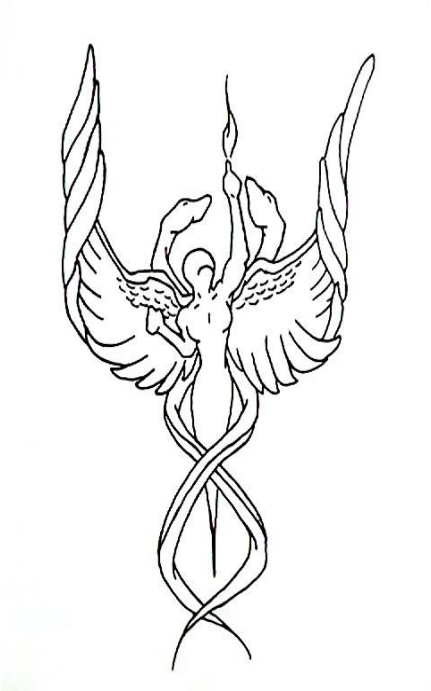
MEDICAL ALLIED
Career Center, Inc.

12631 Imperial Hwy. Suite D-108
Santa Fe Springs, CA 90670
Phone: (562) 807-2420 Fax: (562) 807-2421



SCHOOL CATALOG
2025

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INTRODUCTION

The Medical Allied Career Center, Inc. (MACC) school catalog is a compilation of the information, policies, procedures and practices developed by the school administration and faculty.

This school catalog is a guide to assist you in obtaining answers to many questions that you may have while enrolled in any program offered by the school. The policies and procedures will be in effect for you if you are enrolled in any program offered by the school.

This school catalog covers the period from July 1, 2025 to June 30, 2026. The next school catalog that will be published will cover the period from July 1, 2026, to June 30, 2027. Students will be informed of any changes made within the period covered by the school catalog.

MACC reserves the right to make changes affecting the course, policies, procedures, requirements, fees and/or any matters contained in this school catalog. All matters contained herein are subject to change without notice and the school does not assume any responsibility for any misinterpretation by the students of the policies and procedures as presented in this school catalog.

Message from the President

It is with great pleasure that I introduce you to Medical Allied Career Center, Inc. (MACC), an affiliate of Continue CPR. Our school was established in August 2005 and has been serving students in the Los Angeles area since 2006. MACC believes that nursing is a scientific discipline with a distinct body of knowledge, manifested by the art of caring. Our school aspires to provide nursing and healthcare educational programs that foster an intellectually and culturally diverse environment that enhances individual growth and development which would preserve knowledge and understanding that would benefit the needs of their respective clients. Thus, our faculty is committed to an educational philosophy that emphasizes adult learning and competency assessment. It brings me with great satisfaction to assure you that our school maintains a high standard in achieving our mission and will continuously find a way to improve and meet our goals.

We provide you with the opportunity to start a career that will yield greater endeavors. Our welcoming and friendly, yet professional, environment is always a plus when students are trying to make decisions regarding their educational training. We always aim to make our students feel comfortable and to have an enjoyable educational experience.

Our faculty is constantly trying to make the students' educational experience enjoyable. Also, our staff is always on top of the industry market, assisting graduates to be placed in their chosen professions.

I hope that after studying this catalog you will have a better understanding and a better idea of our school and that you will be encouraged to start a new career in the field of healthcare and medicine. Please let us know how we can assist you during your stay here at MACC.

Elizabeth D. Gerber, R.N.

Elizabeth D. Gerber, RN, BSN, MSN, MEd.

MACC President

STATEMENT OF OWNERSHIP

Medical Allied Career Center, Inc. (MACC) is a privately held business corporation owned by Raymond Gerber and Elizabeth D. Gerber.

HISTORY

In 1999, Raymond Gerber and Elizabeth D. Gerber, owners and founders of Medical Allied Career Center, Inc. (MACC) opened the first school, Continue CPR, a continuing Education School, that offers Health Provider Training and Certification Courses that includes Pharmacology, Critical Care, IV Certification & Blood Withdrawal, Basic EKG, Pediatric Advanced Life Support, Neonatal Resuscitation, Advanced Dysrhythmia, and Basic and Advanced Cardiac Life Support, Management of Assaultive Behavior and Monitor Technician Course.

With the apparent success of Continue CPR and in an effort to draw the 39 years of experience as a Registered Nurse of Elizabeth D. Gerber, its sister company, Medical Allied Career Center, Inc. (MACC) was established in August 2005 and has been serving students in the Los Angeles area since 2006. MACC offers Vocational Nursing Program with various areas of clinical specialties such as Patient Care, Administering Medication, Drawing Blood, Nutritional Counseling, Geriatric Care, Surgical Care, Pediatric Care, Obstetric Care, Clinical Care, Psychiatric Care, and Oncology Care. MACC also offers the Nursing Assistant Program.

MISSION

Medical Allied Career Center, Inc. (MACC) aspires to provide nursing and healthcare educational programs that foster an intellectually and culturally diverse environment that enhances individual growth and development that would benefit the needs of their respective clients. To prepare a broad community of students to make lifelong learning commitments that result in personal, social, economic, and community contributions to an increasingly global interdependent world.

SCHOOL PROFILE

Medical Allied Career Center, Inc. (MACC) is located at 12631 East Imperial Highway, Bldg. D, Suite 108, Santa Fe Springs, CA 90670, Phone # (562) 807-2420, Fax # (562) 807-2421 and website: https://medicalallied.edu. It is in a gated business park complex with free parking spaces. It has a total of 10,093 square feet. Bldg. D holds 5 classrooms, 5 offices, lobby, file room, library, storage room and a teacher's lounge. Classroom A holds a maximum of 34 students while classroom B holds a maximum of 26 students. These are considered the 2 biggest classrooms and are used for lectures, presentations and skills. One (1) sink and weight scale are in Classroom B. Classrooms C, D and E hold a maximum of 16, 16 and 12 students respectively. Classrooms C and D are also used for lectures, presentations and skills. Classroom E is used as a skills laboratory where mannequins, wheelchairs, walkers and other skills supplies and equipments are found. Each classroom has television, video and DVD players, side tables and mannequins.

A pantry or a coffee room where a coffee machine, microwave, and a vending machine for snacks and drinks are found is made available for students to use. A teacher's lounge is

provided for instructors to prepare their lessons and teaching plans. The library is 115.9 square feet and holds 6 internet-based computers to be used by students for research. There are additional internet-based laptops for classroom use. More than 200 nursing/medical books are available for references.

Access to the school library will be through the student services staff who act as the librarian, who logs out and in books/materials borrowed by the student.

Medical Allied Career Center also occupies Bldg. E Suite 107 -117 that measures 4,593 square feet and holds 3 skills rooms, a breakroom, a computer room to take the Comprehensive Exit Exams and 1 big classroom that can accommodate 30 students.

The location of the school is a proximity to the Norwalk County Library and Cerritos College. Medical Allied Career Center, Inc. staff and employees are warm and willing to help their students by attending to their needs. The school does not have dormitory facilities.

There is affordable available housing near the MACC. A one-bedroom apartment rent ranges from $ 900 - $ 1,800. The school is not responsible for finding or assisting students in finding housing.

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

Medical Allied Career Center has no pending petition in bankruptcy or not operating as a debtor in possession, nor has filed a petition within the preceding five years or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

APPROVAL TO OPERATE BY BPPE

MEDICAL ALLIED CAREER CENTER, INC. (MACC- Institution Code: 44933284, School Code: 44933284) is a private institution licensed to operate by the Bureau for Private Postsecondary Education (BPPE) until February 28, 2026. Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009.

ACCREDITATION/ APPROVAL/ LICENSED

- Licensed by;
  Bureau for Private Postsecondary Education (BPPE)
  1747 N. Market Blvd. Ste 225
  Sacramento, CA 95834
  (916) 574-8900 or (888) 370-7589

- Approved by:
  Department of Health Services (DHS)
  1615 Capitol Ave. MS 3301
  PO Box 997416
  Sacramento, CA 95899-7416

(916) 327-2445

- Accredited by:
  Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
  2535 Capitol Oak Drive, Suite 205
  Sacramento, CA 95833-2945
  (916) 263-7800

- Approved by:
  South Bay Workforce Investment Board (SBWIB)
  11539 Hawthorne Blvd. Ste 500
  Hawthorne, CA 90250
  (310) 970-7700

- Approved by:
  Department of Veterans' Affair (VA)
  LA Regional Benefit Office
  11000 Wilshire Blvd.
  Federal Building
  Los Angeles, CA 90024
  (800) 669-4000

- Institutionally accredited by:
  Accrediting Bureau of Health Education Schools (ABHES)
  6116 Executive Blvd
  North Bethesda, MD 20852

Medical Allied Career Center is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) with the following program offerings:

Program	Clock Hours	Credits
Vocational Nursing	1554	58.5
Nursing Assistant	160	

The following are the agencies, which set the minimum standards for our program of studies in accordance with their individual requirements:

- Bureau for Private Postsecondary Education (BPPE) – licensed to offer the above-mentioned programs
- Department of Health Services – approved Nursing Assistant Program
- Board of Vocational Nursing and Psychiatric Technicians (BVNPT) – approved and accredits Vocational Nursing Program
- Veterans' Affairs (VA) – approved to train eligible veterans and dependents under the GI Bill and Dependents Education Assistance programs.
- South Bay Workforce Investment Board (SBWIB) – approved to train for the Nursing Assistant program.
- Accrediting Bureau of Health Education Schools (ABHES) – institutional accreditation to offer the above-mentioned programs
- Department of Education – approved FSA for Vocational Nursing Program

UNANSWERED QUESTIONS AND COMPLAINTS

"Any question a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

1747 N. Market Blvd. Ste 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address:www.bppe.ca.gov,
Telephone and Fax #s: (888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897."

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

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov."

Any person or person seeking to resolve problems or present complaints should first contact their immediate instructor in charge or request further action through the school's Director: Alfie Ignacio, RN or school's Administrator, Elizabeth D. Gerber, RN. A complaint may be made at any time to:

DEPARTMENT OF CONSUMER AFFAIRS
BUREAU OF PRIVATE POSTSECONDARY EDUCATION
1747 N. Market Blvd. Ste 225, Sacramento, CA 95834
Telephone no: (916) 574-8900 or (888) 370-7589 Web site address: bppe@dca.ca.gov

DEPARTMENT OF HEALTH SERVICES
1615 Capitol Ave, MS 3301
PO Box 997416
Sacramento, Ca 95899-7416

BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS
2535 Capitol Oak Drive, Suite 205
Sacramento, Ca 95833-2945
Phone # (916) 2637800 Fax # (916) 2637859

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS
6116 Executive Blvd.
North Bethesda, MD 20852
Phone (301) 291-7550
info@abhes.org

ACADEMIC CALENDAR

CLASS SCHEDULES

PROGRAM	DAY	TIME
Vocational Nursing – Full Time	Monday – Friday Clinical	9:00AM – 3:30PM 7:00AM – 3:30PM
Vocational Nursing – Part Time	Tues./Thurs. or Mon./Wed. Sat/Sun (Clinical)	6:00PM – 10:30PM 7:00AM – 3:30PM
Nursing Assistant – Full Time/Morning	Monday – Friday Clinical	9:00AM – 3:30PM 7:00AM – 3:30PM
Nursing Assistant – Part Time/Evening	Monday – Thursday Clinical	3:30PM – 8:00PM 3:30PM – 8:00PM

Classes are held at the Main Campus at 12631 E. Imperial Hwy. Bldg. D – 108, Santa Fe Springs, CA 90670.

CANCELLATION OF CLASSES

MACC reserves the right to discontinue or reschedule any class with insufficient enrollment. Students will be notified by phone/registered mail at least 2 weeks prior to class start date.

CONSTITUTION DAY

MACC celebrates Constitution Day every June 14 (Flag Day) of each year. Constitution Day marks more than 200 years of the signing of the U.S. Constitution. On Constitution Day, educational programs and materials will be provided to students and others regarding the evolving story of the U.S. Constitution which was signed on September 17, 1787.

