and Purpose

Quest Education Center LLC DBA, as Quest Nursing Education Center, is an institution dedicated to empowering individuals with the knowledge and skills needed to excel in the dynamic fields of medicine, nursing, and healthcare. Our mission is to provide comprehensive educational opportunities that cater to the diverse needs of adults seeking to make a meaningful impact in the healthcare sector.

At Quest Nursing Education Center, we train and equip our students with healthcare expertise, including nursing healthcare informatics, education, and leadership. We believe that healthcare is not just a lucrative field but a vital one that revolves around the well-being and self-care of individuals. Our educational programs not only prepare adults to extend compassionate care to those in need but also foster the development of essential life management skills.

Our commitment extends beyond education; we strive to enhance our students' possibilities of finding rewarding job opportunities and offer pathways for career advancement in the healthcare industry. We understand that healthcare is an ever-evolving field, and our programs are designed to keep our students at the forefront of innovation and best practices.

As we continue to grow and expand our offerings, our mission remains steadfast: to empower individuals with the knowledge, skills, and ethical values necessary to thrive in the healthcare sector, contribute to the well-being of society, and embrace a lifelong journey of learning and professional growth.

Quest Nursing Education Center's **mission** is to serve and facilitate an educational learning center focused on helping and targeting adults who desire to excel in medicine and the vocational aspects of nursing. We work to accomplish this mission through vocational training and other strategic programs. Vocational training is specifically provided in the field of Health Care. Health care is a lucrative field that includes awareness of an individual's medical and self-care needs. It allows adults to extend care and help to those who need it. In addition, they obtain life management skills, enhance their possibility of finding jobs, and increase their career advancement opportunities.

Our Approvals: Ensuring Quality Education

Quest Nursing Education Center is a private institution licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.

The nursing programs offered by the institution are approved by the Florida Board of Nursing, located at 4052 Bald Cypress Way, Tallahassee, FL 32399. Phone number: (850) 245-4125.

California Campus (Main Campus): At Quest Nursing Education's California campus, we are committed to maintaining the highest education standards. Our programs are approved to operate by the **Bureau for**

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Private Postsecondary Education (BPPE) in California. This approval ensures we comply with the state standards outlined in the California Private Postsecondary Act of 2009.

Florida Campus: Our commitment to quality education is no different in sunny Tampa, Florida. Quest Nursing Education's Florida campus is approved by the **Commission for Independent Education (CIE)** in Florida. This approval validates our dedication to providing high-quality healthcare education that meets the rigorous standards set by the state. Our programs at the Florida campus also have the approval of the **Florida Board of Nursing**, ensuring that they meet the highest standards of nursing education.

With approvals from state educational authorities and nursing boards, you can trust that our programs at both campuses are designed to deliver the best possible education in the healthcare field. Our commitment to excellence and adherence to state educational and nursing standards backs your academic journey with Quest Nursing Education.

Campus and Site Locations

1. **Main Campus:**
 - Address: 917 Harrison Street, Oakland, CA 94607
2. **Non-Main Campus:**
 - Location: Suite 812 & 815, 7402 North 56th Street, Tampa, FL 33617
3. **Separate Educational Center:**
 - Address: 1680 Stoneridge Mall Road, Pleasanton, CA 94588

Welcome to Quest Nursing Education: Where Excellence Meets Opportunity

Program Offerings

Our Journey: In 2008, our educational journey began in the vibrant heart of Oakland, California. Quest Nursing Education Center quickly earned a reputation for providing top-quality healthcare training in the Bay Area. We believe in offering comprehensive training programs that cater to diverse learning styles, lifestyles, and financial needs. Our commitment to affordability, convenience, and uniqueness sets us apart.

The California Campus (Main Campus): Our California campus, nestled at 917 Harrison Street, Oakland, CA 94607, is where it all started. Here, we've been empowering students with the skills they need to thrive in the healthcare field since day one. With a diverse student population and a focus on affordability and convenience, we've designed programs that fit even the busiest schedules. Our Accelerated programs, in particular, offer one of the quickest and most cost-effective paths to quality training.

In 2021, A New Beginning: we embarked on an exciting new venture as we expanded our horizons to sunny Tampa, Florida. Our Florida campus, located at 7402 North 56th Street, Suite 812, Tampa, Florida 33617, is a 2500-square-foot facility with everything our students need for success. Here, we introduced



our expanded range of programs, including Bachelor of Science in Nursing and Master of Science in Nursing options.

Our Promise: Our mission remains unwavering at both campuses: to serve and facilitate educational learning centers where adults can excel in medicine and nursing. We provide vocational training in healthcare, equipping our students with the skills and life management abilities they need to find jobs and advance their careers.

What We Offer:

California Campus (Main Campus): Located at 917 Harrison Street, Oakland, CA 94607, our California campus has been the cornerstone of Quest Nursing Education since 2008. Here, we offer a wide range of programs, including:

1. **Nursing Assistant (NA) Program**
2. **Home Health Aide (HHA) Program (40 hours)**
3. **Emergency Medical Technician (EMT) Program**
4. **Medical Assistant (MA) Program**
5. **Vocational Nursing (VN) Program**
 1. **Diploma**
 2. **Associate**
6. **IV Therapy & Blood Withdrawal Program**
7. **Phlebotomy Technician**

Our California campus is known for its diverse student population, affordable programs, and unique Accelerated options, providing students with a quick and cost-effective path to quality training. We're proud to be approved by the relevant regulatory bodies to ensure our training meets the highest standards.

Florida Campus: In 2021, we expanded our horizons to Tampa, Florida, introducing our second campus at 7402 North 56th Street, Suite 812, Tampa, Florida 33617. This new venture brings an exciting array of programs, including:

1. **Associate in Science in Nursing – (ASN) Program – 82 credits**
2. **Bachelor of Science in Nursing – (BSN) program – 120 credits**
3. **Bachelor of Science in Nursing (RN-BSN) – 30 Credits**
4. **Master of Science in Nursing – (MSN) - Advanced Practice Registered Nurse - Informatics – 33 credits**
5. **Master of Science in Nursing – (MSN) Nurse Practitioner – 37 credits**
6. **Master of Science in Nursing – (MSN) Advanced Practice Registered Nurse - Education – 33 Credits**



7. **Master of Science in Nursing – (MSN) Advanced Practice Registered Nurse - Leadership & Administration – 33 Credits**
8. **Practical Nursing – (Diploma) – 1455 Clock Hours**

Our Florida campus features a 2500 square foot facility with classrooms, a conference room, a skills lab, and an administration office. Each classroom is furnished with tables, chairs, and multimedia equipment with internet access. The skills lab includes hospital beds, training manikins, and patient care equipment necessary to meet curriculum objectives.

Join Our Quest: Whether you're in the Bay Area or soaking up the Florida sun, Quest Nursing Education is your pathway to a brighter future in healthcare. We invite you to explore our catalog and discover the endless possibilities that await you at Quest. Your journey to excellence begins here. Welcome aboard!

It is important to note that Quest Nursing Education Center is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). However, BPPE approval does not imply that the Bureau endorses Quest Nursing Education Center programs or that Bureau approval means the institution exceeds minimum state standards. Approval to operate means compliance with state standards outlined in the California Private Postsecondary Act of 2009.

There are individual agencies that provide additional regulatory oversight over our programs and are listed as follows:

- IV Therapy/Blood Withdrawal and Approved (BVNPT)
- Program Approved by California Board of Vocational-Nursing and Psychiatric Technicians (BVNPT)
- Nursing Assistant/HHA Approved by (CDPH) (L&C) (ACTS)
- EMT Approved by ACEMS

Quest Nursing Education Center programs are also not accredited by an accrediting agency recognized by the U.S. Department of Education.

ADDITIONAL INFORMATION:

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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 (11U.S.C. Sec.1101 et seq.).

Notice to Prospective Degree Program Students

The Bureau provisionally approves this institution for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one-degree program.



- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from the date of provisional approval), and full accreditation by (date five years from the date of provisional approval).

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Location of All Classes – California Campus

All classes are held at the institution's address at 917 Harrison Street, Oakland, CA 94607.

Facilities and Equipment

Quest Nursing Education Center offers a modern and well-equipped main campus to support the learning needs of our students. Our facilities include four classrooms and three skills lab spaces, each with tables and chairs, a water dispenser, and high-definition monitors with media players that support HDMI connections, USB, cloud storage, and access to the school's Moodle LMS. In addition, our skills labs are fully stocked with hospital beds, training manikins, and patient care equipment required to meet the curriculum objectives of each course.

Our main campus also features two administration offices with a welcoming reception area and a student break room equipped with a microwave and refrigerator. Our library has an extensive collection of books that cover the curriculum content for all the courses offered.

All programs offered by Quest Nursing Education Center have access to these facilities and equipment, which ensure that students receive the hands-on experience and training required to be successful in their chosen healthcare career.

Student Services

Student Services at Quest Nursing Education Center are designed to support students throughout their academic and professional journey. Our services include admission, financial, guidance and counseling, job placement, library, tutoring, career, disability, technology, and student organizations.

Admission Services: Our admission services assist prospective students with the application process and guide the admission requirements and procedures.

Financial Services: We offer financial services to assist students with funding options, payment plans, and work-study applications when available.

Guidance and Counseling Services: We provide recommendations for guidance and counseling services to support students' mental health and well-being. Our staff is available to meet with students to discuss



personal concerns or address any academic issues they may face. Instructors also provide remediation and work with students to create an action plan to help them succeed in their coursework.

Job Placement Services: Our job placement services help students find employment opportunities after completing their program.

Library Services: We provide access to various resources, including books, journals, and electronic databases, to support student learning and research.

Tutoring Services: Our experienced tutors provide one-on-one or group tutoring sessions to help students improve their academic performance.

Career Services: We offer career counseling and assistance with resume writing, interview skills, and job search strategies to help students achieve their career goals.

Disability Services: We provide accommodation and support services for students with disabilities to ensure equal access to educational opportunities.

Technology Services: Our IT department offers technical support and assistance to students to ensure they can access the necessary technology and equipment for their coursework.

Student Organizations: We encourage students to participate in extracurricular activities and offer various student organizations to help them build connections and engage in their community.

These student services are available to all students enrolled in any Quest Nursing Education Center program.

Library and Learning Resources

Quest Nursing Education Center provides students access to various library and learning resources. Our library features an extensive collection of books, journals, and electronic databases covering all areas of study, including Business, Industry, Criminal Justice, Education, Healthcare, Law, Government, Politics, Recreation, and Literature. Students can also access PubMed, a full-text archive of articles from the National Library of Medicine. An institution information specialist is available to assist with research and information retrieval. The library is open from 8:00 am to 4:30 pm, Monday through Friday, and student transcripts are retained permanently at the institution, with copies available upon request.

Housing for Students

While Quest Nursing Education Center does not have dormitory facilities, we provide resources to assist students with finding housing in the local area. The estimated cost of a one-bedroom apartment in Oakland, CA, near our institution, is approximately \$1500 monthly. Students may request copies of their transcripts by mail or phone, and we are not responsible for assisting students in finding housing.



Program Offerings and Curriculum Details

Program Delivery Formats

1. **Phlebotomy Program - Residential Delivery**
2. **Home Health Aide- Residential Delivery**
 - The phlebotomy course and Home Health Aide Programs are delivered in a residential format. This means this program's learning and training activities are conducted on-site at the institution's location. Students must attend in-person classes, practical sessions, and related activities. This traditional learning mode is often preferred for courses that require hands-on experience, such as phlebotomy, where direct skill demonstration and practice are essential.
3. **All Other Programs - Blended (Hybrid) Delivery:**
 - For all other programs the institution offers, a Blended (Hybrid) mode of delivery is employed. Blended (Hybrid) programs blend online and face-to-face learning experiences. This means that some coursework and learning activities are conducted online, allowing for flexibility and convenience, while certain elements require physical attendance for in-person instruction and activities. Blended (Hybrid) programs are designed to offer the advantages of online and traditional classroom learning, making them suitable for a wide range of subjects where theoretical and practical knowledge are important.

In summary, the phlebotomy and home health aide program requires students to be physically present on campus for all classes. In contrast, other programs combine online instruction with some on-campus, in-person learning experiences.

Nurse Assistant Program

Nurse Assistant

- **In Class Clock Hours:** 160
- **Recognized Outside Clock Hours:** Not applicable
- **Total Clock Hours:** 160
- **Length in Weeks:** Full-time: 5 weeks; Part-time: 7.5 weeks; 16 weeks (Option)
- **Academic Credit Hours:** Not applicable
 - Semester
 - Quarter
- **Method of Delivery:** Blended



- **Credential Awarded:** Certificate

The Nurse Assistant Program offered by Quest Nursing Education Center is designed to prepare qualified individuals for a career as safe and competent nursing assistants in various healthcare facilities. The program consists of 100 hours of clinical time and 60 hours of classroom time. Students must successfully demonstrate all required course skills/competencies in the school and clinical setting and complete all required course hours, totaling 160 hours. Additionally, students must attain a minimum of 75% of all points possible on all totaled coursework. Upon completion of the nurse assistant program, the student will be eligible to take a proficiency examination.

Delivery Format: Blended (Hybrid)

Nurse Assistant Courses Table:

Course Number	Course Title	Credits	Blended	Theory Clock Hours	Clinical Clock Hours	Clinical Simulation Clock Hours
NA 100	Nurse Assistant Course	N/A	Yes	60	100	0

Notes:

- **Credits:** Not applicable, as this is a non-credit certificate program.
- **Blended:** Indicates that the delivery method includes both in-person and online components.
- **Theory Clock Hours:** Total hours dedicated to theoretical instruction in a classroom setting.
- **Clinical Clock Hours:** Total hours dedicated to practical clinical training

Admission Requirements:

- Possession of High School Diploma or GED or equivalent OR pass an entrance exam.
- At least 16 years old
- Valid Social Security Number or ITIN

Program Participation Requirements:

- Good physical and mental health (verified by a health practitioner via a physical examination and tuberculosis screening and testing)
- Must receive a flu shot during flu season or will be required to wear a mask during the entire clinical rotation. Flu shot exemptions may require a medical provider note.
- Clinical facilities may require a covid vaccine for clinical participation.
- Clinical facilities may require a hepatitis B vaccine or declination.
- Must undergo a criminal background screening (Live Scan fingerprint screening)
- Ability to speak, read, and write the English language.



- Possess proficient computer skills, including navigating operating systems, managing files, using common office applications, and engaging in online communication, as computer literacy is essential for academic success and program readiness.

Job Classification Code:

The Nurse Assistant Program prepares graduates for the following job classifications as classified by the United States Department of Labor: Code: 31-1131- Nursing Assistants.

Description of Instruction Provided:

The program includes classroom lectures, skills lab, and clinical training. Students will learn how to provide quality patient care, assist with daily living activities, observe patients' physical, mental, and emotional conditions, and report any changes to the nursing staff. The program is taught by experienced and certified nursing professionals who provide hands-on training to ensure that students are fully prepared for their future careers as nursing assistants.

Nurse Assistant (NA) Program Objectives:

1. Develop a comprehensive understanding of the principles and practices of nursing care.
2. Demonstrate effective communication skills with patients, families, and healthcare professionals.
3. Apply critical thinking skills to assess patient needs and respond appropriately to changes in their condition.
4. Demonstrate proficiency in basic nursing skills such as taking vital signs, performing bed baths, and assisting with activities of daily living.
5. Understand legal and ethical issues in healthcare and adhere to professional standards.
6. Gain hands-on experience through supervised clinical training in various healthcare settings.

Nurse Assistant Program Fees

Program Name	Nurse Assistant Program
Schedule of Total Charges for a period of attendance	\$1,250
Fee Breakdown	
Program Deposit fee (non-refundable)	\$250
Books and course materials (non-refundable, non-returnable)	\$250
Background check fee (non-refundable)	\$150
Student tuition recovery fee (non-refundable)	\$0



Program Name	Nurse Assistant Program
Tuition fee (\$3.66 per clock hour)	\$600
Approximate additional charges paid to a third party	
Fingerprinting	\$52
Physical exam, TB test, and flu vaccine	\$60
Uniform and shoes	\$65
Blood pressure kit	\$30
Competency exam fees	\$105
Total additional charges to a third party	\$312
Schedule of Estimated Total Charges for the entire educational program	\$1,562
Incidental Charges	
Make-up Days	\$200/day

Home Health Aide – 40-Hour Program

Certificate Course

Home Health Aide

- **In Class Clock Hours:** 40
- **Recognized Outside Clock Hours:** Not applicable
- **Total Clock Hours:** 40
- **Length in Weeks:** Full-time: 5 weeks; Part-time: 10 weeks
- **Academic Credit Hours:** Not applicable
 - Semester
 - Quarter
- **Method of Delivery:** Residential
- **Credential Awarded:** Certificate



The Home Health Aide Program is a 40-hour program designed for individuals who have successfully completed a California Nurse Assistant Certificate course. This program prepares students to become competent healthcare providers who can help individuals who are disabled, chronically ill, cognitively impaired, or older adults live in their own homes or residential facilities instead of in health facilities or institutions.

Delivery Format: Residential

Home Health Aide Course Table:

Course Number	Course Title	Credits	Blended	Theory Clock Hours	Clinical Clock Hours	Clinical Simulation Clock Hours
HHA 100	Home Health Aide	N/A	No	20	20	0

Notes:

- **Credits:** Not applicable, as this is a non-credit certificate program.
- **Blended:** No, the program is delivered entirely residentially.
- **Theory Clock Hours:** Total hours dedicated to instruction provided on-site.
- **Clinical Clock Hours:** Not applicable in this context as the course does not include separate clinical training hours.
- **Clinical Simulation Clock Hours:** Not applicable as no simulation hours are included in this program.

Admission Requirements:

- Possession of High School Diploma or GED or equivalent OR pass an entrance exam.
- Valid Social Security Number or ITIN
- Must have successfully completed a California State Nurse Assistant Program or have certification as a Nursing assistant from the California Department of Public Health.

