

COLLEGE CATALOG

EFFECTIVE DATE JANUARY 1, 2025 - DECEMBER 31, 2025

PREMIERE CAREER COLLEGE

12901 RAMONA BLVD, IRWINDALE, CA 91706

PHONE: (626) 814-2080 | FAX: (626) 856-5766

WWW.PREMIERECOLLEGE.COM

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Message From the President

Welcome to Premiere Career College! You are now a vital part of our family.

Premiere Career College was established to provide an opportunity to those who share the dream of becoming productive members of the community through quality vocational education and training.

Choosing the right school to fulfill your career goals is a daunting task. It is our lifelong desire and commitment to help you overcome this challenge. Here at Premiere, we provide you with excellent educational programs, qualified instructors, caring support staff, and a facility designed for optimum learning.

Our people - students, faculty, and support staff - are our greatest assets. We are one of our nation's most diverse schools. Our students come from different economic, academic, and ethnic backgrounds.

The majority of our faculty members are former practicing physicians here and abroad, licensed nurses, (RN's, LVNs), certified surgical technologists, information technologists, and experts in the field of business and accounting. They are accessible to students and are supportive of student activities.

We also have experienced support staff devoted to assisting the faculty, supporting the educational programs, and helping the students. Furthermore, our curricula include scheduling options that offer an opportunity for students with varying needs to find a way to attend school.

Here at Premiere, quality education matters and students always come first! Congratulations on your career decision and welcome once again.

God Bless You!

Sincerely,

Premiere Career College
Fe Ludovico-Aragon
Executive Director / President

GENERAL INFORMATION

Consumer Information

This catalog is published to disseminate information about Premiere Career College's academic programs, policies, calendar, tuition, fees, administration, and faculty. The information provided is current as of the publication date. The College reserves the right to make changes to policies and terms that may affect the information published and to make such changes without prior notice. Any changes will be published in an addendum, which shall be regarded as a part of this Catalog. Students are expected to read and understand the information published in this Catalog. Failure to read and understand the Catalog does not excuse any individual from the application of any policy, term, or condition published herein. It is the responsibility of each student to understand the current graduation requirements of his or her program of study.

Premiere Career College does not discriminate based on race, color, creed, religion, sex, ancestry, national origin, age, disability, or any other characteristic that lawfully cannot be the basis for an employment decision by federal, state, or local law. The College complies with all applicable laws barring discrimination and thus offers equal opportunity for employment, admission, and the administration of educational services.

The College is authorized under federal law to enroll non-immigrant alien students. Upon receipt of the student's Enrollment Agreement, test scores from the Test of English as a Foreign Language (TOEFL, minimum acceptable score of 500) or the ability to read and write English at the level of an American high school graduate, high school or equivalent transcript (with a certified translation into English and an explanation of the grading scale), and appropriate fees, the College will consider acceptance of the student into the program.

Instructions in all programs are provided in English.

The school does not provide ESL instruction.

It is the policy of the school to update its official school catalog annually. Annual updates may be made using supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, these changes shall be reflected, at the time they are made, in supplements or inserts accompanying the catalog.

Institutional Disclosures: The school makes its current catalog, program brochures, rates for retention, graduation and placement, disclosures about the institution, annual security and fire safety reports, financial assistance information and all other important consumer information available and at no cost to the public through publication at school website under consumer information page at: https://www.premierecollege.education/consumer-information. The school will provide a paper copy of such information/report upon request by simply calling the College's Admissions Office at (626) 814-2080.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the school may be directed to the:

Bureau for Private Postsecondary Education (BPPE)
Mailing Address:
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

Website: www.bppe.ca.gov
Physical Address: BPPE
1747 North Market Blvd. Suite 225
Sacramento, CA 95834
Tel #: 916.574.8900
Email: bppe@dca.ca.gov

Availability of Employees for Information Dissemination

The school is required to designate an employee or group of employees to assist enrolled or prospective students in obtaining all of the information below. If the school has designated one person for an area of responsibility, that person shall be available, upon reasonable notice, to any enrolled or prospective student throughout the normal administrative working hours listed. If more than one person, often an entire office, is designated, their combined work schedules have been arranged so that at least one of them is available, upon reasonable notice, throughout the normal administrative working hours listed.

- Financial Assistance Information: Office of Financial Aid – (626) 814-2080 x 2118;2119
- Institutional, Accreditation & Licensure Information: Student & Employee Services–(626)814-2080 x 2124
- Admission/Re-Admission: Admissions Office – (626) 814-2080 x 2111;2115
- Campus Safety, Security Policies & Campus Crime Statistics – (626) 814-2080 x 2152
- Completion or Graduation Rates: Admissions Office (626) 814-2080 x 2111
- Employee Information: HR & Finance Office – (626) 814-2080 x 2102
- Accounting Information: Accounting Office – (626) 814-2080 x 2137
- Placement & Externship Requirements: Student Services Office – (626) 814-2080 x 2130
- Attendance & Transcript Information: Registrar's Office – (626) 814-2080 x 2121;2114

Policies and Procedures Regarding Financial Aid

The school participates in Federal Student Financial Aid programs. Handouts about Federal financial aid are available to students. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

The school is accredited by the Accrediting Bureau of Health Education Schools (ABHES), which is recognized by the United States Department of Education.

The school has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec.1101 et. seq.).

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement.

Inquiries concerning the application of these laws and their implementing regulations may be referred to the College's Executive Director/President.

Accreditation of Institution and Programs

Premiere Career College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) to award certificates, diplomas, and an Associate of Occupational Science degree. (School ID: I-368)

The ABHES Commission, at its January 2020 meeting, reviewed the institution's application for a continued grant of accreditation, including the application, self-evaluation report, the on-site visit reports, the institution's response to the on-site visit reports, the response to the August 12, 2019 letter and the institution's financial history. Based on review and discussion, the Commission acted to grant the institution continued accreditation through February 28, 2025. This grant of accreditation also includes programmatic recognition of the Surgical Technician diploma program.

On April 21, 2020, the Accrediting Bureau of Health Education Schools (ABHES) approved the Associate of Occupational Science degree in Surgical Technology (AOS-ST), with authorization to start on June 1, 2020.

The AOS-ST program replaced the Diploma level Surgical Technician program. The College's last date of enrollment in this program was June 29, 2020.

The ABHES Commission, at its July 2024 meeting, reviewed the institution's record of its application for a renewed grant of institutional accreditation. Based on review and discussion, the Commission acted to grant continued accreditation through February 28, 2031, with a monitoring report. This grant of accreditation also includes programmatic recognition of the institution's Medical Assistant and Surgical Technician programs.

The following programs are included in this Grant of Accreditation:

PROGRAM NAME	CIP Code	TOTAL CLOCK HOURS	CREDIT UNITS (Semester)	METHOD OF DELIVERY	Credential Awarded
Financial Records Processing	52.0302	600.00	25.5	Residential/ Blended	Diploma
General Office Assistant / Business Computer Applications	11.0301	600.00	26.5	Residential/ Blended	Diploma
Hospital Central Service Technician	51.1012	800.00	32	Residential/ Blended	Diploma
Medical Assistant - Front and Back Office	51.0801	900.00	38	Residential/ Blended	Diploma
Associate of Occupational Science in Surgical Technology	51.0909	1,535.00	65	Residential/ Blended	Associate of Occupational Science

Institutional Accreditation

Accreditation by ABHES signifies that the institution has met the eligibility criteria and evaluation standards of ABHES as evidenced during its most recent on-site review and continues to comply with the policies and procedures for maintenance of accreditation as established by ABHES.
ABHES is a nationally recognized accrediting agency by the United States Department of Education.

Accrediting Bureau of Health Education Schools (ABHES)
6116 Executive Blvd. Suite 730
North Bethesda, MD 20852
Tel: 301.291.7550
Fax: 703.917.4109
E-mail: info@abhes.org
Website: *www.abhes.org*

Programmatic Accreditations

- The Associate of Occupational Science in Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). CAAHEP accredits programs upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology. CAAHEP, the American College of Surgeons, and the Association of Surgical Technologists cooperate to establish, maintain, and promote appropriate standards of quality for educational programs in surgical technology.

The Office of the Commission on Accreditation of Allied Health Education Programs is located at:

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
Tel: 727.210.2350
Fax: 727.210.2354
Website: *www.caahep.org*

- The Associate of Occupational Science in Surgical Technology program is also programmatically recognized by the Accrediting Bureau of Health Education Schools (ABHES).

  The Accrediting Bureau of Health Education Schools (ABHES) can be reached at:
  Accrediting Bureau of Health Education Schools (ABHES)
  6116 Executive Blvd.
  Suite 730
  North Bethesda, MD 20852
  Tel: 301.291.7550
  Fax: 703.917.4109
  E-mail: info@abhes.org
  Website: *www.abhes.org*

- The Hospital Central Service Technician (HCST) program is recognized by the Healthcare Sterile Processing Association (HSPA), formerly, International Association of Healthcare Central Service Materiel Management (IAHCSMM). All qualified graduates of the program take the HSPA Certification Examination.

  The HSPA office can be reached at:
  Healthcare Sterile Processing Association (HSPA)
  55 West Wacker Drive Suite 501
  Chicago, IL 60601
  Tel: 312.440.0078
  Fax: 312.440.9474
  Email: mailbox@iahcsmm.org Website: www.iahcsmm.org.

Bona fide students of the College may request to see and review its Certificates of Accreditation or Approvals from the Office of the Executive Director/President.

Self-Monitoring Procedures

Premiere Career College makes every effort to inform its students, faculty, and staff of current policies and procedures that are implemented by the Bureau of Postsecondary Education (BPPE) and all its accrediting agencies and the Department of Education.

The President/Executive Director regularly reviews pertinent BPPE laws and regulations that affect the operations of the school. These would include the California Private Postsecondary Education Act of 2009, SB Bill 1192, Student Tuition Recovery Fund, Title 5, Division 7.5 of California Code of Regulations, and Disciplinary Guidelines. Copies of these documents are kept at the Administrative Office. Once every quarter/term, the President/Executive Director would highlight and discuss updates on its policies and procedures during the management/ committee meeting.

Documentation of any changes in the college policies and procedures affected is reflected in the meeting minutes and the college catalog accordingly. In instances where regulatory policies and procedures have been implemented before the publication of a new catalog, the Administrative Office will bring these to the attention of the students, faculty, and staff through the following:

1. Posting on the bulletin boards, student lounges, the library, and CANVAS
2. Verbal announcement during classes
3. News and Announcement section of the College's website

In the same manner, the College monitors all actions, including adverse actions, investigations, change in status or programs and self-reports the action to all agencies that oversee the institution, including, but not limited to, the Department of Education, Bureau of Postsecondary Education (BPPE) and Accrediting Bureau of Health Education Schools (ABHES).

California Education Code 94934.5

a) An institution with an approval to operate that knows that it is being investigated by an oversight entity other than the bureau shall report that investigation, including the nature of that investigation, to the bureau within 30 days of the institution's first knowledge of the investigation. An institution with an approval to operate that is the subject of a judgment by, a regulatory action by, increased oversight or monitoring by, or a settlement with, any oversight entity other than the bureau shall report it to the bureau within 30 days. Failure to comply with this section may subject the institution to an administrative citation under Section 94936.

b) For this section, "investigation" means any inquiry into possible violations of any applicable laws or accreditation standards.

c) For this section, "oversight entity" means all of the following:
    1. Any federal or state entity that provides financial aid to students of the institution or approves the institution for participation in a financial aid program.
    2. Any state or federal attorney general's office or department of justice.
    3. Any regulator that approves the operation of the institution.
    4. The federal Consumer Financial Protection Bureau or the federal Securities and Exchange Commission.
    5. Any accrediting agency.
    6. Any state professional licensing entity that exercises any programmatic or institutional approval over the institution.

Accrediting Bureau of Health Education Schools (ABHES) Chapter III, Section B, Subsection 4, Notifications

Notification to ABHES is required for:

i. An adverse or probationary equivalent action placed upon an institution or program by a recognized accrediting agency, state approval agency, or federal regulatory agency.

Procedure:

All action letters from any oversight agency, including the Department of Education, Bureau of Postsecondary Education (BPPE), and Accrediting Bureau of Health Education Schools (ABHES), will be sent to the President and On-site Administrator. Within one week of receiving the action letter, the President will schedule a meeting with the institution's management team. During the meeting, action letters will be discussed and notifications will be drafted to self-report the action to all applicable agencies. A copy of the notification will be included with the management meeting minutes and maintained by the President and On-site Administrator.

Memberships

- California Association of Private Postsecondary Schools (CAPPS)
- Baldwin Park Chamber of Commerce
- Irwindale Chamber of Commerce
- Association of Surgical Technologists (AST)
- California Central Service Association (CCSA)
- Healthcare Sterile Processing Association (HSPA), formerly known as International Association of Healthcare Central Service Materiel Management (IAHCSMM)

Approval to Operate an Accredited Private Institution #1921251

The Bureau for Private Postsecondary Education's (BPPE) approval to operate an accredited institution is coterminous with the institution's term of accreditation granted by the Accrediting Bureau of Health Education Schools (ABHES).

Premiere Career College is required to maintain compliance with the California Private Postsecondary Education Act of 2009 and Title 5, California Code of Regulations 7.5 Private Postsecondary Education, and is subject to inspection by Bureau staff at any time for the purpose of monitoring compliance.

Premiere Career College's approval to operate entails compliance with state standards.

Premiere Career College is approved to offer the programs on the most recent "Approved Educational Program List" at 12901 Ramona Boulevard, Irwindale, CA 91706.

Premiere Career College is approved to offer the following programs/courses:

PROGRAM NAME	LENGTH OF INSTRUCTION	PROGRAM APPROVED	PROGRAM TYPE	DISTANCE LEARNING
Financial Records Processing	600.00 Hours	09/16/1992	Non-Degree	YES
General Office Assistant / Business Computer Applications	600.00 Hours	09/16/1992	Non-Degree	YES
Hospital Central Service Technician	800.00 Hours	09/16/1992	Non-Degree	YES
Medical Assistant - Front and Back Office	900.00 Hours	09/01/2001	Non-Degree	YES
Associate of Occupational Science in Surgical Technology	1,535.00 Hours	05/12/2020	Degree	YES

Residential instruction takes place on campus at 12901 Ramona Boulevard, Suites A-K, Irwindale, CA, 91706, with a facility occupancy level of 350 students at any one time.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the College or any complaint a student or any member of public have may be directed to the:

Bureau for Private Postsecondary Education (BPPE)
Mailing Address:
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

Physical Address:
Bureau for Private Postsecondary Education
1747 North Market, Suite 225
Sacramento, CA 95834
Tel: 916.574.8900
Fax: 916.263.1897
Website: *www.bppe.ca.gov*
Email: *bppe@dca.ca.gov*
or by completing a complaint form, which can be obtained on the Bureau's website: *www.bppe.ca.gov*

or with the:

Accrediting Bureau of Health Education Schools (ABHES)
6116 Executive Blvd.
Suite 730
North Bethesda, MD 20852
Phone #: 301.291.7550
E-mail: info@abhes.org
Website: *www.abhes.org*

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

All information contained in this College Catalog is current and correct and is so certified as true by **DR. FE LUDOVICO-ARAGON,** Executive Director/President.

Fe Ludovico-Aragon
Executive Director / President
Premiere Career College
12901 Ramona Boulevard
Irwindale, California 91706
Tel: 626.814.2080
E-mail: doctorfe@premierecollege.edu
Website: *www.premierecollege.edu*

ABOUT THE COLLEGE

History

Premiere Career College is the fulfillment of a dream of dedicated educators who for more than four decades have devoted their lives to promoting a sincere, honest, and student-oriented vocational training. Since 1979, Dr. Fe Ludovico-Aragon and Dr. Enrique Aragon have been involved in allied health education. Their passion for quality vocational training grew when they saw how it drastically improved the quality of thousands of students' lives.

Witnessing displaced homemakers, dislocated and injured workers, migrants from underprivileged countries, and young people in general become successful and productive members of society inspired them to pioneer quality vocational training programs. Soon, their vision became a reality. In November 1991, loaded with hope and enthusiasm, Premiere Career College was born. The College officially opened and the first non-degree, diploma vocational classes started in March 1992. For more than three decades, it has trained and placed thousands of students from all walks of life into productive occupational careers. In 2020, the College expanded its educational offerings to include a program awarding an Associate of Occupational Science degree.

Premiere Career College received its initial grant of accreditation from the Accrediting Council for Independent Colleges and Schools (ACICS) on September 29, 1995, through December 31, 1998.

In April 1998, before the initial grant expired, the college was re-evaluated and was granted a new grant of accreditation through December 31, 2004.

In May 2004, after an evaluation of the college for its application for the renewal of its new grant of accreditation before its expiration in December 2004, it was awarded eight years (through December 31, 2012), which at that time was the longest award any institution could receive. In addition, Premiere Career College was recognized as an HONOR ROLL INSTITUTION with DISTINCTION. It was awarded a PLAQUE of RECOGNITION at the ACICS Annual Meeting in Orlando, Florida, on June 16, 2004.

In August 2012, before the expiration of its current accreditation and after it was evaluated again, the college was awarded a NEW grant of accreditation through December 31, 2018. For the second time, Premiere Career College was again recognized by ACICS as an HONOR ROLL INSTITUTION with DISTINCTION. In its letter to the College, ACICS congratulated the school for demonstrating exemplary standards and a clear understanding of the accreditation criteria. The College was honored at the ACICS Annual Meeting in Las Vegas, Nevada, on November 11, 2012.

In June 2016, the college applied to the Accrediting Bureau of Health Education Schools (ABHES) for an initial grant of institutional accreditation.

In November 2016, ABHES wrote a letter of commendation to Premiere Career College for undergoing an on-site evaluation team visit in 2016 (November 2-3) in pursuit of an initial grant of institutional accreditation that resulted in "ZERO" standard violations.

ABHES also invited representatives of Premiere Career College to attend its 14th Annual National Conference on Allied Health Education held February 22-24, 2017, in Palm Springs, California, where the college was formally recognized for its outstanding accomplishments.

In February 2017, ABHES awarded the college the Certificate of Institutional Accreditation effective February 6, 2017 to February 28, 2020.

On February 6, 2017, in a letter to the interim President of ACICS, the College voluntarily withdrew its institutional accreditation from the Accrediting Council for Independent Colleges and Schools (ACICS).

On February 12, 2020, the Accrediting Bureau of Health Education Schools (ABHES) informed the College in a letter that its Commission, on its January 2020 meeting, reviewed the institution's application for a continued grant of accreditation, including the application, self-evaluation report, the on-site visit reports, the institution's response to the on-site visit reports, and the institution's financial history. Based on review and discussion, the Commission acted to grant the institution continued accreditation through February 28, 2025. This grant of accreditation also includes programmatic recognition of the Surgical Technology diploma program.

On April 21, 2020, the College received a letter from the Accrediting Bureau of Health Education Schools (ABHES) acknowledging its receipt of the Application for New Program Approval for the Surgical Technology program on February 27, 2020, with additional documentation received on April 7, 2020. The application and corresponding submitted materials have been reviewed by the Commission's Substantive Change Committee, and it was determined that the changes reflected below are appropriate and in keeping with the institution's scope of institutional accreditation.

The following program is included in this Grant of Accreditation:

Program	In Class Clock Hours	Recognized Outside Clock Hours	Total Clock Hours	Length in Weeks (D/E/W)	Academic Credit Units* ○ quarter ● semester	Method of Delivery	Credential Awarded
Surgical Technology	1535	0	1535	61 (D) 61 (E)	65	Residential	Associate of Occupational Science

Based on required academic conversions outlined in Standard IV.G.1 of the ABHES Accreditation Manual.

With the approval on the conversion of the non-degree Surgical Technology program to the Associate of Occupational Science degree in Surgical Technology, enrollment for the non-degree program was stopped after June 29, 2020, with the last cohort completing by September 2021. On the other hand, active enrollment for the associate degree commenced on September 28, 2020.

COVID-19 Pandemic

On March 11, 2020, the World Health Organization declared COVID-19 a global pandemic. This refers to an epidemic that has spread over several countries or continents, affecting a large number of people.

On March 16, 2020, the County of Los Angeles. California, to help reduce the spread of COVID-19, issued the "Safer-at-Home" order. In compliance with the order, the College, at the close of business on March 20, 2020, announced to all students, faculty members, and administrative/support staff that all in-person classes will shift to online instruction (virtual). It was also announced that only essential faculty members and staff will be required to report to work starting March 23, 2020. To ensure continuity of efficacious and safe educational services, on May 28, 2020, the College applied to ABHES for approval for Initial Distance Education Delivery. A Letter of Approval was received on September 8, 2020.

To ensure continuity of efficacious and safe educational services, on May 28, 2020, the College applied to ABHES for approval for Initial Distance Education Delivery. A Letter of Approval was received on September 8, 2020.

The approval is for the following:

Program	Total Clock Hours	Length in Weeks (D/E/W)	Academic Credit Units* ○ quarter ● semester	Method of Delivery	Credential Awarded
Medical Assistant-Front/Back Office	900	34D/E	38	Residential; Blended	Diploma
Surgical Technology	1535	61D/E	65	Residential; Blended	Associate of Occupational Science
Hospital Central Service Technician	800	30D	32	Residential; Blended	Diploma
General Office Assistant/Business Computer Applications	600	24D	26.5	Residential; Blended	Diploma
Financial Records Processing	600	24W	25.5	Residential; Blended	Diploma

On September 22, 2020, per the application submitted to the CA-BPPE on June 30, 2020, the Change in Method of Instructional delivery for the above programs was approved.

Normal operation of the College, but with very strict compliance with all COVID protocols started back on June 7, 2021.

The College's strength rests in its flexibility and responsiveness to students' intellectual and professional needs. It uses hands-on, real-world training with program schedules that accommodate adult learners. When students begin their training, they immediately become part of a community that includes faculty, support staff, and administrators committed to education in an atmosphere of genuine care and encouragement.