HOLIDAY SCHEDULE

MACC will be closed on the following days for legal holidays and seasonal vacations:

Martin Luther King Day	January 20
President's Day	February 17
Memorial Day	May 26
Juneteenth	June19
Independence Day	July 4
Labor Day	September 1
Columbus Day	October 13
Veteran's Day	November 11
Thanksgiving Day	November 27
Day after Thanksgiving Day	November 28
Winter Break	December 21 January 04

STAFF, FACULTY AND ADVISORY BOARD

Administrative Staff

Elizabeth D. Gerber, R.N., President/Administrator
Advanced Hazmat Life Support Provider and Instructor-University of Tucson/Tucson, AZ
NRP Instructor for AAP-White Memorial Hospital/Los Angeles, CA
S.T.A.B.L.E. Instructor-Long Beach Memorial Hosp. /Long Beach, CA
BCLS, ACLS, PALS Instructor Courses-American Heart Association
Regional Faculty for BLS/ACLS/PALS – American Heart Association
Labor and Delivery Course/ Refresher Course in Critical Care/ Hemodynamics-Western Medical Center/Santa Ana, CA
Master's in education-Philippine Normal University/Philippines
Bachelor of Science in Nursing-Far Eastern University/Philippines
AA Degree in Nursing-Cerritos College/Norwalk, CA
Major in Science and minor in Math- University of Guam/Guam

Raymond Gerber, CEO
Jail and Station Procedures – Long Beach Police Academy
Police Officer Training, Los Angeles Police Academy Department
Critical Issues of Terrorism/ California Gang Seminar – National Law Enforcement Institute
Paralegal - Paralegal Training Center

Anna Maria Galvez, Financial Aid Director/Admission's and Placement Coordinator
Bachelor of Science in Commerce-Major in Financial Management, St. Scholastica's College, Manila, Philippines

Pinky Evangelista, Accounting Officer
Bachelor of Science – Major in Business Management – Ateneo de Manila, Quezon City, Philippines

David Gerber, Campus Security Officer
Vocational Nursing - Medical Allied Career Center, Inc., Santa Fe Springs, CA
Home Health Aide - Medical Allied Career Center, Inc., Santa Fe Springs, CA
Nursing Assistant - Medical Allied Career Center, Inc., Santa Fe Springs, CA

Matthew Gerber, Admissions' Representative/Placement Coordinator/IT Support
Vocational Nursing Certificate, Medical Allied Career Center, Santa Fe Springs, CA

Elizabeth Salais, Student Services
BA -Business Admin/Management – Cal State, Los Angeles
AA – Business Administration – Cerritos College
Child Development – Norwalk Adult School

Koji Maniago, Front Office/Office Assistant
BA – Computer Science (2024 – Present) – Cal State Long Beach, CA

Faculty

Alfie Jay C. Ignacio, Director -Vocational Nursing and Nursing Assistant Programs (Part-time)
Doctor of Nursing Practice (DNP), Western University, Pomona, CA
Master's in business management, Tulane University-Freeman School of Business, University Alliance, Tampa, Florida
Postmaster Certificate Program, Clinical Nurse Specialist-Emergency/Critical Care, Mount St. Mary's College, Los Angeles, CA
Master of Science in Nursing, Family Nurse Practitioner Program, California State University, Dominguez Hills, Carson, CA
Bachelor of Science in Nursing, Union Christian College, San Fernando, La Union, Philippines

Elizabeth Gerber, Vocational Nursing Instructor (Full-time)
Advanced Hazmat Life Support Provider and Instructor-University of Tucson/Tucson, Arizona
NRP Instructor for AAP-White Memorial Hospital/Los Angeles, CA
S.T.A.B.L.E. Instructor-Long Beach Memorial Hospital/Long Beach, CA
BCLS, ACLS, PALS Instructor Courses-AHA
Labor and Delivery Course/ Refresher Course in Critical Care/ Hemodynamics-Western Medical Center/Santa Ana, CA
Master's in education-Philippine Normal University, Philippines
Bachelor of Science in Nursing-Far Eastern University, Philippines
AA Degree in Nursing-Cerritos College, Norwalk, CA
Major in Science and minor in Math-University of Guam, Guam

Janice T. Zilabbo, Vocational Nursing Instructor (Part-time)
Master of Science in Nursing – major in Primary Health Care, St. Paul University, Tuguegarao, Philippines
Bachelor of Science in Nursing, St. Paul University, Tuguegarao, Philippines

Aida E. Cara, Vocational Nursing Instructor (Part-time)
MA Major in Nursing(undergrad), University of Santo Tomas, Manila, Philippines
Bachelor of Science in Nursing, Chinese General Hospital College of Nursing & Liberal Arts, Manila, Philippines

Rommel John Sencio, Vocational Nursing Instructor (Part-time)
BS – Nursing, Davao Doctors College, Davao City, Philippines

Lindon Nguyen, Nursing Assistant and Vocational Nursing Instructor (Part-time)
Certificate – Licensed Vocational Nursing, State of California
BS – Nursing, University of Santo Tomas, Manila, Philippines

Dwight de Guzman, Vocational Nursing Instructor (Part-time)
Certificate – Licensed Vocational Nursing, NOCROP, Anaheim
Certificate – Certified Nursing Assistant, Anaheim

Noel Andres Sotto, Vocational Nursing Instructor (Part-time)
Bachelor of Science in Nursing, Mt. Carmel College, Bulacan, Philippines
Doctor of Medicine, University of Santo Tomas, Manila, Philippines

Hector Lacson, Nursing Assistant and Vocational Nursing Instructor (Part-time)
Licensed Vocational Nurse, Long Beach City College

Jona Marie Aragon, Vocational Nursing Instructor (Part-time)
Nursing Program, Long Beach City College
Licensed Vocational Nurse, Casa Loma College

Aga Blasé, Vocational Nursing Instructor (Part-time)
Vocational Nursing, Preferred College of Nursing, Long Beach, CA
Bachelor of Education, St Anthony's College, Philippines
Bachelor of Arts Degree, University of San Agustin, Philippines

Advisory Board

Name	Course	Title/Occupation	Degree/Qualifications
Carol Hancock	Vocational Nursing	Registered Nurse/Educator	Registered Nurse
Sondra Gerber	Vocational Nursing/Nursing Assistant	BCLS Instructor/ LVN	Certified Nurse Assistant/LVN/CHHA/
Khalid Khan	Vocational Nursing	Medical Doctor	Doctor of Medicine
Quinn Tang	Vocational Nursing/Nursing Assistant	DHSc©, MPAS, MTOM, PA-C, L.Ac., BCNP, DHm, Dip	Doctor of Medicine
Lily Avagyan	Vocational Nursing	CEO/Employer	Registered Nurse

ADMISSION/ENROLLMENT REQUIREMENTS

All students regardless of race/ethnicity, ancestry, national origin, color, age, sex, sexual orientation, marital status, religious creed, disability, medical condition, are considered for acceptance according to the admissions standards stated in this catalog.

Students with specific physical disabilities will be assessed individually to determine the extent of their potential ability to perform in their desired career area. Students who demonstrate special needs in hearing or sight related learning disabilities will be accommodated as best as possible in selected programs. Obvious sight disabilities could disqualify some students from some programs. For students with learning disabilities, instructors can provide tutoring help to increase a student's learning. The institution is handicap accessible.

Students should possess adequate knowledge in the use of the computer and availability of high-speed internet connections at home to efficiently participate in on-line discussions/practices and exams including taking the licensure exams.

All students will be required to undergo a tour prior to enrollment and to sign disclosures signifying that the institution has complied with state student disclosure requirements prior to enrollment.

MACC does not require any English language proficiency information from the student enrolling in any of the programs offered by the school. All classes are taught in English. The school does not offer English language services.

MACC requires students to score at a proficiency level with a range of 58.7% - 79.3% for the English and Language Usage section of the ATI TEAS test.

Admission Requirement for Vocational Nursing:

Applicant must:

1. Be 17 years old and above
2. Submit a valid high school diploma/transcript or certificate of high school equivalency, or GED or Certificate of accreditation of courses if a foreign graduate. If high school diploma is from outside the United States, it must be evaluated by International Education Research Foundation (www.ierf.org).
3. Submit a complete admissions application
4. Submit valid ID
5. Submit completed physical examination report, and TB test or chest X-ray report. TB test must be done within the last 6 months. Chest X-ray is needed if tested positive for TB. Chest X-ray reports are valid for 2 years. Submit Immunization records and Influenza vaccine.
6. **Pass the Test of Essential Academic Skills (TEAS) entrance exam given by the school with at least Proficient level grade of 60% or above**
7. Submit an essay "Why I want to be a part of the Nursing Program"
8. Submit proof of background check and passing drug screening.
9. ***Prior to admission to the Vocational Nursing program, applicants must submit a COVID test with negative results.***

Note: Laptop is required for purposes of online research and ATI proctored and Exit Exams.

The Program Director or designee evaluates the information received for completeness. A letter to the applicant is sent to applicant regarding status. If the file is complete, the Program Director or designee schedules applicant to meet with Medical Allied Career Center professional admission panel. The applicant receives a confirmation letter explaining the process, date, time and location of appointment. If the selected date and time provides a scheduling conflict for the applicant, the applicant may contact the Program Director to schedule a new date and time.
All applicants are required to complete a personal interview with the School Director or designee prior to signing an Enrollment Agreement. Personal interviews give the School Director an opportunity to conclude an applicant's qualifications for enrollment in any program.

Additional Screening and Selection Criteria Policy

Students who possess the following criteria will be given priority for admission. This policy will give additional screening and selection of more qualified students into the program.

- Highest earned Adjusted Individual Scores on TEAS test. TEAS score must be within one (1) year of the intended start date to be deemed valid.
- Work experience in healthcare or service agencies (i.e. hospital, LTC, hospice, clinical, doctor's office)
- Professional certifications such as CNA, Medical Assistant, or Home Health Aide

Admission Requirement for Nursing Assistant:

The applicant must:

1. Be at least 16 years of age. If an applicant is 16 years of age, parental consent is required.
2. **Complete and pass the scholastic level exam (Wonderlic Scholastic Level Exam). Acceptable passing score is 13.**
3. Submit completed physical examination report, and TB test or chest X-ray report. TB test must be done within the last 6 months. Chest X-ray is needed if tested positive for TB. Chest X-ray reports is valid for 2 years. Submit Immunization records and Influenza vaccine.
4. Sign a disqualifying penal code.
5. Pass a criminal background check and drug screening.
6. Submit valid ID
7. ***Prior to admission to the Nursing Assistant program, applicants must submit a COVID test with negative results.***

The final determination for admission is based on entrance test results, prior education, motivation, work experience, appropriate attitude, placement potential, and general attitude for the chosen field. Applicants are assessed on an individual basis to determine the prospective student's ability to successfully complete the program of study.

Previous training (vocational nursing) at a state-approved school will be considered with respect to the respective program upon demonstration of proficiency. The student must present his/her evidence of training in these areas and pass hands-on and terminology tests. Appropriate credit (not to exceed 50% of program hours) may be offered. This determination will be made and documented jointly by the School Director and respective instructors.

The school reserves the right to change tuition and fees, make curricular changes as necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect a student already in attendance or enrolled.

All applicants are required to complete a personal interview with the Program Director or designee prior to signing an Enrollment Agreement. Personal interviews give the Program Director an opportunity to conclude an applicant's qualifications for enrollment in any program.

New Students

If you are not currently enrolled at MACC or have not registered for classes for twelve consecutive months, you will need to complete an application for enrollment. This can be done in person at the Admissions office. Once the application has been completed, an appointment will be made.

Continuing Students

Continuing Students (graduated and taking another program) are given a date and time to return for registration. Students who miss their registration appointment may register after their appointment during regular registration hours. Continuing students may not register after the program has begun, however, only after obtaining a special pass from the Director and slots are available may the student register for their choice of program.

ALTERNATE STUDENT POLICY

Policy:

Medical Allied Career Center Inc. shall admit 10% of Board approved number of students as alternate students in each new class.

Procedure:

1. All alternate students shall be notified in writing of their alternate status and how they will proceed based on the students who have dropped out prior to commencement.