Program Participation Requirements:

- Good physical and mental health (verified by a health practitioner via a physical examination and tuberculosis screening and testing)
- Must receive a flu shot during flu season or will be required to wear a mask during the entire clinical rotation. Flu shot exemptions may require a medical provider note.
- Clinical facilities may require a covid vaccine for clinical participation.
- Clinical facilities may require a hepatitis B vaccine or declination.
- Must undergo a criminal background screening.
- Ability to speak, read, and write the English language.



- Possess proficient computer skills, including navigating operating systems, managing files, using common office applications, and engaging in online communication, as computer literacy is essential for academic success and program readiness.

Program Description/Clock Hours:

The program consists of 20 hours of clinical time and 20 hours of classroom time. Certification is granted by the California Department of Public Health Licensing and Certification program (L&C), Aide and Technician Certification Section (ATCS).

Job Classification Code:

The Home Health Aide Program prepares graduates for the following job classifications as classified by the United States Department of Labor: Code: 31-1100- Home Health and Personal Care Aides.

Description of Instruction Provided:

Instruction provided includes classroom lectures, skills lab, and clinical training.

Home Health Aide (HHA) Program Objectives:

1. Develop a strong foundation in the principles and practices of home healthcare.
2. Demonstrate effective communication skills with clients and their families.
3. Apply critical thinking skills to assess clients' needs and provide appropriate care.
4. Demonstrate proficiency in basic HHA skills such as medication management, wound care, and personal hygiene.
5. Understand legal and ethical issues in healthcare and adhere to professional standards.
6. Gain hands-on experience through supervised clinical training in home healthcare settings.

Home Health Aide Program Fees

Charges and Fees	Cost
Schedule of Total Charges	\$675
Schedule of Estimated Total Charges	\$800
Program Deposit fee (non-refundable)	\$250
Books and Course Materials (non-refundable, non-returnable)	\$150
Student Tuition Recovery Fee (non-refundable)	\$0
Tuition	\$275 (at \$6.87 per clock hour)



Charges and Fees	Cost
Total Charges Paid to Institution	\$675
Physical Exam, TB Test, Flu Vaccine	\$60
Two White Scrubs and Tennis Shoes	\$65
Total Approximate Additional Charges Paid to Third Party	\$125
Total Estimated Charges for Entire Program	\$800
Incidental Charges	
Make-up Days	\$200/day

Emergency Medical Technician (EMT) Program

Program Description

Emergency Medical Technician

- **In Class Clock Hours:** 178
- **Recognized Outside Clock Hours:** Not applicable
- **Total Clock Hours:** 178
- **Length in Weeks:** Full-Time: 6 weeks; Part-time: 10 weeks; Option: 16 weeks
- **Academic Credit Hours:** Not applicable
 - Semester
 - Quarter
- **Method of Delivery:** Blended
- **Credential Awarded:** Certificate

The Emergency Medical Technician (EMT) program is designed to prepare qualified individuals to become safe and competent emergency medical technicians in various healthcare settings and facilities. EMTs critically assess, evaluate, and treat medical and trauma patients and may work on ambulances, in fire departments or hospital emergency departments, or on search and rescue teams. The program consists of 178 hours of theory and clinical experience led by successful healthcare practitioners, which may include paramedics, firefighters, nurses, and EMTs. Upon successfully completing the course, students are



eligible for the National Registry of Emergency Medical Technician examination. After successful completion of this proficiency examination, certification is granted by the National Registry of Emergency Medical Technicians. Students are also eligible to apply for certification in their local county.

Delivery Format: Blended (Hybrid)

Emergency Medical Technician (EMT) Program Course Table

Course Number	Course Title	Credits	Blended	Theory Clock Hours	Clinical Clock Hours	Clinical Simulation Clock Hours
EMT 100	Emergency Medical Technician (EMT)	N/A	Yes	154	24	0

Notes:

- **Credits:** Not applicable, as this is a non-credit certificate program.
- **Blended:** Yes, the program delivery includes both in-person and online components.
- **Theory Clock Hours:** Total hours dedicated to theoretical instruction.
- **Clinical Clock Hours:** Hours dedicated to practical clinical training.
- **Clinical Simulation Clock Hours:** Hours dedicated to simulated clinical experiences to prepare for real-world medical scenarios.

Admission Requirements To be eligible for the EMT program, students must possess:

- High School Diploma or GED or equivalent
- Be at least 18 years old.
- Have a valid Social Security Number

Program Participation Requirements:

- Be in good physical and mental health, verified by a health practitioner through a physical examination and tuberculosis screening. The following immunizations are required: MMR Vaccination (Measles, Mumps, Rubella), TB Test- (Tuberculosis), and the test must be within the past 6 months before the class start date. If known to be PPD positive, must have a negative chest x-ray.
- Pass a criminal background screening.
- Speak, read, and write the English language.
- Possess proficient computer skills, including navigating operating systems, managing files, using common office applications, and engaging in online communication, as computer literacy is essential for academic success and program readiness.



Job Classification Code: The EMT program prepares graduates for the following job classifications as classified by the United States Department of Labor: Code: 29-2042- Emergency Medical Technician.

Description of Instruction Provided: The instruction provided in the EMT program includes classroom lectures, skills lab, and clinical training.

Emergency Medical Technician (EMT) Program Objectives:

1. Develop a comprehensive understanding of the principles and practices of emergency medical care.
2. Demonstrate effective communication skills with patients, families, and healthcare professionals.
3. Apply critical thinking skills to assess patient needs and respond appropriately to emergency situations.
4. Demonstrate proficiency in basic EMT skills such as patient assessment, airway management, and basic life support.
5. Understand legal and ethical issues in emergency care and adhere to professional standards.
6. Gain hands-on experience through supervised clinical training in emergency care settings.

Emergency Medical Technician Program Fees

Charge	Amount
Program Deposit fee (non-refundable)	\$250 (non-refundable)
Course materials fee	\$250 (non-refundable and non-returnable)
Insurance fee	\$250
Background check fee	\$150 (non-refundable)
Lab fee	\$100 (non-refundable)
Student tuition recovery fee	\$0 (non-refundable)
Tuition fee	\$1,000 (\$5.62 per clock hour)
Total charges paid to institution	\$2,000
Textbook fee	\$195



Charge	Amount
Physical exam, TB test, and flu vaccine fee	\$60
Uniform and shoes fee	\$150
Blood pressure kit fee	\$30
NREMT examination fee	\$90
EMSA registry fee	\$75
County EMS certification fee	\$70
Total additional charges paid to third party	\$670
Schedule of estimated total charges for entire educational program	\$2,670
Incidental Charges	
Make-up Days	\$200/day

Medical Assistant (MA)

Program Description

- **In Class Clock Hours:** 560
- **Recognized Outside Clock Hours:** Not applicable
- **Total Clock Hours:** 720
- **Length in Weeks:** Full Time: 30 weeks; Part-time: 45 weeks.
- **Academic Credit Hours:** Not applicable
 - Semester
 - Quarter
- **Method of Delivery:** Blended
- **Credential Awarded:** Certificate



The Medical Assistant Program is a 30-45-week program designed to qualify individuals to become qualified medical assistants. The program consists of 720 hours in total, including 560 hours of theory and 160 hours of externship in the clinical setting. The program prepares students to work under the physician in an administrative and clinical capacity. The Administrative/Office Medical Assistant portion of the program prepares students to perform office duties such as phone answering, appointment scheduling, insurance billing, computerized medical records, and forms. The Clinical Medical Assistant portion of the program prepares students to assist a physician and provide care to patients in a doctor's office or clinic. The program combines classroom instruction with a medical office externship. Clinical Medical Assistants' duties include assisting the physician with exams and minor surgery, taking patient vital signs, caring for patients, performing simple lab tests, and administering medications and injections. Upon successful completion of the program, students will be eligible to take the California Certifying Board of Medical Assistants Examination (CCBMA).

Delivery Format: Blended (Hybrid)

Medical Assistant (MA) Program Course Table

Course Number	Course Title	Credits	Blended	Theory Clock Hours	Clinical Clock Hours	Lab Clock Hours
MA 101	Core Medical Assistant	N/A	Yes	180	0	0
MA 102	Administrative Medical Assistant	N/A	Yes	180	0	0
MA 103	Clinical Medical Assistant	N/A	Yes	116	0	64
MA 104	Medical Assistant: Emerging and Enhanced Roles	N/A	Yes	20	0	0
MA 105	Medical Assistant Clinical Externship	N/A	Yes	0	160	0

The program consists of 720 hours in total.

Notes:

- **Credits:** Not applicable, as this is a non-credit certificate program.
- **Blended:** Yes, the program delivery includes both in-person and online components.
- **Theory Clock Hours:** Total hours dedicated to theoretical instruction split equally between administrative and clinical training.
- **Clinical Clock Hours:** Hours dedicated to hands-on clinical training, included in the Clinical Medical Assisting course.



- **Clinical Simulation Clock Hours:** Not applicable, as the practical training is directly done through externship.

Admission Requirements

Students must possess the following:

- High School Diploma or GED or pass an ATB entrance exam.
- At least 18 years old
- Valid Social Security Number or ITIN

Participation Requirements

- Good physical and mental health (Verified by a health practitioner via a physical examination and tuberculosis screening). The following immunizations are required: MMR Vaccination (Measles Mumps Rubella), TB Test- (Tuberculosis) and the test must be within the past 6 months before the class start date. If known to be PPD positive, must have a negative chest x-ray.
- Pass a criminal background screening.
- Speak, read, and write the English language.
- Possess proficient computer skills, including navigating operating systems, managing files, using common office applications, and engaging in online communication, as computer literacy is essential for academic success and program readiness.

Job Classification Code

The Medical Assistant Program prepares graduates for the following job classifications as classified by the United States Department of Labor: Code: 31-9092- Medical Assistants.

Description of Instruction Provided

Instruction provided includes classroom lectures, skills lab, and clinical training.

Medical Assistant (MA) Program Objectives:

1. Develop a comprehensive understanding of the principles and practices of medical assisting.
2. Demonstrate effective communication skills with patients, families, and healthcare professionals.
3. Apply critical thinking skills to assess patient needs and respond appropriately to changes in their condition.
4. Demonstrate proficiency in basic MA skills such as taking vital signs, performing basic laboratory procedures, and assisting with patient examinations.
5. Understand legal and ethical issues in healthcare and adhere to professional standards.
6. Gain hands-on experience through supervised clinical training in various healthcare settings.



Medical Assistant Program Fees

Program Cost Breakdown	Fees
Schedule of Total Charges for a Period of Attendance	\$16,000
Schedule of Estimated Total Charges for the Entire Educational Program	\$16,550
Program Deposit fee (non-refundable)	\$250
LMS Fee	\$1350
Student Tuition Recovery Fee (Non-Refundable)	\$0
Tuition (\$20 per clock hour)	\$14,400
Total Charges Paid to Institution	\$16,000
Approximate Additional Charges Paid to Third Party	
Medical Assistant Examination Fees	\$200
Physical Exam, TB Test, and Immunizations	\$100
Uniforms (Blue Collar Scrubs and Shoes)	\$100
Blood Pressure Kit	\$30
Textbooks	\$120
Total Additional Charges to Third Party	\$550
Schedule of Estimated Total Charges for the Entire Educational Program	\$16,550
Incidental Charges	
Make-up Days	\$200/day
Graduation Fee	\$200

Vocational Nursing

Vocational Nursing

- In Class Clock Hours: 1539



- **Recognized Outside Clock Hours:** 0
- **Total Clock Hours:** 1539
- **Length in Weeks:** Fulltime: 53 weeks; Part-time: 66 weeks
- **Academic Credit Hours:** N/A
 - Semester
 - Quarter
- **Method of Delivery:** Blended
- **Credential Awarded:** Certificate

Program Description - 1539 hours. The Vocational Nursing program is a 53-week program (Full-time) or 66-week program (Part-time) consisting of 585 hours of theory and 954 hours of clinical training, designed to prepare individuals to become vocational nurses. Vocational nurses work under the supervision of a registered nurse or physician and provide direct patient care utilizing scientific and technical expertise and manual skills. The program curriculum covers basic patient assessments, medication administration, wound dressings, vital signs, and other necessary skills to care for patients. Upon successful completion of the program, graduates receive a Certificate of Completion and are eligible to take the National Council Licensing Examination for Practical (Vocational) Nurses (NCLEX-PN) to obtain their license.

Delivery Format: Blended (Hybrid)

Vocational Nursing Program Course Table

Term #	Course Number	Course Title	Credits	Blended	Theory Clock Hours	Clinical Clock Hours	Clinical Simulation Clock Hours
1	VN101	Vocational Nursing Concepts I	N/A	Yes	126	198	0
2	VN102	Vocational Nursing Concepts II	N/A	Yes	176	288	0
3	VN103	Vocational Nursing Concepts III	N/A	Yes	164	288	0
4	VN104	Vocational Nursing Concepts VI	N/A	Yes	119	180	0



Term #	Course Number	Course Title	Credits	Blended	Theory Clock Hours	Clinical Clock Hours	Clinical Simulation Clock Hours
Totals			N/A	Yes	585	954	0

Notes:

- **Credits:** Total of 1539 hours, appropriately distributed between the theoretical and clinical components to reflect the intense nature of the training.
- **Blended:** The program delivery includes in-person and online components.
- **Theory Clock Hours:** Total hours dedicated to theoretical instruction in classroom settings.
- **Clinical Clock Hours:** Hours dedicated to practical clinical training.
- **Clinical Simulation Clock Hours:** Not applicable, as practical skills are developed during direct clinical hours.

Admission requirements:

- Possess a high school diploma or equivalent
- Be at least 17 years old by the program end date
- Have a valid Social Security Number or ITIN
- Successfully pass the Wonderlic Scholastic Exam entrance test with a score of at least 15.
- Interview with a designated School Representative

Program Participation Requirements:

- Good physical and mental health (verified by a health practitioner via a physical examination and tuberculosis screening and testing)
- Must receive a flu shot during flu season or will be required to wear a mask during the entire clinical rotation. Flu shot exemptions may require a medical provider note.
- Clinical facilities may require a covid vaccine for clinical participation.
- Clinical facilities may require a hepatitis B vaccine or declination.
- MMR, Varicella, Tdap vaccinations required.
- Pass a Urinary Drug Screening Test
- Must undergo a criminal background screening.
- Obtain BLS CPR certification.
- Ability to speak, read, and write the English language.
- Possess proficient computer skills, including navigating operating systems, managing files, using common office applications, and engaging in online communication, as computer literacy is essential for academic success and program readiness.



Job Classification Code: The Vocational Nursing program prepares graduates for the following job classifications as classified by the United States Department of Labor: Code: 29-2060 Licensed Practical and Licensed Vocational Nurse.

Description of Instruction Provided: Instruction provided includes classroom lectures, skills lab, and clinical training.

Vocational Nursing (VN) Program Objectives:

1. Develop a strong foundation in the principles and practices of vocational nursing.
2. Demonstrate effective communication skills with patients, families, and healthcare professionals.
3. Apply critical thinking skills to assess patient needs and provide appropriate nursing care.
4. Demonstrate proficiency in nursing skills such as medication administration, wound care, and patient assessment.
5. Understand legal and ethical issues in healthcare and adhere to professional standards.
6. Gain hands-on experience through supervised clinical training in various healthcare settings.

Vocational Nursing (VN) Program Fees

The student has a right to cancel and obtain a refund of charges according to the standard set forth by the CEC 94920(B), which states that the institution shall refund 100% of the amount paid for institutional charges less a reasonable deposit or Program Deposit fee not to exceed \$250 if notice of cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later.

Charge/Fee	Amount
Program Deposit fee (non-refundable)	\$250
Books and course materials (non-refundable, non-returnable)	\$250
Background check fee (non-refundable)	\$180
Administration fee (non-refundable)	\$2,500
Student tuition recovery fee (non-refundable)	\$70
Insurance fee (non-refundable)	\$250
Tuition (\$15.59 per clock hour)	\$24,000
Schedule of total charges for period of attendance	\$27,500



Charge/Fee	Amount
Additional charges paid to third party	
Physical exam, TB test, and vaccine	\$100
Uniform and shoes	\$150
BVNPT and NCLEX fees	\$350
Books and acceleratory content	\$2000
Total additional charges to third party	\$2,600
Schedule of estimated total charges for entire educational program	\$30,100
Incidental Charges	
Make-up Days	\$200/day
Graduation Fee	\$200
Program Cohort Transfer/Switch Fee	\$1500

Associate of Science in Vocational Nursing Program

Associate of Science in Vocational Nursing

- In Class Clock Hours: N/A
- Recognized Outside Clock Hours: 0
- Total Clock Hours: N/A
- Length in Weeks: Full-time: 60/ Part-time: 72
- Academic Credit Hours: 90
 - Semester
 - Quarter
- Method of Delivery: Blended
- Credential Awarded: Associate of Science



Program Description - 90 credits. The Associate of Science in Vocational Nursing program is a 60-week program (Full-time) or 72-week program (Part-time) consisting of 45.8 credits of theory and 21.2 credits of clinical training, designed to prepare individuals to become vocational nurses. Vocational nurses work under the supervision of a registered nurse or physician and provide direct patient care utilizing scientific and technical expertise and manual skills. The program curriculum covers basic patient assessments, medication administration, wound dressings, vital signs, and other necessary patient care skills. Upon successfully completing the program, graduates receive a Certificate of Completion. They are eligible to take the National Council Licensing Examination for Practical (Vocational) Nurses (NCLEX-PN) to obtain their license.