The College serves the community with career-oriented programs that are innovative in their curriculum, job-intensive in their focus, and responsive to industry needs.

At Premiere Career College, quality education matters, and its students always come first!

Mission

Premiere Career College's mission is to train students from a cross-section of academic and economic backgrounds so that they can acquire skills and attitudes that will qualify them to work as entry-level employees of medical/surgical/nursing/business industries and government.

Premiere Career College aims to achieve its mission by providing quality educational training to all its students by:

1. Providing a safe, comfortable, and conducive learning environment;
2. Utilizing instructional methods that emphasize practical or hands-on training;
3. Using state-of-the-art equipment and materials; and
4. Hiring only dedicated and qualified instructional and administrative personnel.

It is also the objective of Premiere Career College to regularly assess its success in realizing its mission by constantly monitoring and analyzing the following:

1. knowledge and skills acquired by the student;
2. retention and placement rates; and
3. employers'/graduates' satisfaction.

Instructional Facilities and Equipment

The College is located in the business center of the City of Irwindale, in the East San Gabriel Valley. It is adjacent to the business and population centers of Baldwin Park, Arcadia, Monrovia, Duarte, Rosemead, El Monte, Whittier, West Covina, Azusa, Covina, Glendora, San Dimas, Walnut, City of Industry, Rowland Heights, and La Puente. There are at least eighty (80) publicly-accessible libraries within a fifteen (15) mile radius from the College. A list of these facilities is available in the Student Services Department upon request.

The College is readily accessible from the San Gabriel (605), San Bernardino (10), and the Foothill (210) freeways. It has plenty of parking spaces for its students, staff, and guests located in front, at the sides, and rear of the building.

The College is housed in a modern 22,410 square foot building divided into eleven (11) large, adjacent and connected suites (A-K). Within the suites are ten (10) lecture rooms; one (1) computer laboratory; one (1) operating suite; one (1) simulated doctor's office/examination room; one (1) nursing skills laboratory with mannequins: one (1) clinical simulation lab with medium to high-fidelity mannequins (simulated hospital suite); one (1) debriefing room for simulation; one (1) simulated EKG room; one(1) instrument processing lab; four (4) supply rooms; one (1) career development/student center; learning/resource center; reception areas; student/ faculty/staff lounges with vending machines, microwave ovens and drinking fountains; restroom facilities in all the suites; office for administration, admissions, financial aid, student services; reading rooms for students and staff; a file room; and one (1) conference room. All the lecture rooms have motorized screens, LCD projectors, and wireless desktop computers. All suites are wired for remote internet access.

The facility is centrally air-conditioned, equipped with smoke detectors and a sprinkler system. It also has CCTV cameras around and inside the building and a security/alarm system monitored 24/7. It also has provisions for the physically challenged. It meets the appropriate city, fire, health, and building codes.

Business Education classrooms are equipped with micro-computers, printers, calculators, ten-key calculators, LCDs, and overhead projectors. The Medical Assistant lecture and laboratory rooms have anatomical models and charts, TV/VCR, LCD and overhead projector, microscopes, autoclaves, sterilizers, wheelchairs, refrigerator, EKG machines, diathermy unit, centrifuge, examination tables, examination light, Mayo stand, and weighing scales. The Surgical Technician/Hospital Central Service Technician facility has a simulated operating and instrument room equipped with operating tables, Mayo stand, back table, electro-surgical unit, suction machine, foot stool, scrub sink with foot pedals, soap and brush dispensers, medicine cabinets, stainless steel hamper, kick bucket, intravenous fluid poles, and foot-operated trash cans.

There is a Clinical Simulation Lab that simulates a hospital setting. It enhances clinical realism and challenges critical thinking skills with dynamic monitoring and patient interaction. During simulation experiences, students take charge of patient care and work through scenarios to practice critical thinking, communication, assessment, delegation, and teamwork.

The College has provided a Debriefing Room that creates a positive, non-threatening, respectful, and confidential atmosphere with the following equipment:

1. Receiver with volume control for sound adjustment
2. Two-way radio with two headsets/earpieces
3. Desk standing microphones with on/off switch – to be connected to the speaker system in the Sims Lab
4. Ceiling-mounted speaker system
5. TV set with mount and HDMI connection or equivalent AV connection
6. PC with monitor
7. DVD player/recorder

Debriefing is considered the most essential part of the simulation experience. The debriefing session involves immediate feedback and a reflective critical thinking analysis and communication tool for participants of the simulation exercise. The purpose of the debriefing assessment is to provide an intense post-conference and active evaluation process driven by instructors and peers.

The College provides resource materials, including a collection of up-to-date books, computer application software, reference materials, journals, and professional magazines. There is also a set of audio-visual equipment such as LCD projectors, overhead projectors, VCR, and televisions in all classrooms. Two (2) Optical Mark Reader (OMR) machines are used to scan and facilitate grading of tests.

STUDENT SERVICES

Orientation

The College provides an orientation for new students, which includes an introduction to College personnel, facilities and amenities, and policies and procedures. All new students are required to participate in the orientation program upon completion of their trial period.

Cooperative Learning and Tutoring Assistance

The College's programs use a cooperative learning approach, placing students in teams to reinforce learning activities. Students are also encouraged to form study groups to support their learning experience throughout their educational programs. Special tutoring or classes are available to students experiencing academic difficulty. Arrangements should be made with the Program Directors.

Reading Room and Resource Center

The College maintains a collection of curriculum-related resources accessible to students during normal College hours. Technical and general education materials, academic and professional periodicals, and audio-visual resources are available to both students and faculty. The Learning Resource Center is a catalog of available educational resources and is accessible at: *https://premierecollege.libib.com/*. In addition, students have borrowing privileges at several local libraries. Internet access is available for research.

The College also utilizes CANVAS as the Learning Management System (LMS). It is available to all students and consists of: course syllabi, slides, handouts, and schedules. Students are oriented on how to access and use CANVAS during their new student orientation.

The CANVAS LMS can be accessed at: *https://premierecollege.instructure.com/login/canvas*.

Students are oriented to the resources available to them early in their curricula. Faculty make regular assignments that require the use of the resources. Students are encouraged to become familiar with the available resources as early as possible. The Reading Room and Resource Center also provides students with a quiet and pleasant environment for study and recreational reading.

Career and Placement Assistance

The Career Development Department provides current students and graduates with career placement assistance. This service is provided for the entire hiring process and includes the provision of job leads, resume building, interview training, and networking advice. The staff also works with applicants to improve their general marketability.

A successful job search and eventual employability often depend on many other factors and not just on professional/academic qualifications. Other factors such as an applicant's background, personality, attitude, extracurricular skills and abilities, and willingness to travel/commute or relocate. A criminal background, lack of legal right to accept employment in the U.S., or lack of high school equivalency, even if the credential was not a requirement for admission into the program, can limit an applicant's employment opportunities.

Consequently, the College cannot and does not guarantee employment/placement in a particular position or level of compensation.

Health Services

The College offers no on-campus health services. Students requiring health services may see the Student Services Department for referral to nearby hospitals and clinics. In case of an accident or illness on campus, students should notify a member of the College faculty or staff. In case of emergencies, an emergency medical service will be called.

Students with Disabilities

Premiere Career College does not exclude otherwise qualified disabled individuals from participating in College programs and services solely based on the disability. The College can provide reasonable accommodations for physically challenged individuals unless the provision is unduly burdensome or would affect the benefit or services provided by the College. Qualified physically challenged individuals must make requests for reasonable accommodations with supporting documentation of the disability directly to the Executive Director/President far enough in advance of the desired program start date to allow the request to be fully considered.

Housing

The College does not provide housing facilities. Housing options are available within a reasonable distance from the College. The California Student Aid Commission estimates California student housing costs to average $1,691 per month for 2025 – 2026. The College assumes no responsibility to find or assist a student in finding housing.

Hours of Operation

The College is open Monday through Friday. The administrative offices are in service from 8:00 A.M. to 8:00 P.M. Most classes are in session from 8:00 A.M. to 10:00 P.M. Externship rotations and clinical rotations may be held on nights and weekends. The externship coordinators or clinical instructors assigned are responsible for taking care of the students' needs and safety.

Holidays

- Martin Luther King, Jr. Day
- Washington's Birthday/Presidents Day
- Good Friday
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Winter Holiday

Students on clinical or externship rotations on holidays are not excused from those rotations unless given prior written authorization from the College. Any hours missed must be made up.

ADMISSIONS POLICIES

Requirements

Requirements for admission to Premiere Career College are based upon the applicant's career goals, their motivation to succeed, and their ability to benefit from the program.

Vaccinations

The College has no general vaccination requirement for students entering the College. However, a specific program may have vaccination requirements for the externship and clinical components. See the Student Center for program-specific vaccination requirements.

Applicants to the Associate of Occupational Science in Surgical Technology, Hospital Central Service Technician, Medical Assistant, General Office Assistant/Business Computer Applications, and Financial Records Processing programs must:

1. Be 18 years of age or not subject to compulsory school attendance in California;
2. Be a California resident. Applicants must provide state-issued ID to evidence California residency.
3. have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or have the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate, or have completed homeschooling at the secondary level;
4. Pass the College's Entrance Examination (Wonderlic Form IV or V), with a minimum passing score defined on page 22 of this Catalog;
5. Satisfy a career planning interview with an admissions advisor;
6. Attend the required orientation.

Applicants for the Associate of Occupational Science in Surgical Technology and Hospital Central Service Technician programs are advised that, effective January 1, 2005, hospitals may require students to undergo criminal background checks to be allowed to do their clinical rotation. On April 1, 2008, some hospitals started requiring a 10-panel drug screening for externship or clinical rotation. Details of how to go about satisfying these screening requirements are disclosed at admissions and are available at the Student Service Department. Facility administrators reserve the right to reject students from rotating in their facilities. In short, criminal background and drug screening results may prevent some students from completing their training program.

Disclosure of specific requirements is available and will be provided to prospective students before enrollment and prior to the start of the externship or clinical training.

Criminal Convictions

The College reserves the right to refuse admission of an applicant with a criminal conviction if such a conviction makes it unlikely that the applicant can benefit from the program. Criminal convictions can make securing employment in the field of study unlikely and can also prevent completion of a training program due to the inability to place the individual at an externship or clinical site.

During the enrollment process, applicants are advised that they may be enrolling in a program that prepares students for employment in a career that requires licensure by a California State agency or certification or registration with another agency, which will require them to undergo a criminal background check prior to their externship rotation at the clinical site. Students who falsify their criminal background history may be withdrawn from school and will be responsible for all charges incurred.

High School Diploma Validation

If the College or the Department of Education has reason to believe that a high school graduation credential submitted to the College is invalid, then the College Validation Committee shall take steps to verify/validate it. The Committee will validate by contacting the issuing institution and confirming that the individual was issued the high school diploma/transcript. Alternatively, the Committee may inspect the original high school diploma or the transcript's seal to confirm validity. A student attestation is not an acceptable means of validation.

Residency Requirement

Students and applicants for admission must be current residents of the State of California. Applicants must provide a state-issued ID to evidence California residency. Students must notify the institution if they plan to relocate out of state. Premiere Career College is currently only approved to operate in the state of California. Relocating out of state may adversely impact a student's ability to complete their program. Students must submit the Change of Address Form to the Student Services Department prior to relocation.

Enrollment Procedures

Associate of Occupational Science in Surgical Technology, Hospital Central Service Technician, Medical Assistant, General Office Assistant/Business Computer Applications, and Financial Records Processing Programs

All inquiring applicants are scheduled for a tour of the College.

The enrollment procedure begins with filling out an application form designed to ascertain the applicant's educational, occupational, and financial background.

All applicants are interviewed, given a tour of the facility, a thorough presentation of the training program they are interested in, and receive information on tuition and fees, a copy of the catalog, a copy of the School Performance Fact Sheet, and a copy of the most recent three-year cohort default rate. Qualified applicants are given the timed admission test (Wonderlic Scholastic Level Exam). Upon making a formal application to the College, the applicant may meet with a Financial Aid officer who will help determine the applicant's eligibility for participation in the Federal Student Aid program.

Entrance Counseling with the financial aid officer is required to inform students of their rights and responsibilities under Title IV. Each student must complete counseling from StudentAid.gov/entrance-counseling. In lieu of the online entrance counseling, Premiere Career College will accept the hard copy of the Borrowers' Rights & Responsibilities to complete the process.

The Director of Admissions, with the guidance of the respective Program Director, has the responsibility of reviewing and approving all applications for admission to ensure proper qualification in accordance with the College's admission standards. Students who do not qualify for admission are notified promptly via telephone, text messaging, e-mail, or in person.

Admissions Tests

Associate of Occupational Science-Surgical Technology, Hospital Central Service Technician, Medical Assistant, General Office Assistant/Business Computer Applications, and Financial Records Processing Programs

The entrance test is used to measure the prospective student's cognitive ability to be successfully trained in the theoretical aspects of the program and perform the critical tasks associated with the health professions, occupations, or job titles to which the programs of instruction are represented to lead.

All applicants are given the Wonderlic Scholastic Level Exam, Form IV or V, with a minimum passing score defined below. This test is aimed at predicting students' success in thousands of training programs worldwide. A widely accepted measure of general cognitive ability, the Scholastic Level Exam consists of analogies, analysis of geometric figures, mathematics, sentence parallelism with proverbs, similarities, logic definitions, judgment, and spatial relations. Studies have shown that cognitive ability is the best predictor of success in both training and job performance for all jobs, in all settings.

Any trained clerk can administer the fifty-question, twelve-minute timed test. It is of the self-administering type and can be given singly or in groups. Scoring keys accompany the test package. There is only one correct answer for each question. The final score is the total number of correct answers.

For the timed test, test score adjustment for age is allowed. This provides for diminished speed in solving problems associated with aging. Test scores not adjusted for age tend to underestimate the learning potential of older applicants.

Below is the suggested adjustment:

Age	Score Adjustment
15-29	0 + 12 min. raw score
30-39	1 + 12 min. raw score
40-49	2 + 12 min. raw score
50-54	3 + 12 min. raw score
55-59	4 + 12 min. raw score
60+	5+ 12 min. raw score

The minimum passing score considered acceptable for enrollment in any particular program is based on the test developer's recommendation. It is as follows:

TRAINING PROGRAM	MINIMUM PASSING TEST SCORE
Financial Records Processing	15
General Office Assistant / Business Computer Applications	15
Medical Assistant - Front and Back Office	15
Hospital Central Service Technician	15
Associate of Occupational Science - Surgical Technology	16

Applicants with special circumstances, such as injured workers referred for vocational rehabilitation and Workforce Investment Act (WIA) program participants, admission is based not only on the overall assessment (including the admission test), but also on the work/training ability evaluation included in the workers compensation benefits received by the client, or the aptitude/basic skills training ability test given to all WIA participants by the program administrators.

Applicants who do not pass the test on the first try are given another chance to retake a different but equivalent examination after one week. If still unsuccessful, applicants are advised to take remedial courses before seeking re-admission.

English Proficiency

All classes in all the Programs of Study are conducted in English. Students must have the ability to read and write English at the level of an American high school graduate, as demonstrated by the possession of a high school diploma, GED, or passing the California high school proficiency examination. Passing the college entrance examination also demonstrates sufficient English proficiency.

ADMISSION REQUIREMENTS FOR DISTANCE EDUCATION PROGRAM

The following are admissions requirements for distance education courses or programs:

1. Must pass the interview to be conducted by the Program Director to determine the readiness and motivation of the applicant.
2. With computer literacy (basic functions and familiarity with computer use). Only students with a fairly strong technical background and with basic knowledge of the computer will be allowed to enroll.
3. Students enrolling distance education delivery mode must be able to learn independently and must have a high degree of motivation and organization.
4. With good written communications via e-mail or discussion boards, and other online interaction formats.
5. Students must attend the mandatory admission orientation, which includes orientation to the online learning environment to assess their ability to succeed in online education or to assess their areas of weakness to provide them with technical or academic support.

The College's admission requirements are structured following a sequence of instruction. The curriculum and syllabi are consistent with prerequisites. The distance education courses are structured to show an academic foundation, and the courses offered in the distance learning instructional delivery are designated as such in the course descriptions.

There are two tracks for completion of the Premiere Career College programs:

1. **Residential**: Offered face-to-face on campus.
2. **Blended**: Combination of in-class and online coursework. Offered via synchronous online delivery method.

Blended courses blend traditional class meetings with the internet interface (web browser), e-mail, and other Internet resources to provide opportunities for student-faculty and student-to-student interaction in person as well as online.

Transfer of Credit Policies

Credit Transfer Policies and Articulation Agreements
Students desiring credit for previous postsecondary education or experience will be interviewed and tested at the College to determine the level at which they may be able to join a class already in progress. Students who wish to transfer credit from another institution must provide an official transcript from an institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Final determination related to the award of transferred credit or credit for experience will be at the sole discretion of the College - no appeals will be entertained. Students granted credit would have their tuition reduced by an amount determined by the College by prorating the tuition.

Students already enrolled and are changing programs will be evaluated for satisfactory progress in their previously enrolled program to determine which credits can be considered for transfer to the new program. If transferable units are found, the length of the new program will then be adjusted, and appropriate tuition credits will be applied.

The College currently has no articulation or transfer agreements with any other college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION
The transferability of credits you earn at Premiere Career College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma or certificate you earned from the specific educational program at Premiere Career College is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or certificate that you earned at Premiere Career College are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Premiere Career College to determine if your credits, diploma, or certificate will transfer.

The College does not award academic credit for advanced placement and experiential learning.

Foreign Applicants

Enrollment
The College is authorized under federal law to enroll non-immigrant alien students. Upon receipt of the student's Enrollment Agreement, test scores from the Test of English as a Foreign Language (TOEFL, minimum acceptable score of 500) or the ability to read and write English at the level of an American high school graduate, high school or equivalent transcript (with a certified translation into English and an explanation of the grading scale), and non-refundable $50.00 processing fee, the College will consider acceptance of the student into the program.

The Enrollment Agreement should be forwarded to the College at least ninety (90) days in advance of the selected starting date of the program.

The College will vouch for the status of all foreign students properly screened and admitted to the programs they applied for. Foreign transcripts must be evaluated by an agency that attests to the qualitative and quantitative equivalency of the foreign education and the specific course for which transfer credit is to be awarded. The College uses the credential evaluation services of an agency that has published standards for membership, affiliations to international higher education associations, and is frequently linked to and used by federal and state agencies, educational institutions, and employers.

It is unlikely that immigration authorities will permit foreign students to be employed during attendance at the College. Therefore, foreign students should have sufficient funds available to cover tuition, fees, supplies, living costs, and health expenses.

Financial Assistance

Some foreign students may be eligible for federal student financial aid. To be eligible, a foreign student must be one of the following:

- A U.S. national
- A U.S. permanent resident and have an I-151 or I-551 (Alien Registration Receipt Card)

Students who are not in one of the above categories must have one of the following documents from the U.S. Citizenship and Immigration Services (USCIS):

- I-94 (Arrival-Departure Record) with an appropriate endorsement
- passport confirming permanent residency in the Trust Territory of the Pacific Islands
- official documentation that the student has been granted asylum in the United States of America.
- other proof from the INS that the student is in the United States of America for other than a temporary purpose.

Students in these four categories should check with the Financial Aid Department for more information.

The College does not provide a Visa nor English language services. Instruction in all programs is provided in English.

ADMINISTRATIVE POLICIES

Policies, rules, and regulations of the College are also included in the student handbook and the institution's policy and procedure manual.

Student Records

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have been transferred are "eligible students."

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Premiere Career College affords parents or eligible students the following rights:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. The student should submit to the Executive Director or Registrar a written request that identifies the record(s) the parent or eligible student wishes to inspect. The College official will make proper arrangements for access and notify the student of the time and place where the records may be inspected. Normally, review will be allowed during regular office hours under appropriate supervision. The College is not required to provide copies by mail of records, unless, for reasons such as great distance, it is not possible for parents or eligible students to physically review the records. A copy of the records may be obtained for $1.00 per page unless

grade information is contained on the record, in which case transcript charges apply. Parents or eligible students are responsible for mailing expenses.

- The student has the right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The parent or eligible student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the records as requested, the College will notify the parent or eligible student in writing of the decision and the right to a formal hearing regarding the request. Within 45 days of the hearing, the College will notify the parent or eligible student of the final decision.

Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The College requires a 24-hour response after notification. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification for the College is through its Catalog.

There is a guidance document designed to provide parents of minor students/eligible students with some basic information regarding FERPA and their rights, and to address some of the basic questions most frequently asked by parents/eligible students. You can review the FERPA regulations, frequently asked questions, significant opinions of the Office, and other information regarding FERPA at the following website:

https://studentprivacy.ed.gov

If after reading this guidance document, you have questions regarding FERPA that are not addressed, you may write to the Student Privacy Policy Office for additional guidance at the following address:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Student Records Retention and Requests
A student's academic transcript is retained on file indefinitely. Other records are retained for varying lengths of time, but for a minimum of five years from the date of the student's graduation or withdrawal from the College.
Copies of student records, including transcripts and diplomas, must be personally requested in writing by the student from the Registrar. Requests will be processed within 15 business days of receipt of the request. The College charges $25.00 per copy of official transcripts or diplomas and $1.00 per page for other records.

Drug Screening
Students enrolled at Premiere Career College may be required to submit to random drug screening. This may be triggered by reasonable suspicion that the student is in violation of College policy or because a negative drug screen is required by an affiliated facility where the student is to be assigned for externship or clinical training.

Search of Student Property
Premiere Career College reserves the right to search the contents of a student's personal property or belongings when there is reasonable suspicion that a serious risk to the health, safety, and welfare of students, and/or the school community exists. This includes, but is not limited to: vehicles brought into the property (leased, owned, or controlled by the school), backpacks, portfolios, and clothing. This policy also applies to students' property at affiliated facilities.