2. Prior to clinical experience the alternates will be notified in writing of their verification to continue the course or be assigned into the next class.

Sample letter to be signed by Alternate Students:

> I, _____ am fully informed about the alternate student policy of Medical Allied Career Center Inc. and will conform. I am aware of the possibility that it could be withdrawn from the class if none of the approved students dropped once the Clinical Rotation starts where I will recommence the said course and will be given priority slot on the next available schedule.

All these I accept given this day _____.

_____	_____	_____
Student Signature	Witness	Date

PROGRAMS

The following are the programs offered by Medical Allied Career Center, Inc. All programs are conducted on campus. All instructions will be in English language.

A certificate will be given upon successful completion of the program.

Breakdown hours for Theory (or lecture hours), laboratory/clinical hours and externship:

Program	Theory	Lab/Clinical	Externship	Credits
Vocational Nursing	594	960	N/A	58.5
Nursing Assistant	60	100	N/A	

PROGRAM DESCRIPTION

Vocational Nursing
1554 Hours/ 52 weeks FT/ 72 weeks PT
Course Delivery—Residential

Under general supervision, the vocational nurses will provide a wide variety of direct patient care by performing the more responsible, non-registered nursing duties under the direction of a Registered Nurse; will perform assigned responsible patient care, utilizing specialized knowledge in the techniques, methods, procedures, and equipment required in support of the professional staff; will observe, record and report unusual conditions or behaviors; will take and record blood pressure, temperature, pulse, and respiration; will administer medications as prescribed by physicians; may adjust or discontinue flow of intravenous therapy; performs various types of catheterizations and irrigations; will provide for the safety, emotional and physical comfort of the patient; will learn and operate a wide variety of hospital equipment; will administer enemas, douches, irrigations, and catheterizations; will establish and maintain effective working relationships with the staff, patients and patients' families.

PROGRAM OBJECTIVES

Upon completion of the Vocational Nursing Program, the student will be eligible for application for licensure as a Licensed Vocational Nurse and be able to:

1. Utilize the nursing process in using and practicing basic assessment (data collection), participating in planning, executing interventions in accordance with the care plan or treatment plan, and contributing to individualized nursing interventions under the direction and guidance of a registered nurse.
2. Provide patient/client care and perform basic nursing services as defined in scope of practice for Vocational Nursing.
3. Apply communication skills for the purpose of continuity of patient/client care and education.
4. Provide assistance to influence the client's development in achieving an optimal level of self-care.

5. Promote an understanding and appreciation of the principles of health and health education, and insight into disease treatment and prevention, and for the client's return to self-care.
6. Promote an awareness of essential social attributes necessary to perform safely and efficiently.
7. Perform safely and efficiently, while maintaining confidential positive interpersonal relationships, empathy, and patient advocacy.
8. Fulfill the social responsibility of being a role model for a positive health example in health care facilities, in the community, and in the home.

Vocational Nursing	**Clock Hours**		**Credits**
	Theory	***Lab/Clinical***	
Anatomy & Physiology	40		2.5
Psychology	40		2.5
Nutrition	40		2.5
Growth & Development	40		2.5
Pharmacology	54		3.5
Fundamentals of Nursing	56	160	7.5
Medical Surgical I	60	160	7.0
Medical Surgical II	60	224	8.5
Medical Surgical III	60	208	8.5
Pediatric Nursing	48	72	4.5
Maternity Nursing	48	72	4.5
Geriatric Nursing	24	32	2.25
Leadership & Supervision	24	32	2.25
TOTAL	**594 Hrs.**	**960 Hrs.**	**58.5Credits**

Note: Semester credit hour is equal to

- One lecture credit is equivalent to 15 contact hours
- One laboratory credit is equivalent to 30 contact hours
- One externship/clinical credit is equivalent to 45 contact hours

A clock (or contact) hour is defined as a minimum of 50 minutes of supervised or directed instruction in any 60-minute period.

TUITION COSTS FOR FULL/PART TIME

The cost of instruction includes books and supplies. However, if the student withdraws from the program, the documented cost of the books and supplies will be charged but unearned instruction will be excluded.

Registration Fee (Non-Refundable)	$ 100.00
Exam fee	$ 70.00
Books	$ 2,265.00
Uniform	$ 94.00
Student Tuition Recovery Fund (STRF) (Non-refundable)	$ 0.00
Background/Drug Test	$ 90.00
Tuition fee	$36,381.00

(Pro rated upon withdrawal from the program. You are liable for the charges in each payment period. Refer to refund policy)

TOTAL TUITION FEE FOR THE VN PROGRAM **$39,000.00***
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Students must maintain Satisfactory Academic Progress to remain in training. Charges per period of attendance, excluding books and miscellaneous charges are as follows:

Payment Period	Clock Hours	Charges for a Period of Attendance
1st Payment Period	450 clock hours	$9,956.00
2nd Payment Period	450 clock hours	$9,956.00
3rd Payment Period	327 clock hours	$ 7,735.00
4th Payment Period	327 clock hours	$ 7,734.00
Total charges for the entire educational program	1554 clock hours	$ 34,381.00

Supplemental books such as Drug Books, Medical Dictionaries, and Memory Notes may be purchased upon the discretion of the student. Entrance Exam fee is included in the student's total tuition fee.

NOTE: ***Total tuition fee for the VN Program only includes the cost of the ATI - 1st and 2nd Retakes. The NCLEX-PN application to BVNPT, Registration fee to take the NCLEX-PN (with Pearsonvue), live scan/fingerprint and VN license card are not included in the tuition fee.

COURSE SYLLABUS

Course Title: ANATOMY & PHYSIOLOGY
No. of Weeks: 1.5 Week (Full time)/ 2 weeks (Part time)
Outside Work: 80 hours

Course Description:

Anatomy & Physiology includes instruction on structure and functions of the body system, observation and common disorders of the different systems of the body for the skin, bones and joints, muscular system, nervous system, brain and cranial nerves, sensory system, respiration, blood and circulation, the heart, endocrine system, digestion, urinary system, male and female reproductive system and lymphatic system. It also includes the application of the knowledge acquired in anatomy and physiology in understanding the structure, functions and pathology in taking care of various patients. Must pass Anatomy & Physiology as a pre-requisite to Nutrition module.

Course Title: NUTRITION
No. of Weeks: 1.5 Weeks (Full time)/ 2 Weeks (Part time)
Outside Work: 80 hours

Course Description:

The Nutrition course includes the discussion of the basic principles of nutrition, the relationship of food and health and the importance of a healthy diet, the different processes of digestion, absorption and metabolism, and the functions of carbohydrates, lipids and fats, proteins, vitamins, minerals and water in the body. The course also includes discussion of the cultural,

social, and religious influences, excesses and deficits, special care patients and nutritional support. Must pass Nutrition as a pre-requisite to Psychology module.

Course Title: PSYCHOLOGY
No. of Weeks: 1.5 Weeks (Full time)/ 2 Weeks (Part time)
Outside Work: 80 hours

Course Description:

Psychology course include the discussion of the philosophy of individual worth, the essentials for developing one's potential to identify one's life role, the relationship of social needs and behavior, and other matters relating to the psychological behavior/influences of an individual. Must pass Psychology as a pre-requisite to Growth & Development module.

Course Title: GROWTH AND DEVELOPMENT
No. of Weeks: 1.5 Weeks (Full time)/ 2 Weeks (Part time)
Outside Work: 80 hours

Course Description:

The Growth and Development course includes discussions of the nursing implications and fundamental concepts of growth and development, general characteristics, physical, mental, psychosocial and emotional development of pre-school child, school age child, adolescents, young adults, middle adults and older adults. It also includes assessment of needs for various age groups. Must pass Growth & Development as a pre-requisite to Pharmacology module.

Course Title: PHARMACOLOGY
No. of Weeks: 2 Weeks (Full time)/ 3 Weeks (Part time)
Outside Work: 108 hours

Course Description:

Pharmacology course includes discussion of the foundation and basic principles of pharmacology. It also includes the review of math, basic rules in calculations, legal aspects affecting the administration of medication, patient education and health promotion related to medications, and specific nursing behaviors that assist in successfully helping patients be compliant with their medication plans. Must pass Psychology as a pre-requisite to Fundamentals of Nursing module.

Course Title: FUNDAMENTALS OF NURSING
No. of Weeks: 7 Weeks (Full time)/ 10 Weeks (Part time)
Outside Work: 112 hours

Description of Outside Work: The average preparation time for 1 clinical hour is 1 hour of outside work.

Course Description:
Fundamentals of Nursing include classroom instruction, skills laboratory and clinical

experiences in acute care and long-term facilities. It includes the discussion of nursing history, legal protection system, controls and importance of ethics in the role of a nurse, environmental and personal safety, basic nursing assessment and interventions, documentation, medical/surgical asepsis, communication, overview of anatomy and physiology, and death and dying. Must pass Fundamentals of Nursing as a pre-requisite to Medical Surgical I module.

Course Title: MEDICAL SURGICAL I
No. of Weeks: 7 weeks (Full time)/ 10 Weeks (Part time)
Outside Work: 120 hours

Description of Outside Work: The average preparation time for 1 clinical hour is 1 hour of outside work.

Course Description:

Medical Surgical Nursing I include classroom instruction, skills lab and clinical experience in acute care and long-term facility. It also includes discussion of the nursing process to plan care of patients with intravenous therapy and blood transfusion emphasis on the fluid, electrolyte, acid base balance, nutritional, skin and immune disorders, and in clients with preoperative and postoperative conditions. Must pass Medical Surgical I as a pre-requisite to Medical Surgical II module.

Course Title: MEDICAL SURGICAL II
No. of Weeks: 9 Weeks (Full time)/ 11 Weeks (Part time)
Outside Work: 120 hours

Description of Outside Work: The average preparation time for 1 clinical hour is 1 hour of outside work.

Course Description:

Medical Surgical Nursing II includes classroom instruction, skills lab and clinical experience in acute care and long-term facility. It also includes discussion of the nursing interventions, nursing care plan, etiology and pathology in the care of clients with cancer, respiratory, cardiac, perivascular, hematologic, lymphatic, musculoskeletal, gastrointestinal and urinary disorders. The course also includes discussion of the medical and surgical management of respiratory disorders for a client with cancer, respiratory, cardiac, perivascular, hematologic, lymphatic, musculoskeletal, gastrointestinal and urinary disorders. Must pass Medical Surgical II as a pre-requisite to Medical Surgical III module.

Course Title: MEDICAL SURGICAL III
No. of Weeks: 9 Weeks (Full time)/ 11 Weeks (Part time)
Outside Work: 120 hours

Description of Outside Work: The average preparation time for 1 clinical hour is 1 hour of outside work.

Course Description:

Medical Surgical Nursing III includes classroom instruction, skills lab and clinical experience in acute care and long-term facility. It also includes discussion of the nursing interventions, etiology and pathology, and comprehensive nursing care and teaching plan for clients with neurological, sensory, endocrine, female and male reproductive and sexual disorders, HIV and AIDS, mental disorders, clients with substance abuse and clients in emergencies. Must pass Medical Surgical III as a pre-requisite to Maternity Nursing module.

Course Title: MATERNITY NURSING
No. of Weeks: 4 Weeks (Full time)/ 6 Weeks (Part time)
Outside Work: 96 hours

Description of Outside Work: The average preparation time for 1 clinical hour is 1 hour of outside work.

Course Description:

Maternity Nursing includes classroom instruction, skills lab and clinical experience in acute care and long-term facility. It also includes discussion of the human reproductive anatomy and physiology prenatal development, the normal physiologic changes in pregnancy and nursing care of women with complications in pregnancy, and common disorders of the newborn and nursing care of the newborn with congenital malformation. Must pass Maternity Nursing as a pre-requisite to Pediatric Nursing module.

Course Title: PEDIATRIC NURSING
No. of Weeks: 4 Weeks (Full time)/ 6 Weeks (Part time)
Outside Work: 96 hours

Description of Outside Work: The average preparation time for 1 clinical hour is 1 hour of outside work.