Delivery Format: Blended (Hybrid)

Associate of Science in Vocational Nursing Program Course Table

General Education Courses

Course Title	Credits
Psychology Course	3
Sociology Course	3
Communication Course I (Oral)	3
Communication Course II (Oral/Written)	3
Algebra or Higher Math Equivalent	3
Anatomy and Physiology I with Lab	4
Anatomy and Physiology II with Lab	4

Total General Education Credits: 23

Vocational Nursing Courses

Term #	Course Number	Course Title	Credits	Blended	Theory Hours (Credits)	Clinical Hours (Credits)	Clinical Simulation Clock Hours
1	VN101	Vocational Nursing Concepts I	12.8	Yes	8.4	4.4	0



Term #	Course Number	Course Title	Credits	Blended	Theory Hours (Credits)	Clinical Hours (Credits)	Clinical Simulation Clock Hours
2	VN102	Vocational Nursing Concepts II	18.13	Yes	11.73	6.4	0
3	VN103	Vocational Nursing Concepts III	17.33	Yes	10.93	6.4	0
4	VN104	Vocational Nursing Concepts VI	11.93	Yes	7.93	4	0
5	VN105	Vocational Nursing Assessment I	3.4	Yes	3.0	0	0
6	VN106	Vocational Nursing Assessment II	3.4	Yes	3.4	0	0
Totals			N/A	Yes	45.8	21.2	0

Notes:

- **General Education Credits:** Comprise foundational courses that support specialized vocational training.
- **Credits for Nursing Courses:** 90 credits total, with a comprehensive division between theoretical and clinical training.
- **Blended:** Yes, indicates that both the general education and vocational nursing courses include a mix of in-person and online learning components.
- **Theory Clock Hours:** Reflects the time spent on theoretical instruction within the nursing program.
- **Clinical Clock Hours:** Hours dedicated to practical clinical training within the nursing courses, emphasizing hands-on experience.
- **Clinical Simulation Clock Hours:** Not applicable in this setting as the primary focus is direct clinical training.

Admission requirements:

- Possess a high school diploma or equivalent
- Be at least 17 years old by the program end date



- Have a valid Social Security Number or ITIN
- Successfully pass the Wonderlic Scholastic Exam entrance test with a score of at least 15.
- Interview with a designated School Representative
- Completion of the following General Education Courses: See table below:

General Education Courses	Credits
Psychology Course	3
Sociology Course	3
Communication Course I (Oral)	3
Communication Course II (Oral/Written)	3
Algebra or Higher Math Equivalent	3
Anatomy and Physiology I with lab	4
Anatomy and Physiology II with lab	4

Program Participation Requirements:

- Good physical and mental health (verified by a health practitioner via a physical examination and tuberculosis screening and testing)
- Must receive a flu shot during flu season or will be required to wear a mask during the entire clinical rotation. Flu shot exemptions may require a medical provider note.
- Clinical facilities may require a covid vaccine for clinical participation.
- Clinical facilities may require a hepatitis B vaccine or declination.
- MMR, Varicella, Tdap vaccinations required.
- Pass a Urinary Drug Screening Test
- Must undergo a criminal background screening.
- Obtain BLS CPR certification.
- Ability to speak, read, and write the English language.
- Possess proficient computer skills, including navigating operating systems, managing files, using common office applications, and engaging in online communication, as computer literacy is essential for academic success and program readiness.

Job Classification

The Associate of Science in Vocational Nursing Program prepares graduates for the following job classifications as classified by the United States Department of Labor: Code: 29-2060 Licensed Practical and Licensed Vocational Nurse.

Associate of Science in Vocational Nursing Program Objectives:

1. Build upon the foundational principles and practices of vocational nursing by introducing more complex nursing theories and concepts.



2. Demonstrate advanced communication skills, including the ability to navigate complex interactions with patients, families, and a diverse healthcare team, and to effectively communicate in interdisciplinary healthcare settings.
3. Apply advanced critical thinking and clinical judgment to assess complex patient needs and design comprehensive nursing care plans.
4. Demonstrate advanced proficiency in nursing skills, including complex medication administration, specialized wound care, advanced patient assessment techniques, and emergency response.
5. Develop a deeper understanding of legal and ethical issues in healthcare, focusing on advocacy, ethical decision-making, and adherence to evolving professional standards.
6. Gain extensive hands-on experience through supervised clinical training in diverse healthcare settings, with an emphasis on leadership and management skills in nursing.
7. Learn to effectively collaborate within an interdisciplinary healthcare team, understanding the roles and responsibilities of different healthcare professionals.
8. Understand the principles of community health and engage in public health education, focusing on health promotion and disease prevention in diverse populations.
9. Introduce the basics of nursing research and evidence-based practice, encouraging the use of research in clinical decision-making.
10. Prepare for career advancement opportunities, including potential supervisory roles and further educational pathways in nursing.

Associate of Science in Vocational Nursing Program Fees

Charge/Fee	Amount
Program Deposit fee (non-refundable)	\$250
Books and course materials (non-refundable, non-returnable)	\$250
Background check fee (non-refundable)	\$250
Administration fee (non-refundable)	\$2,500
Student tuition recovery fee (non-refundable)	\$0
Insurance fee (non-refundable)	\$250
General Education Transfer credit fee (non-refundable)	\$5000



Charge/Fee	Amount
Tuition (\$15.59 per clock hour)	\$24,000
Schedule of total charges for period of attendance	\$32,500
Additional charges paid to third party	
Physical exam, TB test, and vaccine	\$100
Uniform and shoes	\$150
BVNPT and NCLEX fees	\$350
Books and ancillary content	\$2000
Total additional charges to third party	\$2,600
Schedule of estimated total charges for entire educational program	\$35,100
Incidental Charges	
Make-up Days	\$200/day
Graduation Fee	\$200
Program Cohort Transfer/Switch Fee	\$1500

The student has a right to cancel and obtain a refund of charges according to the standard set forth by the CEC 94920(B), which states that the institution shall refund 100% of the amount paid for institutional charges less a reasonable deposit or Program Deposit fee not to exceed \$250 if notice of cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later.

IV Therapy and Blood Withdrawal Program

Diploma Program Description

IV Therapy and Blood Withdrawal Program Description This 36-hour course is designed to provide students with the necessary knowledge and skills to initiate intravenous therapy and perform blood withdrawal. Upon successfully completing the program, students will receive certification in IV therapy and blood withdrawal from the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). This program takes approximately 2 weeks to complete.



Length in Weeks: Full-time: 2 weeks; Part-time: 4 weeks

Delivery Format: Blended (Hybrid)

IV Therapy and Blood Withdrawal Program Course Table

Course Number	Course Title	Credits	Blended	Theory Clock Hours	Clinical Clock Hours	Clinical Simulation Clock Hours
IVBW 100	IV Therapy and Blood Withdrawal Techniques	N/A	Yes	36	0	0

Notes:

- **Credits:** Not applicable, as this is a non-credit certification course.
- **Blended:** Yes, indicating that the course includes a mix of online and in-person learning.
- **Theory Clock Hours:** Reflects hours dedicated to understanding the principles and techniques of IV therapy and blood withdrawal.
- **Clinical Clock Hours:** Practical training hours in a clinical setting.
- **Clinical Simulation Clock Hours:** Hours spent in simulated environments to practice skills before applying them clinically.

Admission Requirements To be eligible for the program, students must possess the following:

- Successful completion of a Vocational Nursing, Registered Nursing Program, Physician Assistant Program, or Medical School, or demonstrate eligibility to attain licensure for a career that includes a scope of initiating intravenous therapy and blood withdrawal.

Participation Requirements

- Possess proficient computer skills, including navigating operating systems, managing files, using common office applications, and engaging in online communication, as computer literacy is essential for academic success and program readiness.

Job Classification Code: The IV Therapy and Blood Withdrawal Program prepares graduates for additional certification for the following job classifications as classified by the United States Department of Labor: Code: 29-2060 Licensed Practical and Licensed Vocational Nurse.

Description of Instruction Provided: Instruction provided includes classroom lectures, skills lab, and clinical training.

IV Therapy/Blood Withdrawal (IV/BW) Program Objectives:



1. Develop a comprehensive understanding of the principles and practices of IV therapy and blood withdrawal.
2. Demonstrate effective communication skills with patients, families, and healthcare professionals.
3. Apply critical thinking skills to assess patient needs and provide appropriate IV therapy and blood withdrawal care.
4. Understand the indications, contraindications, and potential complications associated with IV therapy and blood withdrawal.
5. Demonstrate proficiency in the use of equipment and techniques related to IV therapy and blood withdrawal.
6. Gain hands-on experience through supervised clinical training in various healthcare settings, including hospitals, clinics, and blood donation centers.

IV Therapy/Blood Withdrawal Program Fees

Fees	Charges (\$)
Program Deposit fee (non-refundable)	250
Books and course materials fee (non-refundable)	50
Student tuition recovery fee (non-refundable)	0
Tuition fee (4.86 per clock hour)	175
Total charges paid to institution	475
Approximate additional charges paid to third party	Charges (\$)
None	0
Schedule of charges	Charges (\$)
Schedule of total charges for a period of attendance	475
Schedule of estimated total charges for entire program	475
Incidental Charges	
Make-up Days if applicable	\$200/day



Phlebotomy Technician Course

Our comprehensive 80-hour Phlebotomy Technician Course is designed to equip aspiring healthcare professionals with the essential knowledge and practical skills required to excel in the field of phlebotomy. The course is divided into two components: 40 hours of didactic instruction and 40 hours of practical training in a clinical setting. This program not only meets the educational eligibility criteria necessary to become a California Certified Phlebotomist but also ensures that students are well-prepared for the demands of this critical healthcare role. This program takes approximately 4 weeks to complete.

Delivery Format: Residential

Length in Weeks: Full-time: 4 weeks; Part-time: 6 weeks

Phlebotomy Technician Course Table

Course Number	Course Title	Credits	Blended	Theory Clock Hours	Clinical Clock Hours	Clinical Simulation Clock Hours
PHT 100	Phlebotomy Technician Basic	N/A	No	40	0	0
PHT 101	Phlebotomy Technician Advanced	N/A	No	0	40	0

Notes:

- **Credits:** Not applicable, as this is a non-credit training course.
- **Blended:** No, the course is delivered residentially with no online component.
- **Theory Clock Hours:** Reflects the hours dedicated to classroom instruction covering theoretical aspects of phlebotomy.
- **Clinical Clock Hours:** Hours spent practicing phlebotomy techniques under supervision in a clinical setting.
- **Clinical Simulation Clock Hours:** Not applicable as the practical training is performed directly on patients or volunteers in a clinical setting.

Program Objectives:

1. Develop proficiency in venipuncture and capillary puncture techniques, ensuring accurate and efficient blood specimen collection.



2. Gain a solid understanding of the anatomy and physiology relevant to phlebotomy, including knowledge of vascular structures and the circulatory system.
3. Learn and apply industry-standard infection control practices and safety protocols to minimize the risk of exposure to bloodborne pathogens and ensure a safe working environment.
4. Develop effective communication skills to interact with patients, explain procedures, and alleviate anxieties associated with blood collection.
5. Apply theoretical knowledge in a real-world clinical setting during practical training. Gain exposure to various healthcare settings, working with diverse patient populations.
6. Understand the legal and ethical aspects of phlebotomy practice, including patient confidentiality, informed consent, and adherence to relevant state regulations, with a particular focus on California requirements.

Upon successful completion of the course, students will not only have fulfilled the educational eligibility requirements for California Certified Phlebotomist licensure but will also possess the confidence and competence needed to excel in their roles as phlebotomy technicians. Our program combines rigorous didactic instruction with hands-on training to ensure that graduates are well-prepared to contribute to the healthcare industry as skilled and ethical phlebotomy professionals.

Program Requirements and Disclosures

1. Admission Requirements and California Requirements for Phlebotomy Technician Program:

To be eligible for the Phlebotomy Technician program in California, you must fulfill **ONE** of the following requirements:

- a) Provide a copy of your high school completion transcript.
- b) Submit a transcript indicating successful completion of a graduation equivalency exam, such as the GED or Hi-Set exam.
- c) Show evidence of completion of three college-level biology courses.
- d) If you have a non-U.S. transcript, provide documentation of a transcript analysis confirming U.S. high school equivalency.

2. Felony Conviction Disclosure:

Please be aware that the phlebotomy technician application includes questions regarding past felony convictions. Applicants with a felony conviction are encouraged to disclose this information for a thorough review of eligibility, as certain convictions may impact participation in the program or future employment in the healthcare field.

3. Program Commitment to Clinical Training:



Our Phlebotomy Technician program is committed to providing a comprehensive learning experience, including a clinical training component. Students are expected to complete the clinical training within the specified time frame of the program to fulfill the requirements for certification.

4. Clinical Training Provider Requirements:

During the clinical training phase, students may be required to meet various prerequisites and incur certain expenses, which may include:

- Completion of specific immunization requirements.
- A tuberculosis (TB) test to ensure student and patient safety.
- Certification in first aid to respond effectively in emergencies.
- Obtaining insurance coverage as required by the clinical training provider.
- Purchasing specific clothing or attire necessary for clinical placement.

Please note that these requirements and associated expenses are set by the clinical training provider and are essential for participation in the clinical training component.

5. Grading Policy and Attendance Requirements:

Our grading policy ensures fairness and consistency in evaluating student performance. Attendance for all lectures is mandatory, and a requirement for successful completion of the program. A clear make-up policy is in place to accommodate unavoidable absences, which will be communicated to you at the beginning of the program.

Factors considered in the grading process include class participation, practical skills assessments, written examinations, and clinical training performance.

By enrolling in our Certified Phlebotomy Technician program, you acknowledge your understanding and agreement to these disclosure statements. It's important to review this information carefully before embarking on your journey to become a certified phlebotomy technician.

Additional Requirements

Program Participation Requirements:

- Good physical and mental health (verified by a health practitioner via a physical examination and tuberculosis screening and testing)
- Must receive a flu shot during flu season or will be required to wear a mask during the entire clinical rotation. Flu shot exemptions may require a medical provider note.
- Clinical facilities may require a covid vaccine for clinical participation.
- Clinical facilities may require a hepatitis B vaccine or declination.
- MMR, Varicella, Tdap vaccinations required.
- Pass a Urinary Drug Screening Test
- Must undergo a criminal background screening.
- Obtain BLS CPR certification.



- Ability to speak, read, and write the English language.
- Possess proficient computer skills, including navigating operating systems, managing files, using common office applications, and engaging in online communication, as computer literacy is essential for academic success and program readiness.

Job Classification

The Phlebotomy Technician Program prepares graduates for the following job classifications as classified by the United States Department of Labor: Code: 31-9097- Phlebotomists.

Phlebotomy Technician Program Fees

Charge	Amount
Program Deposit fee (non-refundable)	\$250 (non-refundable)
LMS fee	\$1000 (non-refundable and non-returnable)
Student tuition recovery fee	\$0 (non-refundable)
Tuition fee	\$2000 (\$25 per clock hour)
Total charges paid to institution	\$3,250
Textbook fee	\$100
Physical exam, TB test, and flu vaccine fee	\$100
Uniform and shoes and equipment fee	\$100
Examination fee	\$100
Certification fee	\$100
Total additional charges paid to third party	\$500
Schedule of estimated total charges for entire educational program	\$3,750
Incidental Charges	
Make-up Days if applicable	\$200/day



Articulation or Transfer Agreement

Quest Nursing Education Center currently does not have any agreement in place for articulation or transfer with any other college or university.

Credit Definition

Credit Hour Policy at Quest Nursing Education Center

Quest Nursing Education Center employs a semester credit system to gauge and represent academic accomplishments. One unit of credit encapsulates a holistic measure of 45 total hours of student engagement, combining both direct instruction and independent study.

Semester Structure and Credit Allocation:

Our academic year includes semesters of varying lengths—For example, 12 or 15 weeks—to accommodate diverse program needs and student schedules, all while adhering to **QNEC standards**:

- **For a 12-week semester**, each semester credit hour is derived from approximately 18.75 hours of classroom instruction, adjusted to ensure that the total instructional time meets the equivalent academic engagement of traditional semester durations.
- **For a 15-week semester**, one semester credit hour corresponds to 15 hours of classroom instruction.

This structured flexibility ensures that each credit hour reflects a consistent and substantive academic engagement regardless of the semester length.

Clinical Experience Credits:

Credits for clinical experiences are awarded per semester, with one semester credit hour assigned for every 45 clock hours of clinical practice. This standard is uniformly applied across semesters of varying lengths to maintain the integrity and value of hands-on clinical training.

Clock Hour Definition:

A clock hour at Quest Nursing Education Center is defined as a 60-minute period, including a minimum of 50 minutes of direct faculty instruction. This definition is crucial in ensuring that the credit system remains transparent, fair, and consistent across all instructional formats.

Credit Hour Policy for 12-Week Terms

Definition of a Credit Hour:

A credit hour at Quest Nursing Education Center represents an amount of work reflected in intended learning outcomes and verified by evidence of student achievement. This definition adheres to the



commonly accepted practice in postsecondary education, ensuring that our 12-week term credits are equivalent to the traditional 15-week semester credits as follows:

- **Classroom Instruction:** Not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class work each week for a minimum of fifteen weeks for one semester or trimester hour of credit. Our 12-week term adjusts this proportionately to ensure the total amount of work meets or exceeds this standard.
- **Laboratory, Externships, Clinicals, Internships, Practice, Studio Work, or Other Academic Work:** An equivalent amount of work as required in the definition for classroom instruction, adapted to the specific requirements of each type of academic activity.

Calculation for 12-Week Term Credits:

To maintain the integrity of a credit hour, our institution has established the following formulae for the 12-week term:

1. **For Lecture:** The equivalent of 15 hours of lecture for a semester credit requires a proportional increase in lecture hours per week in a 12-week term.
2. **For Laboratory and Clinical Experiences:** Our program carefully calculates lab and clinical hours to ensure that the total time spent in these activities during a 12-week term meets the equivalency of a 15-week term.

Formula for Credit Hour Calculation

For Lecture:

- **Formula:** Total Lecture Hours Required for One Semester Credit / Number of Weeks in the 12-week Term
- **Calculation:** 15 Hours of Lecture (for one-semester credit in a traditional term) / 12 Weeks = 1.25 Hours per Week

This means that to achieve the equivalent of one-semester credit in a 12-week term, a student must attend **1.25 hours of lecture per week**.

For example,

For Lecture:

- **Required Weekly Hours:** 1.25 hours per week
 - This is calculated based on the 1 to 15 ratio, where 1 credit equals 15 total lecture hours in a traditional term.

For Laboratory:

- **Required Weekly Hours:** 2.5 hours per week



- This comes from the 1 to 30 ratio, where 1 credit equals 30 total lab hours in a traditional term, adjusted to fit into a 12-week term.