Copyright Infringement
Any copyright infringement (unauthorized distribution of copyrighted material), including peer-to-peer file sharing using the College network, is strictly prohibited. Any student caught violating copyright laws may be subject to **sanctions,** including, but not limited to, loss of College network and computer privileges, suspension, and termination. Violation of this policy is also a ground for violation of the College's Code of Conduct Policy.
Copyright infringement (colloquially referred to as piracy) is the use of works protected by copyright law without permission, infringing certain exclusive rights granted to the copyright holder, such as the right to reproduce, distribute, display, or perform the protected work, or to make derivative works. The copyright holder is typically the work's creator, or a publisher or other business to whom copyright has been assigned. Copyright holders routinely invoke legal and technological measures to prevent and penalize copyright infringement.
Criminal and Civil Penalties: Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.
For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq. See Section 106 of the Copyright Act (Title 17 of the United States Code).

The College encourages students to seek legal alternatives to copyright infringement. Students should check with services and websites to ensure that content acquired through that site does not violate copyright law.

Network and Computer Resource Policy
Users of the Premiere Career College network and computer resources have a responsibility to properly use and protect those resources and to respect the rights of others. Users must respect copyright, licenses, and other legal rights and protections governing digital information. Users must respect the integrity of the network and computer resources and must not remove or modify equipment, encroach on another's use of resources, or use

unauthorized programs. Users must not use the network or computer resources in any manner prohibited by law or that is inconsistent with the educational purpose of the resources and mission of the College. Network and computer resource usage is a privilege that can be revoked at any time for any reason, with or without notice.

Guests and Visitors

Children are not allowed to accompany a student to class or to be left unattended on campus. The College assumes no liability for injuries incurred/suffered by children or minors while on campus. Guests must obtain a visitor's ID from the front desk and stay at the assigned waiting areas unless otherwise authorized. Guests must obtain permission from the instructor before entering classrooms.

Change of Program, Withdrawal, and Reentry

The decision of the President/Executive Director on any requested program change, schedule change, or re-entry will be final and will be made at the Director's sole discretion.

Change of Program

Students who desire to change their program of study or class schedule must obtain prior approval from the Executive Director. Change of program approval is based upon an evaluation of the student's career objectives, attendance, and previous academic achievement. Students are advised that a change of program may involve a re-evaluation of courses already completed, including courses transferred from another institution, in order to determine the applicability of these courses to the new program.

Withdrawal

Students who wish to withdraw must notify the Director of the program in writing. The College may also consider students who, for no valid reason, do not show up for didactic and clinical classes and are therefore "NO CALL - NO SHOW" for 3 consecutive school days. Those who miss 14 consecutive days but have not applied for an official leave of absence will also be withdrawn from their program. Students who are withdrawn are considered to have been terminated from the College and may be considered for re-entry only after being interviewed by, and obtaining the approval of, the Executive Director.

All students requesting to be withdrawn or who are terminated are required to undergo exit counseling by the Financial Aid Department and obtain clearances from the Registrar, Admissions, Financial Aid, Accounting, and Education Departments.

Reentry

Students who have withdrawn while maintaining good academic standing and wish to be readmitted should contact the Admissions Department. The standard requirements for a program change will be applied for requests for readmission to a different program.

Students who have withdrawn while on academic probation or suspension, or dismissed for lack of progress, non-attendance, or misconduct, must reapply through the Office of the Executive Director.

The decision on the request will be communicated to the student within two weeks after the deliberation. Students granted re-admission may have specific grade and attendance restrictions, and may require regular advisement to remain enrolled.

It is important to note that students dismissed from the College for any form of misconduct, especially those listed in the College policy/procedure, are not eligible for readmission.

ACADEMIC STANDARDS

Grading (Quantitative Assessment)

Grade	Number Grade All Programs	Definition	Quality Points
A	90% - 100%	Excellent	4.0
B	80% - 89%	Good	3.0
C	70% - 79%	Satisfactory	2.0
F	0% - 69%	Poor/Fail	0.0
P	Pass	A passing grade in a course designated as a pass-fail course	Not calculated
F	Fail	A passing grade in a course designated as a pass-fail course	Not calculated
IP	In Progress		Not calculated
INC	Incomplete		Not calculated
W	Withdrawal		Not calculated
TR	Credit Granted through Transfer		Not calculated
CR	Credit Granted through Test		Not calculated
NA	Not Applicable		Not calculated

*A grade of PASS (P)/FAIL (F) may also be given for projects, reports, homework/assignments, and for the clinical/externship coursework.

Calculation of Grade Point Average

A student's Grade Point Average (GPA) is calculated by:

1. Multiplying credits for each course by grade points associated with the grade earned;
2. Totaling the grade points earned for all courses, and;
3. Dividing total grade points earned by the total number of quality credits.

The College uses a 4.0 scale in assigning grade points.

Standard Academic Conversion Methodology

All courses in all the programs are measured by semester credit units. Completion of the specified semester credit units for a program is required for graduation.

The following is the conversion formula used:

- One lecture credit = 15 clock or contact hours
- One laboratory credit = 30 clock or contact hours
- One internship credit = 45 clock or contact hours

Final grade in each course is calculated based on the following criteria:

Associate of Occupational Science-Surgical Technology, Hospital Central Service Technician, Medical Assistant, General Office Assistant, and Financial Records Processing:

Grading System	% of Grade
Attendance	15%
Classroom Participation / Homework / Workbook	5%
Average of Quizzes	30%
Unit Tests / /Final Exam	50%
Total	100%

Externships for Medical Assistants, Hospital Central Service Technicians, and Associate of Occupational Science-Surgical Technology

Externship and other clinical fieldwork are courses in which the student practices the skills of the profession under the supervision of a qualified professional. In most cases, the externship occurs in a professional office, clinic, or hospital apart from the campus where the student is enrolled. Premiere Career College makes externship assignments based on the College's determination of when and where the student may best pursue his or her training. Student preferences for location, days, and time of assigned attendance, and type of facility may be considered when determining an appropriate assignment, but the College cannot and does not guarantee that student preferences will be met. Students are required to attend their assigned externship site. By enrolling in these programs at Premiere Career College, the student agrees to attend any externship required in the programs at the times and locations assigned by the College. The student is responsible for arranging transportation to the assigned site. Many externship assignments are for forty hours per week, and assigned hours may be during the daytime, evenings, weekends, or holidays.

Some Clinical Partners may require students to provide extra information, for example: evidence of CPR, health certification, TB, Hepatitis B vaccination, and other immunizations. When required, it is the student's responsibility to provide the required documentation for assignment to the site.

As with all courses, students must successfully meet the attendance and performance requirements. Failure to attend an assigned externship or meet the requirements of the externship is a ground for dismissal. Students on externship are held responsible for the accurate, verified, and timely submission of their timesheets to the College. Students are accountable to professional standards on externship and may be dismissed from school for failure to meet either the College's or the externship site's professional standards. Students are evaluated by the designated externship coordinator/preceptor based on their attendance and their progress in acquiring the skills for an entry-level practitioner as described in the "Externship Performance Evaluation."

On externship coordinator/preceptor recommendation, a student may be required to attend remediation at the College to improve poor performance. The student's failure to improve or refusal to abide by the preceptor's recommendations may result in dismissal.

Because externship is a learning experience, students will not and may not receive compensation from the externship site.

Satisfactory Academic Progress (SAP)

Each student is evaluated for compliance with the Satisfactory Academic Progress (SAP) standard at the end of every payment period. Payment Period is defined as 15 weeks of instruction and 12 semester credits for undergraduate students. SAP standards are the same for every student at the College, regardless of participation in FSA programs. SAP consists of a qualitative and a quantitative standard. Students must meet both standards to meet SAP.

Qualitative Measure (CGPA)

A student must maintain a weighted cumulative GPA of at least 2.0 for all required courses in their program of study. Additionally, a student may not earn an overall grade for a course lower than a "C" (70%) for the Associate of Occupational Science-Surgical Technology, Medical Assistant, Hospital Central Service Technician, General Office Assistant-Business Computer Applications, Financial Records Processor.

Quantitative Measure (Pace Calculator for Satisfactory Academic Progress)

A student must complete their program of study within the designated on-time completion of the published credit hours or clock hours for the program of study. To ensure completion within this maximum time-frame, the student must meet a minimum Pace, calculated by taking the number of cumulative credit hours or clock hours successfully earned and dividing by the cumulative credit hours attempted, at each SAP evaluation. A student must complete at least 67% of credits or clock hours attempted. **Maximum Time-Frame of Completion** means a period that is no longer than 150 percent of the published length of the educational program as measured in credit hours, or expressed in calendar time.

Effect of Transfer Credits, Repeats, and Withdrawals on SAP

The SAP determination for a student seeking to earn an additional credential or transfer programs within the College shall include the credits attempted and grades earned that count toward the student's new program of study.

A student who has been approved to apply transfer credits from another institution to a program of study at the College will be credited the number of credit or clock hours accepted for transfer as both credit hours attempted and credit or clock hours earned. Students who have Incomplete or Withdrawn marks for a course are considered to have attempted a prorated number of total course credits or clock hours based on the percentage of the course attempted. Repeated course credits or clock hours are counted as attempted and earned after the successful completion of the course.

The transfer of credits or clock hours from another institution will have no effect on a student's GPA for SAP purposes. The student will be evaluated solely based on courses/credit hours completed at the College. Incompletes and Withdrawals do not affect GPA because no grades are earned. Grades for repeated courses replace the original grades for GPA purposes.

Financial Aid Warning Status

A student who fails to meet SAP at the end of a payment period is placed on Warning status. A student on Warning status retains eligibility to receive Federal Student Aid (FSA) funds until the next SAP evaluation. If the student meets SAP at the next evaluation, the student is returned to regular status and retains eligibility for FSA funds. If the student fails to meet SAP at the next evaluation, the student loses FSA eligibility. Such a student is sent a written notice of loss of eligibility within five school days of the SAP evaluation. Loss of eligibility status shall be reported to the financial aid provider within seven (7) business days from the date of written notice to the student.

Financial Aid Appeal

A student who loses financial aid eligibility for failure to meet SAP may appeal the loss of Financial Aid eligibility by submitting a written appeal to the Executive Director within five school days of receipt of the notice of loss of Financial Aid eligibility. The appeal must include the circumstances that prevented the student from meeting SAP such as, but not limited to: (1) death of a relative; (2) injury or illness of the student; or (3) other special circumstances, and what has changed that will now allow the student to meet SAP. Appeals received after the five-school day time-frame may be automatically denied.

The Executive Director will evaluate timely appeals by determining whether the student can meet SAP by the next payment period or whether the student can be placed on an academic plan that will allow him to meet SAP at a specific time in the future. In either case, the Executive Director may approve the student's appeal. The College will convey the result of the appeal to the student within five school days of receipt of the appeal. All results of the appeal are deemed final. The financial aid provider will be furnished a copy of the denial of appeal within seven (7) business days from the date of the decision.

Financial Aid Probation Status

A student whose appeal is approved is placed on probation status. A student on probation status regains eligibility to receive FSA funds until the next SAP evaluation. If the student meets SAP at the next evaluation, the student is returned to regular status and regains eligibility to receive FSA funds. If the student fails to meet SAP again, then the student loses FSA eligibility. All statuses will be issued to the student in writing. Loss of eligibility status shall be reported to the financial aid provider within seven (7) business days from the date of issuance of the loss of eligibility.

Financial Aid Academic Plan

A student who cannot meet SAP by the next payment period may be placed on Academic Plan status. This plan is developed by the Program Director with guidance from the student's instructors and is designed so the student can meet SAP at some point in the future. A student must comply with the terms of the Academic Plan to be considered meeting SAP for financial aid eligibility purposes. A student who fails to meet the terms of his academic plan loses FSA eligibility.

Make-Up Policy

Students must make up any missed examinations, projects, attendance, and assignments within five school days of receipt of the score. A failed examination or test may be repeated no more than three times for all programs; the type/content of retest is in the sole discretion of the instructor. A student can receive no higher than 70% on made-up failed or missed examinations.

Failure to make up a missed test at the instructor's scheduled time will result in the loss of one opportunity to make up the test and the student being placed on Academic Review. Failure to complete the deficiency during this period may result in Academic Probation and subsequent dismissal from the program. Students must make up all deficiencies to move to the next phase/term of study.

Academic Review and Probation

In addition to the minimum academic standards addressed in the Satisfactory Academic Progress section, students are required to meet other academic standards.

General Office Assistant/Business Computer Applications and Financial Records Processing

Students must:

- have no grade lower than 70% or C
- demonstrate satisfactory skills and attitude during training
- make up all missed or failed examinations as required by the Instructor

Any student who scores below 70% on a Unit test is eligible for a retake only once. After the original test, the student will be remediated on the material, and he or she will retake the test within 5 school days after receipt of the score. The highest grade the student can achieve is 70% or C.

Failure to show up on the scheduled remediation will forfeit the opportunity for retake, and the instructor will record the result of the first failed exam as the final grade, and the student will need to repeat the course/unit.

If the student fails the unit the second time after remediation, they will need to repeat the course/unit. Premiere Career College will not charge the student for the first retake of the course, but if the student fails the second time, they will be required to pay for whatever charges are incurred in repeating the course/unit. Failure again will result in termination from the program.

Associate of Occupational Science in Surgical Technology, Hospital Central Service Technician, Medical Assistant Front and Back Office

Students must:

- have no grade lower than 70% or C
- demonstrate safe and competent skills and professional attitude during training
- not exceed the allowed hours of absences in either didactic or clinical training
- make up all missed tests and hours in didactics within 5 (five) school days after the receipt of the score or the incurrence of the absence, and for clinical absence before the end of training.

Students who do not meet the above requirements will be placed on academic probation for 30-45 days from the time the violation or deficiency was determined. During this time, the student will have to attend remediation. The remediation process always starts with the instructor meeting with the student to identify the specific problem. A plan of correction or recommendation is then made to correct the problem. The schedule of remediation is at the discretion of the College. Students are responsible for adjusting their schedules outside regular classes, didactic or clinical, to comply with the College's prescribed remediation plan.

Example:

- If the specific problem is a failing grade in any particular course, the student will be made to attend in-house remediation or tutoring classes weekly for 4 weeks. Students must pass the tests and all of the evaluation tools that will be given every week at the end of each week.
- If the problem is unsafe clinical practice, the student will be required to practice in the skills lab supervised by the instructor for 2 weeks. The student will be closely monitored, and progress will be tracked at the end of the remediation period.

If at any time during the remediation period, the student willfully fails to comply with the terms of the remediation plan (like failure to attend remediation, late, leave early, absence, tutoring class, or skills lab practice), the student will be terminated from the program. If the remediation plan is successful, probation will be lifted at the completion of the given time frame.

If the remediation plan is unsuccessful (e.g., the Student continues to fail tests or the student is unable to give a satisfactory return demonstration in the skills lab, poor attendance, or participation), the student will meet with the Director of the Program. The student will be counseled, and the remediation plan will either be revised or extended for 2 weeks.

Continued failure of the remediation plan will result in termination of the student from the program.

Students who do not meet the above requirements may be placed on academic review. Academic review is usually for 30 scheduled class days. Continued non-compliance anytime while on academic review will result in academic probation. Academic probation lasts for 30 scheduled class days. Continued non-compliance anytime while on academic probation will result in termination from the program.

A corresponding pro-rated tuition will be charged for term repeaters.

Any student who fails any course twice will be terminated from the program.

Attendance Policy

Regular attendance is required of students at scheduled classes, clinical rotation (if applicable), externship (if applicable), and other activities assigned as part of a course or program. Occasionally, personal circumstances may arise that may render it impossible for students to attend scheduled classes and activities. Whenever such circumstances can be anticipated, a student should confer with his/her instructor so the faculty has an opportunity to offer the student the option of making up the missed material. In cases of unforeseen circumstances, a student should consult with his/her instructor to arrange for make-up work. Absences will be considered by the instructor in awarding grades as is appropriate to each course or program. Class time missed due to late arrivals, early departures, or other absences from class or clinical practice is counted along with whole day absences to calculate a student's total class hours attended. Allowing make-up work will be at the discretion of the College. Make-up time/work must be documented by completing a make-up slip form, validated by the faculty in charge.

Absence Policy

A student incurs an absence when the student misses an entire class period. For absences over three (3) consecutive days due to illness, the student must provide the College with a medical clearance to resume training. The contraction of any condition or infection, especially skin or respiratory, or any disability such as a back injury that may interfere with training, will require medical clearance from a doctor for readmission.

Absences incurred should be made up before the student can be allowed to move to the next term or phase of study. If absences are incurred in the last term or phase, the student may not graduate unless all missed theory and clinical/externship hours are made up.

A no call/no show means a student does not show up for class or clinical practice and does not call the facility or the College to inform the Instructor of the absence. The student will be counseled and may be placed on probation. A repeat offense will mean being dropped from the program. Excessive absences may lead to probation, suspension, or termination. The College may also consider 14 consecutive days of absences without prior arrangement to be a communication of intent to withdraw.

Tardiness Policy

A student who is not inside the assigned classroom or designated area at the start of the scheduled class time is considered tardy (including coming back from breaks). Student(s) may be sent home if tardy and will be marked absent for the day. **Tardy** means the student is not in the classroom/clinical site at the start of the session. Three occurrences of tardiness are equivalent to one absence and must be made up within five (5) days after it has been incurred.

Leaving Early Policy

Students are expected to remain in class, clinical area (if applicable), or externship site (if applicable) for the entire session. A student who is not in class for the entire session due to early departure will be documented as leaving early unless written authorization by a designated College official is presented to the instructor. Three early departures from didactic is equivalent to one absence. Unauthorized departure from the clinical area or externship site may be considered an absence. Excessive early departures may lead to probation, suspension, or termination.

Leave of Absence Policy (LOA)

Leave of absence may be granted. Only one leave of absence not to exceed one hundred eighty (180) calendar days may be taken in a twelve (12) month period. The maximum leave of absence for twelve months may consist of non-consecutive days. Leaves of absence granted under this section are not counted toward the fifteen percent (15%) maximum absences allowed under the "Attendance Requirements" section.

Students requesting a leave of absence must submit a written request, supported by acceptable documentation, to the Director of Education. The request must contain the dates of the requested leave and the reason for the request. Student counseling will be scheduled with the Director of Education and other school authorities before the determination of approval for the requested leave. The Director of Education shall indicate the College's approval or denial of the leave of absence by signing the form and placing it in the student's education file, with a copy being furnished to the student, Registrar, and the Financial Aid Representative. The determination of the student's written request for a leave of absence will be made by the College in its sole discretion and will be final and binding on the student. The College requires a student to apply in advance for a Leave of Absence (LOA) unless unforeseen circumstances prevent the student from doing so. The College may grant a Leave of Absence (LOA) to a student who did not provide the request before the Leave of Absence (LOA due to unforeseen circumstances if the College documents the reason for its decision and collects the request from the student at a later date.

Students are responsible for contacting the appropriate faculty member to arrange for make-up of class work missed as a result of an approved leave of absence. Leaves of absence will result in the revision of the completion date, hence a delay in the graduation of the student from the program.

A student who is on an approved leave of absence retains in-school status for purposes of Title IV loans. Leaving without the College's written approval will result in the student's automatic withdrawal from the program. During a leave of absence, no student financial aid will be disbursed.

Students who refuse to abide by the College's leave of absence policy or who do not return on the scheduled date after a leave of absence will be withdrawn from the program. Petition for readmission must be done in writing.

Re-admission is duly deliberated by the Instructor, Program Director, Director of Education, and the Executive Director.

Attendance Review and Probation Policies

A student will be placed on attendance review if:

1. The student is absent for three days or more in any calendar month
2. The College, at any time in its discretion, determines that the circumstances giving rise to any such student's absences, tardiness, or early departures are not reasonable or are unexcused

Attendance review begins after the violation and lasts for the duration deemed appropriate by the Attendance Review Panel.

If the student incurs the equivalent of three or more absences during the review period or if the College otherwise determines unsatisfactory compliance with the attendance policy, the student may be placed on Attendance Probation. If the student incurs the equivalent of three or more absences during the probation period or the College otherwise determines unsatisfactory compliance with the attendance policy, the student will be terminated from the program

Attendance Review Panel

The Attendance Review Panel includes the Executive Director, Director of Education, and Program Director. Faculty In-Charge and other designated personnel. The panel will review the circumstances that caused the infraction and propose corrective measures for the student. The student must comply with the decision within the time frame designated by the panel. Failure to comply will result in probation or termination.

Make-Up Hours

Make-up time shall be based on the student not meeting one or more courses or clinical objectives. The makeup assignment will be focused on objective(s) (theoretical/practical) missed.

For Theory missed, make-up assignments may include:

1. Case studies
2. Written examination(s)
3. Attending seminars or workshops
4. Auto-tutorial labs
5. Reports, internet articles
6. Attending a professional society meeting

For Clinical Practice missed, make-up assignments may include:

1. Performance evaluation in skills lab with instructor supervision
2. Additional time in the clinical area (skills practice and mastery)
3. Participating in community health activities (e.g., health fairs)

In any case, allowing make-up work will be at the discretion of the instructor in charge. Make-up time/work must be documented by completing the “make-up slip” form, validated by the faculty in charge. This form is then kept in the student’s files for credit.

Failure to make up missed tests at the instructor’s scheduled time will result in the loss of one opportunity to make up the test and the student being placed on academic review. Failure to complete the deficiency during this period may result in academic probation and subsequent dismissal from the program. Students must make up all deficiencies to move to the next phase/Term of study.

CODE OF CONDUCT

Academic Integrity Policy

To be effective, the College's training programs require students to conduct themselves with academic integrity. Such integrity will serve students well during training and then afterwards in the workplace. The College's Academic Integrity Policy prohibits students from giving or receiving aid not expressly permitted by the instructor on examinations, class work, reports, or any other work used as a basis for credit.