Course Description:

Pediatric Nursing includes classroom instruction, skills lab and clinical experience in acute care and long-term facility. It also includes discussion of the comprehensive nursing care & teaching plan for children with sensory, neurologic, musculoskeletal, respiratory, cardiovascular, hematologic, lymphatic, and gastrointestinal, genitourinary, skin, metabolic, communicable, emotional and behavioral condition. It also includes discussion of the important aspects that should be presented in patient teaching & home care planning for the care of pediatric clients afflicted with various diseases. Must pass Pediatric Nursing as a pre-requisite to Geriatric Nursing module.

Course Title: GERIATRIC NURSING
No. of Weeks: 2 Weeks (Full time)/ 3 Weeks (Part time)
Outside Work: 48 hours

Description of Outside Work: The average preparation time for 1 clinical hour is 1

hour of outside work.

Course Description:

Geriatric Nursing includes classroom instruction, skills lab and clinical experience in acute care and long-term facility. It includes discussion of the difference of home health care from community and public health service care, the uniqueness of pediatric and gerontologic rehabilitation nursing and the common psychosocial events that occur to the older adult. Must pass Geriatric Nursing as a pre-requisite to Leadership/Supervision module.

Course Title: LEADERSHIP/ SUPERVISION
No. of Weeks: 2 Weeks (Full time)/ 3 Weeks (Part time)
Outside Work: 48 hours

Description of Outside Work: The average preparation time for 1 clinical hour is 1 hour of outside work.

Course Description:

Leadership and Supervision includes classroom instruction, skills lab and clinical experience in acute care and long-term facility. It includes discussion of the methods for applying for a job, what can be expected from an interview, advantages of membership in professional organizations and the Nurse Practice Act and how it affects the graduate and how licensing process is completed. It also includes the discussion of the Computerized Adaptive Testing for National Council Licensure Examination and LVN candidate, career opportunities for the LVN and the guidelines to be an effective leader.

Method of Delivery:

The method of instructional/ didactic delivery of the Vocational Nursing Program is residential.

Requirements for Eligibility for Licensure:

Upon successful completion of the Vocational Nursing Program and all financial indebtedness to the school has been settled, the student can apply for licensure examination to the California Board of Vocational Nursing and Psychiatric Technicians. Below are the requirements of the Board:

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate non-refundable fee made payable to “BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing

Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.

8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

PROGRAM DESCRIPTION

Nursing Assistant

160 Hours/ 5 weeks –Full Time; 160 Hours/ 8 weeks – Part Time
Course Delivery— Residential

Nursing Assistants work under the supervision of a nurse and provide assistance to patients with daily living tasks. Working closely with patients, nursing assistants are responsible for basic care services such as bathing, grooming and feeding patients, assisting nurses with medical equipment, and checking patient vital signs. Nursing Assistants give patients important social and emotional support and provide vital information on patient conditions to nurses.

PROGRAM OBJECTIVES

Upon completion of the Nursing Assistant Program, the student will be eligible to take the certification by the State of California and be able to:

1. Provide nursing care to patients in hospitals, nursing homes or long-term care settings.
2. Perform comfort and personal care measures in the health/home care setting.
3. Provide basic emotional, physical, psychological and spiritual support to clients in the health/home care settings.
4. Cooperate with the health care team members to coordinate delivery of nursing assistant care and seek guidance when necessary.
5. Exhibit professional conduct, appearance, and ethical behavior when providing nursing assistant care.
6. Demonstrate skills which provide for the restorative needs of clients.
7. Demonstrate effective written/oral communication in maintaining relationships with clients, families, and other health care members.
8. Maintain the rights of clients.
9. Perform nursing assistant care with regard to the principles of infection control.
10. Perform basic emergency procedures for all aged clients.
11. Demonstrate procedures in a safe therapeutic manner in the health/home care setting to meet federal/state mandates.
12. Demonstrate defensive driving techniques.
13. Conduct a self-inventory of personal strengths for the purpose of improving performance.
14. Identify the similarities/differences in the role of the nursing assistant in the health care setting and the role of the health nursing aide in the home care setting.
15. The 60 hours of classroom training and 100 hours of the supervised clinical training shall address the special needs of persons with developmental and mental disorders, including intellectual disability, Alzheimer's disease, cerebral palsy, epilepsy, dementia, Parkinson's disease, and mental illness.
16. Training would include preventing, recognizing and reporting instances of resident abuse, including instruction on preventing, recognizing, and reporting residents' rights violations,

Nursing Assistant	Clock Hours		Credits
	Theory	***Lab/Clinical***	***Credits***
Nursing Assistant	**60 Hours**	**100 Hours**	

TUITION COSTS

The cost of instruction includes entrance exam fee and registration fee (non-refundable). In case the student withdraws from the program, the documented cost of the book(s) will be charged but unearned instruction will be excluded.

Registration Fee (Non-Refundable)	$ 75.00
Books	$ 65.00
Supplies	$ 107.00
Student Tuition Recovery Fund (STRF) (Non-refundable)	$ 0.00
Other Expenses	$ 509.50
Tuition fee	$ 1,443.50
(Pro rated upon withdrawal from the program. You are liable for the charges in each payment period. Refer to refund policy)	
TOTAL TUITION FEE FOR THE NA PROGRAM	**$ 2,200.00**
	=========

COURSE SYLLABUS

Course Title: **NURSING ASSISTANT**
No. of Weeks: ***160 Hours/ 5 weeks –Full Time; 160 Hours/ 8 weeks – Part Time***
Outside Work: 120 Hours

Description of Outside Work: The average preparation time for 1 clinical hour is 1 hour of outside work.

Course Description:

The course prepares the students to function as Nursing Assistant in nursing centers, hospitals and home care settings. It also emphasizes the needs of individuals across life span like caring, understanding, protecting and respecting the person's and residents' rights as persons with dignity and values. It includes understanding of the legal principles of both federal and state laws with regards to their roles, range of functions and limitations. This also focuses on the role, limitations, responsibilities and professional boundaries. Modules are in compliance with the California Nursing Assistant Training and Assessment Program (NATAP).

Prerequisite: Must have passed the 60 hours classroom training as a prerequisite to 100 hours of supervised clinical training.

Method of Delivery:

The method of instructional/ didactic delivery of the Nursing Assistant Program is residential.

Requirements for Eligibility for Licensure:

Upon successful completion of the Nursing Assistant Program and all financial indebtedness to the school has been settled, the student is eligible for CNA licensure examination. Below are the requirements of the California Department of Public Health:

1. The applicant should be at least 16 years old.
2. There should be 160 hours of training:
    a. 60 hours of classroom work and
    b. 100 hours of clinical training.
4. Applicants should submit their fingerprints to the Department of Justice for background checks
5. Applicants to a NA training program should have a criminal record clearance upon enrollment.

SATISFACTORY ACADEMIC PROGRESS POLICY

The following requirements must be met for students to achieve satisfactory academic progress (SAP) and be awarded a *Certificate of Completion* from Medical Allied Career Center, Inc.

A student must maintain SAP to remain in training. SAP is cumulative, and it includes all periods of attendance, which are counted towards the maximum timeframe allotted. SAP is applied to all students equally and measured throughout each course. To comply with the school's SAP, the student must:

1. Be enrolled in a program of study with a valid enrollment agreement.
2. Achieve the qualitative standard requirement with a minimum of grade point average of 79% and maintain a cumulative grade point average 79% or "C" grade on a letter scale).
3. Complete the quantitative standard requirement of the program within 150% of the normal time frame for completing the program. The maximum time frame in which a student must complete his or her program is a period equal to 1.5 times the normal length of time required to complete the program for which the student is enrolled. All periods of attendance are counted towards the maximum time frame and the clock hours are completed (e.g. 52 weeks in length must be completed within a maximum time frame of 78 weeks).
4. Successfully passing the final exam.
5. Maintain satisfactory attendance (80% and above).
6. ***Submit all discussions and assignments and tests in CANVAS. CANVAS Infrastructure is a learning management system (LMS) used to support students and instructors in their learning experience.***

MACC satisfactory academic progress is evaluated in increments that coincide with the payment periods. To ensure completion of the program within the maximum time frame, the school requires students to successfully complete a minimum of 66.67% of the clock hours attempted in each payment period to graduate within 150% of the normal time frame.

Vocational Nursing - 52 weeks (FT) and 72 weeks (PT) /1554 hrs.

Payment Periods	FT Weeks	PT Weeks	Clock hrs.
1st Payment Period	15	21	450
2nd Payment Period	15	21	450

3rd Payment Period	13	18	327
4th Payment Period	9	12	327
Total	**52**	**72**	**1554**

At the end of each increment, the cumulative grade average will be determined and documented in each student's official record. Students achieving the averages specified in the chart below will be considered making satisfactory academic progress:

FULL TIME SCHEDULE				
After each increment in weeks	15 wks.	30 wks.	43 wks.	52 wks.
Students must have a cumulative grade of at least 79%	79%	79%	79%	79%
PART TIME SCHEDULE (3/4 Time)				
After each increment in weeks	21 wks.	42 wks.	60 wks.	72 wks.
Students must have a cumulative grade of at least 79%	79%	79%	79%	79%

FULL TIME SCHEDULE				
After each increment in weeks	15 wks.	30 wks.	43 wks.	52 wks.
Students must have a cumulative grade of at least 79%	79%	79%	79%	79%
PART TIME SCHEDULE (3/4 Time)				
After each increment in weeks	21 wks.	42 wks.	60 wks.	72 wks.
Students must have a cumulative grade of at least 79%	79%	79%	79%	79%

A student must achieve the minimum standards to be making satisfactory progress. A student who fails to maintain satisfactory progress will be placed on academic probation until the deficiencies are corrected or brought his/her coursework back to satisfactory level (within a one-week period). While on academic probation, the student remains eligible for all Title IV financial aid funds. Students who have been on probation and fail to correct the deficiencies by the end of the probationary period may face suspension or dismissal from the school.

The instructor shall inform the Director of any student who is failing their class. The Director shall schedule a meeting with the students within a week of this notification. At the meeting, the Director shall advise the student on ways to improve his or her academic performance and shall make clear other available student options, such as withdrawal from their program.

Any student who incurs two (2) verbal warnings and a written one, will be placed on one-week probation. A student who fails a class will be automatically placed on academic probation until he/she has brought his/her coursework back to a satisfactory level (within a one-week period) and has made-up failed class work. A note describing this remedial action will be placed in the students' file.

The Director will inform the Administrator of any student on probation. The Director will ensure that adequate counseling and support is given to any student failing his or her coursework. If improvement is not evident immediately after the terms of the probation, and the reasons behind it have been made known to the student, the student may face dismissal from the school. If the director determines that the conditions, which caused the interruption, have been rectified the student will be taken out of probation status.

A student is expected to complete his or her educational objectives within a specified time

frame. Students must complete their program of study at MACC within 150% of the normal program length. In addition to the cumulative grade average listed above, students must also be progressing toward successful completion of the program within a maximum time frame. The maximum time frame of the VN program is (1554 x 1.5 = 2331) 2331 hours. Scheduled hours are any hours that MACC schedules for instructional time, either in the classroom, skills lab, or at a clinical site. Students who miss scheduled hours need to be mindful that they do not miss so many hours that they are unable to complete the program within the maximum time frame.

In addition to the required hours for successful completion of the program, the student must pass ATI Exit exams with a passing score of at least 75.3%. The exit exams are administered towards the end of the program after the NCLEX review as a culminating educational requirement to be awarded a Certificate of Completion.

APPEALS

Should a student disagree with the application of satisfactory academic progress standards:

1. The student first discusses the problem with the appropriate instructor(s)
2. If still dissatisfied, the student may then appeal in writing to the Director with supporting documents regarding his/her remediation
3. The School Director must receive the appeal within ten (10) business days of being notified of the dismissal.

School Director has the authority to waive standards for satisfactory progress in those cases where it can be shown that there are extenuating circumstances that may have caused students not to meet satisfactory academic progress. Once the director makes the decision, the decision is final and may not be further appealed.