For Clinical Experiences:

- **Required Weekly Hours:** 3.75 hours per week
 - Based on the 1 to 45 ratio, where 1 credit is equivalent to 45 total clinical hours in a traditional term, now condensed into a 12-week term for equivalency.

For Laboratory and Clinical Experiences:

The same formula applies to lab and clinical hours because they also need to meet the total hour requirements of a traditional 15-week term in the condensed 12-week format. Thus, to calculate the required weekly hours for lab or clinical experiences in a 12-week term to ensure it meets the 15-week term equivalency, you would use the total required lab/clinical hours for a traditional term and divide by 12.

Visual Comparison

Type	15-Week In-Class	15-Week Out-of-Class	12-Week In-Class	12-Week Out-of-Class
Lecture	15 hours	30 hours	1.25 hours/week	2.5 hours/week
Lab	30 hours	0 hours	2.5 hours/week	N/A
Clinical	45 hours	0 hours	3.75 hours/week	N/A

Additional Notes

- For the **Lecture** in a 12-week semester, the increase in weekly in-class and out-of-class hours ensures students engage in the same total amount of work as they would in a 15-week semester.
- **Clinical** hours increase per week simply because there are fewer weeks to spread the total required hours across.

In conclusion, the Credit Hour Policy at Quest Nursing Education Center is meticulously designed to ensure a robust and consistent academic experience, regardless of the term length. By defining a credit hour as a combination of classroom instruction, independent study, and, where applicable, clinical practice, we uphold the highest standards of educational integrity. This policy guarantees that all students, irrespective of their program's specific scheduling, engage in a comprehensive amount of academic work that reflects the intended learning outcomes and maintains the value of their academic efforts.

Understanding this policy helps students plan their schedules effectively, ensuring they can meet their academic requirements without compromising the quality of their education. It also highlights Quest



Nursing Education Center's commitment to providing flexible yet rigorous academic programs that cater to the diverse needs of its student body while adhering to established standards of higher education.

Acceptance of Credits – Transfer Credit Earned at other Institutions.

Quest Nursing Education Center strives to provide our students with the best possible education and is committed to ensuring that transfer credits are awarded fairly and accurately. The acceptance of credits earned outside of the institution is at the sole discretion of the Quest Nursing Education Center.

General Policies are as follows:

1. Credits earned outside of the institution may be applied toward the award of a credential and may be derived from a combination of any or all of the following:
 - a. Credits earned at and transferred from other postsecondary institutions, when congruent and applicable to our institution's program and when validated and confirmed by our institution.
 - b. Successful completion of challenge examinations or standardized tests demonstrating learning at the credential level in specific subject matter areas.
 - c. Prior learning, as validated, evaluated, and confirmed by qualified instructors at our institution.
 - d. The standard formula for conversion to semester hours will be used when credit is being awarded from an institution that operates on a quarter or trimester schedule.
2. Credits may be earned for individual courses. However, if a course has a theory and clinical component, credit can only be granted for both theoretical and clinical courses, not for one component of the course.
3. A student may only receive a maximum of 75% of the credits required for completion of the program through transfer credits.
4. Transfer credits will only be granted for courses where the student earned a letter grade of C or higher. No credit will be given for grades lower than C or for courses that the student failed or did not complete.
5. A fee will be charged for each transfer credit applied- see program fees as applicable
6. Transfer credits may also be granted for qualifying College-Level Examination Program (CLEP) courses.
7. StraighterLine ACE courses are also acceptable for transfer credit.
8. The final decision regarding transfer credits rests with the Chief Academic Officer (CAO). The CAO using their expertise, will review the content of the course and determine whether the credit awarded deems to be approved and granted as credit toward one's degree. This is especially important to keep in mind for courses not included on the list above.



Quest Nursing Education Center will communicate any transfer credit options available to students on a course-by-course basis. Students seeking more information regarding Transfer Credits and Challenging Exams are encouraged to visit the Registrar's office for further guidance and assistance.

Challenge Examinations and Achievement Tests for Transfer Credit

Quest Nursing Education Center accepts the following challenge examinations as a means of obtaining credit for some of the courses that may be applied toward the credential.

1. Institution administered Challenge Tests
2. CLEP Exams
3. DSST Exams
4. National League for Nursing (NLN)
5. National Acceleration Challenge Examinations (NACE)
6. ATI Nursing
7. Elsevier
8. Wolters Kluwer
9. Lippincott Williams & Wilkins
10. McGraw Hill

If available, final exams or exams designed to test the entire course from our vendors including ATI Nursing, Elsevier, Wolters Kluwer, Lippincott Williams & Wilkins, and McGraw Hill, may be chosen as an exam for credit. Students must achieve a minimum score set by the vendor or institution as a passing rate. If the student meets that score, they may receive credit for the course. Please note that the availability of vendor exams may vary and not all exams may be available for every course. Our school will communicate any options available to students on a course-by-course basis.

For the Vocational Nursing Program and the Associates of Science in Vocational Nursing Program, Quest Nursing Education Center accepts credits earned by their students in nursing courses taken in the last 5 years, including vocational or practical nursing courses, registered nursing courses, psychiatric technician courses, and nursing assistant courses. Other courses may be considered if they are deemed equivalent to courses in the program. Nursing courses taken over 5 years are not accepted. There are no time recency requirements for general education courses to be transferred in. For credit transfers, the student must also submit official transcripts from the institution. The department will evaluate the transcripts to determine if the course content meets the criteria for granting credit. The institution does not have an articulation or transfer agreement with any other college or university. The evaluation process is free of charge for students.

The program will consider the following courses:

1. Vocational or practical nursing courses



2. Registered Nursing courses
3. Psychiatric technician courses
4. Armed services nursing courses
5. Nursing assistant courses
6. Other courses that the school determines are equivalent to the courses in the program.

Ability to Benefit (ATB) Students

Quest Nursing Education Center accepts Ability to Benefit (ATB) students and the following ATB tests: Combined English Language Skills Assessment (CELSA) Forms 1 and 2, with passing scores of 97 on either form 1 or 2, and the Wonderlic Basic Skills Test, with passing scores of 200 on the verbal section and 210 on the quantitative section.

Award of Credit for Prior Experiential Learning

Only students enrolling in the Vocational Nursing Program or the Associate of Science in Vocational Nursing Program may request an award of credit for prior experiential learning. This institution does not provide this option for all other programs. For the Vocational Nursing Students, credit is granted for knowledge and skills acquired through experience. The student must submit a work verification letter from the employer and or supervisor that includes their name, work title, duration of experience, a description of experience gained, and skills demonstrated. The institution will review the letter and will then require the student to successfully pass a written and/or practical examination to validate skills acquired during the experience.

The Vocational nursing director will then provide the equivalent credit towards the requirement of the Vocational nursing program. If a student does not agree with the amount of credit granted, they may write a written appeal to the program director who will review the request and make a final determination. No payment is required by the student for the evaluation of credit process; Transfer credit fees may apply- see program fee schedule.

Transferability of Credits and Credentials Earned at QNEC

Please note that the transfer of credits and credentials earned at Quest Nursing Education Center is subject to the discretion of the institution to which you may apply for transfer. The acceptance of the certificate or degree you earn in our educational program is also subject to the discretion of the transfer institution. If the certificate or degree you earn at our institution is not accepted at the transfer institution, you may be required to retake some or all your coursework. Therefore, it is important that you ensure your attendance at Quest Nursing Education Center aligns with your educational goals. We recommend that you contact the institution you plan to transfer to after attending our program to determine if your certificate or degree will transfer.



Nursing Education and Licensure Policy

Completion of nursing education provided by Quest Nursing Education Center (Institution) does not guarantee licensure. Licensure is determined by the state's Board of Nursing after the state has evaluated and confirmed that the student meets all licensing requirements as specified by the particular state in which the student is applying for licensure.

1. **Educational Completion:** Graduation from or completion of the nursing education program offered by the institution signifies fulfillment of the educational requirements set forth by the program.
2. **State Licensing Authority:** The authority to grant nursing licensure resides with the state's Board of Nursing, which establishes and administers the licensing process.
3. **Licensing Requirements:** Licensing requirements may vary by state and can include, but are not limited to, successful completion of a nursing program, passing a licensing examination, and meeting specific background check and eligibility criteria.
4. **Professional Licensure Examination:** Graduates of the nursing program may be required to successfully pass a state-sanctioned professional licensure examination as part of the licensing process.
5. **Additional Requirements:** States may impose additional criteria for licensure, which can include continuing education, immunization records, and other prerequisites.
6. **Continued Compliance:** It is the responsibility of the student to remain informed about and comply with the licensing requirements established by the state in which they intend to seek licensure.
7. **Support and Resources:** The institution is committed to providing support and resources to assist graduates in their pursuit of licensure. This may include access to review materials, information on licensure examination procedures, and guidance on meeting state-specific requirements.
8. **Notification of Licensing Decisions:** The institution encourages students to promptly notify the institution of their licensure status after receiving notification from the state's Board of Nursing.
9. **Professional Ethics and Standards:** Graduates are expected to uphold the highest professional and ethical standards in their practice, in accordance with the policies and guidelines of the state's Board of Nursing.

Foreign Student & English Proficiency

To enroll at Quest Nursing Education Center, students must be eligible to study in the United States. The institution does not provide visa services for foreign students and all courses are taught in English without any ESL instruction. Therefore, students must be able to speak, read, and write English at the level of a



United States high school graduate. Proof of English-language proficiency can be provided through one of the following:

- A TOEFL paper test score of at least 400 or a TOEFL iBT (Internet Based Test) score of at least 65
- Successful completion of an intermediate ESL course at an accredited institution
- Completion of a high school diploma or GED in the United States
- Completion of a high school diploma or college program in a nation where English is the language of education (foreign diplomas must be evaluated by a credentialing agency to be equivalent to a US high school diploma)
- Successful completion of college-level English classes at a US accredited institution
- Scoring at least a 15 on the Wonderlic Scholastic Exam

Foreign students and students whose native language is not English must provide proof of English-language proficiency. Additionally, students must meet the requirements for entrance exams, such as passing an Ability to Benefit entrance exam. For more information about these tests, students can visit the California Department of Education website at <http://www.cde.ca.gov/ta/tg/gd/>.

Standards of Student Achievement

To successfully complete their program, students must achieve a minimum score of **75%** on all graded course work and demonstrate all required skills and competencies. In addition, students must complete the required course hours. Evaluations are conducted at the midpoint and end of the course to ensure students are meeting these standards of achievement.

ELIGIBILITY FOR VOCATIONAL NURSE LICENSURE

Quest Nursing Education Center offers programs that prepare students for the Vocational Nurse License in California. To be eligible for licensure, students must meet the following requirements:

1. Complete and sign the "Application for Vocational Nurse Licensure."
2. Successfully complete a state-approved Vocational Nursing Program
3. Pass a background check by submitting the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. Note that a license will not be issued until the board receives the background information from DOJ.
4. Attach the appropriate nonrefundable fee payable to the "BVNPT."
5. Successfully pass a written examination, such as the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN).

At Quest Nursing Education Center, we prepare our students for success in meeting these requirements and obtaining their Vocational Nurse License.



FINANCIAL AID

Federal and State Financial Aid: Quest Nursing Education Center does not participate in federal and state financial aid programs.

Other Forms of Financial Aid: Students have the option to finance their education through private third-party loans and scholarships. To assist students in this process, Quest Nursing Education Center provides access to its institutional catalog to the third party. This allows the third party to gather information about the program and institution where the student will be attending.

Responsibilities and Consequences of Obtaining an Educational Loan

When obtaining a loan to pay for their educational program, students should be aware of the following responsibilities and consequences. First, they are responsible for repaying the full amount of the loan plus interest, less than any refund received. Second, if the student receives federal student financial aid funds, they are entitled to a refund of any funds not used towards their educational expenses. However, if the student defaults on the loan, the federal or state government, or a loan guarantee agency, may take action against them, including applying any income tax refund to reduce the balance owed on the loan. Additionally, the student may become ineligible for any other federal student financial aid or government assistance until the loan is repaid.

FINANCIAL POLICY AND PAYMENT OPTIONS

At Quest Nursing Education Center, we have a strict financial policy that prohibits us from extending credit or lending money to individuals or institutions for educational programs. All charges, whether for institutional or non-institutional purposes, must be paid in full at the time of enrollment.

Accepted Forms of Payment: We accept credit cards, money orders, and cashier's checks as forms of payment. Please note that we do not accept personal checks. If you have any questions about our financial policy or payment options, please contact our office for further assistance.

STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to protect and assist students in case of economic loss suffered by a student in an educational program at a qualifying institution. To be eligible for protection, the student must be a California resident or enrolled in a residency program and prepay all or part of their tuition.

In accordance with California law, Quest Nursing Education Center is required to collect a state-imposed assessment for the STRF, which will be paid on behalf of eligible students. It is important to note that students who are not California residents or enrolled in a residency program are not eligible for protection from the STRF and are not required to pay the STRF assessment.

If you believe you are eligible for STRF reimbursement, your application must be received within four (4) years from the date of the action or event that made you eligible for recovery from STRF. Please keep



copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school, as you may need them to support your STRF application.

Qualifying events for STRF reimbursement include:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and the student did not choose to participate in an approved teach-out plan or did not complete a chosen teach-out plan approved by the Bureau.
2. The student was 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 was enrolled in an educational program within the 120-day period before the program was discontinued.
3. The student was 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. The student has 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 has been unable to collect the award from the institution.
7. The student sought legal counsel that resulted in the cancellation of one or more of their student loans and has an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the student must provide a social security number or taxpayer identification number.

For more information regarding STRF, questions may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, (888) 370-7589, or online at <https://www.bppe.ca.gov/>.

Student's Right to Cancel and Obtain Refund

According to the standards set forth by CEC 94920 (b), students have the right to cancel their enrollment and obtain a refund of charges. Institutions are required to refund 100 percent of the amount paid for institutional charges, minus a reasonable deposit or Program Deposit fee (non-refundable) not exceeding \$250, if the cancellation notice is made through attendance at the first-class session, or the seventh day



after enrollment, whichever is later. This policy ensures that students have the flexibility to change their minds and make informed decisions regarding their education.

Refund Policy for Withdrawing Students

At Quest Nursing Education Center, the refund policy applies to students who withdraw from the educational program, whether voluntarily or involuntarily. A student is considered withdrawn from an educational program when they are unable to continue attendance, regardless of the reason.

Refunds of tuition and fees in a program paid in advance or sums due when a student cancels, withdraws, or is terminated from classes and/or the institution will be determined as follows:

1. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making the initial payment.
2. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, except for the registration fee if applicable (not to exceed \$100.00).
3. Books, course software(s), and supplies become non-refundable/non-returnable after attendance has begun.
4. Items of extra expense to a student, such as instructional supplies or equipment, tools, student activities, laboratory fees, service charges, rentals, credentialing fees, deposits, and all other charges, are not considered in tuition refund computations.
5. A student's last day of attendance is the last day a student had academically related activity, which may include but is not limited to logging in to the course LMS, projects, clinical experiences, or examinations.
6. A determined date of withdrawal is the date that an institution determines that a student was no longer in school, referred to as the date of determination.
7. If a student completes more than 60% of the program, they are responsible for paying the full tuition, and there is no refund available.
8. For students who complete less than 60% of the program, they are entitled to a refund of amounts paid to the school in excess of their calculated Cost of Instruction. The Cost of Instruction is determined by multiplying the cost per clock hour by the number of hours attended.

It is important to note that non-refundable fees, as identified in the breakdown of charges for the program, are not included in refund calculations. This refund policy also applies to tuition paid by a third party on behalf of a student.

If the institution has collected money from a student for a bond, library usage, or fees for a license, application, or examination, and the institution has not paid the money to the third party at the time of



the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days.

If the calculated refund amount is less than the student's current unpaid balance, a refund will not be issued, and the student remains responsible for the amounts due to the school.

For students who have received federal student financial aid funds, they are entitled to a refund of money not paid from federal student financial aid program funds.

Refunds will be issued to the original payer of the tuition, and they will be made within 45 days of the Determination Date of Withdrawal. For students who withdraw before attending the program, the determination date of withdrawal will be based on the date the withdrawal/cancellation notice is received from the student or the day before the educational program starts, whichever is earlier.

All notices to withdraw/cancel must be in writing and can be submitted in person to the admission office or via email at questnec@gmail.com.

Refund Calculation Formula

Cost of Instruction = (Cost per clock hour) x number of hours attended.

Total Course Tuition paid by Student - Cost of Instruction = Refund due.

Termination/Cancellation Policy Overview:

This policy applies to students who withdraw from attending the educational program:

1. A student shall be considered to have withdrawn from an educational program when he or she withdraws in writing or is deemed withdrawn by the institution. This occurs when a student is unable to continue attendance in the educational program regardless of the reason.
2. For students who withdraw prior to attending the program, the determination date of withdrawal will be based on the date the withdrawal/cancellation notice is received from the student or the day before the educational program is to start, whichever is earlier.
3. ALL notices to withdraw/cancel must be in writing and must be submitted via email at questnec@gmail.com.

Student Cancellation of Enrollment Policy:

This policy outlines the procedures and guidelines for students who wish to cancel their enrollment in an educational program:

1. Cancellation Eligibility: Students are eligible to cancel their enrollment if they have formally enrolled in the educational program but wish to withdraw before the program's commencement or during their enrollment period.



2. Written Notification: All requests for cancellation of enrollment must be submitted in writing. This can be done by sending an email to the designated cancellation address provided by the institution: (questnec@gmail.com).
3. Cancellation Deadline: To be eligible for a full refund of tuition and fees, students must submit their cancellation request within three (3) business days after signing the enrollment agreement and making the initial payment.
4. Refund Eligibility: Refunds for tuition and fees will be processed according to the institution's refund policy, which outlines the specific circumstances under which refunds are granted.
5. Refund Processing Timeframe: Refunds will be issued within 45 days of the determination date of withdrawal.
6. Non-Refundable Items: Certain items, such as books, course software(s), supplies, and deposits, become non-refundable/non-returnable after attendance has begun, in accordance with the institution's refund policy.
7. Cancellation After Program Commencement: If a student cancels enrollment after the educational program has commenced, refunds will be determined based on the institution's pro-rated refund policy.
8. Transfer Credits: Fees paid for transfer credits are 100% refundable until a student has enrolled and attended courses in the institution for at least four weeks, after which transfer credit fees become non-refundable.
9. Record Keeping and Documentation: The institution will maintain detailed documentation of the cancellation process, including communications, decisions, and any agreements reached with the student.
10. Notification of Outcome: The institution will acknowledge the student's cancellation request and provide a written confirmation of the outcome, including details of any applicable refunds or non-refundable charges.