Examples of conduct inconsistent with the Academic Integrity Policy include:

- Copying or allowing another to copy from an examination paper
- Unpermitted collaboration on an assignment and any other school-related activities
- Giving or receiving unpermitted aid on an assignment
- Plagiarism/Copyrights Infringement
- Representing the work of another as one's own
- Giving or receiving aid on an assignment under circumstances in which a reasonable person should have known that such aid was not permitted
- Lying and knowingly aiding and abetting another student who is proven to be lying
- Disruptive, threatening behavior and/or activities
- Use of unbecoming language unacceptable in a professional environment (e.g., racial slurs, sexual innuendos)
- Any student who violates or does not comply with the Academic Integrity Policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal. Any student who is terminated for violating this conduct policy is not eligible for readmission.

General Conduct Policy

One of the main goals of the training at Premiere Career College is the development of professionalism. Prospective employers seek employees who will be positive additions to their organization. Whenever on school premises or participating in a school activity (e.g., externship or clinical rotation, career fair), students are expected to behave in an orderly and considerate manner. Students must comport themselves in a manner that does not disrupt the College's mission of providing educational services to other students or infringe on the right of other students to receive sufficient training. Instructors and administrators may set additional requirements as they see fit. Students are responsible for complying with the rules.

Examples of conduct inconsistent with the General Conduct Policy include but are not limited to the following:

- Drunkenness, intoxication, or being under the influence of alcohol or illegal drugs or substances
- Use of cell phones or other devices where use is disruptive (e.g., classroom, reading room, student lounge, parking area, laboratory)
- Eating, drinking, or chewing gum during class
- Abusing, harassing, or threatening language or actions
- Any unlawful activity
- Any unsafe activity
- Any obscenity or use of foul language
- Unauthorized use of College equipment or equipment of a College-affiliated facility
- Destroying (defacing, vandalizing) College property, including physical plants (inside/outside)
- Possession of a weapon or any device which by law is considered a weapon of harm or destruction
- Smoking within a building or outside within 20 feet of a facility entrance, exit, or window
- Possession of prohibited drugs or substances
- Exhibiting unprofessional and disrespectful behavior during class, around school officials, instructors, and staff.

- Exhibiting unprofessional behavior on externship, failure to meet the professional standards and decorum required on externship, and/or failure to meet externship performance evaluation.

Any student who violates the General Conduct Policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal. Any student who is terminated for violating this conduct policy is not eligible for readmission.

Dress Code/Grooming

Students are required to follow the following dress and grooming code while on campus:

- Be clean-shaven or have a neatly-trimmed beard/mustache
- Have a conservative hairstyle with hair clipped or tied away from the face and secured to the head. No head-wear allowed
- Multiple hair colors, highlights, and out-of-professional acceptable hair coloring are not allowed
- Have no more than one stud earring per ear and no other visible piercing
- Have no visible tattoos or body art
- Wear the College-approved uniform for the following programs:

  - **Medical Assistant:**
    - white scrub top and pants
    - wear the College-issued ID badge

  - **Hospital Central Service Technician and Associate of Occupational Science in Surgical Technology:**
    - blue scrub top and pants
    - wear the College-issued ID badge

  - **General Office Assistant and Financial Records Processing:**
    - College polo shirt and dark pants
    - Wear the College-issued ID badge

Students who do not follow the dress and grooming standards will be sent out and not allowed to participate in the class activities. The student will be responsible for making up work as deemed necessary by the instructor, potentially repeating the entire session.

Specific programs, instructors, and affiliates may impose additional dress and grooming standards. Students are required to follow any such standards. If a student is not dressed or groomed properly during an externship rotation, the student may be sent home and required to make up the entire rotation.

Title IX Notice of Nondiscrimination

Premiere Career College prohibits sexual and racial or any other forms of discrimination, in compliance with Title IX of the Education Amendments of 1972 and all implementing federal regulations. Sex discrimination includes sexual harassment and sexual violence. Inquiries concerning the application of Title IX may be referred to Premiere Career College's Title IX coordinator or the Office of Civil Rights. Contact information is provided at the end of this section.

What Is Sexual Harassment?

Sexual Harassment involves a school employee explicitly or implicitly conditioning a student's participation in an education program or activity, or basing an education or employment decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Similarly, no employee, agent, or third party shall promise, imply, or grant any preferential treatment to any student for engaging in sexual conduct or submission to sexual harassment.

Hostile environment harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. This type of sexually harassing behavior is sufficiently severe, persistent, or pervasive as to limit a student's ability to benefit from an education program or activity, or has created a hostile or abusive educational or work environment. Acts of physical aggression, intimidation, hostility, or unequal treatment based on sex are examples of a hostile environment. This type of sexual harassment also includes a display in the workplace of sexually suggestive objects or pictures or graphic verbal commentaries about an individual's body, dress, or habits.

Sexual Harassment Complaint Procedure

Any Premiere Career College student who feels that he or she is a victim of or a witness to sexual harassment or sexual violence, including but not limited to any of the conduct listed above, by any Premiere Career College employee, student, or third party, should report the matter to the **Premiere Career College Title IX Coordinators**: **Fe Ludovico-Aragon**, President/Executive Director assisted by **Hedy Diaz**, Director of Student and Employee Services. The Title IX Coordinators will promptly investigate all allegations of sexual harassment in a confidential manner. The investigation will be initiated within seven calendar days of the student's complaint, and the Title IX Coordinators will inform the complainant of his or her right to file a criminal complaint, if applicable.

The complainant may be asked to appear before the Title IX Coordinators and/or the ad-hoc Grievance Committee to answer questions about the allegation(s). The Committee may call such witnesses as are appropriate, and the complainant or alleged harasser or perpetrator may also request that the Committee hear witnesses. Both parties have an equal right to present relevant witnesses and other evidence, and both parties will have similar and timely access to any information used at the hearing. The committee uses the preponderance of evidence to evaluate complaints.

If the complainant requests that his or her name be kept confidential, that request will be honored. However, such a course of confidentiality may hinder the investigation and/or limit the school's ability to respond to the situation.

The school will take immediate action and any interim steps necessary to eliminate a hostile environment or to protect the complainant, before the outcome of the investigation. The Title IX coordinators will maintain documentation of the allegation(s) and any related hearing(s), and provide written notice to both parties of

the outcome of the investigation(s) and any related hearing(s) within seven days of the conclusion of the investigation and hearing(s). The complainant will be notified of any sanction imposed upon the harasser. The Title IX Coordinators will follow written procedures for conducting the investigation, reporting subsequent problems, and making follow-up inquiries to the complainant(s). Generally, the investigation should be concluded within 30 to 60 calendar days.

Any employee, student, agent, or third party who is determined, after such investigation, to have engaged in sexual harassment or sexual violence in violation of this policy is subject to appropriate disciplinary action, up to and including dismissal, expulsion, contract termination, and/or appropriate legal action. The institution will take all reasonable steps to prevent the recurrence of sexual harassment and sexual violence.

Appeal Procedures

Either party in the grievance procedure has the right to appeal the outcome of the investigation and hearing(s). Such appeal must be made in writing to the Title IX Coordinators, within ten calendar days of the date of the written notice of the outcome. The ad hoc Grievance Committee will hear the appeal, and a written decision will be sent to the appellant within three calendar days of the appeal hearing. The decision of the Grievance Committee is final.

Retaliation Is Prohibited

Retaliation against a sexual harassment or sexual violence complainant by any employee, student, agent, or third party is prohibited. Likewise, retaliation against any witness or other participant in a Title IX hearing or investigation by any employee, student, agent, or third party is also prohibited. Any such retaliation will be grounds for disciplinary action, up to and including dismissal, expulsion, contract termination, and/or appropriate legal action.

Office for Civil Rights

For additional assistance related to civil rights under Title IX, contact:

Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
Tel: 800.USA.LEARN
Fax: 202.401.0689
TDD: 800.437.0833
Email: *customerservice@inet.ed.gov*

Student Complaint/Grievance Procedure

The purpose of this is to afford consideration to complaints that are submitted by students concerning any aspect of the programs, facilities, or other services offered by or associated with the College.

This complaint procedure is intended to provide a formal framework within which such complaints may be resolved. This procedure is not, however, a substitute for other available informal means of resolving complaints or other problems.

To provide an effective and equitable means of resolving student complaints, a process is available to any student who believes that the College's decision, action, or policy has unfairly and adversely affected his or her status, rights, or privileges as a student. In most cases, a complaint can be resolved at the College level. Faculty and staff are available to guide students in completing their programs, and students must be aware of those resources to whom issues and concerns should be addressed. These are as follows:

Instructor	Resolution of academic concerns pertaining to individual courses (as grades, assignments, attendance, etc.)
Program Director	Unresolved academic issues pertaining to the student's program (as program objectives, curriculum, graduation requirements, licensure examinations, faculty, etc.). Also, unresolved issues pertaining to faculty, curriculum, grades, attendance, change of program, transfer of credit, graduation requirements, withdrawal, and personal issues that may impact the student's education.
Director of Education	Academic issues not resolved by the instructor and Program Director
Registrar / Custodian of Records	Resolution of issues involving course scheduling and obtaining transcripts
Student Financial Aid Office	Resolution of issues involving loans, grants, deferments, verification, federal funding, and consequences of withdrawal.
Student Accounting Office	Resolution of issues involving the status of the student's account and issues of billing (as monthly payments, book returns, financial arrangements, fees, etc.)
Career Development/Student Services	Full-time and part-time employment assistance, employment correspondence, and related employment services
College President	Resolution of an issue in any area above which remains unresolved by the employees to whom the issue has been properly addressed.

To summarize, any student experiencing difficulty or who has any concern related to the training of the College should first try to resolve the matter by informing the instructor. Should the instructor be unable to resolve the situation, a request for further action may be made to the Program Director, and then to the Director of Education. If further resolution is required, then the matter can be brought to the attention of the Executive Director/President. These may be oral or written. The Executive Director/President will promptly acknowledge receipt of the complaint and will respond to the student orally or in writing within three (3) school days following receipt of the complaint. The written response shall address the specific complaint and shall indicate any corrective action that has been proposed or accomplished.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling: Toll Free: (883) 370-7589 or by completing a complaint form, which can be obtained on BPPE's website: www.bppe.ca.gov.

If the student feels that the College has not adequately addressed a complaint or concern, please direct concerns or inquiries to:

Accrediting Bureau of Health Education Schools (ABHES)
616 Executive Blvd, Suite 730
North Bethesda, MD 20852
Tel: 801.291.7550
Fax: 703.917.4109
E-mail: info@abhes.org
Website: *www.abhes.org*

For the Associate of Occupational Science in Surgical Technology, concerns may also be directed to:
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
Tel: 727.210.2350
Fax: 727.210.2354
Website: *www.caahep.org*

Disciplinary Procedures

Complaint

- Any member of Premiere Career College (i.e., staff, faculty, students, etc.) may file a complaint against any student for violating College policies. The complaint shall be prepared in writing and directed to the Director of Student Services. Complaints should be submitted as soon as possible after the alleged violation occurred.
- The Director of Student Services reviews and investigates the complaint to determine if the allegations have merit, to identify any violations of the College policy, and imposes sanctions for such violations.
- Unless otherwise provided by law, the College does not disclose the name of the person making the complaint to the accused unless it determines in its sole discretion that the circumstances warrant it.

Notification and Adjudication

- Within a reasonable amount of time, the Director of Student Services notifies the accused of the complaint and the alleged violation of College policy. The accused meets with the Director of Student Services to discuss the complaint, alleged violation, and any sanctions.
- The Director of Student Services' determination of appropriate sanction shall be made based on whether it is more likely than not that the accused violated College policy.

Sanctions

Premiere Career College may impose sanctions for violations of the general conduct policy. The type of sanction imposed may vary depending upon the seriousness of the breach and include warning, review, probation, suspension, and dismissal/termination.

Interim Suspension

The College may immediately remove or suspend a student from training without applying or exhausting these procedures when, in the College's sole judgment, the circumstances warrant it. During interim suspension, the student is denied access to the school and all its activities in which they might otherwise be eligible. The Executive Director has the final say on this decision.

Termination and Suspension

A student is subject to Termination or Suspension for any of the following:

- Failure to meet satisfactory academic progress or any other academic standard
- Failure to meet attendance standards
- Failure to comply with the College's code of conduct
- Failure to meet any financial obligation to the College
- Failure to meet any program requirement
- Violation of any term or condition in the Enrollment Agreement or Catalog
- Failure to meet either the College's or the externship site's requirements on professional standards and/ or externship performance evaluation.

Procedures Regarding Student Dismissals

Violation of the General Conduct Policy results in dismissal or expulsion of the student. In such a case, the following procedure shall apply:

- If deemed necessary by the Executive Director in her sole discretion, a hearing may be conducted regarding the violation. If the student's presence is requested, the College will inform the student in writing no less than five school days in advance of the date and time his presence will be required.
- Determination of attendees and their admissions to the hearing is at the sole discretion of the Executive Director.
- The final decision, which includes a thorough description of the violations and the sanctions with complete explanation, is communicated to the student in writing within five school days from the decision was made.

Appeal Procedures

Students may appeal disciplinary decisions in the following manner:

- The student must initially obey the terms of the decision (e.g., a student who has been suspended from school may not be on school property according to the directions indicated in the decision)
- The student may appeal the College's decision in writing to the Executive Director and address the basis of appeal. The appeal must be received within five school days of notification of the disciplinary decision.
- The Executive Director will respond to timely appeals within ten school days of receipt of the appeal.

Advisement

Student advisors and/or faculty are available to assist students with academic, personal, and employment issues that may be distracting them from the successful pursuit of their courses.

The student advisor and/or faculty member works closely with staff and administration to assist students in finding solutions to such issues, which include referrals to appropriate community resources.

Graduation

General Requirements

To be eligible for graduation, a student must attain an overall cumulative grade of "C" (2.0), equivalent to 70% or better, have passed all courses, assignments, and projects required in the program of study, and have settled satisfactorily all financial obligations.

A diploma is awarded, which certifies that the students have fulfilled all educational, financial, and administrative requirements of the program. These requirements include the timely submission of financial aid documentation, clearance from the accounting office that all financial obligations have been met, and clearance from the Educational Department and Registrar that all academic requirements have been completed (e.g., externship).

Generally, students who exceed the required time-frame of completion in any program will not receive a diploma, but instead, a certificate attesting to their completion of the academic requirements, but not all the required parameters of the program.

Some major factors to be taken into consideration in determining whether sufficient exceptional circumstances exist to allow a student who is over the required time frame to receive a diploma are as follows:

1. Whether the student's failure or inability to complete the requirements within the required time frame was due to factors beyond the student's reasonable ability to control or influence.
2. Whether the amount of additional time required to complete was minimal relative to the overall length of the standard time frame.
3. Whether the student has demonstrated a high degree of proficiency in the subject matter of the course.
4. Whether the student has, in other respects, demonstrated a high degree of professionalism.

Program Specific Requirements

Associate of Occupational Science in Surgical Technology Program

1. Satisfactory completion of all courses within the allowed maximum time frame for the program and a minimum grade average of 70%.
2. Participation in a minimum of 120 cases as delineated in the Revised Surgical Rotation Case Requirements according to the Core Curriculum for Surgical Technology, 7th Edition.
3. Participation in the College-sponsored mandatory review.
4. Participation in the Surgical Technology Certification (CST) Examination.

The Surgical Technology Certification (CST) Examination is given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). This examination is used by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) to determine how well the College's Surgical Technician program has prepared the students for entry into the field and whether the program meets the Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology set by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

The College's Surgical Technician curriculum incorporates the CST Examination topics and is designed to prepare students to pass the examination. Student's participation in the review sessions in preparation for the CST Exam is mandatory to participate in the On-Campus Web-Based Testing.

Hospital Central Service Technician Program

1. Satisfactory completion of all courses within the required time frame for the program and a minimum grade average of 70% (C).
2. Completion of no less than 400 hours of hands-on experience (clinical rotation/externship).
3. Participation in the school-sponsored review for the certification examination.

Medical Assistant Front and Back Office Programs

1. Satisfactory completion of all courses, including the clinical rotation (externship) within the required time frame for the program, and a minimum grade average of 70% (C).
2. Participation in the school-sponsored review for the certification examination.

General Office Assistant / Business Computer Applications and Financial Records Processing Program

1. Satisfactory completion of all courses within the required time frame for the program and a minimum grade average of 70% (C).

A diploma is awarded, which certifies that the students have fulfilled all educational, financial, and administrative requirements of the program. These requirements include the timely submission of financial aid documentation, clearance from the accounting office that all financial obligations have been met, and clearance from the Educational Department and the Registrar showing that all academic requirements have been completed (e.g., externship).

Generally, students who exceed the maximum time-frame of completion in any program will not receive a diploma, but instead, a certificate attesting to completing the academic requirements, but not all the required parameters of the program. However, in exceptional circumstances and at the sole discretion of the Executive Director, a student over the required time frame may still be allowed to receive a diploma.

Some major factors to be taken into consideration in determining whether sufficient **exceptional circumstances** exist to allow a student who is over the required time frame to receive a diploma are as follows:

1. Whether the student's failure or inability to complete the requirements within the required time frame was due to factors beyond the student's reasonable ability to control or influence.
2. Whether the amount of additional time required to complete was minimal relative to the overall length of the standard time frame.
3. Whether the student has demonstrated a high degree of proficiency in the subject matter of the course.
4. Whether the student has, in other respects, demonstrated a high degree of professionalism.

Awards

To emphasize the importance of student performance and to give recognition to those students who achieved a significantly better-than-average scholastic or attendance record, the College gives the following achievement recognition awards:

- **Perfect Attendance Award**

These are given to all students who have no recorded tardiness, "early leaves," or absences during their didactic, clinical, and/or externship training.

Graduates receiving these honors are recognized at graduation with a Certificate of Achievement for Perfect Attendance.

- **Academic Excellence Award**

This award is given to students who earned an overall grade average of 95% (A) and above, with no grades lower than 90% (A) and an evaluation of "GOOD" or better in all practical/clinical work, including externship performance.

Graduates receiving these honors are recognized at graduation with a Certificate of Academic Excellence.

- **Academic Achievement Award**

This award is given to students with an overall grade average of 90% (A) and above with no grades lower than 85% (B) and an evaluation of "GOOD" or better in all practical/clinical work, including externship performance.

Graduates receiving these honors are recognized at graduation with a Certificate of Academic Achievement.

- **Director's Commendation Award**

A student chosen by the Director of the Program for an unequaled, exemplary attitude, academic/clinical performance, and overall participation in the training programs. Graduates receiving these honors are recognized at graduation with a Certificate of Director's Commendation.

Auditing / Graduate Refresher Course

A graduate of a program may audit one previously completed course free of charge, provided all financial obligations are current and the course is presently offered. There may be a nominal charge for the use of equipment or supplies. Auditing graduates are expected to comply with all rules and regulations. Auditing is based upon available seats.

New courses, not originally in a student's program, are not eligible as refresher courses. Graduates who desire to take a new course may do so and will have to pay in full the current course tuition charges on or before the start of the course.

FINANCIAL INFORMATION

Tuition Policy

All tuition and other fees are due and payable on or before the first day of attendance, unless other payment arrangements are made. All students are required to complete and sign an enrollment agreement in order to be admitted.

					Associate Degree	
PROGRAM	**HCST**	**MAFB**	**GO**	**FRP**	**AOS-ST (AY1)**	**AOS-ST (AY2)**
TUITION	$5,737.50	$5,105.00	$4,310.00	$4,060.00	$14,970.00	$14,840.00
REGISTRATION FEES	$75.00	$75.00	$75.00	$75.00	$75.00	
STRF	00.00	$00.00	$00.00	$00.00	$00.00	
SUB-TOTAL	$5,812.50	$5,180.00	$4,385.00	$4,135.00	$15,045.00	$14,840.00
BOOKS	$290.00	$940.00	$685.00	$935.00	$1,380.00	
UNIFORMS	$80.00	$80.00	$50.00	$50.00	$80.00	
SUPPLIES	$500.00	$450.00	$300.00	$300.00	$300.00	$300.00
KIT FEES	$80.00	$150.00	$80.00	$80.00	$90.00	
MEDICAL FEES	$600.00	$300.00				$600.00
BACKGROUND CHECK FEE	$80.00					$80.00
CPR	$60.00	$60.00			$60.00	
TEST/CERT/MEMBER-SHIP FEE	$140.00	$250.00				$235.00
SUB-TOTAL	**$1,830.00**	**$2,230.00**	**$1,115.00**	**$1,365.00**	**$1,910.00**	**$1,215.00**
ACADEMIC YEAR TOTAL					**$16,955.00**	**$16,055.00**
TOTAL	**$7,642.50**	**$7,410.00**	**$5,500.00**	**$5,500.00**	**$33,010.00**	

AY - Academic Year | **AOS-ST** Associate of Occupational Science Surgical Technology | **HCST** - Hospital Central Service Technician | **MAFB** – Medical Assistant Front and Back Office | **GO** – General Office Assistant/Business Computer Applications | **FRP** – Financial Records Processing

*__STRF__ (Student Tuition Recovery Fund): **$00.00 effective April 1, 2024**

All books and supplies for the program selected will be provided by the School at the stated charges. The costs of books and supplies specified above (included in the total cost of the program) are estimated/projected based on current prevailing market prices, and are subject to change based on supplier prices, changes due to revision/ update of curricula may also affect costs. Any books, tools, and supplies purchased from the College are usually not allowed to be returned, especially when already used and the cost is nonrefundable, except as expressly specified in the refund policy section of this catalog and the enrollment agreement.

Student Tuition Recovery Fund (STRF) Disclosures

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

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

You must keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education (BPPE)

Mailing Address:
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

Physical Address:
Bureau for Private Postsecondary Education
1747 North Market, Suite 225
Sacramento, CA 95834
Tel: 916.574.8900
Fax: 916.263.1897
Website: *bppe.ca.gov*
Email: *bppe@dca.ca.gov*

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the

students must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Minimum Terms for Tuition and Fee Payments

The student is obligated for the total cost of the program in which the student is enrolled for each period of enrollment. The student must pay for the period of enrollment for the program cost (which includes tuition, laboratory fee, and cost of any books, tools, and supplies the student purchases from the College) on or before the first day of training, unless the College agrees in writing to a different payment arrangement.