GRADUATION REQUIREMENTS

A certificate of completion will be awarded to those students meeting the graduation requirements. Students eligible for a certificate of completion are those who have satisfactorily completed their program of study with the appropriate number of hours and cumulative grade point average of 79%, who have passed the final exam with a letter grade of C or better, attended the mandatory NCLEX Review, achieved a score of 75.3% or higher on the ATI proctored exit exam which has a predicated probability of 95% passing the NCLEX PN, and who have fully paid all tuition and other charges. If a third-party is paying for the program, the school will not issue the program completion record until the program has been completely paid in full. If a student does not meet graduation requirements, records of his/her attendance and grading will be maintained through official transcripts.

Terminated student please see page 38 titled “Termination, Appeal and Reinstatement”.

Note: Students who are pre-registered and miss the first-class meeting may lose their right to a place in the class, but the instructor may consider special circumstances. If a student is absent for a test, he/she will be given an opportunity to take the test at the earliest convenience of the instructor. Make-up classes may be required at the discretion of the instructor and with the approval of the School Director. A student is considered tardy when arriving 10 minutes or more after the start of class or leaving 15 minutes or more before the end of class. Tardiness and early departures are included in the student’s attendance record of absences.

ATTENDANCE POLICIES

Students are expected to attend classes regularly and to be on time in order to receive the full benefit from our instructional program and to develop habits of punctuality, self-discipline and responsibility. Continuity in the learning process is seriously disrupted by excessive absences. Students who have good attendance generally achieve higher grades; enjoy school more and are more employable after leaving adult school. For these reasons, we feel that a student must satisfy academic and attendance requirements.

EXCUSED ABSENTEEISM

Medical Allied Career Center considers absences in the training program as regular work. Frequent absences will keep the students out from gaining and developing knowledge, professional work attitude and skills necessary for learning. The school takes absences or tardiness seriously and makes very limited allowances for it. The following rules apply for absences:

1. ALL absences (excused and unexcused) in theory and/or clinical must be made up.
2. A student with more than six (6) cumulative absent days will be placed on academic probation

The student shall make a written explanation of each absence to the assigned faculty member or to the Program Director.

An excuse for absence from school may be approved based on anyone (1) or more of the following conditions:

1. Death of a relative: the absence arising from this condition is limited to a period of two (2) days unless a reasonable cause may be shown by the student for a longer absence. Relatives are defined as immediate family only. This includes grandparents, parents, siblings and significant other.
2. Personal illness: if she/he deems it advisable, the Program Director may require a medical certificate
3. Observance of religious holidays: any student of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed of belief.
4. Court Appearance/Subpoena: if she/he deems it advisable, the Program Director may require the court documents.
5. Emergency or set of circumstances which in the judgment of the Program Director constitutes a good and sufficient cause for absence from school.

UNEXCUSED ABSENTEEISM

The following rules would apply regarding unexcused absences:

1. Any absence not justified by one (1) of the above categories will be judged unexcused. Final course grades or marks will not automatically be reduced because of an unexcused absence, but there will be a zero (0) given for any work for which credit is given during the period of the unexcused absence(s). A written warning would be given to the student.

2. Two unexcused absences would result in academic probation.

TARDINESS

All students are required to arrive in class on time and to stay for the entire class sitting. The following rules should be considered by the students:

1. A tardy is defined as arriving 10 minutes after the contracted time for class/clinical.
2. Three (3) tardy is equivalent to one unexcused absence and a written warning would be given to the student.
3. If after receiving one unexcused absence due to 3 tardy and the student would still be late for more than ten (10) minutes in class, the student will have an hour of make-up work/clinical per hour missed.
4. Six (6) tardy would result in attendance probation.

NOTE: If a student is more than 30 minutes late or leaves clinical/theory more than 30 minutes earlier, the student will be considered absent. The student will have to make up for the absence for a full day of theory/clinical.

In addition, any habitual pattern of abusing 10-minute grace period of tardiness as determined by the school may result in one tardy per week and is subject to student make up.

Theory:

Students will be responsible for making up work or tests within seven (7) days of observed excused or unexcused absence.

1. Faculty member shall meet with student within twenty-four (24) hours of student returning to school.
2. Faculty members shall evaluate time and course objectives the student has missed, as well as the student's history of absences.
3. The faculty member shall assign student case studies, independent study, written examinations and computer tutorial or research reports.
4. The make-up work with the due date will be signed by both students and faculty member and turned into Program Director or designee.
5. The Program Director or designee shall review make-up work against course curriculum and approve the assigned make-up work or request additional work from the student within twenty-four (24) hours of receiving make-up work.
6. A student may not progress to the next module until all the theory and clinical make-up hours are completed.

Clinical:

Students will be responsible for making up clinical time within seven (7) days of observed excused absence in clinical lab or clinical area with clients/patients. Clinical absences will only be made up in the Skills Lab or at an approved clinical site or facility with specific objectives developed by the faculty.

1. Faculty member shall meet with student within twenty-four (24) hours of student returning to school.

2. Faculty member shall evaluate time and course clinical objectives the student has missed, as well as the student's history of absences.
3. The faculty member shall assign clinical time in the lab or clinical time with patient/client care in the clinical setting.
4. The make-up clinical date or dates will be signed by both student and faculty member turned into the Program Director or designee.
5. The Program Director or designee shall review clinical time against course curriculum and approve the assigned clinical make-up hours or request additional hours from the student within twenty-four (24) hours of receiving clinical make-up hours.
6. A student with incomplete grades needs to resolve their absence within three (3) weeks of the end of the module.

LEAVE OF ABSENCE

Occasionally circumstances arise that require students to interrupt their training. Depending on the situation and length of time, students may be granted a leave of absence. Students who find it necessary to take a leave of absence must submit a written request to the Program Director.

A student who has been granted a LOA from the program must petition the school to be permitted to re-enter. If re-entry is granted the student will return with a probationary status, provided space is available in the class. Leave of absence will not be granted by the school if the student is receiving Federal Student Aid.

Pregnancy:

A physician must verify absences of more than two consecutive days related to any medical condition. The physician must also document a full medical release without restrictions.

1. The school may require medical clearance for any health condition and will require medical clearance for pregnancy. A leave of absence may be granted for the birth of a child or significant illness.
2. The student must provide the school with full medical clearance when returning to school after a medical leave of absence. **The student will be re-admitted on a space-available basis.**

Attendance Pride:

Each student who has perfect attendance at the end of the program shall receive a Certificate of Perfect Attendance, a trophy, and his/her name will be put in the graduation program.

Termination:

1. A student terminated for unsatisfactory attendance will not be allowed to re-enter the program for the duration of the term.
2. A student who has been terminated from the program must petition the school to be permitted to re-enter. If allowed to re-enter, the student will return to probationary status.
3. Students are allowed to appeal termination for unsatisfactory attendance if major extenuating circumstances exist. The appeal must be made by writing directly to the

Program Director. The director, in conjunction with the principal, and faculty representative, will have the authority to make a decision related to the appeal.

ATTENDANCE PROBATION

The Director monitors daily attendance records of all active students and calls those students that have missed that day. Students are required to have an **overall attendance rate of 80% or more** to meet the minimum attendance requirement of the program. A student who has consecutively missed more than one-fourth of the scheduled class hours in any given level or module will be put on probation until the end of the next scheduled level or module. A student who has missed more than one-third of the scheduled class hours in any given level or module will be put on probation until the end of the next scheduled level or module. A probation letter will be sent to that student.

Attendance Policy for Nursing Assistant

Students are expected to attend classes regularly and to be on time to receive the full benefit from our instructional program and to develop habits of punctuality, self-discipline and responsibility.

The student **MUST** pass theory hours before being allowed for clinical rotation. No student will be allowed to join the class after the first day of the first session.

No absence, tardiness or early departure is allowed in the Nursing Assistant Training Program.
Make-up Policy for Class Missed

Students who have missed time from class will be required to complete and make-up their class in another full session on that topic later and the certificate will be dated with the new completion date.

GRADING AND EVALUATION PROCEDURES

Grade reports are issued to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, and projects as indicated on the program syllabus. The grading scale is as follows:

Letter Grade	Range/Percentage	Indicator/Interpretation
A+	96 – 100%	Excellent
A	94 – 95%	Excellent
A-	92 – 93%	Excellent
B+	89 – 91%	Above Average
B	87 – 88%	Above Average
B-	84 - 86%	Good
C+	82 – 83%	Average
C	79 - 81%	Average
F***	78% and below	Fail
I***		Incomplete

W*		Withdrawn
TC*		Transfer Credits
Clinical Grade		
P***		Pass
F***		Fail

*** Affect rate of progress**
**** Affect Cumulative Grade Point Average (CGPA)**
***** Affect rate of progress and CGPA**

METHODS OF EVALUATION

Medical Allied Career Center, Inc. utilizes various methods to assess the students' progress to provide the faculty with the tools to certify a student competency upon completion of the program.

These methods are:

1. Course and module evaluation and grades. Students are evaluated in each of their courses through written examinations assignments, group projects and performance checklist. The methods of evaluation for each course or modules are described in the syllabus.
2. The academic progress of each student will be reviewed at the end of each term and at the end of the training. Faculty will provide each student will summative evaluations of his/her progress including recommendations for strengthening academic or professional competencies. Copies of these evaluations will be maintained in the student's file.
3. Satisfactory academic progress – the student has met all requirements and may progress to the next term.
4. Satisfactory academic progress with identified areas that need improvement where students are making satisfactory academic progress but have some specific areas that the faculty would have identified the needs of remediation. This may include the following enhancements additional examination additional written assignments or specific activities identified by program faculty. Students will be expected to complete the recommended remediation activities before progressing to the next term.
5. The program faculty oversees the academic progress of program for students throughout their education.

Methods of Evaluation for Theory:

Quizzes/Exams	30%
Class Participation/Homework	15%
Attendance/Professionalism	15%
Midterm/Final Exam	40%
Course Grades and cumulative Grades:	100%

Students must take note that only one make-up examination would be allowed for each course, and this must be taken by the student within one week after the said examination. It is the student's responsibility to arrange the schedule for the missed exam. Other acceptable methods for make-up include case study, written examination (always announced), attendance at seminars or workshops, auto-tutorial laboratory and research reports depending on

instructors' directive.

Methods for Evaluation for Clinical:

Clinical evaluation will compose of the following and be graded as follows:

Quiz/Drug Study/Drug Calculation	20%
Case Study Presentation	20%
Nursing Care Plan	20%
Final Evaluation	40%
Total	100%

Less than 79% = Fail
79% or more = Pass

APPLICATION OF GRADES AND CREDITS

The chart above describes the impact of each grade on a student's academic progress. For calculating the rate progress, grades of "F" (failure), "W" (withdrawn), and "I" (incomplete) are counted as hours attempted, but not as hours successfully completed. A "W" will not be awarded after reaching 60% of the term. Withdrawal after reaching 60% of the term will result in the student receiving an "F". The student must repeat any required program for which a grade of "F" or "W" is received. Students will only be allowed to repeat programs in which they received a "D" or below. In the case of a "D" or "F", the better of the two grades is calculated into the CGPA. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

A "W" grade is not replaced when a student repeats the program. Full tuition will be charged for any portion of the program or program lab that is re-taken. To receive an incomplete (I), the student must petition, by the last week of the term, for an extension to complete the required program work. The student must be satisfactorily passing the program at the time of the petition. Incomplete grades that are not completed within two weeks after the end of the term will be converted to an F and will affect the student's CGPA. The school reserves the right to extend the time needed to make up an incomplete grade.

GRADES AND GRADE CHANGES

MACC's Director has approved the following grading policies and academic standards as required by California law. Please be aware of these policies and standards as they can have serious consequences if not followed. The Admissions Office and the instructor will be happy to answer any questions you might have regarding these policies and standards.

- The grade given to each student shall be the grade determined by the instructor of the program, and the determination of the student's grade by the instructor, in the absence of a mistake, fraud, bad faith, or in competency, it shall be final.
- No grade may be challenged by a student more than one (1) year from the end of the term in which the program was taken. If the Institution Director has determined that the period of time during which grades may be challenged should be more than one year, such a longer period shall apply at that Institution.

GRADE CHANGES

Students must file petitions in the Admissions Office for any evaluative or non-evaluative grade symbol change. Inquiries regarding results of grade petitions or instructor complaints should first be directed to the faculty member responsible for the program. If the resolution is not reached within 30 days, the inquiry should be directed to the School Director.