Student Conduct

At Quest Nursing Education Center, we expect all students to behave professionally and respectfully at all times. As a part of this commitment to professionalism, we have established the following policies:

1. Students are expected to be familiar with the student conduct, professional behavior objectives, and academic integrity policies outlined in this document.
2. Instructors may have their own set of expected student conduct, and students are expected to abide by these requirements.



3. Students are subject to immediate dismissal for any activity or action that endangers another person, constitutes unethical conduct, violates the rules of conduct, violates academic integrity policies or professional behavior objectives.
4. All students are expected to maintain integrity in all academic pursuits, including the writing of papers, examinations, assignments, records, and other details related to the assessment of student performance.
5. Breaches of academic integrity include, but are not limited to, the following:
 - Copying answers from others during an examination.
 - Secretly hiding unauthorized materials to assist in an examination.
 - Plagiarism, which includes taking the statements of others without proper citation, even if the statement has been paraphrased.
 - Fraudulently obtaining test information, falsifying records, transcripts, recommendations, or other documents indicative of student qualifications.
 - Breaching patient confidentiality.
 - Taking property or drugs from clinical sites or patients.
 - Felony convictions.
 - Endangering patients due to psychological impairments or being under the influence of alcohol or drugs.
 - Falsification of assignments that are to be conducted on patients or members of the community.
 - Having someone else complete written assignments and submitting them as one's own work.
 - Dressing inappropriately for clinical or theory class.
6. Quest Nursing Education Center has a "Zero Tolerance" policy for cheating, and any student found to have violated this policy will be subject to immediate dismissal.

We take these policies seriously and are committed to ensuring all students have a safe and supportive learning environment that promotes academic excellence and professional development. Any breaches of these policies will be investigated thoroughly, and appropriate action will be taken to ensure compliance with our standards.



Withdrawal, Dismissal, or Termination of Students Policy:

This policy outlines the procedures and guidelines for withdrawal, dismissal, or termination of students from an educational program:

1. Types of Discontinuations: This policy covers three distinct scenarios: voluntary withdrawal initiated by the student, dismissal based on institutional policies, or termination due to specific circumstances outlined in the institution's policies.
2. Voluntary Withdrawal: Students have the right to voluntarily withdraw from the educational program at any time. Withdrawal requests must be submitted in writing to questnec@gmail.com.
3. Dismissal for Non-Compliance: The institution reserves the right to dismiss students for non-compliance with institutional policies, including academic misconduct, violations of codes of conduct, or failure to meet academic or attendance requirements.
4. Termination Due to Specific Circumstances: Termination may occur in cases where a student's behavior poses a threat to the safety and well-being of themselves or others, or if the student is unable to meet the academic or attendance requirements of the program.
5. Notification of Discontinuation: Students will be formally notified in writing of their withdrawal, dismissal, or termination from the program. The notification will include the reasons for the decision and any relevant appeal processes.
6. Transcript and Record Retention: The institution will maintain academic records and transcripts of students who have been withdrawn, dismissed, or terminated in accordance with applicable laws and regulations.
7. Financial Obligations: Students who are withdrawn, dismissed, or terminated may still be responsible for any outstanding financial obligations to the institution, in accordance with the institution's policies.
8. Re-Enrollment Eligibility: The institution will specify any conditions under which students who have been withdrawn, dismissed, or terminated may be eligible for re-enrollment in the future. Please refer to the Re-enrollment Eligibility Policy.

Appeals Process:

In the event of withdrawal, dismissal, or termination, students have the right to request an appeal if they believe the decision was made in error or that there were extenuating circumstances.

Definitions:

The "determination date of withdrawal" refers to the specific point in time when an educational institution officially recognizes that a student has withdrawn from their educational program. It is a critical



date used to calculate refunds, determine academic progress, and assess various aspects related to the student's status within the program.

The term "Last Day of Attendance" (LDA) refers to the specific date on which a student attended their last class or actively participated in an educational program before withdrawing or discontinuing their enrollment.

Re-enrollment Eligibility Policy:

Re-enrollment applications are welcomed, but it is important to note that re-enrollment is not guaranteed. Each application will be reviewed on an individual basis, and admissions decisions will be made at the discretion of the institutional representative responsible for student admissions into the institution and the specific program.

Factors that may be considered in the re-enrollment review process include, but are not limited to:

1. Academic Performance: The applicant's previous academic record, including grades, attendance, and any academic probation or dismissals.
2. Conduct and Behavior: Any history of misconduct or violations of institutional policies.
3. Program Availability: Availability of space in the desired program or course.
4. Compliance with Institutional Policies: Adherence to all institutional policies, including financial obligations and code of conduct.
5. Relevant Documentation: Submission of all required documentation and completion of any necessary steps outlined in the re-enrollment process.

It is important to emphasize that meeting the minimum eligibility criteria does not guarantee re-enrollment. The decision will be based on a holistic assessment of the applicant's qualifications and suitability for re-enrollment.

The institution reserves the right to make final determinations regarding re-enrollment, and decisions will be communicated in a timely manner to the applicant.

This policy applies to all individuals seeking re-enrollment in any program offered by the institution. It is subject to periodic review and updates. The institution will ensure compliance with all applicable laws and regulations regarding admissions and re-enrollment.

Notification and Procedures for Program Termination Policy:

This policy outlines the procedures and notifications in the event of a program termination:

1. Notification to Students and Stakeholders: In the event of a program termination, the institution will provide timely and clear notification to all affected students, faculty, staff, and relevant



stakeholders. The notification will include the reasons for the termination, the effective date, and any available alternatives or options for affected students.

2. Official Announcement: The institution will issue an official announcement regarding the program termination through appropriate channels, which may include the institution's website, official social media accounts, and direct communication to affected parties.
3. Student Advising and Support: The institution will designate a responsible party or office to provide personalized advising and support to affected students. This support may include guidance on transfer options, assistance with credit transfers, and information on available resources for affected students.
4. Transcript and Record Retention: The institution will ensure that transcripts and academic records of affected students are maintained and accessible even after the program termination. Students will have continued access to their academic records as required by applicable regulations and accrediting bodies.
5. Refund and Financial Obligations: Any outstanding financial obligations of affected students related to the terminated program will be addressed in accordance with the institution's existing refund policies and applicable laws and regulations.
6. Teaching Out or Transfer Options: If feasible and appropriate, the institution will make efforts to facilitate the completion of the program for affected students through teach-out arrangements with other institutions or by assisting students in transferring to similar programs at accredited institutions.
7. Compliance with Regulatory Requirements: The institution will ensure compliance with all applicable regulatory requirements and accrediting body standards related to program termination, including timely reporting and any necessary approvals.

Attendance Policies

At Quest Nursing Education Center, attendance is crucial to a student's success. Students are expected to attend all scheduled classroom and clinical sessions. Failure to attend sessions may result in the inability to complete the program. Requests for make-up sessions may be considered, but the institution is not obligated to provide them. In addition, the following policies apply:

1. Students must attend classes and clinical hours for the full scheduled time. If unable to attend, the student must notify the instructor and/or appropriate staff immediately.
2. Tardiness is defined as not being present at the beginning of the established class time. Leaving early is also considered tardiness.
3. Three episodes of tardiness are equivalent to one missed day.



4. If a student is more than 30 minutes late to class or clinical sessions, they will be dismissed and considered absent for the day.
5. A student may not be absent for more than 2 theory days or 2 clinical days per term. For courses of 4 months or less in duration, a student may not miss more than 15% of clinical hours and 15% of theory hours. Failure to comply may result in expulsion from the program. The student will be required to make up all clinical and theory days missed before progressing to the next term.
6. Make-up clinical hours can include performance evaluation in the skills lab or additional time in the clinical setting. Make-up theory hours can include independent study, additional assignments, written exams, attendance at seminars, and research reports. For programs with a minimum hour completion requirement for certification by an agency, make-up time must be hour for hour with an instructor in the same type of setting they were absent from.
7. Exceptions to the attendance policy may be made for emergency occurrences beyond the student's control, such as medical or family emergencies. Excusable absences require documentation, and the institution reserves the right to request a medical doctor's statement regarding satisfactory health status following an illness or injury before a student's return.
8. Students are responsible for paying the fees associated with make-up days.

Grading and Marking System

Grades are issued at the end of each term, and the requirements for obtaining a course grade will be outlined in the syllabus for each course. The following grading/marking system is used at Quest Nursing Education Center:

Grade	Description	Grade Value	Grade Point Value
A	Excellent	90-100	4.0
B	Good	80-89	3.0
C	Average	75-79	2.0
F	Failure	74-0	0.0
P	Pass	Completed	Not calculated in GPA
CR	Transferred/Awarded Credit	NA	Not calculated in GPA
W	Withdrawal, before the 50% mark.	NA	Not calculated in GPA
WF	Withdrawal, after 50% mark.	0	0



I	Incomplete	NA	Not calculated in GPA
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Definition of the 50% Mark in Course Withdrawal

The "50% mark" refers to the midpoint of the total duration of a course. In higher education, this point is a critical deadline for students considering withdrawing from a course. The policy delineates two distinct periods related to course withdrawal:

1. **Before the 50% mark (W Grade):** Withdrawing from a course before it reaches its halfway point.
2. **After the 50% mark (WF grade), withdraw** from a course after it has passed its halfway point.

Implications of Withdrawing Before vs. After the 50% Mark

- **Withdrawal Before the 50% Mark:** Students who withdraw from a course before it reaches the 50% duration mark will receive a grade of "W" (Withdrawn). This grade:
 - Does not affect the student's Grade Point Average (GPA).
 - Is recorded on the student's transcript.
 - Counts towards calculating Satisfactory Academic Progress (SAP), specifically in terms of the maximum time frame allowed to complete program requirements.
- **Withdrawal After the 50% Mark:** Students who withdraw from a course after the 50% duration mark has passed will receive a grade of "WF" (Withdrawn Failure). This grade:
 - Is equivalent to a zero or "F" regarding its impact on the student's GPA, negatively affecting it.
 - Counts towards the student's GPA calculation.
 - Affects both the GPA and the pace of completion components of Satisfactory Academic Progress (SAP).

Example

Consider a course that spans 16 weeks. The 50% mark falls at the end of the 8th week. Specifically, the last day for a student to withdraw from this course without academic penalty (i.e., receiving a "W" grade) is 5:00 p.m. on the Friday of the 8th week. Students who withdraw before this deadline receive a "W" grade, which does not impact their GPA but is considered in SAP calculations. Conversely, if students withdraw after this deadline, they receive a "WF" grade, affecting their GPA and SAP status.

SAP & Time

It's important to note that while GPA is not calculated for grades of W, I, P, or CR, satisfactory academic progress (SAP) is still measured based on time. This means that students must complete their program



within a set timeframe, and any failed courses or other issues that impact academic progress may affect their ability to meet this requirement. We encourage all students to prioritize their academic success and contact us for support if they face any challenges that may affect their progress.

Satisfactory Academic Progress (SAP) Policy

Quest Nursing Education Center

Quest Nursing Education Center is committed to ensuring all students achieve academic success consistent with accrediting body standards. This Satisfactory Academic Progress (SAP) policy applies to all students enrolled in degree and non-degree diploma programs, ensuring they meet the institution's academic standards and comply with accrediting requirements.

Purpose

To define the standards for Satisfactory Academic Progress (SAP) that all students must meet to ensure they are progressing toward completing their educational objectives efficiently and effectively, in line with accreditation requirements.

Definitions and Criteria for SAP

- **Course Withdrawals:**
 - **Before 50% Mark (W):** Does not count as attempted credits nor impact the GPA but is considered in the pace of completion.
 - **After 50% Mark (WF):** Counts as attempted credits and is treated as an F in GPA calculations, affecting both the GPA and pace of completion.
- **Incomplete Grades:**
 - **Policy:** If unresolved by the end of the following term, an incomplete (I) grade automatically converts to an F, impacting both GPA and pace of completion.
- **Repeated Courses:**
 - All attempts at repeated courses are counted in calculating the maximum timeframe. Only the highest grade achieved in a repeated course will be calculated into the cumulative GPA.
- **Non-Credit Remedial Courses:**
 - Count towards full-time status but do not impact GPA. However, these courses are considered in the calculation of the pace of completion.
- **Non-Punitive Grades:**



- Grades such as Pass (P) or Credit (CR) do not impact the GPA but are considered in evaluating the pace toward program completion.

Maximum Timeframe and Increments

- **150% Rule:**
 - Students must complete their program within a timeframe not exceeding 150% of the program's published length in credit hours or clock hours.
 - **Increments:** SAP evaluation occurs at the end of each term, which should not exceed 30% of the program length, ensuring regular assessments and interventions if needed.

Monitoring and Support Systems

- **Implementation:**
 - **Regular Reviews:** SAP policies are reviewed annually to adapt to educational delivery changes or program structure modifications.
 - **Transparency:** Changes in the SAP policy are communicated through student handbooks, email notifications, and faculty meetings.
- **Support Systems:**
 - **Tutoring and Advising:** Implemented for students at risk of not meeting SAP, especially those who score below 75% in academic evaluations.
 - **Monitoring:** Continuous monitoring students' progress through the LMS and regular academic advising sessions.

Review and Updates

- **Advisory and School Committees:**
 - Students and faculty are encouraged to participate in regular policy review sessions conducted by advisory and school committees to ensure the SAP policy remains relevant and effective.

Communication

- **Channels:**
 - Updates and changes to the SAP policy are disseminated via the institution's LMS, email, and during regular committee meetings.



General SAP Standards

- Grading and Marking System Grades are issued at the end of each term. The requirements for obtaining a course grade are outlined in the syllabus for each course. The grading/marking system includes:
 - **A (Excellent):** 90-100, Grade Point Value: 4.0
 - **B (Good):** 80-89, Grade Point Value: 3.0
 - **C (Average):** 75-79, Grade Point Value: 2.0
 - **F (Failure):** 74.49-0, Grade Point Value: 0.0
 - **P (Pass):** Completed, Not calculated in GPA
 - **CR (Credit):** Transferred/Awarded Credit, Not calculated in GPA
 - **W (Withdrawal, before 50% mark):** Not calculated in GPA
 - **WF (Withdrawal, after 50% mark):** 0, Calculated as F in GPA
 - **I (Incomplete):** Not calculated in GPA unless unresolved by the deadline, then calculated as F

SAP Evaluation Periods

- **Degree Programs:** SAP is evaluated every 25-30% of the program duration, depending on the start and end of a semester. This allows for the early identification of students at risk and timely intervention.
- **Non-degree Programs:** SAP is evaluated at the end of the program.

SAP Criteria for Degree and Non-Degree Diploma Programs

- **Qualitative Measure:**
 - Requirement: Students must maintain a cumulative GPA of 2.0 or higher.
- **Quantitative Measure:**
 - Requirement: Students must successfully complete at least 67% of the credit hours attempted each semester for degree programs and 100% for non-degree programs.
- **Maximum Timeframe:**
 - Requirement: Students must complete their program within 150% of the program's credit requirements or scheduled program length in clock hours.

Monitoring and Advising



- Students scoring below 75% are provided tutoring and advising through Moodle LMS, ensuring continuous communication and access to necessary academic support resources.

Grade Appeals

- Students who believe they have received an unfair grade may appeal by submitting a Grade Appeal Form on the school website within one week of the grade posting. Appeals are considered based on:
 1. Errors in grade computation.
 2. Deviations from established grading standards as outlined in the syllabus.

Academic Evaluation and Appeals Policy

- Students failing to meet SAP receive a warning and are evaluated by the Academic Coordinator, who may place them on probation, allowing them to retake failed courses. A detailed Academic Counseling Form is used to document the intervention and adjust the student's program schedule.

Committees and Regular Reviews

- Quest Nursing Education Center regularly reviews all policies through the Advisory Board and school committees. Students are encouraged to participate and voice their concerns, ensuring the SAP policy remains effective and compliant.

Implementation and Compliance

- This policy is disseminated through multiple channels, including the student handbook, Moodle LMS, and during orientation sessions. The Registrar's Office oversees the enforcement and compliance of this SAP policy.

Levels of SAP Enforcement

- **Warning:** Upon the first instance of failing to meet SAP standards, students receive a formal warning. They are given one term to improve their performance to meet SAP criteria.
- **Probation:** If the student does not meet SAP standards by the end of the warning period, they are placed on probation. During probation, students may receive additional academic support, and their progress is closely monitored.
- **Dismissal:** Should students fail to meet SAP criteria after the probation period, they are subject to dismissal from their program.

Levels of SAP Enforcement and Student Responsibilities

1. **Warning Phase:**



- Upon the first instance of failing to meet SAP standards, students are placed on a formal warning. During this period, it is mandatory for students to meet with their academic advisor.
- A Satisfactory Academic Progress Form is signed during this meeting. This form outlines the reasons for the warning and the necessary steps to regain good standing. The advisor will explain a tailored academic plan, which may include additional tutoring, regular meetings, or assessments of personal, environmental, or study habits.
- Depending on the student's specific issues and advisor's recommendations, the student may be required to submit a written commitment. This letter should detail the changes they intend to make in their study habits and strategies for the upcoming semester. Fulfillment of these requirements is necessary for the student to enroll in the next semester.

2. Probation Phase:

- If a student on warning does not meet SAP standards by the end of the warning period, they are placed on probation. During probation, the student must meet the GPA requirements and successfully pass courses, ensuring they do not fail excessively and adhere to the program's timeframe.
- Continued support and monitoring are provided, with an emphasis on urgent guidance to help the student remove themselves from probation by achieving satisfactory academic progress.

3. Dismissal:

- Failure to meet SAP criteria after the probation period results in dismissal from the program. This final measure underscores the importance of adhering to the academic plan and utilizing available support to meet academic standards.