Any student more than thirty (30) days past due in the payment of any sum owed to the College will be suspended until full payment is received or the student makes payment acceptable to the College. Failure to fulfill any terms of a payment arrangement may result in suspension until full payment is received. Continued failure to comply with payment arrangements may result in dismissal.

Repeat and Re-Entry

A student must repeat and pass all courses failed or dropped. The repeat grade is the grade counted in the cumulative grade point calculation. Courses that failed must be repeated at Premiere Career College.

If the student repeats any portion of the program, an addendum to the original Enrollment Agreement will be executed specifying the courses to be repeated, the costs, and the payment terms.

Acceptance of students applying for re-entry after withdrawing or being terminated from a program is at the sole discretion of the College. All re-entering students are required to fill out a new Enrollment Questionnaire and execute a new Enrollment Agreement.

Methods Used to Collect Delinquent Payments

The student must pay all amounts owed to the College before leaving the College. If the student is unable to pay all such amounts before leaving the College, the student must make proper arrangements to pay such amounts that are acceptable to the College in its sole discretion.

If the student fails to make arrangements that are acceptable to the College within thirty (30) days of leaving the College, or the student fails to fulfill the terms of any arrangements accepted by the College, the College will be forced to exercise all of its rights and remedies against the student to collect all such awards, including, without limitation, referring the student's account to a collection agency.

Cancellation

A student has the right to cancel the Agreement for the program of instruction, without any penalty or obligations, through attendance at the first day of class session or the seventh business day after enrollment, whichever is later.

Cancellation may occur when the student provides a written notice of cancellation at the following address: **PREMIERE CAREER COLLEGE, 12901 Ramona Boulevard, Irwindale, CA 91706**. This can be done by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled, the College will refund the student any money paid, less a $75.00 non-refundable registration fee, within 45 days after the notice of cancellation is received.

Withdrawal Policy

A student may withdraw from the College at any time after the cancellation period.

A. Official Voluntary Withdrawal

A student is considered to be "officially" withdrawn on the date the student notifies the Program Director in writing, who will then notify the Registrar and the Financial Aid Director. The date of the determination for return and refund purposes is the date indicated in the official notification of withdrawal.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

B. Unofficial Withdrawal

Any student that does not provide official notification of his/her intent to withdraw and is absent for fourteen (14) consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the College's attendance and/or conduct policy, does not meet financial obligations to the College, or violates conditions mentioned in College's contractual agreement, will be subject to termination and considered to have unofficially withdrawn. The withdrawal date is the 14th day of consecutive non-attendance. The student will be charged up to their last date of attendance.

Within two (2) weeks of the student's last date of academic attendance, the following procedures will take place:

- The Student Services Department representative will make three (3) attempts to notify the student regarding his/her enrollment status.
- Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance records.
- The student's withdrawal date is determined as the fourteenth (14th) consecutive calendar day of absence.
- Notify the student in writing of his/her failure to contact the school and the student's attendance status resulting in the current termination of enrollment.
- The College will calculate the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the College is responsible.
- The College will return to the Federal fund program any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination is made, and record on the student's ledger card.

All students requesting to be withdrawn or who are terminated are required to undergo exit counseling by the Financial Aid representative and obtain clearances from the Registrar, Financial Aid, Accounting, and Education Departments.

Withdraw Before 60%
College must perform an R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

Withdraw After 60%
After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he/she was scheduled to receive during this period. The College must still perform an R2T4 to determine the amount of aid the student has earned.

Premiere Career College measures progress in credit hours and uses the payment period for the period of calculation.

The Financial Aid Office sends an exit counseling reminder letter and loan return notification to the student within 30 calendar days following the withdrawal date of determination.

The College will determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.
Calculate the percentage of Title IV, HEA aid earned:

- The percentage for the pro rata refund per California law equals the number of days the student attended or was scheduled to attend before withdrawal divided by the number of days in the program.
- Funds applied to charges for non-refundable fees, distributed and used books, and used supplies are not refunded.
- If R2T4 calculation results in a credit balance on the student's account, it will be disbursed as soon as possible, but not later than 14 days after the calculation of R2T4.
- It is noted that in some circumstances, the application of the Return to Title IV and California refund calculations results in a student owing a balance to the College after the withdrawal.

Refund Policy

Return to Title IV Policy

For refund calculation, the date the student officially withdraws will be used as the date of official withdrawal.
For students who violated attendance policy and therefore are considered unofficially withdrawn, the last date of recorded attendance is the withdrawal date and will be used in determining the refunds.

Federal regulations state that the amount of Title IV funds to be returned is based upon the percentage of funds earned by the student at the time of withdrawal, calculated as follows:

1. Determine the percentage of the payment period completed. The percentage of the payment period completed is calculated as follows: (number of calendar days completed in the period)/(total number of calendar days in the period). Scheduled breaks of at least five consecutive days and days in which the student was on an approved LOA are excluded from this calculation.

2. Determine the amount of aid earned in the period. The percentage of Title IV aid earned by a student is equal to the percentage of the period completed by the student (except if that percentage is more than 60%, the student is considered to have earned 100% of the Title IV aid). For students completing 60% or less than the period, the amount of Title IV aid earned by the student is determined by multiplying the percentage of Title IV aid earned (Box H on the worksheet) by the total of Title IV program aid disbursed plus the Title IV aid that could have been disbursed to the student or on the student's behalf.

3. The College returns the lesser of
    a. The amount of Title IV funds that the student does not earn (the percentage not earned is determined by subtracting the percentage of Title IV aid earned from 100%); or
    b. The amount of institutional charges that the student incurred for the payment period multiplied by the percentage of funds that were not earned.

4. The College returns Title IV loan funds to the program from which the student received aid during the payment period in the following order, up to the net amount disbursed from each source:
    a. Unsubsidized Direct Student Loans
    b. Subsidized Direct Student Loans
    c. Direct PLUS Loans

5. If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited in the following order:
    a. Federal Pell Grants
    b. Iran and Afghanistan Service Grants
    c. Federal Supplemental Educational Opportunity Grants

6. If R2T4 calculation results in a credit balance on the student's account, it will be disbursed as soon as possible but not later than 14 days after the calculation of R2T4.

7. After allocating any unearned aid, any amount owed by the student to a grant program is reduced by 50%. The time-frame for returning all unearned Title IV funds is no later than forty-five (45) days after the date the College determined the student's withdrawal.

Post Withdrawal Disbursement

- If outstanding charges exist on the student's account, the College may credit the student's account up to the amount of outstanding charges with all or a portion of any
    - Grant funds that make up the post-withdrawal disbursement; and
    - Loan funds that make up the post-withdrawal disbursement are only disbursed after obtaining confirmation from the student, or parent in the case of a parent PLUS loan, that may still wish to have the loan funds disbursed.
- The College will disburse directly to a student any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account. The disbursement will be made as soon as possible, but not later than 45 days after the date of the College's determination that the student withdrew.
- The College will offer to disburse directly to a student, or parent in the case of a parent PLUS loan, any amount of a post-withdrawal disbursement of loan funds that is not credited to the student's account within 30 days from the determination of the student's withdrawal. The College will provide a written notification to the student, or the parent in the case of a parent PLUS loan, that:
    1) Requests confirmation of any post-withdrawal disbursement of loan funds that the College wishes to credit to the student's account, identifying the type and amount of those loan funds and explaining that a student, or parent in case of a parent PLUS loan, may accept or decline some or all of those funds;
    2) Requests confirmation of any post-withdrawal disbursement of loan funds that the student, or parent, in the case of a parent PLUS loan, can receive as a direct disbursement, identifying the type and amount of Title IV funds and explaining that the student, or parent in the case of parent PLUS loan, may accept or decline some or all of those funds;
    3) Explains the obligation of the student, or parent in the case of a parent PLUS loan, to repay any loan funds he or she chooses to have disbursed; and
    4) Advises the student, or parent in the case of a parent PLUS loan, that no post-withdrawal disbursement of loan funds will be made, unless the College chooses to make a post-withdrawal disbursement based on a late response, if the student or parent in the case of a parent PLUS loan, does not respond with 14 days of the date that the College sent the notification.

- If the student, or a parent in the case of a parent PLUS loan, submits a timely response that confirms that they wish to receive all or a portion of a direct disbursement of the post-withdrawal disbursement of loan funds, or confirms that a post-withdrawal disbursement of loan funds may be credited to the student's account, the College will disburse the funds in a manner specified by the student, or a parent in the case of a parent PLUS loan, as soon as possible but no later than 180 days after the date of the College's determination that the student withdrew.
- If a student, or parent in the case of parent PLUS loan, submits a late response to the College's notice requesting confirmation, the College may make a post-withdrawal disbursement of loan funds as instructed by the student, or parent in case of a parent PLUS loan (provided the College disburses all the funds accepted by the student, or parent in case of a parent PLUS loan), or decline to do so.
- If a student, or parent in case of a parent PLUS loan, submits a late response to the College and the College does not choose to make the post-withdrawal disbursement of loan funds, the institution must inform the student, or parent in case of a parent PLUS loan, in writing of the outcome of the post-withdrawal disbursement request.
- If the student, or a parent in case of a parent PLUS loan, does not respond to the College's notice, no portion of the post-withdrawal disbursement of loan funds that the College wishes to credit to the student's account, nor any portion of loan funds that would disburse directly to the student, or parent in case of a parent PLUS loan, may be disbursed.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student. Both grants and loans must be disbursed within 180 days of the date of determination in a post-withdrawal disbursement.

California Refund Policy

The College must provide a pro rata refund of non-federal student financial aid program money paid for institutional charges to students who have completed 60% or less of the payment period, whether or not the student participates in Title IV programs. The percentage for the pro rata refund under California law is based on the number of days/hours the student attended or was scheduled to attend before withdrawal, divided by the number of days/hours in the payment period. Funds applied to charges for non-refundable fees and distributed books and supplies are not refunded. "Days" means calendar days and are used for calculation in all programs. The College shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Monies collected from a student for transmittal on the student's behalf to a third party for fees for medical clearances, examination applications, certification/licensing fees, membership fees which the College was not able to remit to the third party at the time of the student's withdrawal or cancellation will be refunded within 45 days of the student's withdrawal or cancellation.

Note that in some circumstances, the application of the Return of Title IV and California refund calculations results in a student owing a balance to the College after withdrawal.

Federal Financial Aid

Disclosure:

The San Francisco/Seattle School Participation Division of the U.S. Department of Education has transferred Premiere Career College (PCC) from the Advanced Method of Payment to the Heightened Cash Monitoring 2 (HCM2) Method of Payment effective June 13, 2022.

Under the HCM2 method of payment, PCC may continue to obligate funds under the federal student financial Assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended. PCC may disburse Institutional funds to eligible students, and the U.S. Department of Education will reimburse it for properly documented expenditures. The Department reserves the right to offset any federal claims against funds due to PCC.

On June 25, 2024, the United States Department of Education issued a provisional approval of Program Participation Agreement between Premiere Career College and the U.S. Secretary of Education where it was agreed upon that the College may participate in student financial programs authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Programs) and further agrees that such participation is subject to the College's compliance with the terms and conditions outlined in the Agreement. Approval expiration date is September 30, 2025, with reapplication date set for June 30, 2025.

This institution's administration, faculty, and staff are committed to continuously adhering to federal, state, and accrediting agencies' rules and regulations to preserve the high standards of providing the quality education that all students deserve.

The College is designated as an eligible institution by the United States Department of Education for participation in the following programs:

- Federal Pell Grant (FPG)
- Federal Direct Student Loan (Subsidized and Unsubsidized)
- Federal PLUS Loan (Parent)
- Federal Perkins Loan Program
- Federal Work-Study
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Iraq & Afghanistan Service Grant

However, at this time, the College has chosen to participate only in the Federal Pell Grant Program, Federal Direct Student Loan, Federal PLUS Loan, and the Federal Supplemental Educational Opportunity Grant.

Federal Pell Grant – This is a grant that does not have to be repaid. Federal Pell Grants are usually awarded to qualified individuals who are undergraduate students who have not earned a bachelor's or a professional degree. Amounts can change yearly. For the 2022-2023 award year (July 1, 2022 to June 30, 2023), the maximum award is $6,895. For the 2023–2024 award year (July 1, 2023 to June 30, 2024), the maximum award is $7,395. The amount that eligible students get will depend on:

- their financial need;
- their cost of attendance;
- their status as a full-time or part-time student, and the program of study-whether a full academic year or less.

They may not receive Federal Pell Grant funds from more than one school at a time, and Pell Grant eligibility is capped at 600% of Lifetime Eligibility Used (LEU).

Federal Supplemental Educational Opportunity Grant – Students who receive a Federal Pell Grant and have the most financial need may receive FSEOG. The FSEOG does not need to be repaid. The FSEOG program is administered directly by the financial aid office, and student awards are limited and range from $100 to $500 per year.

Federal Direct Subsidized Stafford Loan – These loans are available to undergraduate students and eligibility is based upon the student's need and program length. The U.S. Department of Education pays the interest or subsidizes the loan while the student is in school at least half-time, for the first six months after leaving school (referred to as a grace period), and during a period of deferment (a postponement of loan payments). Loan amounts may be up to $3,500 for a first-year student and $4,500 for a second-year student.

Federal Direct Unsubsidized Stafford Loan – These loans are available to undergraduate students, and there is no requirement to demonstrate financial need. Eligibility is based upon cost of attendance, other financial aid awards that the student receives, and dependency status. The student is responsible for paying the interest on a Direct Unsubsidized Loan during all periods. Loans may be up to $6,000 for a first or second-year independent student or for a first or second-year dependent student whose parent(s) do not qualify for a Parent (PLUS) Loan, and may be up to $2,000 per year for all other dependent students.

Federal Direct PLUS Loan – PLUS loans are federal loans that parents of dependent, undergraduate students can use to help pay education expenses. The U.S. Department of Education grants Direct PLUS Loans, and the borrower must not have an adverse credit history. The maximum loan amount is the student's cost of attendance minus any other financial aid awards received.

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

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

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds and additionally paid from private funds, the student is entitled to a refund of unused monies.

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree (a professional degree would include a degree in a field such as pharmacy or dentistry). A bachelor's or professional degree from a foreign country is not eligible for Federal Pell Grant and/or Federal Supplemental Educational Opportunity Grant (FSEOG).

For many students, Pell Grants provide a foundation of financial aid to which other aids may be added. Students qualified to receive full Pell Grants may also receive a Federal Supplemental Educational Opportunity Grant (FSEOG) based on their financial needs.

The College calculates the annual award for students in non-term credit-hour programs using Federal Pell Grant Formula 4 in conjunction with the Federal Pell Grant full-time payment schedule. The maximum duration of Pell eligibility is limited to six full-time scheduled awards, as measured by the percentage of lifetime eligibility used (LEU). A student is ineligible to receive further Pell funds if they have 600% or greater.

Campus-Based Programs

The College currently participates in one of the three campus-based programs, the Federal Supplemental Educational Opportunity Grant (FSEOG) Program. The college will make FSEOG funds reasonably accessible to all eligible students, to the extent of available funds. Furthermore, it will not exclude from consideration any one particular type or category of student.

The following represents selection criteria and procedures for determining which students may be awarded FSEOG funds. These selection procedures are uniformly applied.

First Selection Group

- Undergraduate students who have not earned a bachelor's or first professional degree.
- Students are eligible to receive federal Pell Grant funding (based on EFC and credential level) during the same award year in which the campus-based funding will be disbursed.
- Students with an EFC of zero and exceptional need.

After the College has determined a student's need, the College determines the student's eligibility. The College first awards all funds to students meeting the conditions of the first selection group. When all students in the first selection group are awarded and disbursed FSEOG program funds, the College will determine if students in the second selection group can be awarded.

Second Selection Group

- Undergraduate students who have not yet earned a bachelor's or first professional degree
- Students are eligible to receive federal Pell Grant funding (based on EFC and undergraduate standing) during the same award year in which the campus-based funding will be disbursed
- Students with exceptional financial need (defined as students with the lowest EFCs who are not receiving Pell Grants). This group also includes students who have exceeded their Pell LEU.

The annual award for each student may be up to $500, depending on availability and student eligibility. The minimum FSEOG amount is $300. The award amount is disbursed equally in two payment periods within the academic year.

The Financial Aid Officer (FAO) of the College will provide interested students with information on how to apply for the Pell Grant, the Federal Supplemental Educational Opportunity Grant, and the Federal Direct Student Loan. Students are encouraged to apply online at **https://fafsa.ed.gov** either at home or in the Financial Aid Office of the College. The FAO may also give students estimates of the amount they may qualify for based on the information the students will provide. However, the Federal authorities and not the College will determine the students' eligibility to receive the grant. They, not the College, also determine the amount of aid the student may receive.

Definition of Academic Year

For Title IV purposes, all programs offered at Premiere Career College are modular-based, and an **Academic Year** is defined as twenty-four (24) semester credits and thirty (30) weeks.

A **Loan Period** for Direct Loans is scheduled for a minimum of thirty (30) weeks per academic year. For the purpose of compliance with Student Academic Progress (SAP) evaluation, a student must complete the weeks and a half of the coursework at the end of the payment period. A **Payment Period** is defined as fifteen (15) weeks of instruction and twelve (12) semester credits. Disbursements are always released each payment period.

Cost of Attendance

The total amount it will cost a student to go to school is determined below. This College uses the annual budget figures published by the CALIFORNIA STUDENT AID COMMISSION.

For the 2025-2026 Award Year, elements included in the budget: Actual Tuition Cost, books and supplies for the academic year:

ALLOWANCE	WITH PARENTS	*ON CAMPUS HOUSING	OFF CAMPUS HOUSING
TUITION AND FEES[1]	ACTUAL INSTITUTION CHARGES		
BOOKS AND SUPPLIES[2]	$1,089 PER ACADEMIC YEAR		
FOOD[3] **Per Month:** **Per Year:**	$ 1,315 / MO $11,835/ YR	ACTUAL INSTITUTIONAL CHARGES	$837 / MO $7,533 / YR
HOUSING[4] **Per Month:** **Per Year:**	INCLUDE IN ABOVE		$1,691/MO $15,219 / YR
TRANSPORTATION[5] **Per Month:** **Per Year:**	$202 / MO $1,818 / YR	$139 / MO $1,251 / YR	$221 / MO $1,989 / YR
PERSONAL/MISC[6] **Per Month:** **Per Year:**	$460 / MO $4,140 / YR	$365 / MO $3,285 / YR	$563 / MO $5,067 / YR
CHILD/DEPENDENT CARE	REASONABLE EXPENSES WITH ADEQUATE DOCUMENTATION PROVIDED BY THE STUDENT, DEPENDING UPON AGE AND NUMBER OF CHILDREN		
LOAN FEES	FOR STUDENT LOAN BORROWERS, ACTUAL OR AVERAGE LOAN ORIGINATION AND INSURANCE		
TOTAL, Excluding Allowances based on actual institutional charges Per Month: **Per Year:**	$2,098/MO $18,882 / YR	$625 / MO $5,625 / YR	$3,433 / MO $30,897 / YR

[1] Includes all mandatory fees.

[2] Breakdown for this category is as follows: books ($567), educational supplies ($162), course material fees ($198), and computer-related expenses ($162), excluding the costs associated with the purchase of a personal computer.

[3] Includes food, snacks, meals.

[4] Includes dorm charges, rent, and utilities.

[5] Includes travel to and from parents' residence and transportation costs to and from classes and work. (e.g., bus fare, gasoline, tolls, parking)

[6] Includes clothing, laundry and dry-cleaning, personal care, gifts, recreation, medical, etc.

NOTE: The expense budgets shown on this table are based upon average expenses reported by students at the University of California, California State University, California independent institutions, and California Community Colleges in the 2021-22 Student Expenses and Resources Survey (SEARS), adjusted for inflation with the 2025-26 CCPI.

To these costs, the actual College charges for the academic year period are added to calculate the cost of attendance.

Note: ***The College does not provide on-campus housing.**

Verification

A federal financial aid student may be chosen to participate in the verification process by the U.S. Department of Education Central Processing System. The Central Processing System prints an asterisk next to the expected family contribution (EFC) on the Student Aid Report (SAR) or SAR Acknowledgement to identify that the student has been selected for verification. The purpose of verification is to maintain the integrity of federal financial aid programs by verifying the information provided by students and parents on financial aid applications.

Notification: If a student is selected for verification, the College will notify the student about the selection and request the student to provide all applicable documentation, which may include, but is not limited to, the following:

- IRS-issued federal tax return transcript(s)
- IRS W-2 form for each source of employment income
- Verification worksheet
- Documentation of high school completion
- Government-issued photo identification

Deadline to Submit: Student selected for verification must submit the requested document listed in the verification notification email within 14 days of the date of notification.

Consequences of Failure to Submit Documents: Failure to submit verification documents within the required period may result in the loss of the student's federal, state, and need-based institutional aid.

Statement of Educational Purpose

Additional documents may be required by the school to complete the verification process. A student will receive written notification from the school of verification requirements, required documentation, and the timelines for completion of the process.

Professional Judgment

The Professional Judgment Policy addresses the College's treatment of a student, on a case-by-case basis, when the student has special circumstances that are not sufficiently addressed by a standard approach. Special circumstances include conditions that differentiate an individual student from a whole population of students and those impacted by a federally declared major disaster as defined in The Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122(2)).

The College uses professional judgment on a case-by-case basis. The reason is documented in the student's file as it relates to the student's special circumstances. The College does not accept adjustments made for a student by another school, but reviews the student's circumstances and, if appropriate, documents the professional judgment decision made on the student's behalf. The College's decision regarding professional judgment adjustments is final and cannot be appealed to the U.S. Department of Education.

The purpose of professional judgment adjustments is to allow schools the ability to accommodate special circumstances; the U.S. Department of Education does not provide detailed information on when the College may make proper adjustments. The College may use professional judgment to increase or decrease one or more of the data elements used to calculate the Expected Family Contribution (EFC). The College may also use professional judgment to adjust the student's cost of attendance (COA). Inconsistent or conflicting information shown on the output document will be resolved before making any adjustments.