ACCEPTANCE OF CREDIT FOR PRIOR EDUCATION OR EXPERIENCE

Students who have previously attended another school or college accredited by an agency recognized by the United States Department of Education (ED) or Council for Higher Education Accreditation (CHEA), per BVNPT, may receive 150 hours credit for such attendance when proof is presented at time of enrollment and proper review of the transcript(s).

Credits will be granted if the class credits meet the school's curriculum. Medical Allied Career Center does not have any articulation or transfer agreement with any other college or university.

Acceptance of a maximum of 150 credit hours from other schools and institutions is at the sole discretion of MACC. A student may obtain credits for previous academic study.

The school does not accept advanced placement and credit for experiential learning.

TRANSFER OF CREDITS POLICY

MACC issues academic credit to its graduates who complete the required clock hours of instruction.

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

"The transferability of credits you earn at Medical Allied Career Center, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Vocational Nursing and Nursing Assistant is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Medical Allied Career Center, Inc. to determine if your certificate will transfer."

CREDIT GRANTING POLICY FOR VOCATIONAL NURSING

1. Transfer credit shall be given for related previous education from an accredited institution completed within the last five (5) years. This includes the following courses:
    - Accredited Vocational or Practical Nursing courses
    - Accredited Registered Nursing courses
    - Accredited Psychiatric Technician courses
    - Armed Services Nursing courses

- Other courses determined to be equivalent to courses in the program

2. Any student requesting transfer from another accredited nursing program into Medical Allied Career Center, Inc., Vocational Nursing Program must submit the following requirements:

    - Application Form
    - Transcript of records/copies of certificates of completion
    - Letter of referral showing good standing
    - Copies of course syllabi and catalog descriptions

3. The school will review the submitted documents to meet the required transfer criteria considering the following:

    - A grade of "C" or better for all established program prerequisites
    - Minimum cumulative grade point average of 2.0 in previous programs
    - The content and hours of transferring courses must be equivalent to courses offered at Medical Allied Career Center, Inc.

4. Credits will be determined by written and practical examinations. Transfer credits will be subject to the Director's discretion and the students will be placed depending on space availability and successful completion of the courses.

5. Credit, to a maximum of 150 hours, may be granted according to the relationship between the examination score and length of work experience or class hours. Such credit will be granted during the first 7 weeks of the program.

6. Students with credit transferred may have the possibility of not having the same graduation date as the original students under the vocational nursing program.

7. If the transfer student is not competent in clinical areas, the instructor will have to meet with the Program Director to determine if the student will continue in class or will be asked to start next semester.

Challenge to credit Procedure:

1. An application must be submitted at least four weeks before class begins.
2. Applicants must complete a written examination with a minimum score of 79%.
3. Credit, to a maximum of 150 hours, may be granted according to the relationship of the examination score and length of work experience or class hours. Such credit will be granted during the first 7 weeks of the program.
4. Competency-based credit shall be granted for knowledge and/or skills acquired through experience. Their experience must be equivalent to the course they are requesting. These individuals must successfully complete a comprehensive and/or skills examination to be given 6 weeks before the start of the class. The student then will be given the objectives for both written and practical examinations before the testing date.
5. If the student wishes to repeat the course, the student must sign a waiver stating that he/she has voluntarily agreed to repeat the course.

***Sample Waiver Form for Repeating a Course*:**

I, _____ with Student ID # _____ hereby acknowledge that I will be taking up the course _____ for the first term. I understand that I have the right to transfer credits that I have earned from another institution or challenge the credits through a written and practical examination, but I agree to repeat this course. If I fail to successfully complete this course I can no longer ask to transfer my credits.

I also have received, read and understood the credit granting policy of Medical Allied Career Center, Inc.

_____ _____

Student Signature Director's Signature

Limitation:

Credit granted will not exceed two modules. Course work taken at Medical Allied Career Center, Inc. is not automatically transferable to another institution.

Transfers of credit are controlled by each receiving institution based upon their policies. Students who wish to transfer credit hours for courses or programs completed at Medical Allied Career Center, Inc. should check with the institution they wish to attend. Policies for the transfer of credit for previous training vary from institution to institution. An institution's accreditation does not guarantee that credits earned at that institution would be accepted for transfer by any other institution. These decisions are based on internal policies and Medical Allied Career Center, Inc. has no control over them. Medical Allied Career Center, Inc. cannot assure the transferability of its credits to any other post-secondary education institution.

ACADEMIC/ ATTENDANCE PROBATION AND DISMISSAL POLICY

ACADEMIC PROBATION

If the student grades fall below the standard or below 79%, a conference will be held with the students which would result in two weeks' probation. At this time, a remediation plan would be developed. If the student is unsuccessful and fails the course, the student is now on academic probation. The student is then required to repeat the failed class during his/her probationary period unless the course is not offered at the time. The failed course must be repeated at the earliest time.

ACADEMIC DISMISSAL

Students who are on academic probation shall be subject to dismissal if they have earned a cumulative grade-point-average of less than 79% in programs attempted.

Students who are on academic probation and earn a quarter grade-point-average of 79% or better shall not be dismissed if this minimum quarter grade-point-average is maintained.

Students shall be subject to automatic dismissal if exhibited any of the following inappropriate behaviors during school time or on school premises. The following are behaviors MACC

considers to be inappropriate and will not tolerate:

1. Falsification of student records, or other Company records.
2. Theft, deliberate or careless damage or destruction of any school property or the property of any student.
3. Removing or borrowing school property without authorization.
4. Unauthorized use of school equipment, time, materials, or facilities.
5. Provoking a fight or fighting during class, or while on school premises.
6. Participating in horseplay or practical jokes during class, or on school property.
7. Carrying firearms or any other dangerous weapons on school premises at any time.
8. Engaging in criminal conduct whether related to school performance.
9. Causing, creating or participating in a disruption of any kind during class on school property.
10. Insubordination, including but not limited to failure or refusal to obey the orders of instructions of a school director, or instructor.
11. Using abusive language at any time on school premises.
12. Failure to obtain permission to leave class for any reason during class instruction time.
13. Sleeping or malingering during class.
14. Making personal telephone calls during class on school telephones, except in case of emergencies or extreme circumstances.
15. Wearing extreme, unprofessional or inappropriate styles of dress or hair while at class.
16. Violation of any safety, health, security, school policies, rules or procedures.
17. Committing a fraudulent act or a breach of trust under any circumstances.
18. Unlawful harassment.
19. Possession or use of alcohol or being under the influence of alcohol while in class or on school property.
20. Distribution, sale or purchase of an illegal or controlled substance while in class or on school property.
21. Possession or use of illegal controlled substance or being under the influence of an illegal or controlled substance while in class or on school property.
22. Violation of school code of conduction such as cheating.
23. Cheating, plagiarism, dishonesty

APPEAL OF DISMISSAL

Students who have been dismissed may request reinstatement after two (2) quarters have elapsed. They shall submit a written petition requesting readmission to the school in compliance with school procedures. Readmission may be granted, denied, or postponed subject to the fulfillment of conditions as prescribed by the school. Students must file a petition to return prior to the day for new and returning students to register in person.

READMISSION AFTER DISMISSAL

Students who have been dismissed may request reinstatement after two (2) payment periods have elapsed. They shall submit a written petition requesting readmission to the Institution incompliance with Institution procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the Institution. Students must file a petition to return prior to the day for new and returning students to register in person.

PROGRAM RETAKE POLICY

The program retake policy is offered to students who have unsuccessfully completed a program and received a failing grade (F). The student will be charged tuition at the appropriate rate.

MAXIMUM TIME IN WHICH TO COMPLETE

Students are not allowed to attempt more than 1.5 times, or 150%, of the number of hours in their program of study. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will complete their programs within the maximum time frame allowed.

ATTENDANCE PROBATION

The Director monitors daily attendance records of all active students and calls those students that have missed that day. Students are required to have an **overall attendance rate of 80% or more** to meet the minimum attendance requirement of the program. A student who has consecutively missed more than one-fourth of the scheduled class hours in any given level or module will be put on probation until the end of the next scheduled level or module. A student who has missed more than one-third of the scheduled class hours in any given level or module will be put on probation until the end of the next scheduled level or module. A probation letter will be sent to that student.

REMEDIATION POLICIES

1. If the student's grades fall below the standard, a conference will be held with the students, this would result in two weeks probation. At this time, a remediation plan would be developed. If the student is unsuccessful and fails the course, the student is now on academic probation. The student is then required to repeat the failed class during his/her probationary period unless the course is not offered at the time. The failed course must be repeated at the earliest time.

2. While the student is on academic probationary period, he/she must maintain a cumulative grade of at least 79%. Once achieved after remediation, probationary status will be removed. If the student still fails to receive a grade of 79% after remediation, the student will be withdrawn from the program. The student is then required to repeat the failed module during his/her probationary period. The failed module must be repeated at the earliest time.

3. Student must request Remediation Form from faculty and the plan signed by both parties.

4. Students in need of academic assistance may utilize remediation services either by self-referral or faculty referral. These services are available outside of normal class time and are available after class hours.
5. MACC will provide this ongoing method of evaluation and assistance for students to be able to complete the program and prevent failure.

6. Financial aid recipients placed on probation will still be eligible for financial aid; however, funds will not be disbursed unless probationary status has been uplifted.

TERMINATION, APPEAL AND REINSTATEMENT

Should students find it necessary to discontinue their training, they should arrange to meet with the Director to discuss their situation and submit written notification of their request. Students shall be terminated for failure to:

- meet minimum standards for academic progress,
- meet the minimum conduct standards of the school, or
- Fulfill their financial obligations according to their agreement with the school.

Whether termination of enrollment is voluntary or involuntary, students should realize that they will remain obligated for tuition and fees due to the school based on the refund policy. Students have the right to appeal dismissal decisions made by the school administration by submitting a written request to the School Director describing any mitigating circumstances or conditions, which warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the School Director. Students terminated please see page 59 titled “Complaint Grievance Procedure”

UNOFFICIAL WITHDRAWAL

If the student fails to attend school for more than 5 consecutive days or misses 25 hours of class work, the school will consider the student a drop and automatically withdraw him/her from the program.

AUTOMATIC WITHDRAWAL

A student will automatically be withdrawn from the program for the following reasons:

- Failure to attend school for 14 consecutive class days of the program.
- Failure to return from an approved leave of absence on the scheduled return date.
- Failure to maintain satisfactory progress for two consecutive terms.
- Failure to fulfill financial agreements.
- Failing any course/subject in the program twice during one enrollment period.

NOTE: Per Department of Health Guidelines, short courses are not allowed any absent day or tardiness.

APPEAL

Suspended or terminated students may appeal the school’s decision in writing to the School Director. The school must receive the appeal from the student within three business days of being notified of the dismissal. All appeals will be responded to within ten (l0) business days of receipt by the school.

STUDENT RIGHTS
(STUDENT'S PROTECTION ACT)

Medical Allied Career Center, Inc. is in compliance with the articles and provisions of the Maxine Water Student Protection Act. Such an act will guarantee fair and honest operations to promote the welfare of the students. The school has not authorized external representatives and has not entered into a contract with individuals or agencies to conduct and perform recruiting activities outside of its premises. All information to be disseminated to prospective students will originate from the institution. The school will provide and disclose to prospective students' information to assist in making decisions to proceed with their career.

All inquiries received regarding any or all the program courses offered by Medical Allied Career Center, Inc. will be provided with a copy of the agreement with general description of the program instruction and nay equipment to be used during the program.

The Agreement shall contain the following information:

- The total number of classes, hours and lesions required to complete the program
- The total amount that the student is obliged to pay, including all fees, charges and expenses itemized that might be paid to complete the program
- The total amount charged for each item of equipment which will not exceed the Fair Market Value
- Schedule of payments
- The student's right to withdraw from the program of instruction and obtain a refund and an explanation of the refund rights and how the amount will be determined including a hypothetical example
- A detailed explanation of the students to cancel

Applicants would also be provided with information on the percentage of students completing the program course, percentage of students who completed the program and obtained employment, information on state licensure examination required for applicable program course and the passing rate of graduates of the program offered by the institution from the most calendar year that ended.