Escalation and De-escalation of SAP Status

- **Cycle of SAP Status:**
 - If a student who was previously on warning improves and is then removed from SAP warning status, they return to good academic standing. However, if they later fail to meet SAP standards again, they are placed back on warning.
 - This escalation and de-escalation process is treated as one complete lifecycle. Once a student is removed from any SAP sanction (warning, probation, or dismissal), their status is reset to zero. If they encounter academic difficulties again, the SAP enforcement process starts anew from the warning stage.
- **Transparency and Documentation:**



- It is critical that this cycle of escalation and de-escalation is clearly documented and communicated to students to ensure they understand the consequences of their academic performance and the opportunities for redemption. All changes in SAP status are recorded in the student's academic file and communicated through the LMS and advisor meetings.

SAP Termination: Permanent Dismissal from the Program

Definition and Criteria for Permanent Dismissal ("Sapped Out")

- **Permanent Dismissal ("Sapped Out"):** This term refers to the irrevocable termination of a student's enrollment in their program of study due to the impossibility of meeting the established Satisfactory Academic Progress (SAP) criteria within the remaining duration of the program. This decision is made when it becomes mathematically or logistically unfeasible for the student to meet the necessary academic standards despite any previous cycles of warning or probation.

Scenarios Leading to Permanent Dismissal

1. **Exceeding Maximum Timeframe:**
 - If a student's pace of completion indicates that they will not be able to complete their degree within 150% of the program's designated timeframe, even if all remaining courses are passed, they may be permanently dismissed. This situation typically arises when the number of attempted credits significantly exceeds the program's limits due to failures or withdrawals.
2. **Irrecoverable GPA:**
 - A student whose cumulative GPA is so low that even achieving straight A's in all remaining courses would not elevate their GPA to meet the minimum required standard (e.g., 2.0) will face permanent dismissal. This assessment takes into account the total credits remaining and the impact of potential grades on the overall GPA.

Process for Permanent Dismissal

- **Evaluation and Notification:**
 - The decision for permanent dismissal is made after a thorough review of the student's academic record and projected academic outcomes by the Academic Review Board. This review occurs during regular SAP evaluations or when an academic advisor requests.
 - Students identified at risk for permanent dismissal are notified and allowed to discuss their academic trajectory with their advisor. This meeting aims to ensure students fully understand their academic status and the calculations leading to the potential dismissal decision.



- **Final Decision:**

- If, after reviewing their case, the student's academic record confirms that SAP criteria cannot be met within the allowed timeframe or GPA recovery is unfeasible, the final decision to dismiss is communicated formally via the institution's LMS and official email.
- The decision includes an explanation of the reasons for dismissal and information on any potential options for academic or career counseling outside of the program.

Right to Appeal

- **Appeal Process:**

- Students subject to permanent dismissal can appeal the decision within a specified period. The appeal must be based on significant new information or extenuating circumstances not considered during the initial review.
- Appeals are reviewed by the Faculty committee, which can recommend continuation under specific conditions if justified by the circumstances presented.

Maximum Time Frame for Completion: Program-Specific Policies

California Campus

At the Oakland, California campus, each program's maximum timeframe for completion is calculated as 150% of its respective clock hours or credits. This ensures that students progress through their programs in a timely manner while maintaining academic standards and meeting SAP requirements. The policy applies to each program independently based on its specific duration.

- **Emergency Medical Technician:** Students must complete the 178-clock-hour program within a maximum of 267 clock hours and 9 weeks.
- **Home Health Aide:** Students must complete the 40-clock-hour program within a maximum of 60 clock hours and 1.5 weeks.
- **Nurse Assistant:** Students must complete the 160-clock hour program within a maximum of 240 clock hours and 6 weeks.
- **Vocational Nursing:** Students must complete the 1539 clock-hour program within a maximum of 2308.5 clock hours and 79.5 weeks.
- **Associate of Science in Vocational Nursing:** Students must complete the 1996.5 clock hour program within a maximum of 2994.75 clock hours and 117 weeks.
- **Medical Assistant:** Students must complete the 720-clock-hour program within a maximum of 1080 clock hours and 45 weeks.
- **Phlebotomy Technician:** Students must complete the 80-clock-hour program within a maximum of 120 clock hours and 3 weeks.



Table:

Program	Clock Hours for Program	Maximum Attempted Clock Hours (150%)	Length in Weeks (FT)	Maximum Time Frame (150%) in Weeks (FT)
Emergency Medical Technician	178	267.0	6	9
Home Health Aide	40	60.0	1	1.5
Nurse Assistant	160	240.0	4	6
Vocational Nursing	1539	2308.5	53	79.5
Associate of Science in Vocational Nursing	1996.5	2994.75	78	117
Medical Assistant	720	1080.0	30	45
Phlebotomy Technician	80	120.0	2	3

These explanations and the table ensure that each program's maximum time frame for completion is calculated correctly at 150% of the designated clock hours and weeks, providing students with adequate time to complete their studies while maintaining satisfactory academic progress.

Grades

The minimum satisfactory grades for didactic/theory courses are A, B, or C, while a grade of P is the minimum for clinical courses. If a student receives an "F" grade in a didactic or clinical course, they are not in good academic standing. In such cases, the program director will review students' academic progress and place them on academic probation. The student may repeat the course at the next available time. Probationary status will be removed once they have satisfied the passing requirement for that course. Students who fail the repeated course will be withdrawn from the program. Moreover, if a student is on probation and fails another course during the program, they will be withdrawn.

Definition of the Effect of Grades on SAP

Grades and Their Impact on SAP: The institution's SAP policy must comprehensively account for the effects of different grades on a student's academic progress. This includes grades awarded for course completion, withdrawals, and incomplete courses.

- **Withdrawals (W and WF):** A withdrawal before the 50% course completion mark does not affect the student's GPA but counts towards the maximum time frame for program completion. A



withdrawal after the 50% mark is treated as a failure, affecting both the GPA and the pace of completion.

- **Incomplete Grades (I):** Incomplete grades must be resolved within a stipulated timeframe as determined by the institution's policy. If not resolved, they may be converted to an F or the equivalent failing grade, impacting both GPA and completion pace.
- **Repeated Courses:** If a student repeats a course, the highest grade should be considered for GPA calculation, but all attempts count towards the maximum time frame.
- **Transfer Credits (CR):** Credits transferred from another institution are counted towards program completion but not included in the GPA calculation.
- **Remedial Courses:** These courses do not count towards the GPA but may be included in the maximum time frame if they are not federally funded.
- **Pass/Fail Courses:** These courses impact the pace of completion but not the GPA.

Treatment of Specific Grades Policy

Policy Statement: The impact of specific grades on Satisfactory Academic Progress (SAP) is defined to ensure transparency and fairness in evaluating student progress towards program objectives.

Grade Treatment:

- **Withdrawals (W):** Do not affect GPA but are considered in the calculation of the Maximum Time Frame (MTF) for program completion.
- **Withdrawal Fails (WF):** Count as attempted but not completed credits, affecting both GPA and completion rate.
- **Incomplete Grades (I):** Must be resolved within one term; otherwise, they may convert to an F, impacting GPA and completion rate.
- **Repeated Courses:** Only the highest grade earned will be considered in GPA calculation. All attempts count towards the MTF.

Grade Appeals

If students believe they have received an unfair evaluation or grade, they may consult with the corresponding faculty member. If the student still believes they have been unfairly graded after meeting with the instructor, they may present a written formal grade appeal to the program director. The Grade Appeal Form must be submitted on the school website within a week of the activity grade posting (e.g., homework, quiz, exam, paper, presentation, etc.).

Appeals will not be considered unless they are based on one or more of the following factors:



1. an error in grade computation or
2. different standards from those established in the course syllabus and corresponding rubric.

The school will provide written notification within 72 hours of receiving the Grade Appeal Form.

Academic Evaluation and Appeals Policy

Student Evaluation - Warning Status: Students who fail to meet satisfactory academic progress (SAP) will automatically receive an academic warning. The corresponding Academic Coordinator will evaluate the student's case and schedule a meeting with the student. Students who demonstrate a commitment to overcoming their academic barriers will be placed on probation for the next academic period, allowing them to retake failed courses or upgrade skills that lowered their GPA until they meet the Standards of Satisfactory Progress.

Student Evaluation - Probation Status: A probation status occurs when a student is placed on a unique academic plan to regain SAP. The Academic Coordinator grants probation based on the feasibility of the student regaining SAP. The coordinator will meet with the student and complete an Academic Counseling Form, modifying the student's program schedule to accommodate retaking the required failed course. The counseling form must explain why the student was unable to meet SAP and what has changed to allow them to meet SAP in the following evaluation period. Students may be required to take a leave of absence until the next course offered at the school. The student's academic progress will be evaluated after probation to confirm the Standards of Satisfactory Academic Progress have been met. If so, the student will be removed from probation status. However, students are only allowed one probationary period, and those who do not complete the probation period will be withdrawn from the school via Academic Dismissal.

Student Evaluation - Appeal Process: If the Academic Coordinator does not grant a probation period, a student may appeal for reconsideration by presenting a letter to the school's Director that specifies why the student failed to meet SAP and what has changed to allow them to meet SAP in the following evaluation period. The school will respond in writing within fourteen days. If the appeal is approved, the Academic Coordinator will define an Academic Plan that both parties agree on to ensure the student meets SAP by a specified point in time. The Academic Plan must show that the student will be evaluated at the end of each course of the probation period. Students who fail to follow the plan will be withdrawn from the school at the end of the probation period via Academic Dismissal.

Termination, Appeal, Reinstatement, and Re-Enrollment: If a student needs to discontinue their training, they should meet with the Registrar to discuss the situation. Regardless of whether termination is voluntary or involuntary, students are responsible for paying the amount of tuition and fees due to the school based on the refund policy. Suppose a student disagrees with a dismissal decision made by the school. In that case, they have the right to appeal by submitting a written request to the Registrar describing the circumstances or conditions warranting special consideration. The school will respond in writing within two weeks. If the appeal is accepted, the student will be reinstated according to the particular terms and conditions stipulated by the Registrar. The student will receive written notification



from the school within two weeks of the appeal. An application for reinstatement may be submitted to the school no earlier than 30 days from the termination date. Students who are reinstated but did not pursue or win an appeal may be reinstated under particular conditions. Students are permitted to re-enroll only once. To re-enroll, students must complete a re-enrollment form and submit it to the Registrar. The school will respond in writing within two weeks.

Ensuring Equivalency:

Quest Nursing Education Center is committed to delivering high-quality education that meets rigorous standards irrespective of the term length. The institution ensures that:

- The 12-week term curriculum is designed to cover the same content and achieve the same learning outcomes as a traditional 15-week semester.
- Instructional methods are adapted to the accelerated format without compromising the depth and breadth of learning.
- Students receive additional academic support and resources to ensure that they can successfully complete the accelerated program's demands.

Grades

The minimum satisfactory grades for didactic/theory courses are A, B, or C, while a grade of P is the minimum for clinical courses. If a student receives a grade of "F" in a didactic or clinical course, they are not in good academic standing. In such cases, the program director will review the student's academic progress and place them on academic probation. The student may repeat the course at the next available time. Probationary status will be removed once they have satisfied the passing requirement for that course. If a student fails the repeated course, they will be withdrawn from the program. Moreover, if a student is on probation and fails another course during the program, they will be withdrawn from the program.

Grades are issued at the end of each term, and the requirements for obtaining a course grade will be outlined in the syllabus for each course. The following grading/marking system is used at Quest Nursing Education Center:

Grade	Description	Grade Value	Grade Point Value
A	Excellent	90-100	4.0
B	Good	80-89	3.0
C	Average	75-79	2.0
F	Failure	74.49-0	0.0
P	Pass	Completed	Not calculated in GPA



CR	Transferred/Awarded Credit	NA	Not calculated in GPA
W	Withdrawal	NA	Not calculated in GPA
I	Incomplete	NA	Not calculated in GPA

It's important to note that while GPA is not calculated for grades of W, I, P, or CR, satisfactory academic progress (SAP) is still measured based on time. This means that students must complete their program within a set timeframe, and any failed courses or other issues that impact academic progress may affect their ability to meet this requirement. We encourage all students to prioritize their academic success and reach out to us for support if they face any challenges that may affect their progress.

Grade Appeals

If students believe they have received an unfair evaluation or grade, they may consult with the corresponding faculty member. If the student still believes they have been unfairly graded after meeting with the instructor, they may present a written formal grade appeal to the program director. The Grade Appeal Form must be submitted within a week of the activity grade posting (e.g., homework, quiz, exam, paper, presentation, etc.) on the school website. Appeals will not be considered unless they are based on one or more of the following factors:

1. An error in grade computation or
2. Different standards from those established in the course syllabus and corresponding rubric.

The school will provide written notification within 72 hours of receiving the Grade Appeal Form.

Termination, Appeal, Reinstatement, and Re-Enrollment:

If a student needs to discontinue their training, they should meet with the Registrar to discuss the situation. Regardless of whether termination is voluntary or involuntary, students are responsible for paying the amount of tuition and fees due to the school based on the refund policy.

Appeal Process for Termination:

If a student disagrees with a dismissal decision made by the school, they have the right to appeal by submitting a written request to the Registrar describing the circumstances or conditions warranting special consideration. The school will respond in writing within two weeks.

Reinstatement with Special Terms and Conditions:

If the appeal is accepted, the student will be reinstated according to the special terms and conditions stipulated by the Registrar. These terms and conditions may include:

1. A specific probationary period during which the student must demonstrate improved academic performance or adherence to institutional policies.
2. Required meetings with academic advisors or coordinators to monitor progress and provide support.



3. Completion of specific academic or administrative tasks as determined by the school.
4. Any other conditions deemed necessary to address the circumstances that led to the dismissal.

Notification of Reinstatement:

The student will receive written notification from the school within two weeks of the appeal's acceptance, outlining the terms and conditions of their reinstatement. It is the student's responsibility to adhere to these conditions and demonstrate their commitment to their academic and institutional responsibilities.

Re-Enrollment Process:

Students who are reinstated but did not pursue or win an appeal may be reinstated under particular conditions.

To re-enroll, students must complete a re-enrollment form and submit it to the Registrar. The school will respond in writing within two weeks regarding the status of the re-enrollment request. The decision on re-enrollment will take into consideration the student's previous academic performance, adherence to any special terms and conditions, and the availability of program slots.

Please note that re-enrollment is subject to the school's policies and program availability, and students are permitted to re-enroll only once. Emergency situations may be approved to allow students to re-enroll after presenting the circumstances to the Admission Committee. The school will respond in writing within two weeks.

PROBATION AND DISMISSAL POLICIES

The institution may terminate the Enrollment Agreement and dismiss a student from the program if they violate any of the following policies:

- Failure to maintain satisfactory progress.
- Failure to comply with the institution's attendance and student conduct policies.
- Failure to meet financial obligations to the school.
- Violation of any of the conditions as outlined in the Enrollment Agreement.

If a student is at risk of being dismissed for violating the policies listed above, they will receive a written notice that they are on Institutional Probation. The probation notice will outline the circumstances under which dismissal will be warranted. It is important to note that a student may be terminated without receiving a probation notice, and the School Administrator ultimately determines the decision to dismiss the student.

Effect of SAP Violations Policy

Policy Statement: Students must make satisfactory academic progress (SAP) toward completing their degree or certificate. Failure to meet the minimum SAP standards may result in academic probation,



suspension, or dismissal. The institution is committed to supporting students in meeting these standards through various interventions.

Procedures:

1. **Academic Probation:** A student failing to meet SAP standards for the first time will be placed on academic probation for one term. During probation, the student must meet with an academic advisor to develop a success plan, which may include tutoring, course retakes, or adjustments to course load.
2. **Suspension:** If SAP standards are not met by the end of the probation term, the student may be suspended. Suspended students must sit out for one term and may return under probationary status with a clear academic plan.
3. **Dismissal:** Repeated failure to meet SAP standards after suspension may lead to dismissal from the institution. Dismissed students are ineligible to enroll for a specified period, six months, counting from the last day of attendance.
4. **Interventions:** Academic counseling, tutoring, and other support services are available to all students, especially those at risk of SAP violations.

Reinstatement Policies

Policy Statement: The school recognizes that students may face challenges affecting their academic progress. The Reinstatement Policy provides a pathway for students who have exceeded the Maximum Time Frame (MTF) due to extenuating circumstances to appeal for reinstatement or extension.

Reinstatement Procedures:

1. **Application:** Students seeking reinstatement must submit a written appeal to the Faculty Committee detailing the extenuating circumstances (e.g., medical issues, family emergencies) that hindered their progress and a plan for academic success.
2. **Review Process:** The Faculty Committee will review the appeal, considering documentation of the extenuating circumstances and the student's academic history. Students may be asked to meet with the committee.
3. **Decision:** Decisions on reinstatement appeals will be communicated in writing within two weeks of submission. Approved appeals will include conditions for reinstatement, such as a revised academic plan or continued academic counseling.
4. **Follow-Up:** Reinstated students will be monitored for SAP compliance according to the terms of their reinstatement. Failure to meet these terms may result in permanent dismissal.



LEAVE OF ABSENCE POLICIES

At Quest Nursing Education Center, students should know that the institution does not offer a leave of absence. If a student must take a break from their studies for any reason, they will be required to withdraw from the program and reapply for admission in the future.

STUDENT RIGHTS, GRIEVANCES, AND COMPLAINTS PROCEDURES

All students at Quest Nursing Education Center are entitled to fair treatment and due process in accordance with institutional policies and the law.

General Policy

Quest Nursing Education Center is dedicated to addressing and resolving grievances from students in a fair and timely manner. This section outlines the procedures for students to file and resolve grievances concerning both academic and non-academic matters.

Procedure for Academic Grievances

1. **Informal Resolution:** Students are encouraged first to attempt to resolve any academic issues directly with the faculty member involved. This step allows for informal dialogue and resolution of concerns at the earliest stage.
2. **Formal Complaint:** If the issue remains unresolved after the initial discussion, the student may proceed to submit a formal, written complaint to the Director of Education. The complaint should clearly outline the nature of the grievance and any relevant details.
3. **Investigation and Response:** The Director of Education will investigate the grievance upon receiving the written complaint. The Director will gather relevant information and consult with appropriate parties. A written response addressing the grievance will be provided to the student within 10 business days of receipt of the complaint.