Dependency Overrides

A student who does not meet the definition of independent may be designated as independent if the College makes a documented determination of independence due to special circumstances. The U.S. Department of Education interprets a special circumstance as one that makes it inappropriate to expect a parental contribution. Examples of special circumstances include inability to locate parents, an abusive family environment, or abandonment by parents. Generally, the documentation of special circumstances will come from a third party that knows the student's situation (such as a teacher or member of the clergy), but in cases where this is not available, the College will accept a signed statement from the student detailing the special circumstance. Professional judgment is not used to change the status of a student from independent to dependent. However, the College may use professional judgment to account for parental support where special circumstances warrant. Dependency overrides do not carry over from one year to the next. If the student is not independent for some other reason noted on the FAFSA, the College will reaffirm each year that the special circumstance persists and an override is still justified.

HOW TO APPLY: Students who are interested in knowing if they are qualified to apply for dependency override will have to reach out to Financial Aid representatives for proper determination and/application. Financial aid applicants must satisfy certain eligibility requirements to be able to receive and continue to avail of financial aid. These requirements include, but are not limited to:

1. Fulfillment of all admission requirements
2. Submission of all documentation requested by the College within a defined timeline
3. Regular, verifiable attendance
4. Making Satisfactory Academic Progress and attendance
5. Completion of specific obligations, such as entrance counseling (see page 21-Enrollment Procedures).

In addition, a graduating student who has received a student loan must attend an in-person **Loan Exit Counseling** session and meet all other graduation requirements before they will be considered a graduate and awarded a diploma.

Withdrawing students who availed of any loans must attend an in-person exit counseling session as well. If not, within 30 days of leaving the College, an exit counseling letter will be mailed to the student at the last known address. The letter will include instructions on completing an online exit counseling session on the Department of Education's website.

Federal Financial Aid Credit Balance

Whenever the College credits federal financial aid funds to a student's account and those funds exceed the student's allowable charges, a federal financial aid credit balance occurs. The College will pay the excess federal financial aid funds directly to the student or parent as soon as possible, but no later than **14 days** after the balance occurred on the student's account.

FINANCIAL AID STUDENTS' RIGHTS

Students have the right to know:

- The types of Financial Aid available at Premiere Career College
- The basis for eligibility and the process for obtaining Financial Aid
- The types of Financial Aid awarded to the student and the conditions of the Financial Aid award under which the student agrees to comply
- The standards under which a student maintains and reestablishes eligibility for Financial Aid
- The method and timing of the disbursement of Financial Aid
- The terms of any Direct Loan received by the student
- The refund policy of the Institute, including the Return of Title IV funds

- Information regarding the institution
- Information regarding the retention and completion rates
- This information is available in the Financial Aid Department, on the institution's website, and/or included within this catalog.

Students who may not qualify to receive any aid can make proper arrangements with the Accounting Office to pay their tuition in installments. Tuition and fees can be paid on a monthly basis up to a maximum of 12 (twelve) months from the date of graduation with no interest. However, the College reserves the right to levy up to 10% interest on late payments.

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Students needing assistance obtaining institutional or financial aid information required for disclosure under any laws may contact the Financial Aid Office at (626) 814-2080.

Vocational Rehabilitation/WIA Program/Welfare-to-Work Program

Applicants who are referred for vocational rehabilitation through a private or government agency (e.g., Workforce Investment Act and Welfare to Work program participants) are accepted as regular students. The Admissions Office will provide full assistance in the application process.

Training of Veterans

Premiere Career College is approved to train veterans and eligible persons. This approval is granted in accordance with the responsibilities delegated to the California State Approving Agency for Veterans Education (CSAAVE) under Title 38, Chapter 36, US Code Sections 3671(a) and 3672(a).

On April 27, 2012, the President signed Executive Order 13607 – Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members. These principles were developed to strengthen consumer protection for our service members, veterans, and their families, as well as to ensure they have access to the information they need to make informed decisions concerning the use of their well-earned educational benefits.

As an institution approved for VA education benefits, Premiere Career College is strongly committed to the Principles of Excellence, thus publicly recognizing the importance of transparency and providing students with appropriate information.

Health, Security, and Safety

The College strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state, and local building codes, and the Board of Health and Fire Marshal regulations.

Students are solely responsible for their own security and safety both on-campus and off-campus, and must be considerate of the security and safety of others. The College has no responsibility whatsoever for any student's personal belongings that are lost, stolen, or damaged, whether on campus or during any College activities. Students should immediately report any medical, criminal, or other emergency occurring on campus to the Executive Director or Director of Student Services (or any other College employee if such officials are not available).
Upon receipt of any report of a medical or criminal emergency, the College will, on behalf of the student, obtain

the services of medical or security professionals, as required. Following a criminal emergency, the College may require the reporting student to confirm in writing the details of the criminal emergency report. Students are encouraged to promptly and accurately report all crimes to College officials and the appropriate police agencies.

Premiere Career College is a "drug-free" campus. No drug sales, drug abuse, illicit drug use, or alcohol consumption is permitted. Any student found to be under the influence of any illegal drugs/substances, including alcohol, will be immediately terminated from the program.

Information on drug counseling and available rehabilitation programs can be obtained from the Student Services Office.

Drug and Alcohol Abuse Prevention Program

Premiere Career College prohibits the unlawful possession, use, and/or distribution of illicit drugs and alcohol by students and employees on College property or as part of any College activity.

Any student or employee found to violate the above prohibition may be immediately removed from the College. Drug and alcohol screening may be required. Sanctions for students and employees may include suspension and termination.

The unlawful possession, use, and/or distribution of illicit drugs and alcohol are regulated by federal, state, and local laws. The penalties for violating these laws include misdemeanor and felony convictions and penalties such as fines, probation, denial or revocation of federal benefits, imprisonment, and forfeiture.

The use and abuse of illicit drugs and alcohol include physical and mental consequences such as addiction, disability, and death.

Students requiring counseling assistance for drug or alcohol use should contact the Director of Student Services for referrals. Information on illicit drug and alcohol use/abuse is available in the Student Center.

Sports Policy

The College currently does not participate in any sports or activities.

Campus Security Policy Statements and Report

Timely Warnings

In the event that a Clery Crime occurs that constitutes a continuing threat to the Premiere Career College community, the Executive Director will issue a campus-wide warning. The warning will be issued through the Official College website, postings around campus, and via e-mail. Anyone with information about a crime that may warrant such a warning should report it to the Executive Director at (626) 814-2080.

Policy for Reporting the Annual Disclosure of Crime Statistics

Premiere Career College prepares an Annual Disclosure of Crime Statistics to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The College compiles crime statistics from College records and local law enforcement agencies. The statistics are then compiled into a crime report, which can be accessed at our website:

2022 Campus Safety And Security Survey (Jeanne Cleary Disclosure Of Campus Security Policy And Campus Crime Statistics Act)

The College will also provide a written copy of the report upon request.

Reporting Crimes

If you have information regarding a crime, you should immediately inform the appropriate authorities. For crimes in progress or which have just occurred, you should contact 9-1-1. For non-emergency reports, you should contact the Irwindale City Police Department at (626) 962-3601. In addition, you may report crimes to the Executive Director of Premiere College at (626) 814-2080.

Confidential Reporting Procedures

All reports of criminal activity to Premiere Career College will be investigated. The College does not have a procedure for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to the appropriate law enforcement agency.

Security and Access Policies

Premiere Career College consists of only its main instructional campus and does not own or operate any non-campus or residential facilities. Classroom facilities are open to Premiere students during normal class hours, and the administrative building is open to the public during normal business hours. Visitors must have prior authorization before visiting Premiere classroom facilities. During off-hours, all College facilities are locked and protected by an electronic surveillance and security system.

Campus Security and Law Enforcement

Premiere Career College officials have the authority to ask persons for identification and determine whether individuals have lawful business at the College. Premiere officials do not possess arrest power. Crimes and other incidents are referred to the local police, who have jurisdiction over the Premiere College campus. Anyone with information regarding a crime is strongly encouraged to immediately report the incident to Premiere College officials and the appropriate police agencies. Prompt reporting will assure timely warning notices and disclosures of crime statistics.

Crime Prevention Program

Premiere Career College encourages all members of the College community to avail themselves of the various crime prevention programs offered in the area. The College will post notices of available self-defense training and other crime prevention programs on bulletin boards and in the Premiere College Newsletter.

Off-Campus Student Organization Activities

Premiere Career College does not sanction any off-campus student organization activities. If you are engaged in an off-campus activity with a student group, please alert the appropriate local law enforcement agencies of any incidents.

Sexual Offender Registration

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jean Clery Act and the Family Education Rights and Privacy Act of 1974, Premiere Career College is providing a link to the California Department of Justice's Megan's Law Website.

The California Department of Justice is responsible for maintaining this registry and website. Follow the link below to access the state's Megan's Law website:

http://www.meganslaw.ca.gov/

Emergency Response and Evacuation Procedures

Anyone with information about a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees should immediately inform the Premiere Career College front desk at (626) 814-2080. After confirming the threat using all available tools, the front desk official will use best judgment to determine who should be notified and how to disseminate the information.

Depending on the decision of the front desk official, the College may notify the campus community via intercom, in person, via bulletin board, or newsletter unless it is deemed that notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. If the front desk official determines that it is necessary to inform the larger community (public), then the front desk official shall contact the appropriate law enforcement agencies and pass on the relevant information. Evacuation procedures are posted in each campus building. Evacuation and notification drills are scheduled at least once per calendar year.

Ombudsman

The Federal Student Aid Ombudsman Group of the U.S. Department of Education is dedicated to helping resolve disputes related to the Direct Loans Program. The Ombudsman Group is a neutral, informal, and confidential resource to help resolve disputes about your federal student loans. Notify the Financial Aid Officer at Premiere Career College to resolve any problems with your student loans. If unresolved, contact the Department of Education's Ombudsman Group. You can either contact this office by mail, email, or phone at:

U.S. Department of Education, FSA Ombudsman Group
P.O. Box 1843
Monticello, KY 42633
Tel: 877.577.2575
Fax: 606396.4821
Email: octsreply@ed.gov

EDUCATIONAL PROGRAMS

General Office Assistant/Business Computer Applications

CIP Code	52.0408, 52.041
S.O.C. Codes	43-9061.00, 43-6014.00
Clock Hours	600
Total weeks to complete credit units	24
Maximum Time Frame (In Weeks) To Complete (150%)	36 weeks
Delivery Method	Residential; Blended
Semester Credit Units	26.50

EDUCATIONAL OBJECTIVES:

To provide the students with the basic knowledge and skills that will qualify them to work as entry-level general office clerk/business computer applications in virtually any type of business or industry.

PROGRAM DESCRIPTION:

The program is designed to give the students sufficient training in preparing them to support business information operations by using computer equipment to enter, process, and retrieve data for a wide variety of administrative purposes. It also includes instruction in using basic business software and hardware, business computer networking, principles of desktop publishing, preparing mass mailings, compiling and editing spreadsheets, preparing tables and graphs, receipt control, and preparing business performance reports.

COURSE OUTLINE

COURSE CODE	COURSE TITLE	THEORY CLOCK HOURS	LAB CLOCK HOURS	CREDIT UNITS	TOTAL WEEKS TO COMPLETE CREDIT UNITS	MAXIMUM TIME FRAME (IN WEEKS) TO COMPLETE
GO101	BUSINESS ENGLISH	75.00	-	5.00	3.00	
GO102	BUSINESS CORRESPONDENCE	25.00	25.00	2.50	2.00	
GO103	OFFICE PROCEDURES	25.00	25.00	2.50	2.00	
GO104	USE OF OFFICE MACHINES INCL. MICROSOFT OUTLOOK & POWERPOINT	25.00	25.00	2.50	2.00	
GO105	TYPING/KEYBOARDING & OFFICE MACHINES	-	50.00	1.50	2.00	
GO106	INTRODUCTION TO MICROCOMPUTERS	5.00	20.00	1.00	1.00	
GO107	SOFTWARE APPLICATIONS (WORD-PROCESSING, SPREADSHEETS AND DATABASES)	50.00	250.00	11.50	12.00	
	TOTAL	205.00	395.00			
	PROGRAM TOTALS	600.00		26.50	24.00	36

Satisfactory on-time completion of the program and a minimum grade average of 70% (C) are required for graduation. Diplomas are awarded to all graduates.

COURSE DESCRIPTION

GO101 - BUSINESS ENGLISH

This course covers the basic principles of Business English through a step-by-step approach to the correct use of the language as it is applied to business. Good communication skills are developed through practical lessons and exercises, reinforcing the learned principles.

Prerequisite: None

GO102 - BUSINESS CORRESPONDENCE

This course trains the student to prepare various types/styles of letters, memoranda, and other forms of business communications.

Prerequisite: None

GO103 - OFFICE PROCEDURES

This course covers the various tasks and responsibilities of an office assistant, such as scheduling appointments, receptionist skills, typing, filing, record keeping, and other clerical responsibilities.

Prerequisite: None

GO104 - USE OF OFFICE OF MACHINES INCLUDING MICROSOFT OUTLOOK & POWERPOINT

This course covers the use and basic operation of office machines such as the computer (desktop, workstation, personal, portable), copier, facsimile, postage meter, etc. This course will also provide the skills that students need for working in all types of business industries in two major aspects: Microsoft Outlook and Microsoft PowerPoint.

- Microsoft Outlook is an e-mail client and personal information manager (PIM) that's available as part of Microsoft's Office Suite. Students will acquire skills for corporations that utilize Microsoft Outlook for employees to coordinate meetings, calendars, shared mailboxes, and folders. The course also includes a task manager, contact manager, note-taking, and web browsing.
- With knowledge and skills on PowerPoint, students can create professional business presentations, audience handouts, speaker's notes, and internal usage of media production presentation with animations.

Prerequisite: None

GO105 - TYPING/KEYBOARDING AND OFFICE MACHINES

This course is aimed at helping the student master the keyboard. A minimum typing speed of 30-35 wpm is required for completion. This course also emphasizes the use of the electronic calculator in solving everyday business problems. Mastery of the touch method of electronic calculation is achieved through repetitive practical exercises.

Prerequisite: None

GO106 - INTRODUCTION TO MICROCOMPUTERS

This course teaches the parts and functions of the computer. It also includes an introduction to Windows and the mastery of managing Microsoft Windows.

Prerequisite: None

GO107 - SOFTWARE APPLICATIONS

This course teaches the use of the latest word processing, database, and electronic spreadsheet programs. Proficiency in the application of these programs is achieved through lectures, guided practice, and lots of hands-on exercises.

Prerequisite: GO106 - Introduction to Microcomputers

STATE LICENSING DETERMINATION: There is no licensure or certification for the General Office Assistant/Business Computer Applications program.

Financial Records Processing

CIP Code	52.0302
S.O.C. Codes	43-9061.00, 43-6014.00, 43-3031.00
Clock Hours	600
Total weeks to complete credit units	24
Maximum Timeframe to complete (150%)	36 weeks
Delivery Method	Residential; Blended
Semester Credit Units	25.50

EDUCATIONAL OBJECTIVES:

To provide the students with the basic knowledge and skills that will qualify them to work as entry-level accounting assistants, accounting clerks, bookkeeping clerks, auditing clerks, billing clerks, and other similar occupations in any type of business or industry.

PROGRAM DESCRIPTION:

This program is designed to enable the students to receive sufficient training in: business mathematics, mastery of electronic calculation (ten-key by touch), principles and techniques of accounting, typing/keyboarding, accounting accounting-related microcomputer applications.

COURSE OUTLINE

COURSE CODE	COURSE TITLE	THEORY CLOCK HOURS	LAB CLOCK HOURS	CREDIT UNITS	TOTAL WEEKS TO COMPLETE CREDIT UNITS	MAXIMUM TIME FRAME (IN WEEKS) TO COMPLETE
FR101	BUSINESS MATHEMATICS	25.00	50.00	3.00	3.00	
FR102	ACCOUNTING I	100.00	-	6.50	4.00	
FR103	ACCOUNTING II	-	100.00	3.00	4.00	
GO104	USE OF OFFICE MACHINES INCLUDING MICROSOFT OUTLOOK & POWERPOINT	25.00	25.00	2.50	2.00	
GO105	TYPING/KEYBOARDING & OFFICE MACHINES	-	50.00	1.50	2.00	
GO106	INTRODUCTION TO MICROCOMPUTERS	5.00	20.00	1.00	1.00	
FR106	FINANCIAL SOFTWARE APPLICATIONS (SPREADSHEETS, DATABASES, & ACCOUNTING SOFTWARE)	50.00	150.00	8.00	8.00	
	TOTAL	205.00	395.00			
	PROGRAM TOTALS	600.00		25.50	24.00	36

Satisfactory on-time completion of the program and a minimum grade average of 70% (C) are required for graduation. Diplomas are awarded to all graduates.

COURSE DESCRIPTION

FR101 - BUSINESS MATHEMATICS

This course begins with an extensive review of the fundamental mathematical operations. This is followed by the introduction of the various methods of using these operations in special business applications. Learned principles are reinforced through practical exercises.

Prerequisite: None

FR102 - ACCOUNTING I

This is an introduction to fundamental accounting concepts and principles. Basic accounting procedures such as journalizing and posting transactions are emphasized. Practical exercises are designed to develop good bookkeeping skills.

Prerequisite: FR 101 - Business Mathematics

FR103 - ACCOUNTING II

This covers the fundamental principles of accounting for cash, purchases and payments, sales and collections, payroll, and personal service enterprise. The basic procedures for preparing a trial balance and financial statement are also introduced

Prerequisites: FR101 - Business Mathematics, FR102 - Accounting I

GO104 - USE OF OFFICE MACHINES INCLUDING MICROSOFT OUTLOOK & POWERPOINT

This course covers the use and basic operation of office machines such as the computer (desktop, workstation, personal, portable), copier, facsimile, postage meter, etc. This course will also provide the skills that students need for working in all types of business industries in two major aspects, Microsoft Outlook and Microsoft PowerPoint.

- Microsoft Outlook is an e-mail client and personal information manager (PIM) that's available as part of Microsoft's Office suite. Students will acquire skills for corporations that utilize Microsoft Outlook for employees to coordinate meetings, calendars, shared mailboxes, and folders. The course also includes a task manager, contact manager, note-taking, and web browsing.
- With knowledge and skills on PowerPoint, students are able to create professional business presentations, audience handouts, speaker's notes, internal usage of media production presentation with animations.

Prerequisite: None

GO105 - TYPING/KEYBOARDING & OFFICE MACHINES

This course is aimed at helping the student master the keyboard. A minimum typing speed of 30-35 wpm is required for completion.
This course also emphasizes the use of the electronic calculator in solving everyday business problems. Mastery of the touch method of electronic calculation is achieved through repetitive practical exercises.

Prerequisite: None

GO106 - INTRODUCTION TO MICROCOMPUTERS

This course teaches the parts and functions of the computer. It also includes an introduction to Windows and the mastery of managing Microsoft Windows.

Prerequisite: None

FR106 - FINANCIAL SOFTWARE APPLICATIONS

This course teaches the use of the latest electronic spreadsheet, database, and financial software programs. Proficiency in the application of these programs is achieved through lectures, guided practice, and lots of hands-on exercises.

Prerequisites:

- FR101 - Business Mathematics
- FR102 - Accounting I
- FR103 - Accounting II
- GO106 - Introduction to Microcomputers

STATE LICENSING DETERMINATION: There is no licensure or certification for Financial Records Processing.

Medical Assistant, Front and Back Office

CIP Code	51.0801
S.O.C. Codes	31-9092.00, 43-4071.00, 29-2071.00, 43-6013.00
Clock Hours	900
Total weeks to complete credit units	34
Maximum Timeframe to complete (150%)	51 weeks
Delivery Method	Residential; Blended
Semester Credit Units	38.00

EDUCATIONAL OBJECTIVES:

To provide the students with the basic knowledge and skills that will qualify them as entry-level medical assistants performing both front and back office duties, including taking EKGs and drawing blood. They can work in doctors' clinics/offices, medical centers, hospitals, medical laboratories, research laboratories, medical schools, pharmaceutical companies, or medical insurance companies.

PROGRAM DESCRIPTION:

This program is designed to train students in: anatomy and physiology, front office practices, clinical procedures including EKG and phlebotomy, typing/keyboarding, and microcomputer operation.

COURSE OUTLINE							
COURSE CODE	COURSE TITLE	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERNSHIP CLOCK HOURS	CREDIT UNITS	TOTAL WEEKS TO COMPLETE CREDIT UNITS	MAXIMUM TIME FRAME (IN WEEKS) TO COMPLETE
BASIC SCIENCES							
MA101	ANATOMY AND PHYSIOLOGY	160.00		-	10.50	6.40	
BACK OFFICE PROCEDURES							
FB101	CLINICAL PROCEDURES (INCL. FIRST AID AND CPR)	50.00	75.00	-	5.50	5.00	
MA103	ELECTROCARDIOGRAPHY	10.00	40.00	-	2.00	2.00	
MA104	LABORATORY PROCEDURES AND PHLEBOTOMY	25.00	75.00	-	4.00	4.00	
FRONT OFFICE PROCEDURES							
MA105	OFFICE PROCEDURES	70.00	70.00	-	7.00	5.60	
GO105	TYPING/KEYBOARDING & OFFICE MACHINES	-	50.00	-	1.50	2.00	
GO106	INTRODUCTION TO MICROCOMPUTERS	5.00	20.00	-	1.00	1.00	
FB102	COMPUTER SOFTWARE APPLICATIONS (DATA PROCESSING)	5.00	85.00	-	3.00	3.60	
EXTERNSHIP							
FB103	FRONT AND BACK OFFICE MEDICAL ASSISTANT	-	-	160.00	3.50	4.00	
	TOTAL	325.00	415.00	160.00			
	PROGRAM TOTALS	900.00			38.00	34.00	51

Satisfactory on-time completion of the program and a minimum grade average of 70% (C) are required for graduation. Diplomas are awarded to all graduates.