Current catalogs or brochure containing information on program course offered, occupational; or job titles to which the program is represented to lead, length of program, faculty and qualifications schedule of tuition payments, fees and all other charges and expenses necessary for completion of the course, cancellation or refund rights and all other material facts concerning the institution that might reasonably affects the student decision to enroll will also be provided.

Medical Allied Career Center, Inc. will pursue the welfare and education well-being of students as embodies in its Mission Statement to provide quality education and to promote service to diverse population.

CURRICULUM EVALUATION POLICY

Policy: Curriculum shall be evaluated on an ongoing basis utilizing the following methodology.

1. The Program Director or designee shall visit classrooms, clinical labs and clinical facilities to observe discuss and document observations and conversations on a monthly basis. Concerns shall be documented to include plans to provide feedback on planned program revisions.
2. Concerns identified shall be presented in a monthly faculty meeting and the quarterly advisory board meeting. Recommendations shall be reviewed and a plan for change developed to include scheduled dates of implementation and education for faculty.
3. The Program Director provides education for the faculty and ensures feedback to each classroom, lab or clinical site.
4. At the completion of each module the student shall complete an evaluation on both the instructor and the curriculum. The information shall be reviewed by the Program Director and summarized. The summary and areas of concern shall be presented at the faculty and advisory board meetings. Identified concerns shall be reviewed and a plan for change developed to include scheduled dates of implementation and education for faculty.
5. At the completion of each module the Program Director and the faculty shall review the student's status, including exam scores, papers, class and clinical performance. Recommendations shall be reviewed and plans for change developed to include scheduled dates for implementation an education for faculty,
6. When Medical Allied Career Center, Inc. receives feedback on licensure exam results, the information shall be reviewed by the Program Director and faculty. Recommendations shall be developed and plans for change drafted to include scheduled dates for implementation and education of faculty.
7. The Medical Allied Career Center, Inc. will send to each graduated student at 1 year, 3 year and 5 year increments a questionnaire to evaluate how the student is doing and request information on how well the students feel the program prepared for them for the workplace.

CLINICAL FACILITIES EVALUATION POLICY

Policy: Clinical Facilities shall be evaluated on an ongoing basis utilizing the following methodology:

1. The Program Director or designee shall visit, discuss and document conversations on a monthly basis for each clinical site in which the student is assigned. Concerns shall be documented to include plans to provide feedback on planned program revisions.
2. Concerns identified shall be presented in a monthly faculty meeting and the quarterly advisory board meeting. Recommendations shall be reviewed and a plan for change developed to include scheduled dates of implementation and education for faculty.
3. The Program Director provides education for the faculty and ensures feedback to each clinical site.
4. At the completion of each module the student shall complete an evaluation on both the instructor, facility and the curriculum. The information shall be reviewed by the Program Director and summarized. The summary and areas of concern shall be presented at the faculty and advisory board meetings. Identified concerns shall be reviewed and a plan for change developed to include scheduled dates of implementation and education for faculty.

RETENTION OF RECORDS

MACC will maintain student records for five (5) years, as required by state law. Student

transcripts will be maintained indefinitely. Financial payment documents will be kept for a period of at least five (5) years after completion or withdrawal of the student. Students have a right to access their records during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school's administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon the decision of the student. Only the students and the school administration have the right to review student records. No outside personnel will be allowed to view records except for the appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena via court order. A transcript for program work will be issued upon request by the student. Students and former students shall be entitled to two free copies of their transcripts or to two free verifications of enrollment. Additional copies shall be made available to students, or to designated addressees identified by students, at a cost of $20.00 each. Students may request special processing to expedite their request for an additional fee of $7.00 per request.

The school may disclose to government agency, accrediting agency and court subpoena, 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, the school 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. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-592

TUITION PAYMENT, FINANCIAL PLAN

TUITION PAYMENT METHODS

MACC accepts payment for tuition, books, equipment and other fees through cash, check or credit card payment. At the school's discretion, installment payments may also be arranged. MACC now participates in federal and state financial aid programs. Eligible students can now avail of the Federal Student Aid – Title IV. All outstanding student account balances are billed directly to the student upon graduation or termination. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a financial aid plan. All financial arrangements must be made before the beginning of classes.

POLICY ON ISSUANCE OF FEDERAL STUDENT FINANCIAL AID

Student financial aid refers to funding intended to help students pay educational expenses including tuition and fees, room and board, books and supplies, etc. for education at a college, university, or private school. Most financial aid is awarded in accordance with the demonstrated need for assistance, as determined by use of the Free Application for Federal Student Aid (FAFSA). Students are advised and counseled on all financial aid funds available.

Medical Allied Career Center, Inc. (MACC) participates in the student financial aid programs funded by the U.S. Department of Education. Pell grants and direct loans are processed for those students who are qualified to receive the financial aid from the U.S. Department of Education. Students are required to sign a federal fund authorization-credit balance so that the grant or the loan received from the Department of Education will be automatically credited to their school account.

POLICY ON FUNDING BY SOUTH BAY WORKFORCE INVESTMENT BOARD (WIB)

Medical Allied Career Center, Inc. is approved by the South Bay Workforce Investment Board (WIB), Inc. until June 30, 2019. Under the agreement with the WIB, WIB will provide the Classroom Training Individual Referral services and other eligible grant participants. WIB will fund the training for eligible Nursing Assistant students.

POLICY ON FUNDING BY VETERANS' AFFAIRS

MACC is approved by the Veterans' Affairs to offer financial aid to veterans. Please refer to their website: https://www.benefits.va.gov/gibill/school.

FINANCIAL PLAN

Medical Allied Career Center, Inc. has set forth a financial plan to help better serve its students. Medical Allied Career Center, Inc. complies with the need of the student and permits the student to pay 20% or more of the full amount of the tuition and the balance to be paid in monthly equal payments (for classes that exceed more than 1 month). Monthly payments should be paid every first day of the month.

MACC participates in federal and state financial aid programs. Eligible students can avail of the Federal Student Aid – Title IV.

Upon entering Medical Allied Career Center, Inc., the student must pay a $100.00 Registration Fee; this fee covers the processing and assessment of the student's application. Once the student enrolls in a class, the financial department will assess the student's tuition and will work with the student to establish a Payment Plan. The student must make the first payment within the first week of enrollment; the monthly payments, which will be assigned to the student, have to be paid on the assigned dates. If the student fails to make a payment on the date assigned by the financial officer, the student will have to pay a $25.00 late payment fee. Payments are accepted in cash, check and credit card.

EXAMPLE OF PAYMENT PLAN

ENROLLMENT DATE:	January 5, 2009
TOTAL TUITION COST:	$22,575.00 (VN Full Time – 13 months)
FIRST PAYMENT DUE:	$4,575.00 on January 5, 2009
MONTHLY INSTALLMENT DUE EVERY 1ST DAY OF THE MONTH:	$1,384.62

Another option the student has when making payments is taking advantage of our loan services here at Medical Allied Career Center, Inc. MACC is providing financial loans to students at an interest rate of 8% per year. This is yet another step Medical Allied Career Center, Inc. will take to better serve our students and make their educational experience enjoyable and beneficial.

FEE SCHEDULE

Except for the Registration Fee of $100.00, all other charges are refundable, per the terms of cancellation and refund policies specified in the catalog in effect at the time of your enrollment, as well as your enrollment agreement.

COLLECTION OF DELINQUENT TUITION ACCOUNTS

MACC reserves the right to collect tuition owed for instruction provided to the student. Tuitions not paid within 5 days from the due date are considered delinquent and subject to the following collection policy:

1. The first letter of notification is mailed to the student's home address extending a courteous grace period of 10 days to settle delinquent amount.
2. If delinquency persists, a second letter of notification is mailed to the student's home informing them of the school's intent to refer account to collection if delinquent amount is not settled within 10 days.
3. A third and final registered notice is mailed to the students' home informing them of the school's decision to refer the account to an outside collection agency for further action.

A late fee of $25.00 will be charged if the tuition fee is paid after the 5th day of the month.

"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 moneys not paid from the federal student financial aid program funds."

CANCELLATION, WITHDRAWAL AND REFUND POLICIES

CANCELLATION POLICY

1. Notice of cancellation shall be in writing, and withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

2. This institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250), if the notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

3. This institution shall provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

4. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

Deliver your notice to cancel to the school and direct it to the attention of the school director.

WITHDRAWAL FROM PROGRAM

You have the right to withdraw from a program of instruction at any time. If you withdraw from the program of instruction after the period allowed for cancellation of the Enrollment Agreement, which is within seven working days beginning on the first day of your first class attendance, the School will remit a prorated refund less the registration fee, if applicable, which is not to exceed $100.00 for registration fee, within thirty (30) days following your withdrawal. You are obligated to only pay for the educational services rendered based on the hours attended (including fees associated with those services), and for unreturned books, materials or equipment.

The pro rata refund is the amount owed equals the daily charge for the program (total institutional charge, divided by the number of hours in the program), multiplied by the number of hours attended or was scheduled to attend, prior to withdrawal.

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you (the student).

For a record of charges, see the list on the first page of the Enrollment Agreement. **IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU HAVE ATTENDED, THEN A REFUND WILL BE MADE WITHIN THIRTY (30) DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.**
Note: Students, whose entire tuition and fees are paid by a third-party organization, are not eligible for a refund.

REFUND POLICIES

You have the right to cancel the Enrollment Agreement for a program of instruction until the midnight of the seventh business day after your first-class attendance. Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the first page of the Enrollment Agreement. You can do this by mail or hand delivery. A written notice of cancellation sent by mail is only effective when deposited in the mail properly addressed and with the proper postage affixed. The school will provide you with two (2) Notice of Cancellation forms that will be attached to your Enrollment Agreement.

However, you do not necessarily have to use the written notice provided at the time of your enrollment and may use any written notice that has your signature, if it shows that you no longer wish to be bound by this agreement starting on the date of the notice. If you cancel this Agreement within five working days from the start date of your first class, the school will refund any money that you paid, less a $100 registration fee, within thirty (30) days after your Notice of Cancellation is received.

The student has a full refund of all charges except the amount of the registration fee listed in the fee schedule in the catalog (amount retained may not exceed $100 for registration fee) if the student cancels this agreement prior or on the first day of instruction. Further, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction.

If the school cancels or discontinues a course or educational program, the school will refund all the charges.

If you are entitled to a refund, the refund is to be made within 30 days of the date the school determines, or is notified, of your cancellation or withdrawal.

HYPOTHETICAL REFUND EXAMPLE

Assume that a student, upon enrollment as a Nursing Assistant in a 150-hour program, pays $1,700 for tuition, $100 non-refundable registration fee, $75 textbook charges, and $100 for materials as specified in the Enrollment Agreement and withdraws after completing 100 hours without returning the textbooks and materials he/she obtained. The refund to the student would be $7,858.00 based upon the calculations stated below. If the student returns the textbooks and materials in **good condition** within ten (10) days following his/her withdrawal, the school shall refund the amount the student paid for the textbooks and textbook and materials. The following calculation shown below is how a refund will be calculated:

$1,700 total paid In full	Minus	$275 registration fee/books/materials (The amount the school may retain)	= $ 1,425
$1,425	Divided by	150 hours in the program (Hourly charge for the program)	= $ 9.50
$9.50	Multiplied by	100 hours of instruction attended (Owed by the student for instruction received)	= $ 950

$ 1,425	Minus	$ 950	= $ 475
		(Total refund amount due back to student)	

If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be $ 500 ($ 1,500 - $1,000).

For the purpose of determining the amount they owe for the time they attended, they shall be deemed to have withdrawn from the program when any of the following occurs:

- They notify the school of their withdrawal or the actual date of withdrawal.
- The school terminates their enrollment agreement.
- They fail to attend classes for a straight 14 calendar days. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

DISCLOSURES

STATE REGISTRATION DISCLOSURE

We are registered with the state of California. Registration means we have met certain minimum standards imposed by the state for registered schools based on our written application to the state. Registration does not mean we have met all of the more extensive standards required by the state for schools that are approved to operate or licensed or that the state has verified the information we submitted with our registration forms.