Procedure for Non-Academic Grievances

1. **Initial Resolution:** Students encountering non-academic grievances are advised first to attempt to resolve the issue with the department or individual where the grievance originated. Direct communication is encouraged to address concerns efficiently.
2. **Formal Complaint:** If the issue persists despite initial attempts at resolution, the student may escalate the matter by submitting a formal, written complaint to the Director of Education. The complaint should clearly delineate the nature of the grievance and any pertinent information.
3. **Investigation and Response:** Upon receipt of the formal complaint, the Director of Education will thoroughly investigate the grievance. All relevant parties will be consulted, and pertinent information will be gathered. A written response addressing the grievance will be provided to the student within 10 business days of receipt of the complaint.

Additional Support



Students are encouraged to contact us via email at questnec@gmail.com for further assistance or support throughout the grievance process. Our team is committed to providing guidance and support to students navigating the grievance procedures.

This policy is designed to ensure that students of Quest Nursing Education Center have a clear and accessible process for addressing grievances, both academic and non-academic.

RETENTION OF STUDENT RECORDS

At Quest Nursing Education Center, we take the retention of our students' academic and financial records seriously. In accordance with BPPE guidelines, all records are secured in locked fire-resistant cabinets at our location at 917 Harrison Street, Oakland, CA 94607, as well as in a secure electronic database.

We maintain a file for each student who enrolls in our institution, regardless of whether they complete the educational program or not. Financial and academic records are kept separate in their respective files containing all pertinent records. These include written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission, credit, or transfer.

We store pertinent records for 5 years from the student's completion date or withdrawal. Transcripts, on the other hand, are stored and retained permanently. Our students can inspect their academic and financial records by appointment during regular school hours. They may also request copies of their records via phone.

We take our students' privacy seriously and do not release or disclose academic, personal, or financial information without first securing a written release from the student. For more information about our retention of student records, please visit our website at www.questnursingschool.com or contact us at (510) 452-1444.

Distance Education Information and Support

What is Distance Education?

Distance education is a form of learning that occurs when the instructor and student(s) are separated by physical distance, and technology is used to bridge the gap. This technology can include audio or video conferencing, email, or other online learning tools. Distance education allows students to access educational content from anywhere in the world, allowing them to pursue their studies on their own schedule. Distance education offers the potential for increased access to higher education, especially for those unable to attend classes on a traditional college campus.

Student Support

A. Academic Advising



Distance education can provide unique challenges for students, such as isolation from their peers, faculty, and staff. Academic advising is an important aspect of distance education, as it helps ensure that students are properly supported and guided throughout their course. Academic advisors can assist with course selection, academic goals, career planning, and more. Advisors can also help students maximize their educational experience by guiding how to utilize the best online resources and tools, such as online orientation, online tutoring, and other available support services. In addition, academic advisors are available for one-on-one consultations, giving students the opportunity to ask questions and receive personalized guidance and advice that can help them successfully meet their educational goals.

B. Technology Support

At our school, we understand that technology is integral to distance education. We strive to provide our students with the best technical support possible, from troubleshooting technical issues to equipping students with the necessary tools for a successful online learning experience. Our dedicated IT staff is available to help students with any technical issue, from setting up a computer or other device to troubleshooting any technical problems that may arise. We also provide students access to the latest technology tools and resources to help them excel in their courses. In addition, our staff can provide advice and guidance on the best ways to use these tools and resources. We also have a robust online help desk system to provide students with quick and easy access to technical support. No matter what technical needs arise, our college is here to provide our students with the best technology support available.

C. Admission Requirements

For distance education programs, admission requirements **may** include:

1. **High school diploma or equivalent.**
2. **Completed application with transcripts and other relevant documents.**
3. Relevant work experience or completion of prerequisite coursework.
4. **Basic computer skills and access to necessary technology (e.g., reliable internet connection, computer, etc.).**
5. Meeting any specific program requirements (e.g., completion of specific courses, certifications, etc.).
6. Additional documentation, such as proof of English proficiency for non-native speakers.

Distance education programs may also have more flexible admission timelines, allowing students to enroll at different points throughout the year. In contrast, traditional programs often have fixed start dates for their academic terms.



Overall, the admission requirements for distance education programs are focused on assessing the student's readiness for online learning and ensuring that they have the necessary resources and skills to succeed in a virtual classroom.

Computer Skills Moodle Course Topics and Support Areas:

Competency Areas	Description
Computer Basics	Understanding computer hardware and software components, operating systems and file management, essential keyboard shortcuts and navigation techniques, basic troubleshooting and maintenance tips.
Productivity Tools	Using Microsoft Office or Google Workspace for document creation and collaboration, organizing and analyzing data with spreadsheets, creating engaging presentations with slideshows, accessing and using online tools and resources.
Online Learning Tools	Introduction to the Learning Management System (LMS), navigation and interface features of the LMS, interacting with instructors and peers through discussion forums and messaging tools, participating in synchronous and asynchronous online sessions using video conferencing tools.
Technology Requirements	Understanding the minimum technology requirements for online learning, configuring and troubleshooting software and hardware, tips for ensuring reliable internet connectivity, accessing and using tech support resources.

Data Protection and Privacy

General Policy

Quest Nursing Education Center is committed to protecting the privacy and security of student data. We comply with all federal and state laws concerning data protection, including the Family Educational Rights and Privacy Act (FERPA).

Learning Management Systems and Third-Party Products

We utilize Moodle LMS and ATI Nursing Products for our curriculum. These platforms are compliant with FERPA rules and maintain standards for data protection.

Data Disclosure

Students must fill out a disclosure form indicating who, besides themselves, may receive their academic and personal data. This ensures that we share your information only with authorized individuals.

Contact Information



For any questions or concerns regarding data protection and privacy, please contact us at questnec@gmail.com.

Accessibility Services

General Policy

Quest Nursing Education Center is committed to providing an accessible and inclusive learning environment for all students. We comply with the Americans with Disabilities Act (ADA) and other relevant laws to ensure equal educational opportunities.

Notification and Assessment

Students with disabilities are required to notify a staff member of their needs. Upon notification, the Director of Education will assess the student's needs and work with the student to develop a customized plan to ensure those needs are met.

Contact Information

For disability support and to initiate the assessment process, please email us at questnec@gmail.com.

Document Authenticity

General Policy

Quest Nursing Education Center takes the authenticity of submitted documents very seriously. This section outlines the steps taken to verify the authenticity of documents submitted during the admissions process.

Verification Procedure

1. Requesting official transcripts directly from the issuing institution.
2. Verifying transcripts through a third-party service.
3. Checking for specific features on the documents to ensure their authenticity.

Non-Discrimination Policy

General Policy

Quest Nursing Education Center is committed to providing an educational environment free from discrimination based on race, color, religion, national origin, gender, sexual orientation, age, disability, or veteran status. We comply with all federal laws and regulations regarding non-discrimination.

Reporting Discrimination



Any instances of discrimination can be reported to the Director of Education. All reports will be investigated promptly, and appropriate action will be taken based on the findings.

Send reports directly to questnec@gmail.com.

Legal Disclaimers

General Disclaimer

The information contained in this catalog is for general information purposes only. While we endeavor to keep the information up-to-date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability of the catalog or the information, products, services, or related graphics contained in the catalog for any purpose.

Changes in Tuition and Fees

Quest Nursing Education Center reserves the right to change tuition and other fees without prior notice. Changes, if any, will be announced and apply to all current and prospective students.

Course Availability

The courses, programs, and their respective contents are subject to change or cancellation at the discretion of the administration. Quest Nursing Education Center is not liable for any inconvenience or loss this may cause.

Academic Policies

The academic policies outlined in this catalog are subject to change without prior notice. Students are responsible for staying updated with the current policies.

Limitation of Liability

Quest Nursing Education Center shall not be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in the action of contract, negligence, or other torts, arising out of or in connection with the use of the catalog or the contents of the catalog.

Governing Law

Any claim relating to Quest Nursing Education Center's catalog shall be governed by the laws of the State of Florida without regard to its conflict of law provisions.

Severability

If any part of these disclaimers is determined to be invalid or unenforceable under applicable law, then the invalid or unenforceable provision will be deemed superseded by a valid, enforceable provision that most closely matches the intent of the original provision, and the remainder of the disclaimers shall continue in effect.



Preliminary Note on Accreditation

Quest Nursing Education Center is currently not accredited by any accrediting body.

Academic Integrity Policy

General Policy

Quest Nursing Education Center places a high value on academic integrity. We expect all students to adhere to the highest ethical standards in all academic activities.

Definitions

- **Plagiarism:** Presenting someone else's work as your own.
- **Cheating:** Using unauthorized materials during exams or assignments.
- **Fabrication:** Falsifying data, information, or citations.

Consequences

Violations of the academic integrity policy will result in disciplinary action, which may include a failing grade for the assignment or course, academic probation, or expulsion from the program.

Attendance Policy

General Policy

Attendance is crucial for academic success and a requirement for our programs' completion.

Traditional Classroom

Instructors manually record attendance during each class session.

Online Classroom

Attendance for online courses is tracked through our Moodle LMS system. Courses conducted virtually via Zoom-like tools will have attendance verified by instructors, who can identify missing students from those invited.

Consequences

To pass a course, students must maintain an attendance rate as specified on the course syllabus established by the course instructor or Director of Education. Failure to do so may result in academic probation or expulsion from the program.

Technology Requirements

General Policy



Students are required to have access to reliable technology to participate in our programs.

Requirements

- A laptop with a minimum of 6GB RAM
- High-speed internet connection
- Wi-Fi capability
- Webcam and microphone for online courses
- Software capable of running Word, Excel, and online test-taking resources
- Capability to read e-books and access student resources

Internship/Practicum Guidelines (Clinical Time)

General Policy

Clinical time is an integral part of our nursing programs and is treated as a form of internship.

Requirements

- Students must have a valid American Heart Association CPR card.
- Students must have all vaccines as required by the clinical site the school is affiliated with.

Academic Requirements

- Students must score above 75% in their courses to be eligible for clinical time.
- Some courses may have final exams that must be passed to progress in the program.

Conduct

Students are expected to maintain a professional demeanor and adhere to all policies and guidelines set forth by the clinical site.

Emergency Procedures

General Policy

Quest Nursing Education Center is committed to the safety and well-being of all students, faculty, and staff. This section outlines the procedures to follow in case of emergencies.

Medical Emergencies

- Call 911 immediately.
- Notify the nearest faculty or staff member.



Environmental Emergencies

- Follow the evacuation plan posted in each classroom.
- Listen for announcements and follow faculty or staff instructions.

Intellectual Property Rights

General Policy

All research and projects completed during the program are the intellectual property of Quest Nursing Education Center unless otherwise agreed upon in writing.

Student Rights

- Students have the right to use their research and projects for academic and portfolio use.

Social Media Policy

Social Media Policy for Quest Nursing Education Center

Introduction

In the digital age, social media platforms are significant in sharing information and how individuals interact. Quest Nursing Education Center recognizes the importance of social media in fostering communication, collaboration, and community. This Social Media Policy aims to guide our students, faculty, and staff in using social media responsibly and professionally, reflecting the values and standards of our institution.

Scope

This policy applies to all social media platforms, including but not limited to Facebook, Instagram, X (formerly known as Twitter), LinkedIn, TikTok, Snapchat, YouTube, and any other digital platforms allowing for sharing ideas and information. It encompasses all types of online content, such as text, images, videos, and live broadcasts. As technology evolves, so will the landscape of social media; thus, this policy applies to current and future platforms that are not explicitly mentioned.

General Guidelines

1. **Professional Conduct:** Quest Nursing Education Center community members are expected always to conduct themselves professionally and respectfully online, especially when discussing matters related to or representing the institution.
2. **Confidentiality:** Do not share confidential or proprietary information related to Quest Nursing Education Center, its students, faculty, staff, or affiliates. This includes, but is not limited to, personal information, examination materials, and institutional data.



3. **Respect and Civility:** Engage in respectful and professional interactions on all social media platforms. Avoid posting content that could be considered offensive, inflammatory, or derogatory. Respect diverse opinions and backgrounds.
4. **Consent for Sharing:** Obtain their consent before sharing images or videos that include individuals who can be identified. If someone requests to remove content that features them or that they find offensive comply with their request promptly.
5. **Cyberbullying:** and any form of online harassment are strictly prohibited. This includes, but is not limited to, posting threatening, harassing, or humiliating content about or directed at fellow students, faculty, or staff.

Compliance and Enforcement

1. **Monitoring and Reporting:** While Quest Nursing Education Center does not actively monitor personal social media accounts, any reported breaches of this policy will be investigated. Concerns or violations should be reported to the designated institutional representative.
2. **Consequences:** Violations of the Social Media Policy may result in disciplinary action, up to and including suspension or expulsion for students and termination for faculty and staff, depending on the severity of the breach.
3. **Review and Revision:** This policy is subject to periodic review and may be revised to adapt to emerging social media trends and technologies or changes in institutional policy.

Final Note

Social media offers a platform for open dialogue, creativity, and knowledge sharing. We encourage the Quest Nursing Education Center community to use these digital spaces to enhance their educational experience, professional development, and social interactions. However, it is crucial that this engagement be conducted in a manner that is safe, respectful, and reflective of our institution's commitment to excellence and integrity.

Health and Safety in Labs

General Policy

Safety in labs and clinical settings is a top priority.

Guidelines

- Always wear appropriate personal protective equipment.
- Follow all safety protocols as instructed by faculty.

Inclement Weather Policy

General Policy



In the event of severe weather, classes may be canceled or moved online.

Notification

- Announcements will be made via Moodle LMS and email.

Sustainability Practices

General Policy

Quest Nursing Education Center is committed to sustainability and encourages students to participate in eco-friendly practices.

Guidelines

- Recycle when possible.
- Be mindful of energy usage in classrooms and labs.

Authorization for Criminal Background Screenings

Enrollment in the nursing programs at Quest Nursing Education Center requires authorization for a criminal background screening. This screening is mandatory for NCLEX eligibility and clinical placement requirements in compliance with nursing program regulations. Students consent to criminal background screening by enrolling in our nursing programs. The results of these screenings will be kept confidential and utilized exclusively for determining eligibility for the NCLEX examination, clinical placements, or other essential nursing program-related purposes. It is important to note that while this policy primarily applies to nursing programs, different programs at Quest Nursing Education Center may also be subject to background screening requirements as specified in their respective program policies.

Recording (Audio and Video) during Class Time:

Quest Nursing Education Center values the importance of educational excellence and administrative quality. To enhance the learning experience and ensure the highest standards of education, the institution may, at its discretion, record audio and video during class sessions. Students enrolling in our programs provide consent for these recordings. These recordings serve multiple purposes, including but not limited to:

1. **Educational Purposes:** Recordings may be used for instructional review, allowing students to revisit course materials, lectures, and discussions for educational benefit. These recordings contribute to the enhancement of the learning process, providing students with valuable resources to support their academic progress.
2. **Quality Assurance:** The institution may use recordings to assess and improve the quality of its educational programs. This includes reviewing instructional methods, content delivery, and classroom interactions to ensure that students receive the highest level of education.



- Marketing Purposes:** Aside from educational uses, recordings may be utilized for marketing and promotional purposes. These recordings may be featured in brochures, websites, social media, or other marketing materials to showcase the educational experience at Quest Nursing Education Center. However, individual student privacy and confidentiality will always be respected, and recordings will be edited and selected to maintain privacy.

Reporting and Issue Resolution: We understand that there may be instances where students have concerns or issues related to using recordings. If students encounter any problems with recordings or have specific concerns about their privacy or the content captured in recordings, they are encouraged to contact us at "questnec@gmail.com."

We take such concerns seriously and are committed to working with the student to address and resolve the issue in a manner that respects their rights and maintains a positive learning environment.

Quest Nursing Education Center is dedicated to providing a supportive and transparent educational environment. We believe recordings play a valuable role in achieving this goal by enhancing education and ensuring quality standards while being mindful of individual privacy and concerns.

Authorization for Uploading/Taking Pictures for Advertising:

By enrolling at Quest Nursing Education Center, students grant permission for the institution to use their likenesses, including photographs, for promotional and advertising purposes. This may encompass various forms of media, including but not limited to brochures, websites, social media platforms, and other marketing materials.

Usage of Likeness:

- Quest Nursing Education Center may utilize students' likenesses for promotional and advertising purposes to showcase our student body's educational experience and achievements. These images may include photographs taken during class sessions, clinical placements, academic events, or other school-related activities.

Privacy and Consent:

- While students grant permission for the general use of their likeness, the center is committed to respecting individual privacy rights. We will make reasonable efforts to obtain additional consent from students if their images are to be used in a manner that goes beyond general advertising. This ensures that students have a say in the specific contexts in which their likeness is featured, maintaining a balance between promotion and privacy.

Protection of Individual Privacy:

- Quest Nursing Education Center recognizes the importance of safeguarding individual privacy rights. We are dedicated to handling students' images with care and sensitivity, adhering to applicable laws and regulations.



This policy emphasizes the importance of student consent and privacy regarding using their likeness for advertising purposes. It aligns with the institution's commitment to transparency and respect for students' rights while also allowing for promotional efforts that showcase the accomplishments of the student community.

Complaints and Issue Resolution:

- If students have concerns or issues about using their likeness in promotional or advertising materials, they are encouraged to contact us at "questnec@gmail.com." We take such concerns seriously and are committed to working with the student to address and resolve the issue in a manner that respects their rights and privacy. Your feedback is important to us, and we aim to ensure that your experience at Quest Nursing Education Center is positive and respectful of your privacy rights.

STUDENT TUITION RECOVERY FUND (STRF)- For California Students Only

The State of California established the Student Tuition Recovery Fund (STRF) to protect and assist students in case of economic loss suffered by a student in an educational program at a qualifying institution. To be eligible for protection, the student must be a California resident or enrolled in a residency program and prepay all or part of their tuition.