COURSE DESCRIPTION

BASIC SCIENCES

MA101 - ANATOMY AND PHYSIOLOGY

Medical Terminology based on word building technique shall be introduced to build up the student's medical vocabulary consisting of lectures, exercises, and assessments. Medical terms pertinent to the different systems and structural organization of the body shall be covered. Anatomical description, fundamental body structure, and the structure and function of all the body systems are covered in this course. Abnormalities/ diseases associated with the various body systems, so that the correlation of these to the normal functions can be understood, are also emphasized.

Prerequisite: None

BACK OFFICE PROCEDURES

FB101 - CLINICAL PROCEDURES INCL. FIRST AID AND CPR

This course is aimed at developing good knowledge and skills in: patient history taking, preparing patients for examination, assisting the physician during examination and treatment, and taking vital signs. Also covered in this course are the potential office hazards and the measures to be taken to prevent them. The universal emergency medical identification system and all aseptic and safety precautions are emphasized. A 4.5-hour community CPR course through the American Heart Association is required for completion.

Prerequisite: None

MA103 - ELECTROCARDIOGRAPHY

Development of a good knowledge of cardiac anatomy and physiology, the basic principles of EKG, the various types of EKG procedures and their uses, and basic EKG interpretation are the objectives of the course. The practical skills acquired through this section include: proper preparation of the room and patient for EKG, obtaining a quality 12-lead resting EKG, mounting and labeling tracings, identifying and eliminating sources of artifacts, and cleaning up after the procedure.

Prerequisite: None

MA104 - LABORATORY PROCEDURES AND PHLEBOTOMY

This is an introductory course to the medical laboratory. Topics covered are: laboratory safety/quality control, use of the microscope, specimen collection, and routine laboratory procedures done in a doctor's medical clinic. Hands- on exercises are aimed at developing the student's skills in: educating and assisting patients for various laboratory tests, performing a capillary puncture/venipuncture, performing routine hematology tests; collecting urine, sputum, and stool specimens, performing routine urinalysis, preparing blood smears, the use and care of the microscope.

Prerequisite: None

FRONT OFFICE PROCEDURES

MA105 - FRONT OFFICE PROCEDURES

This course includes an introduction to the healthcare system and medical insurance, including basic knowledge in scheduling patients and preparing patients for examination by the doctor. Reception duties, including data entry, answering phones, verification of insurance, and obtaining authorization for consultations and medical procedures, shall be covered. Bookkeeping procedures are explained, and balancing of the patient's ledger is performed. Coding diagnoses and procedures using the ICD-10-CM and CPT systems are presented.

Prerequisite: None

GO105 - TYPING/KEYBOARDING & OFFICE MACHINES

This course is aimed at helping the student master the keyboard. A minimum typing speed of 30-35 wpm is required for completion.
This course also emphasizes the use of the electronic calculator in solving everyday business problems. Mastery of the touch method of electronic calculation is achieved through repetitive practical exercises.

Prerequisite: None

FB102 - COMPUTER SOFTWARE APPLICATION

Data processing is taught through lectures and lots of hands-on exercises.

Prerequisite: None

EXTERNSHIP

FB103 - FRONT AND BACK OFFICE MEDICAL ASSISTANT EXTERNSHIP

Upon successful completion of the didactic (classroom) training, the student is placed on a one-month externship rotation in a doctor's office, clinic, hospital, or medical laboratory, connected with Premiere Career College. This gives the student a practical clinical experience before graduation.

Prerequisite: Completion of MA101, MA102, MA105, GO105, GO106, and FB102.

STATE LICENSING DETERMINATION: Medical Assistant certification is not required for employment in the state of California. Although licensure is not required, a list of states, along with a determination on whether or not PCC's Medical Assistant-Front/Back Office program meets professional licensure education requirements, is provided on the PCC website.

Hospital Central Service Technician

CIP Code	51.1012
S.O.C. Codes	31-9093.00
Clock Hours	800
Total weeks to complete credit units	30
Maximum Timeframe to complete (150%)	45 weeks
Delivery Method	Residential; Blended
Semester Credit Units	32.00

EDUCATIONAL OBJECTIVES:

To prepare the students in all aspects of hospital central service/instrument processing procedures that will qualify them as entry-level hospital central service/instrument processing technicians.

PROGRAM DESCRIPTION:

Classroom education, as well as supervised clinical experience, is included in the program. Courses taught include: anatomy and physiology, microbiology, pharmacology, anesthesia, CPR, central service (materiel management) techniques, and instrument processing.

COURSE OUTLINE							
COURSE CODE	COURSE TITLE	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERNSHIP CLOCK HOURS	CREDIT UNITS	TOTAL WEEKS TO COMPLETE CREDIT UNITS	MAXIMUM TIME FRAME (IN WEEKS) TO COMPLETE
PHASE 1: BASIC SCIENCES							
CST100	ANATOMY AND PHYSIOLOGY	125.00	-	-	8.00	6.25	
CST101	PATHOLOGY, MICROBIOLOGY, PHARMACOLOGY, ANESTHESIA	50.00	-	-	3.00	2.50	
CST102	CPR/INTRODUCTION TO INFORMATION TECHNOLOGY	10.00	15.00	-	1.00	1.25	
PHASE 2: CLINICAL PROCEDURES							
CST103	CENTRAL SERVICE TECHNIQUES/ INSTRUMENT PROCESSING	150.00	50.00	-	11.50	10.00	
PHASE 3: EXTERNSHIP							
CST104	HOSPITAL CENTRAL SERVICE/ INSTRUMENT PROCESSING	-	-	400.00	8.50	10.00	
	TOTAL	335.00	65.00	400.00			
	PROGRAM TOTALS	800.00			32.00	30.00	45

Satisfactory on-time completion of the program and a minimum grade average of 70% (C) are required for graduation. Diplomas are awarded to all graduates.

COURSE DESCRIPTION

PHASE 1: BASIC SCIENCES

CST100 - ANATOMY AND PHYSIOLOGY

Structures and functions of the human body are covered in this course. Main organs of each of the body systems are reviewed. Important emphasis is given on Medical Terminology related to relevant abnormalities and diseases treated in the Operating Room in connection with the vital role of the Central Service/Instrumentation Technician providing the necessary instrumentation, equipment, and supplies.

Prerequisite: None

CST101 - PATHOLOGY, MICROBIOLOGY, PHARMACOLOGY, ANESTHESIA

Main classes of micro-organisms, the production of diseases by pathogens, and the mechanism of human body defense are covered in this course. Special emphasis is given on basic concepts of infection control: chain of infection and infection control measures, asepsis, hygiene and hand washing, blood-borne pathogens, and standard precautions. Specific practices for Central Supply applying the knowledge, awareness, and main concepts of microbiology and infection control are reviewed in the course. The main basic pharmacological agents are also discussed.

Prerequisite: None

CST102 - CPR/INTRODUCTION TO INFORMATION TECHNOLOGY

A 4.5-hour community CPR course through the American Heart Association is required. Students are also introduced to the parts and functions of the computer.

Prerequisite: None

PHASE 2: CLINICAL PROCEDURES

CST103 - CENTRAL SERVICE TECHNIQUES/INSTRUMENT PROCESSING

This course includes an extensive study of Central Service Techniques. Very important topics covered in the course are: cleaning and decontamination, disinfection, endoscopes, equipment management, surgical instrumentation and supplies, sterile packaging, sterilization, storage, distribution, inventory control, legal issues, quality assurance, safety in Central Service, human relations skills, professional development, and healthcare trends.

This course also includes eighty (80) hours of practical training on packaging techniques, linen folding, instrument and supplies identification, and preparation.

Prerequisite: None

PHASE 3: EXTERNSHIP

CST104 - HOSPITAL CENTRAL SERVICE/INSTRUMENT PROCESSING

It is an intensive hands-on training in all areas of the Central Service Department, including decontamination, preparation and packaging, sterilization, storage, and distribution. The student, under the supervision of the hospital staff member, will apply the knowledge acquired in the didactic phases of the program, and will gain the necessary skills in order to be able to follow instructions, observe policies and procedures, accomplish every task in a satisfactory manner, and be part of a team as an entry-level Central Service Technician.

Prerequisite: Completion of CST100, CST101, CST102, and CST103.

All students, after successful completion of this program, are encouraged to become members of the **Healthcare Sterile Processing Association (HSPA)**, formerly, International Association of Healthcare Central Service Materiel Management (IAHCSMM), and to take the **Certified Central Service Technician** examination given by the HSPA. The College assists the student in applying for both the membership and the test.

Important Notices:

1. Effective January 2005, affiliate hospitals are requiring students to undergo a criminal background check before their externship rotation at the clinical site. This requirement is in compliance with the Joint Commission's New Management of Human Resources for all employees, volunteers, and students.
2. All Hospital Central Service Technician students, 18 years and older, must show evidence that they have completed a criminal background check, which includes criminal history (Superior and Municipal Courts where applicable), Social Security verification, OIG name search, and Sexual Offender Identification.
3. The College will forward the results of the check and all other relevant information to the affiliate site prior to assignment of the student. The affiliate reserves the right to accept or deny assignment of the student based on the evaluation of the information provided.
4. The College is committed to supporting its affiliate facilities in complying with Joint Commission Standards and all other regulatory bodies that help assure the highest level of quality patient care and safety are adhered to.
5. It's been widely recognized that obtaining professional certification status is the most important step Hospital Central Service Technicians can take toward advancing their careers and driving quality within their respective departments. It is essential that CS staff have the knowledge, skills, and training to provide consistent, reliable, and quality-focused service.
6. Premiere Career College Hospital Central Service Technician program is recognized by the Healthcare Sterile Processing Association (HSPA), formerly the International Association of Healthcare Central Service Materiel Management (IAHCSMM). Upon successful completion of the didactic portion of the program, students may take the HSPA Provisional Certification Examination. Premiere Career College will pay for the initial application of the certification exam.
7. Provisional Certification is granted when an individual passes a certification exam but has not yet accumulated the full 400 hours of required hands-on experience. Hours of hands-on experience must then be accumulated within six (6) months of passing the certification exam.
8. Completing a clinical rotation in your assigned site will provide the documentation of the completed 400 hours of hands-on experience, and the College will submit the required hours to HSPA prior to the end of the six (6) month period.
9. Students are required to commit to the hours required for externship. Failure to submit hands-on hours within the designated time frame will result in the certification being revoked. Successful completion of a retake exam would then be required to regain certification, and full testing fees at the student's expense would apply to this examination.

STATE LICENSING DETERMINATION: Hospital Central Service Technician certification is not required for employment in the state of California. Although licensure is not required, a list of states, along with a determination on whether or not PCC's Hospital Central Service Technician program meets professional licensure education requirements, is provided on the PCC website.

Associate of Occupational Science in Surgical Technology

CIP Code	51.0909
S.O.C. Codes	29-2055.00, 31-9093.00
Program Hours	1535
Program Academic Weeks	61
Maximum Time Frame to Complete (150%)	91.5 weeks
Total Academic Credit Awarded	65.00
Program Schedule	4 hours per day, 5 days per week = 20 hours per week
Delivery Method	Residential; Blended

EDUCATIONAL OBJECTIVES:

1. The goal of the Associate of Occupational Science in Surgical Technology program is the preparation of competent entry-level surgical technologists in the cognitive, psycho-motor, and affective learning domains needed to assist with surgical patient care, which will enable our graduates to gain employment and serve our community.

2. The program achieves the primary educational objectives and meet or exceed requirements set forth by the CAAHEP standards through educational activities like lectures, discussions and lab sessions, use of visual aids, personal experiences of the faculty, development of practical skills simulating the Operating Room and application of the knowledge and skills to their training on real time situations in the Surgical Environment at affiliated clinical facilities. The syllabi are such that they allow both depth and scope and adequate time to fully cover each subject. Objectives are reviewed regularly and consistently to make certain they are met

Upon program completion, the graduate will be able to:

1. Correlate the knowledge of anatomy, physiology, pathophysiology, and microbiology to their role as a Surgical Technologist.
2. Demonstrate a safe and professional level of practice and knowledge in their role as a Surgical Technologist.
3. Acquire an understanding of the ethical, legal, moral, and medical values related to the patient and the surgical team during the perioperative experience.
4. Correlate the elements, action, and use of medications and anesthetic agents used during the perioperative experience.
5. Implement safe practice techniques with regard to perioperative routines, patient transportation, positioning, and emergency procedures.
6. Integrate principles of asepsis as part of the perioperative experience.
7. Accurately apply knowledge and skills of a professional Surgical Technologist to address the biopsychosocial needs of the surgical patient.
8. Perform proficiently and competently as an entry-level surgical technologist in the cognitive, psychomotor, and affective learning domains.
9. Value the professional attributes of the Surgical Technologist.

PROGRAM DESCRIPTION:

Classroom education, laboratory skill training, as well as supervised clinical experience are included in the program. Instruction begins with study skills and strategies for college success. The curriculum contains four main areas or phases, namely: General Education, Science, Core Concepts (Fundamentals) and Basic Surgical Procedures, and Clinical Procedures (Practice).

The **General Education** includes English Composition, Business Math, and General Psychology.

The **Science** component includes basic science, related science, and biomedical science. It covers more focused topics such as medical terminology, anatomy and physiology, pathophysiology, microbiology, immunology, pharmacology, anesthesia concepts, electricity, robotics, and computers.

The **Core Concepts (Fundamentals)** include elements, integration, and application. Procedural content (basic, intermediate, and advanced procedures) is the focus of integration, while clinical practice guidelines and case-level requirements are taught in the application. Some of the specific topics included are aseptic techniques, sterilization and disinfection, environmental controls and personnel practices, fundamental instrumentation, suture and needle uses, dressing, and drainage systems. Assisting the surgeon, Standard Precautions and OSHA guidelines, preparing supplies, equipment care, inventory maintenance, and documentation are also integral segments of this phase of the curriculum. Patient care concepts and responsibilities of sterile and non-sterile personnel are also covered. This phase also covers instruction in the surgical specialties to supplement the practical application of theory and techniques in general, gastrointestinal, plastic/reconstructive, otorhinolaryngologic, obstetric, and gynecologic procedures. Ophthalmic, neurosurgical, thoracic, genitourinary, vascular, and pediatric procedures are presented as well. Endoscopic and Laser procedure considerations are also covered. The role of the surgical team, ethical, legal, and moral considerations, preoperative, intraoperative, and postoperative care of the patient, and safety practices are significant aspects of the instruction.

The fourth phase, **Clinical Procedures (Practice),** includes issues such as professional, workplace, and self-management. Students participate under supervision in direct patient care and the surgical procedures in the surgical setting. Experiences include central or sterile services, instrument reprocessing, operating room, and post-anesthesia unit activities.

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not be substituted for hired staff personnel within the clinical institution in the capacity of a surgical technologist.

The Surgical Technologist functions in association with nurses, anesthesiologists, and surgeons as part of the operating room team to provide care to the patient during the crucial periods of surgery. The Surgical Technologist must create and maintain a safe operating room environment through aseptic surgical techniques. The Surgical Technologist must know the fundamental steps and routine procedures needed to assist the surgeon in the use of surgical instrumentation. Maintaining the equipment and sterile supplies needed to successfully complete each operation is essential to perform efficiently as a member of the surgical team.

To complete the program, students must sit for the certification examination administered by the National Board of Surgical Technology and Surgical Assisting. Graduates will qualify for employment as entry-level Surgical Technologists.

PROGRAM REQUIREMENTS:

1. Satisfactory completion of all courses within the allowed maximum time frame for the program and a minimum grade average of 70%.
2. Participation in a minimum of 120 cases as delineated in the Revised Surgical Rotation Case Requirements according to the Core Curriculum for Surgical Technology, 6th Edition.
3. Participation in the College-sponsored mandatory review.
4. Participation in the Surgical Technology Certification (CST) Examination.

The Surgical Technology Certification (CST) Examination is given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

This examination is used by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) to determine how well the College's Surgical Technician program has prepared the students for entry into the field and whether the program meets the Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology set by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

The College's Surgical Technology curriculum incorporates the CST Examination topics and is designed to prepare students to pass the examination. Student's participation in the review sessions in preparation for the CST Exam is mandatory in order to participate in the on-campus web-based testing.

COURSE OUTLINE							
COURSE CODE	COURSE TITLE	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERNSHIP CLOCK HOURS	CREDIT UNITS	ACADEMIC WEEKS TO COMPLETE CREDIT UNITS	MAXIMUM TIME FRAME (WEEKS) TO COMPLETE (150%)
ST101	ENGLISH COMPOSITION	45	-	-	3	2.25	
ST102	BUSINESS MATH	45	-	-	3	2.25	
ST103	GENERAL PSYCHOLOGY	45	-	-	3	2.25	
ST201	INTRODUCTION TO SURGICAL TECHNOLOGY	20	-	-	1.0	1	
ST202	HUMAN BIOLOGY PART 1	40	-	-	2.5	2	
ST203	HUMAN BIOLOGY PART 2	100	-	-	6.5	5	
ST204	PATHOLOGY FUNDAMENTALS	40	-	-	2.5	2	
ST205	PHARMACOLOGY & ANESTHESIA CONCEPTS	40	-	-	2.5	2	
ST206	BIOMEDICAL SCIENCES	40	-	-	2.5	2	
ST301	PATIENT CARE & PRINCIPLES OF SURGERY	12	8	-	1	1	
ST302	ASEPSIS	24	16	-	2	2	
ST303	FUNDAMENTAL OF O.R. TECHNIQUES	84	56	-	7	7	
ST304	BASIC SURGICAL PROCEDURES	168	112	-	14.5	14	
ST401	CENTRAL SUPPLY / INSTRUMENT PROCESSING	-	-	120	2.5	3	
ST402	OPERATING ROOM ROTATION	-	-	520	11.5	13	
	TOTALS	703	192	640	65	61	91.5
	PROGRAM TOTALS	1535					

COURSE DESCRIPTION

ST101 - ENGLISH COMPOSITION

To provide students with experience in writing essays with a variety of purposes and to allow students to practice writing in general and to polish their skills in organization, grammar, style, and mechanics. Students also learn the principles of defining research problems and developing research strategies. Readings for this course are selected from American writers.

Prerequisite: None

ST102 - BUSINESS MATH

To provide students with reinforcement of mathematical computations, and to challenge them to understand how to process and interpret information to arrive at logical conclusions in common business math applications. Prerequisite: None

ST103 - GENERAL PSYCHOLOGY

The purpose of this course is to teach the concepts and facts of psychology. Students are introduced to the science of learning and memory, which can increase the amount of information learned and retained. Also, this course will provide a better understanding of human learning and behavior, which will lead to success in future classes.

Prerequisite: None

PHASE 1: BASIC SCIENCES

ST201 - INTRODUCTION TO SURGICAL TECHNOLOGY

Job responsibilities and functions of surgical technologists are taught in this course. The role of the surgical technologist in relation to the role of the other members of the surgical team is emphasized. The basics of medical terminology are surveyed.

Prerequisite: None

ST202 - HUMAN BIOLOGY PART 1

Human anatomical descriptions, fundamental body structures, and the structure and functions of all body organs/systems are covered in this course. Abnormalities/diseases associated with the various body systems, so that their correlation to the normal functions can be understood, are also emphasized.

Prerequisite: None

ST203 - HUMAN BIOLOGY PART 2

This course is a continuation of Human Biology - Part I. It covers the study of the parts and functions of the following body systems: endocrine, cardiovascular, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive. Abnormalities/ diseases associated with the various body systems, so that their correlation to the normal functions can be understood, are also emphasized.

Prerequisite: None

ST204 - PATHOLOGY FUNDAMENTALS

The microbiology and pathophysiology of diseases, and the different bodily responses are discussed in this section. Basic concepts of immunology are also covered.

Prerequisite: None

ST205 - PHARMACOLOGY & ANESTHESIA CONCEPTS

The drugs used in surgery, their mechanism of action, indications, adverse reactions, and drug interactions are discussed. Also covered are the principles of anesthesia administration, possible complications, and interventions.

Prerequisite: None

ST206 - BIOMEDICAL SCIENCE

This section introduces the basic principles of electricity, robotics, and computers in relation to the practice of surgical technology.

Prerequisite: None

PHASE 2: CORE CONCEPTS

ST301- PATIENT CARE & PRINCIPLES OF SURGERY

This is an introduction to surgical procedures and techniques. Understanding why surgeries are performed and the role of the surgical technologist and the team members is emphasized. The organization and administration of the Operating Room is studied along with ethical, legal, and moral considerations. The surgical technologist is instructed as to the biopsychosocial needs of the patient to sustain life.

Prerequisite: ST201, ST202, ST203, ST204, ST205, ST206

ST302 - ASEPSIS

This section covers asepsis and sterile techniques, hand hygiene and surgical scrub, gowning and gloving, surgical counts, and draping.

Prerequisite: ST201, ST202, ST203, ST204, ST205, ST206

ST303 - FUNDAMENTALS OF O.R. TECHNIQUES

This course covers the fundamentals of O.R. Surgical techniques, which include preoperative (non-sterile), intraoperative (sterile), and postoperative techniques. It also covers perioperative case management and the assistant circulator role.

Prerequisite: ST201, ST202, ST203, ST204, ST205, ST206

ST304 - BASIC SURGICAL PROCEDURES

Introduction to surgical procedures and the various surgeries performed in the different organs/systems of the body. Anatomy, physiology, and pathophysiology are reviewed. Fundamentals of common major and minor procedures in general, Gynecologic, ENT, and GI procedures are developed. Assisting the surgeon(s) in routine activities common to many procedures is emphasized. CPR for emergencies is also covered.

Prerequisite: ST301, ST302, ST303

PHASE 3: EXTERNSHIP (CLINICAL PROCEDURES)

ST401 - CENTRAL SUPPLY / INSTRUMENT PROCESSING

This is the first three weeks of the third phase. It is spent in the central service department of a hospital. It is an intensive hands-on training in instrument processing, sterilization procedures, and preparing surgical trays. In this phase, the student is trained to perform any combination of the following duties: scrubbing/washing of surgical instruments, containers, and equipment; sterilizing instruments, equipment, and supplies using autoclave, sterilizers, or antiseptic solutions, preparing packs of supplies, instruments, treatment trays, etc.; storing prepared articles/supplies in designated areas; filling requisitions and helping in inventory of supplies.
Prerequisite: ST304

ST402 - OPERATING ROOM ROTATION

This is the last thirteen (13) weeks of the third phase. It is spent in the operating room of a hospital where theories and practices learned and acquired are applied through assisting in actual surgeries. During this clinical training, progress is closely monitored and supervised.
Prerequisite: ST304

- Satisfactory completion of all phases (I, II, III), with no grades lower than 70% (C) in any course and with completion of all courses within the on-time completion time frame, is required for graduation. In addition, participation in a minimum of 120 cases as delineated in the Revised Surgical Rotation Case Requirements according to the Core Curriculum for Surgical Technology, 6th Edition, and participation in the Certified Surgical Technology (CST) Examination are requirements for graduation from the Surgical Technician Program. Diplomas are awarded to all graduates.
- All bona fide students of the surgical technician program are encouraged to be members of the Association of Surgical Technologists. Information on how to become a member is provided by the instructor at the beginning of the program. Before successful completion of the program, graduates are required to take the National Certifying Examination for Surgical Technologists administered at designated test centers by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).
- The College assists the graduates in applying for this examination. Membership and test fees are not part of the tuition and fees paid to the school. The students are responsible for payment of these fees.

Important Notices:

1. Effective January 2005, affiliate hospitals are requiring students to undergo a criminal background check before their externship rotation at the clinical site. This is in compliance with The Joint Commission's New Management of Human Resources for all employees, volunteers, and students.

2. All Surgical Technology students 18 years and older must show evidence that they have completed a criminal background check, which includes criminal history (Superior and Municipal Courts where applicable), Social Security verification, OIG name search, and Sexual Offender Identification.

3. The College will forward the results of the check and all other relevant information to the affiliate site prior to assignment of the student. The affiliate reserves the right to accept or deny assignment of the student based on the evaluation of the information provided.

4. The College is committed to supporting its affiliate facilities in complying with The Joint Commission Standards and all other regulatory bodies that help assure the highest level of quality patient care and safety are adhered to.

5. In February, 2011, the Academic Review Council on Education in Surgical Technology and Surgical Assistant (ARC/STSA) finally announced that effective August 1, 2011, the NBSTSA's National Certified Surgical Technologist (CST) exam will be the only approved outcomes assessment examination for reporting program outcomes on the ARC/STSA Annual Report. Programs that continued the use of the AST Program Assessment Exam (PAE) for the academic year August 1, 2010, to July 31, 2011, must transition to the CST exam as their outcome assessment indicator for all graduates beginning August 1, 2011. It is therefore required that the National Certification Examination for Surgical Technologist be mandatory for all students graduating from a CAAHEP-accredited program.

6. Attendance in the review is mandatory. If a student missed 2 consecutive review days, the student will be removed from the list of students scheduled to take the Web-Based Testing at the College and will have to take the Certification Exam in other AMP-approved testing Sites.

7. The Clinical Site requires from the student a medical clearance before starting a clinical rotation. The medical clearance would include, but may not be limited to:
    - Physical Exam
    - CBC (copy of blood count result)
    - TB Test (if positive, chest x-ray)
    - Hepatitis B immunity (positive blood titer). If negative, need proof of Hepatitis B vaccination
    - Varicella positive blood titer (if negative, 1 proof of varicella vaccination)
    - T-Dap documentation of dose within the last 2 years
    - Flu Shot (during flu season)

STATE LICENSING DETERMINATION: Surgical Technologist certification is not required for employment in the state of California. Although licensure is not required, a list of states, along with a determination on whether or not PCC's Surgical Technology program meets professional licensure education requirements, is provided on the PCC website.

Educational Program

A. Methods of Instruction

These methods are utilized in all the programs.

Lecture	Instructor presentation of the topics covered in the different courses through formal discourse, demonstrations, and video presentations.
Laboratory	Application of theoretical knowledge learned through guided/supervised hands-on training. Skills acquired are reinforced through repeated practice.
Clinical	Actual on-the-job application of learned skills under the close supervision of a clinical instructor.

B. Description of Semester Credit Units

All courses in all the programs are measured by semester credit units. Completion of the specified semester credit units for a program is required for graduation.

Semester credit hours are determined as follows:

SEMESTER CREDITS:

- 15 hours of lectures = 1 semester credit hour
- 30 hours of laboratory = 1 semester credit hour
- 45 hours of clinical/externship = 1 semester credit hour

C. Definition of On-Time Completion (applicable to all programs)

On-Time Completion = Completion of credit weeks plus allowance for holidays, placement activities, and review for certification and/or licensing.

PROGRAM	Weeks Needed to Complete All Required Credits
Associate of Occupational Science in Surgical Technology	+8
Hospital Central Service Technician	+6
Medical Assistant Front and Back Office General Office Assistant / Business Computer Applications Financial Records Processing	+4

Distance Education in Hybrid Programs Disclosures

Student Orientation

Students enrolling in hybrid program courses are required to complete a series of orientation activities presented in the Learning Management System (LMS), designed to simulate the hybrid classroom environment and to allow the institution to support the students as they complete distance education hybrid courses or programs.

The activities include viewing a welcome and instructional video and reading supplemental resources on strategies for success in distance education learning.

Students who are enrolled in hybrid programs are greeted and guided through their distance education administrators' orientation. Students of the institution who are enrolled in hybrid courses are greeted and guided through this process by the CANVAS and Zoom Coordinator under the supervision of the Distance Education Administrator.

Students must log in to their LMS before the class starts to complete the orientation. After the completion of the orientation activities, students can gain access to their courses to view and participate. The orientation is comprised of (a) institution policies and procedures, such as plagiarism, academic honesty, and attendance that pertain to LMS distance education students, (b) expectations of students, (c) tips on how to be a successful distance education in a hybrid program student and (d) how to navigate the LMS distance education classroom.

Technology Resources

To support students in achieving its mission, Premiere Career College is dedicated to ensuring that potential students have the necessary technological resources and tools that will help them be successful in the program.

Before registering for their first distance education course in a hybrid program, students must complete orientation to ensure that they understand the technology necessary for success and the rigor of a distance education environment. Students are informed of the minimum technical requirements that they must use to utilize the platforms.

Technology Requirements

During the program orientation, the institution informed students that they must have their own computer that meets the minimum distance education technology requirements, and they must have high-speed Internet access. The institution's hybrid courses require a broadband cable or Wi-Fi connection, and students must have an e-mail address. Students are also informed of this prior to enrollment in any hybrid course or program and are given handouts to ensure they have the information.

With computer literacy (basic functions and familiarity with computer use, students must have consistent and reliable access to a computer, an up-to-date and secure internet connection, and an operating system that is compatible with the use of CANVAS and Zoom, as the Learning Management Systems for the program. Before beginning online course(s), the student's computer needs to be up-to-date with the appropriate hardware and software requirements.

The computer needs to have the following:

- Operating System: Windows 10 or higher or macOS X or higher
- Network connection: Wired or wireless high-speed internet connection
- Browser Plug-ins
- Adobe Acrobat Reader
- JavaScript enabled
- Anti-virus Software: Keep virus definitions updated and scan your computer on a regular basis. Note: It is strongly recommended that only one anti-virus program be used on your computer; if more than one is used, they will conflict with each other and cause problems.
- Spyware Removal Software: Keep spyware/malware/adware definitions updated and scan your computer on a regular basis.
- Application Software: PDF Reader, Microsoft Office 365.

Blended courses include traditional class meetings with the internet interface (web browser), e-mail, and other Internet resources to provide opportunities for student-faculty and student-to-student interaction in person as well as online.

Blended Delivery Expectations

1. **Hardware:** Students must have access to a computer for optimal learning. The computer should meet minimum program requirements.
2. **Communications:** Good written communications via e-mail or discussion boards are essential. Communicate early and often with the instructor and classmates via email, board postings, and other online interaction formats.
3. **Attendance:** Mandatory attendance is enforced for these classes just as in classes that regularly meet face-to-face. Students will be notified of meeting locations by their instructors. An orientation is conducted on the first day of class.
4. **Level of Commitment:** These courses require students to be as independent and resourceful as any course taught face-to-face on campus. Regular class meetings set the pace of the course curriculum.

Applicant's Ability to Complete a Distance Education Program

During the academic interview prior to enrollment, any material circumstance that may adversely affect the applicant's ability to complete a distance education program is being disclosed. Applicant is given an opportunity to meet the admissions personnel to answer any questions pertaining to any material circumstances that may adversely impact an applicant's ability to complete a distance education program.

Premiere Career College distance education programs are offered only for California residents. The College is not authorized to deliver distance education outside the State of California. Therefore, the process by which the student's physical location at the time of enrollment is determined through government-issued ID and signed student attestation. A disclosure that student relocation to a state in which the College does not have approval to operate may adversely impact the student's ability to complete the program.

All applicants are provided an Enrollment Agreement that outlines any barriers to program completion, credentialing, or employment for students receiving education in California. The institution makes it clear in writing that if students move out of state, this may adversely impact the student's ability to complete the program and gain employment in the field.

Technical Support

The Information Technology (IT) staff assists students with a variety of technical queries, such as log-in questions, e-mail account sign-in, Zoom access, navigation in an online course, CANVAS access and navigation, and technical questions regarding computer requirements and troubleshooting. IT Staff members provide technical support through email, in-person assistance, and telephone.

The best way for students to get "general" technical help from the IT Department is to email us at techsupport@premierecollege.edu. Our email is monitored throughout the workday as well as evenings. A staff member will contact you within 24 hours of your submission, with a quicker response time during normal business hours of 8:00 a.m. to 8:00 p.m. on Monday through Friday.

IT Tech Support may be reached at (626) 814-2080, Monday through Friday between the hours of 8:00 a.m. and 8:00 p.m. If no one is available to take your call, please leave a message and your call will be returned no later than the next business day.

Online Identity Verification

All students will be required to submit a government-issued photo ID on application to the school and program during enrollment. The IT Department will capture this ID and make it a valid document in the online student information system.

During Zoom instruction, student identity is verified by the instructor through attendance roll call while the camera is turned on. When a student logs in, she/he need to use the proper name convention as it appears on the attendance record.

On Zoom, meeting IDs are posted, and only eligible students are allowed to get access to the platform. To get access to the CANVAS, all students are provided with a username and password.

COLLEGE PERSONNEL

Ownership and Control

Premiere Career College is owned and operated by Premiere Educational Corporation, a for-profit California corporation.

Board of Directors

MEMBERS	
President	Fe Ludovico-Aragon
Vice President	Enrique V. Aragon

ADMINISTRATION	
President/Chief Executive Officer / Chief Financial	Fe Ludovico-Aragon
Officer Director of Logistics	Enrique V. Aragon
VP for Operations/Director of Education	Rafael Tolentino
Program Director - Medical Assistant - Front & Back	Jennifer Alvarez
Office Program Director-Business Department Program	Amir Eftekhari
Director-Surgical Technology (AOST)	Jovita Buenaseda
Assistant Program Director - Surgical Technology (AOST)	Veronica Gunasekera
Program Director-Hospital Central Service Technician	Laredo Velasco
Distance Education Liaison Officer	Daniel Quick

ACCOUNTING	
Accounting Director	Liza David
Accounting Manager	Elvira Casado

FINANCIAL AID	
Director of Financial Aid	Junnette Tibor
Assistant Director of Financial Aid	Mary Jayne Esteban

ADMISSIONS	
Director of Admissions	Teresa Jimenez
Assistant Director of Admissions	Grace Quick
Admissions Officer	Anahi Rodriguez

INFORMATION TECHNOLOGY	
Senior I.T. Officer/ Marketing Coordinator/ Liaison Officer for Distance Education	Daniel Quick
Information Technology Associate	Bryant Bonefont

STUDENT SERVICES AND CAREER SERVICES

Director of Student and Employee Services	Hedy Diaz
Director of Career Development	Maria Aurora Adajar
Associate Registrar/Custodian of Records	Mabel Durante
Associate Registrar	Sue Cayetano
Clinical Coordinator	Veronica Gunasekera
Virtual Librarian	Kevin Lee
Learning Resource Assistant	Daniel Quick

MAINTENANCE/LOGISTICS

Supervisor	Franco Villaflor
Maintenance / Logistics	Lilian Villaflor
Maintenance / Logistics	Rodolfo Fernando

Education

BUSINESS DEPARTMENT

Dr. Amir Eftekhari — Program Director/Instructor (Full-time)
Interim Distance Education Administrator

- PhD in Agricultural Economics, Mississippi, USA
- MSc in Agricultural Economics, Oklahoma, USA
- Certified Microsoft Office Specialist - Associate
- Certified Microsoft Office Specialist - Expert
- Intuit QuickBooks Desktop - Certified User

MEDICAL ASSISTANT DEPARTMENT

Jennifer Alvarez — Program Director/Instructor (Full-time)

- Certified Clinical Medical Assistant (AMCA)
- Medical Assistant, Premiere Career College, California

SURGICAL TECHNOLOGY DEPARTMENT (ASSOCIATE IN OCCUPATIONAL SCIENCE)

Jovita Buenaseda — Program Director/Instructor (Full-time)

- Certified Surgical Technologist (CST), NBSTSA*, U.S.A.
- Associate Degree - Occupational Science in Surgical Technology, Premiere Career College, California

Veronica Gunasekera — Asst. Program Director/ Instructor (Full-time)

- Certified Surgical Technologist (CST), California, U.S.A
- Associate of Occupational Science in Surgical Technology, Premiere Career College, California, U.S.A.

Sisinio Villacin — Instructor (Part-time)

- MD – Medical Doctor, Southwestern University, Philippines

Steve Ryan — Instructor (Part-time)

- B.A. English, College of Staten Island NY, U.S.A.
- M.A. English, City College of New York, NY, U.S.A.

Elgie Apacible — Instructor (Full-time)

- Certified Surgical Technologist (CST), California, U.S.A.
- Associate Degree – Occupational Science in Surgical Technology, Premiere Career College, California

HOSPITAL CENTRAL SERVICE TECHNICIAN DEPARTMENT

Dr. Laredo Velasco Program Director/Instructor (Full-time)

- Doctor of Medicine, Far Eastern University, Philippines
- Bachelor of Science in Biology, Philippines
- Certified Registered Central Service Technician (CRCST), HSPA, U.S.A.
- Certified Surgical Technologist (CST), NBSTSA, U.S.A
- Certified CPR Instructor, American Heart Association

**NBSTSA: National Board of Surgical Technology and Surgical Assisting*
**HSPA: Healthcare Sterile Processing Association*

PROJECTED START AND END DATES

NEW START AND END DATES WITH ON-TIME COMPLETION FROM JAN 2025 TO JUN 2026											
Start Date	**FRP**	**GO**	MAFB/CLASS	MAFB/EXT	**MAFB**	ST/CLASS	ST/EXT	**ST**	HCST/CLASS	HCST/EXT	**HCST**
01/06/25	**06/20/25**	**06/20/25**	08/01/25	08/29/25	**08/29/25**	11/14/25	03/06/26	**03/06/26**	05/23/25	08/01/25	**08/01/25**
01/13/25	**06/27/25**	**06/27/25**	08/08/25	09/05/25	**09/05/25**	11/21/25	03/13/26	**03/13/26**	05/30/25	08/08/25	**08/08/25**
01/20/25	**07/04/25**	**07/04/25**	08/15/25	09/12/25	**09/12/25**	11/28/25	03/20/26	**03/20/26**	06/06/25	08/15/25	**08/15/25**
01/27/25	**07/11/25**	**07/11/25**	08/22/25	09/19/25	**09/19/25**	12/05/25	03/27/26	**03/27/26**	06/13/25	08/22/25	**08/22/25**
02/03/25	**07/18/25**	**07/18/25**	08/29/25	09/26/25	**09/26/25**	12/12/25	04/03/26	**04/03/26**	06/20/25	08/29/25	**08/29/25**
02/10/25	**07/25/25**	**07/25/25**	09/05/25	10/03/25	**10/03/25**	12/19/25	04/10/26	**04/10/26**	06/27/25	09/05/25	**09/05/25**
02/17/25	**08/01/25**	**08/01/25**	09/12/25	10/10/25	**10/10/25**	12/26/25	04/17/26	**04/17/26**	07/04/25	09/12/25	**09/12/25**
02/24/25	**08/08/25**	**08/08/25**	09/19/25	10/17/25	**10/17/25**	01/02/26	04/24/26	**04/24/26**	07/11/25	09/19/25	**09/19/25**
03/03/25	**08/15/25**	**08/15/25**	09/26/25	10/24/25	**10/24/25**	01/09/26	05/01/26	**05/01/26**	07/18/25	09/26/25	**09/26/25**
03/10/25	**08/22/25**	**08/22/25**	10/03/25	10/31/25	**10/31/25**	01/16/26	05/08/26	**05/08/26**	07/25/25	10/03/25	**10/03/25**
03/17/25	**08/29/25**	**08/29/25**	10/10/25	11/07/25	**11/07/25**	01/23/26	05/15/26	**05/15/26**	08/01/25	10/10/25	**10/10/25**
03/24/25	**09/05/25**	**09/05/25**	10/17/25	11/14/25	**11/14/25**	01/30/26	05/22/26	**05/22/26**	08/08/25	10/17/25	**10/17/25**
03/31/25	**09/12/25**	**09/12/25**	10/24/25	11/21/25	**11/21/25**	02/06/26	05/29/26	**05/29/26**	08/15/25	10/24/25	**10/24/25**
04/07/25	**09/19/25**	**09/19/25**	10/31/25	11/28/25	**11/28/25**	02/13/26	06/05/26	**06/05/26**	08/22/25	10/31/25	**10/31/25**
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06/02/25	**11/14/25**	**11/14/25**	12/26/25	01/23/26	**01/23/26**	04/10/26	07/31/26	**07/31/26**	10/17/25	12/26/25	**12/26/25**
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07/07/25	**12/19/25**	**12/19/25**	01/30/26	02/27/26	**02/27/26**	05/15/26	09/04/26	**09/04/26**	11/21/25	01/30/26	**01/30/26**
07/14/25	**12/26/25**	**12/26/25**	02/06/26	03/06/26	**03/06/26**	05/22/26	09/11/26	**09/11/26**	11/28/25	02/06/26	**02/06/26**
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02/16/26	**07/31/26**	**07/31/26**	09/11/26	10/09/26	**10/09/26**	12/25/26	04/16/27	**04/16/27**	07/03/26	09/11/26	**09/11/26**
02/23/26	**08/07/26**	**08/07/26**	09/18/26	10/16/26	**10/16/26**	01/01/27	04/23/27	**04/23/27**	07/10/26	09/18/26	**09/18/26**
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03/23/26	**09/04/26**	**09/04/26**	10/16/26	11/13/26	**11/13/26**	01/29/27	05/21/27	**05/21/27**	08/07/26	10/16/26	**10/16/26**
03/30/26	**09/11/26**	**09/11/26**	10/23/26	11/20/26	**11/20/26**	02/05/27	05/28/27	**05/28/27**	08/14/26	10/23/26	**10/23/26**
04/06/26	**09/18/26**	**09/18/26**	10/30/26	11/27/26	**11/27/26**	02/12/27	06/04/27	**06/04/27**	08/21/26	10/30/26	**10/30/26**
04/13/26	**09/25/26**	**09/25/26**	11/06/26	12/04/26	**12/04/26**	02/19/27	06/11/27	**06/11/27**	08/28/26	11/06/26	**11/06/26**
04/20/26	**10/02/26**	**10/02/26**	11/13/26	12/11/26	**12/11/26**	02/26/27	06/18/27	**06/18/27**	09/04/26	11/13/26	**11/13/26**
04/27/26	**10/09/26**	**10/09/26**	11/20/26	12/18/26	**12/18/26**	03/05/27	06/25/27	**06/25/27**	09/11/26	11/20/26	**11/20/26**
05/04/26	**10/16/26**	**10/16/26**	11/27/26	12/25/26	**12/25/26**	03/12/27	07/02/27	**07/02/27**	09/18/26	11/27/26	**11/27/26**
05/11/26	**10/23/26**	**10/23/26**	12/04/26	01/01/27	**01/01/27**	03/19/27	07/09/27	**07/09/27**	09/25/26	12/04/26	**12/04/26**
05/18/26	**10/30/26**	**10/30/26**	12/11/26	01/08/27	**01/08/27**	03/26/27	07/16/27	**07/16/27**	10/02/26	12/11/26	**12/11/26**
05/25/26	**11/06/26**	**11/06/26**	12/18/26	01/15/27	**01/15/27**	04/02/27	07/23/27	**07/23/27**	10/09/26	12/18/26	**12/18/26**
06/01/26	**11/13/26**	**11/13/26**	12/25/26	01/22/27	**01/22/27**	04/09/27	07/30/27	**07/30/27**	10/16/26	12/25/26	**12/25/26**
06/08/26	**11/20/26**	**11/20/26**	01/01/27	01/29/27	**01/29/27**	04/16/27	08/06/27	**08/06/27**	10/23/26	01/01/27	**01/01/27**
06/15/26	**11/27/26**	**11/27/26**	01/08/27	02/05/27	**02/05/27**	04/23/27	08/13/27	**08/13/27**	10/30/26	01/08/27	**01/08/27**
06/22/26	**12/04/26**	**12/04/26**	01/15/27	02/12/27	**02/12/27**	04/30/27	08/20/27	**08/20/27**	11/06/26	01/15/27	**01/15/27**
06/29/26	**12/11/26**	**12/11/26**	01/22/27	02/19/27	**02/19/27**	05/07/27	08/27/27	**08/27/27**	11/13/26	01/22/27	**01/22/27**