According to California law, Quest Nursing Education Center must collect a state-imposed assessment for the STRF, which will be paid on behalf of eligible students. It is important to note that students who are not California residents or enrolled in a residency program do not qualify for protection from the STRF and are not required to pay the STRF assessment.

If you believe you are eligible for STRF reimbursement, your application must be received within four (4) years from the date of the action or event that made you eligible for recovery from STRF. Please keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school, as you may need them to support your STRF application.

Qualifying events for STRF reimbursement include:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and the student did not choose to participate in an approved teach-out plan or did not complete a chosen teach-out plan approved by the Bureau.
2. The student was 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 was enrolled in an educational program within the 120-day period before the program was discontinued.
3. The student was 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. The student has 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 has been unable to collect the award from the institution.
7. The student sought legal counsel that resulted in the cancellation of one or more of their student loans and has an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the student must provide a social security number or taxpayer identification number.

For more information regarding STRF, questions may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, (888) 370-7589, or online at <https://www.bppe.ca.gov/>.

Institution Faculty & Staff

Here is a formatted table that includes the faculty information:

Name	Credentials	Experience	Certifications	Degrees and Conferring Institution	Status
Anthony Ogbodo	RN, BSN, MSN	15+ years in nursing	Board of Vocational Nursing and Psychiatric Technician approved Faculty	Masters of Science in Nursing from Sonoma State University, Bachelor of Science in Nursing from California State University, Stanislaus	FT
Uzoamaka Ogbodo	RN, BSN	7+ years in nursing	Board of Vocational Nursing and Psychiatric Technician approved Instructor	Master's Degree in Nursing – Walden University	PT



Name	Credentials	Experience	Certifications	Degrees and Conferring Institution	Status
Erica Leonard	LVN	7+ years in direct patient care experience	California Department of Public Health Director of Staff Development Designation, Board of Vocational Nursing and Psychiatric Technician approved Instructor	Associates in Science, Pre-Nursing/Health Science	PT
Akachukwu Mbanugo	MS, BS, LVN	15+ years in nursing experience	Board of Vocational Nursing and Psychiatric Technician approved Instructor	University of Washington – Bachelor’s of Arts, Washington University- Master of Health Administration	PT
Saima Rashid	LVN, RN	20+ years in medical field	Bachelor of Science in Medicine/ Bachelor of Surgery- University of Punjab Pakistan	Diploma in Vocational Nursing, Quest Nursing Education Center	FT
Xin Wang	LVN	3+ years of direct patient care experience in Nursing	California Department of Public Health Director of Staff Development Designation	Bachelor of Economics by Institution: Central University of Finance and Economics, Diploma in Vocational Nursing, Quest Nursing Education Center	PT
Fekerte Bezuayehu	Paramedic	10+ years of direct patient care experience in Nursing and Medical Field	Dental Hygienist, Certified Phlebotomy Technician	Bachelor of Arts, Natural Science- Concordia University	Adjunct
Tameika Dabney	LVN	11+ Years Experience direct patient care	California Department of Public Health Director of Staff Development	Bachelors of Science in Health Science, California State University, East Bay, Masters of Health Administration, University of	PT



Name	Credentials	Experience	Certifications	Degrees and Conferring Institution	Status
			Designation	Phoenix	
Acheampomaa Osei-Donkor	LVN, RN	-	Director of Staff Development Designation	Bachelor of Arts in Economics and Sociology, University of Ghana, Diploma in Vocational Nursing, Quest Nursing Education Center	Adjunct
Dorcus Mabara	LVN	-	Director of Staff Development Designation	Bachelor of Business Administration in Finance, Solusi University, Bachelor of Science in Nursing, Quest Nursing Education Center	PT
Jessica Simms	LVN	-	Director of Staff Development Designation	Diploma in Vocational Nursing, Unitek College	Adjunct
Nicole Johnson	RN	-	Director of Staff Development Designation	Associate of Science, Registered Nursing, City College of San Francisco	Adjunct
Stacey Eletu	RN, BSN, MSN, DNP	15+ years in direct patient care experience in nursing	California Department of Public Health Director of Staff Development Designation	Bachelor of Science, Nutrition and Physiology- University of California Berkeley, Bachelor of Science in Nursing- Samuel Merritt University, Masters of Science in Nursing- California State University Dominguez Hills, Post-Masters Family Nurse Practitioner- University of Massachusetts Boston, Doctorate of Nursing Practice- Touro University, Nevada	FT

Note: The table above includes information for the faculty at Quest Nursing Education Center.



Management Team and Administrative Staff

Name	Position
Sara Wu	Administrative Registrar
Stacey Eletu	Administrator
Shol Eletu	Administrator

Academic Calendar

Academic Year- January 1st to December 31st

Full Time Programs
<p><u>Spring Semester Term Session 1</u> Jan 1st - March 31st (Application Deadline Dec 1st)</p> <p><u>Spring Semester Term Session 2</u> April 1st – June 30th (Application Deadline March 1st)</p> <p><u>Fall Semester Term Session 1</u> July 1st – September 30th (Application Deadline June 1st)</p> <p><u>Fall Semester Term Session 2</u> October 1st – December 31st (Application deadline September 1st)</p>

Holidays Observed: The following holidays observed by the institution include New Year’s Day, Martin Luther King Day, President’s Day, Memorial Holiday, Juneteenth Day, Independence Day (4th of July), Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

Additional Questions

For any questions regarding this catalog that the institution has not satisfactorily answered, students may contact the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818. The website address is www.bppe.ca.gov, and the telephone and fax numbers are (888) 370-7589 or (916) 263-1897, and (916) 574-8900 or (916) 263-1897. The Bureau's physical address is 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834.



Course Descriptions:

Nursing Assistant

NA 100 - Nurse Assistant Course - This course is designed to equip students with the skills and knowledge necessary to perform as competent nursing assistants. Students will learn to deliver safe and effective patient care, monitor and report on patient conditions, and assist with daily living activities under the supervision of nursing staff. Upon successful completion, students are eligible to take the certification examination. **Credits: N/A, Delivery Format: Blended, Theory Clock Hours: 60, Clinical Clock Hours: 100, Simulation Clock Hours: 0.**

Home Health Aide

HHA 100 - Home Health Aide - This course, intended for individuals who have completed a California Nurse Assistant Certificate, equips students to provide care to disabled, chronically ill, cognitively impaired, or older adults in-home or residential settings. The course covers essential skills such as medication management, wound care, personal hygiene, and effective communication with clients and their families. It prepares students for roles that allow for more personal and long-term patient care in non-institutional settings. **Credits: N/A, Delivery Format: Residential, Theory Clock Hours: 40, Clinical Clock Hours: 0, Simulation Clock Hours: 0.**

Emergency Medical Technician

EMT 100 - Emergency Medical Technician (EMT) - This program equips students to become safe and competent emergency medical technicians, focusing on critical assessment, evaluation, and treatment of medical and trauma patients. Students will learn from experienced healthcare professionals, including paramedics, firefighters, and nurses, gaining the necessary skills to work in diverse emergency care environments. Upon completion, students are eligible for the National Registry of Emergency Medical Technician examination, a foundational step towards achieving certification. **Credits: N/A, Delivery Format: Blended, Theory Clock Hours: 154, Clinical Clock Hours: 24, Simulation Clock Hours: 0.**

Medical Assisting

MA 101: Core Medical Assistant

Course Description:

This foundational course introduces students to the essential knowledge and skills required for a career as a Medical Assistant. Topics include medical terminology, anatomy and physiology, patient communication, and basic clinical procedures. Students will learn to take vital signs, maintain patient records, and understand the ethical and legal considerations in the healthcare environment. Emphasis is placed on developing a comprehensive understanding of the role and responsibilities of a Medical Assistant within a healthcare team.

(Blended: Theory Clock Hours: 180, Clinical Clock Hours: 0, Lab Clock Hours: 0)

MA 102: Administrative Medical Assistant



Course Description:

This course focuses on the administrative aspects of medical assisting. Students will gain proficiency in medical office procedures, including scheduling appointments, billing and coding, insurance processing, and electronic health records management. The course also covers medical office management, communication skills, and customer service techniques, preparing students to effectively manage the front office operations in a healthcare setting.

(Blended: Theory Clock Hours: 180, Clinical Clock Hours: 0, Lab Clock Hours: 0)

MA 103: Clinical Medical Assistant

Course Description:

This course provides hands-on training in clinical procedures performed by Medical Assistants. Students will practice phlebotomy, electrocardiography, medication administration, and other clinical tasks in a lab setting. Emphasis is placed on patient care, infection control, and clinical documentation. The integration of theoretical knowledge with practical skills prepares students for real-world clinical environments.

(Blended: Theory Clock Hours: 116, Clinical Clock Hours: 0, Lab Clock Hours: 64)

MA 104: Medical Assistant: Emerging and Enhanced Roles

Course Description:

This course explores the evolving roles of Medical Assistants in the healthcare industry. Students will study emerging trends, advanced clinical skills, and specialized areas such as geriatrics, pediatrics, and chronic disease management. The course also covers professional development and career advancement opportunities for Medical Assistants.

(Blended: Theory Clock Hours: 20, Clinical Clock Hours: 0, Lab Clock Hours: 0)

MA 105: Medical Assistant Clinical Externship

Course Description:

This externship provides students with practical experience in a real healthcare setting. Under the supervision of experienced professionals, students will apply their learned skills in patient care, administrative tasks, and clinical procedures. The externship aims to bridge the gap between classroom learning and professional practice, ensuring students are prepared for employment as Medical Assistants.

(Blended: Theory Clock Hours: 0, Clinical Clock Hours: 160, Lab Clock Hours: 0)

Diploma – Vocational Nursing Course Descriptions

VN1001 - Vocational Nursing Concepts I - This course introduces students to the essential principles of vocational nursing, covering medical-surgical nursing, nursing fundamentals, basic nursing skills, anatomy, physiology, and disease pathophysiology. The curriculum includes an introduction to the nursing process, critical thinking, and basic skills for beginning-level assessments and interventions. Additionally, students explore pharmacology basics, medication safety, terminology, and dosage calculations, laying a strong foundation for future clinical practice. **Theory Clock Hours: 126, Clinical Clock Hours: 198, Credits: N/A, Delivery Format: Blended.**



VN1002 - Vocational Nursing Concepts II - Expanding on previous learning, this course delves into advanced topics in anatomy and pharmacology, emphasizing the care of moderately complex medical-surgical patients. Students learn to handle drug classifications and patient education, considering cultural and lifespan impacts on medication administration. The course enhances practical skills for addressing moderately complex needs and safely administering medications. **Theory Clock Hours: 176, Clinical Clock Hours: 288, Credits: N/A, Delivery Format: Blended.**

VN1003 - Vocational Nursing Concepts III - This course focuses on complex patient care, including managing multi-system illnesses and mental health disorders. Students continue to develop leadership skills, preparing for more independent roles. Integrating advanced medical-surgical and mental health nursing principles reinforces the ability to perform therapeutic communication and execute complex care strategies effectively. **Theory Clock Hours: 164, Clinical Clock Hours: 288, Credits: N/A, Delivery Format: Blended.**

VN1004 - Vocational Nursing Concepts IV - As a culmination of the vocational nursing curriculum, this course applies comprehensive nursing principles to specialized care areas, including family nursing, pediatrics, and obstetrics. It emphasizes leadership and supervisory skills, equipping students to assume roles facilitating the transition to professional practice. Students refine their skills in managing complex patient scenarios and enhancing team communication. **Theory Clock Hours: 119, Clinical Clock Hours: 180, Credits: N/A, Delivery Format: Blended.**

Associate-level Vocational Nursing Course Descriptions

General Education Courses

Psychology Course - This course delves into the fundamental principles of psychology, focusing on understanding human behavior and mental processes through studying key theories and applications. It equips students with insights into individual and group behaviors, crucial for various professional and personal contexts. **Credits: 3, Delivery Format: Blended**

Sociology Course - This course introduces students to sociology, analyzing social processes and structures that significantly influence human behavior. It covers topics such as socialization, group dynamics, social change, and addresses pressing societal issues. **Credits: 3, Delivery Format: Blended**

Communication Course I (Oral) - Focusing on enhancing oral communication skills, this course engages students in various activities to articulate ideas effectively and confidently in different settings. **Credits: 3, Delivery Format: Blended**

Communication Course II (Oral/Written) - This course further develops students' communication skills, incorporating both oral and written communication techniques. Students will learn to construct coherent arguments, conduct effective presentations, and write clearly for diverse purposes. **Credits: 3, Delivery Format: Blended**



Algebra or Higher Math Equivalent - Covering fundamental to advanced algebraic concepts, this course prepares students for future mathematical challenges, emphasizing critical thinking and problem-solving skills through practical applications. **Credits: 3, Delivery Format: Blended**

Anatomy and Physiology I with Lab - This course provides an in-depth exploration of human anatomy and physiology with a focus on body structures and functions. The accompanying lab component allows students to apply theoretical knowledge practically. **Credits: 4, Delivery Format: Blended**

Anatomy and Physiology II with Lab - Continuing from Anatomy I, this course covers more complex systems and processes, enhancing students' understanding through advanced studies and continued lab work. **Credits: 4, Delivery Format: Blended**

Vocational Nursing Core

VN101 - Vocational Nursing Concepts I - This course introduces students to the essential principles of vocational nursing, covering medical-surgical nursing, nursing fundamentals, basic nursing skills, anatomy, physiology, and disease pathophysiology. The curriculum includes an introduction to the nursing process, critical thinking, and basic skills for beginning-level assessments and interventions. Additionally, students explore pharmacology basics, medication safety, terminology, and dosage calculations, laying a strong foundation for future clinical practice. **Credits: 12.8, Delivery Format: Blended, Theory Clock Hours: 126 (8.4 Credits), Clinical Clock Hours: 198 (4.4 Credits), Simulation Clock Hours: N/A.**

VN102 - Vocational Nursing Concepts II - Expanding on previous learning, this course delves into advanced topics in anatomy and pharmacology, emphasizing the care of moderately complex medical-surgical patients. Students learn to handle drug classifications and patient education, considering cultural and lifespan impacts on medication administration. The course enhances practical skills for addressing moderately complex needs and safely administering medications. **Credits: 18.13, Delivery Format: Blended, Theory Clock Hours: 176 (11.73 Credits), Clinical Clock Hours: 288 (6.4 Credits), Simulation Clock Hours: N/A.**

VN103 - Vocational Nursing Concepts III - This course focuses on complex patient care, including managing multi-system illnesses and mental health disorders. Students continue to develop leadership skills, preparing for more independent roles. Integrating advanced medical-surgical and mental health nursing principles reinforces the ability to perform therapeutic communication and execute complex care strategies effectively. **Credits: 17.33, Delivery Format: Blended, Theory Clock Hours: 164 (10.93 Credits), Clinical Clock Hours: 288 (6.4 Credits), Simulation Clock Hours: N/A.**

VN104 - Vocational Nursing Concepts IV - As a culmination of the vocational nursing curriculum, this course applies comprehensive nursing principles to specialized care areas, including family nursing, pediatrics, and obstetrics. It emphasizes leadership and supervisory skills, equipping students to assume roles facilitating the transition to professional practice. Students refine their skills in managing complex patient scenarios and enhancing team communication. **Credits: 11.93, Delivery Format: Blended, Theory Clock Hours: 119 (7.93 Credits), Clinical Clock Hours: 180 (4 Credits), Simulation Clock Hours: N/A.**



VN105 - Vocational Nursing Assessment I - This course addresses and corrects any foundational weaknesses in vocational nursing students, ensuring they meet the associate-level degree standards. It focuses on basic assessment techniques and the application of nursing knowledge to practical scenarios. The course includes 51 theory clock hours, offering students opportunities to enhance their assessment skills in a controlled environment. **Credits: 3.4, Theory Clock Hours: 51, Clinical Clock Hours: 0, Simulation Clock Hours: N/A**

VN106 - Vocational Nursing Assessment II - Building on the skills developed in Vocational Nursing Assessment I, this advanced course intensifies the focus on comprehensive assessment strategies and critical thinking in nursing practice. It aims to solidify students' abilities to perform complex assessments and respond effectively to diverse patient needs. The course comprises 51 theory clock hours, preparing students for higher-level challenges in their nursing careers. **Credits: 3.4, Theory Clock Hours: 51, Clinical Clock Hours: 0, Simulation Clock Hours: N/A**

IV Therapy and Blood Withdrawal

IVBW 100 - IV Therapy and Blood Withdrawal Techniques - This 36-hour course equips students with the skills and knowledge required to initiate intravenous therapy and perform blood withdrawals. Designed for professionals such as vocational nurses, registered nurses, physician assistants, and medical students, the course blends theoretical learning with practical application, ensuring a comprehensive understanding of IV therapy and blood withdrawal practices. Upon successful completion, participants receive a certification from the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). **Credits: N/A, Delivery Format: Blended (Hybrid), Theory Clock Hours: 36, Clinical Clock Hours: 0, Clinical Simulation Clock Hours: 0**

Phlebotomy

PHT 100 - Phlebotomy Technician Basic - This initial component of the Phlebotomy Technician Course covers 40 hours of didactic instruction focusing on the theoretical aspects essential to phlebotomy. It includes training in venipuncture and capillary puncture techniques, anatomy and physiology relevant to phlebotomy, industry-standard infection control practices, and effective communication skills with patients. This foundational course is designed to prepare students for practical training and meets part of the educational eligibility requirements for California Certified Phlebotomist licensure. **Credits: N/A, Delivery Format: Residential, Theory Clock Hours: 40, Clinical Clock Hours: 0, Clinical Simulation Clock Hours: 0**

PHT 101 - Phlebotomy Technician Advanced - This advanced component emphasizes practical training, with 40 hours dedicated to hands-on experience in a clinical setting. Students apply their theoretical knowledge to real-world scenarios, performing blood draws and practicing safety protocols under supervision. The course aims to enhance students' proficiency in blood specimen collection and ensure they are well-prepared for the demands of the healthcare field, focusing on adherence to legal and ethical standards specific to California. **Credits: N/A, Delivery Format: Residential, Theory Clock Hours: 0, Clinical Clock Hours: 40, Clinical Simulation Clock Hours: 0**



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