DISCLOSURE STATEMENTS

To protect your rights as a student, we offer the following information:

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. You are to receive a copy of this catalog prior to your signing an enrollment agreement or contract.

STRF DISCLOSURE

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

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

Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225, Sacramento, CA 95834
Phone no.: (916) 574-8900 or (888) 370-7589

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

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

RETURN OF TITLE IV FUNDS

In accordance with federal regulations, when a recipient of Title IV grant or loan assistance withdraws from an institution or when the student receives all failing grades (D or F) during a payment period or period of enrollment in which the recipient began attendance, Medical Allied Career Center, Inc. (MACC) is responsible to determine the withdrawal date and amount of grant and/or loan assistance that the student earned.
If a student received less assistance than what was earned, he/she may be able to receive those funds. On the other hand, if the student received more assistance than earned, the unearned funds must be returned by the school and/or aid recipient to the appropriate aid

program.

Note: The Return of Title IV funds calculation is different from MACC's tuition refund calculation.

WITHDRAWAL DATE

A student's withdrawal date varies depending on the type of withdrawal.

OFFICIAL NOTIFICATION PROVIDED BY THE STUDENT

A student is considered officially withdrawn if the Admissions and Records Office is notified by the student in writing (e.g., completing an Add/Drop Form) with the intent to withdraw.

If a student completes an Add/Drop form, the withdrawal date is the date the student submits a completed form to the office.

If a student sends written notification of intent to withdraw, the withdrawal date is the date the letter is received via postal, electronic, or fax mail.

NO OFFICIAL NOTIFICATION PROVIDED BY THE STUDENT

If a student ceases attendance without providing official notification, the withdrawal date will be the last day of attendance at an academically related activity, if documented by the school. In the case when an official notification was not provided by the student because of circumstances beyond the student's control, i.e., illness, accident, grievous personal loss or other circumstances, the date related to the onset of that circumstance will be used as the withdrawal date. This date will be determined by the School Director.

In some instances, a faculty member may request an administrative withdrawal on behalf of a student and that withdrawal date will be recorded.
The school may always use the withdrawal date as the date that is reported as the last date of attendance at an academically related activity by a faculty member on a class roster, grade roster/sheet, or other documented source, e.g., grade book. The faculty member will maintain the documentation of the last date of attendance.

DATE OF DETERMINATION THAT THE STUDENT WITHDREW

The date of determination that a student withdrew varies depending upon the type of withdrawal: official notification was provided/ no official notification was provided.

OFFICIAL NOTIFICATION PROVIDED

The date of determination is the date the student provides MACC official notification or begins the withdrawal process, whichever is earlier.

On a regular basis within a term, the Financial Aid Office will generate a report of financial aid recipients' changes in enrollment to assist in monitoring official withdrawals (W's) and administrative withdrawals (AW's).

NO OFFICIAL NOTIFICATION PROVIDED

The date that MACC becomes aware that the student has ceased attendance will be the date of determination. This date will be identified no later than 30 days after the end of a term.

At the end of a term after the assignment of grades, the Financial Aid Office will generate a report of financial aid recipients that received any combination of “W”, “AW”, and “X” grades.

CALCULATION OF EARNED TITLE IV ASSISTANCE

The amount of Title IV federal aid assistance earned by the student is determined on a pro-rata basis up to the end of 60% of the term. For example, if the student completed 30% of a term, 30% of the aid originally scheduled to be received would have been earned. Once a student has completed more than 60% of a term, all awarded aid has been earned.
Pell Grant, SEOG Grant, and Direct Loans are included in the calculation.

POST-WITHDRAWAL DISBURSEMENTS

If the total amount of the Title IV grants and/or loan assistance earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement. In the event that there are outstanding charges on the student's account, MACC will credit the student's account for all or part of the amount of the post-withdrawal disbursement of grant assistance (not loan), up to the amount of the allowable charges.

Any amount of a post-withdrawal disbursement that is not credited to a student's account will be offered to the student within 30 days of the date that the institution determined that the student withdrew. Upon receipt of a timely response from the student, the school will disburse the funds within 90 days of the date of determination of the student's withdrawal date.
MACC maintains the right to decide whether to make a post-withdrawal disbursement in the event that the student responds after 14 days of the date that the notification was sent. If the school decides not to make this post-withdrawal disbursement, it will inform the student in writing.

RETURN OF UNEARNED FUNDS TO TITLE IV

If the total amount of Title IV grant and/or loan assistance that was earned as of the withdrawal date is less than the amount that was disbursed to the student, the difference between the two amounts will be returned to the Title IV program(s) and no further disbursements will be made.

BY THE SCHOOL

If a student has received excess funds, the school must return a portion of the excess equal to the lesser of:

- The student's institutional charges multiplied by the unearned percentage of funds, or
- The entire amount of the excess funds.
- The funds will be returned in the order below as prescribed by federal regulations, within 30 days from the date of determination that a student withdrew.

- Unsubsidized Direct Stafford Loans
- Subsidized Direct Stafford Loans
- Direct PLUS Loans
- Federal Pell Grants (50%)
- Federal SEOG (50%)

BY THE STUDENT

If there is remaining unearned aid, the student is responsible for returning those funds. If the aid to be returned is in the form of a loan that has been released to the student (or parent if a PLUS loan) borrower, the student (or parent) can repay the loan in accordance with the terms of the promissory note over a period of the time. If the aid to be returned is in the form of grant funds, the law provides that the student may repay 50% of a federal grant rather than 100%. The school will return the student's grant obligation to the appropriate federal program.

Both the school's portion and the student's portion of unearned aid returned to programs will be charged back to the student's account, as provided for in federal regulations.

DRUG AND SUBSTANCE ABUSE POLICY

Medical Allied Career Center, Inc. is committed to maintaining a comfortable and safe environment in which our employees can work, and our students can pursue their academic objectives. Our commitment to helping promote healthy lifestyles for our students and staff has resulted in the creation of a program designed to prevent the abuse of illicit drugs and alcohol. We are concerned for you, as an individual, as well as for the well-being of those around you. We strongly encourage you to participate in this program if you or someone close to you is experiencing a problem with substance abuse, or if you simply wish to become better educated regarding the various drugs and the health hazards they pose and the possible legal consequences of participating in drug related activities. Any inquiries regarding this program can be made confidentially through the School Director.

To the extent allowed by local state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, termination of employment, referral for prosecution and / or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded, are required by federal regulation to report that conviction in writing to the:

Department of Grants and Services

United States Department of Education
400 Maryland Avenue SW
Room 3124, GSA Regional Office Bldg., 3
Washington, DC 20202-1571

The report must be made within 10 days after the conviction.
In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

- **LA County Health Services Alcohol & Drug** (323) 221-1746
- **So. CA Alcohol & Drug Program** (323) 780-4357
- **L.A. Center for Alcohol and Drug** (213) 626-6411
- **Nat'l Council on Alcoholism & Drug-L.A. County** (800) 622-2255

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.
This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

Drug and Alcohol Abuse Prevention Program (DAAPP) Policy

Guidelines and Procedures:

Purpose
Medical Allied Career Center (MACC) is dedicated to the safety, health and welfare of its students, faculty and staff. The unlawful use and or abuse of drugs and alcohol can have a negative impact on the safety and well-being of college students and on our MACC educational environment.

The primary purpose of the following guidelines is in support of the Drug and Alcohol Abuse Prevention Program (DAAPP) developed and implemented in an effort to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at recognized events and activities. The College aspires to educate, call our community to action, help those in need, and be in full compliance with the Drug-Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA).

Guidelines
I. Entities Affected by this Policy

Persons covered by the Drug and Alcohol Abuse Prevention Program (DAAPP)are employees of MACC and students who enroll in one or more classes for any type of academic credit except for continuing education units.

II. Standards of Conduct

MACC complies with local, state, and federal laws and penalties regarding the unlawful use of drugs and alcohol including the possession of illegal drugs and drug paraphernalia on college premises and the sale or use of alcoholic beverages on MACC premises. (Please see DRUG AND SUBSTANCE ABUSE POLICY)

III. Disciplinary Procedures

MACC believes it is the responsibility of all employees and students to report prohibited use or abuse of drugs and alcohol. If a student/employee is suspected of violating the Drug and Substance Abuse Policy of the MACC, the College will perform an investigation to determine the appropriate course of action. An Incident Report (student or employee) detailing alleged violations of the Standards of Conduct by a MACC student/employee will need to be completed to initiate the Disciplinary Actions/Due Process procedures.

IV. Disciplinary Sanctions

Violations of the MACC Standards of Conduct refer to a student's failure to meet his/her responsibilities and are subject to General Disciplinary Action in accordance with college policy as stated in the MACC Student Handbook and School Catalog.

Sanctions: The School Director has the authority to issue sanctions including, but not limited to, the following:
a. Written reprimand
b. Loss of privileges/access
c. Removal from courses/s
d. Warning
e. Suspension
f. Expulsion
g. Termination (employee)
h. Referral for prosecution (student and/or employee)

V. DAAPP Information Dissemination

Notification of the information contained in the DAAPP is distributed to all enrolled students registered in classes for academic credit in the following methods:

- Admissions application notification to all applicants
- End of semester notification to all students
- Catalog and/or Registration guide
- Online student handbook
- MACC main website (Consumer Right to Know)

Notification of the information contained in the DAAPP is distributed to all employees in the first day of employment and annually thereafter.

VI. Program Resources for Individual and Group Counseling

A list of local resources with descriptions of drug and alcohol counseling treatment, rehabilitation or reentry programs available to students are provided below:

New Beginnings Interfaith Drug and Alcohol Treatment Care Center
New Beginnings Interfaith Drug and Alcohol Treatment Care Center is an alcohol rehab and drug treatment program that is located at
3119 Torrance Blvd #36D
Torrance, CA 90503
You can contact New Beginnings Interfaith Drug and Alcohol Treatment Care Center by calling (310) 904-6782.
Types of Services
Methadone Maintenance, Hospital Inpatient Treatment, Gay and Lesbian, Residential Beds for Children, Methadone Detox, Transitional Housing, Men, Women, seniors
Payment Structure & Forms
Sliding Scale Fee

Driver Benefits Inc.
Driver Benefits Inc. is an alcohol rehab and drug rehabilitation program that is located at
2370 West Carson Street Suite 150
Torrance, CA 90501
You can contact Driver Benefits Inc. by calling (310) 320-9550.
Types of Services
Outpatient Treatment, DUI Offenders, Court Appointed Clients, Spanish Speaking, Languages other than Spanish
Payment Structure & Forms
Self-Pay

National Council on Alcohol and Drug Dep
National Council on Alcohol and Drug Dep is an alcohol rehab and drug treatment center that is located at
1334 Post Avenue
Torrance, CA 90501
You can contact the National Council on Alcohol and Drug Dep by calling (310) 328-1460.
Types of Services
Outpatient Treatment, DUI Offenders, Court Appointed Clients, Spanish Speaking
Payment Structure & Forms
Self-Pay

Options for Recovery
Options for Recovery is a drug rehabilitation and alcohol treatment program that is located at
1124 West Carson Street Building N-33
Torrance, CA 90502
You can contact Options for Recovery by calling (310) 222-5410.
Types of Services
Outpatient Treatment, Drug and Alcohol Day Treatment, Pregnant Women, Women
Payment Structure & Forms
Sliding Scale Fee, Help with Payments

South Bay Drug Abuse Coalition
South Bay Drug Abuse Coalition is an alcohol treatment and drug treatment facility that is located at
2370 West Carson Street Suite 136
Torrance, CA 90501
You can contact South Bay Drug Abuse Coalition by calling (310) 328-0780.
Types of Services

Mental Health and Substance Abuse Treatment, Outpatient Treatment, Services for Minors, Pregnant Women, Women, Men, Court Appointed Clients, Hearing Impaired Clients
Payment Structure & Forms
Private Pay, Self-Pay, Sliding Scale Fee, Help with Payments

Thelma McMillen Center
Thelma McMillen Center is a drug rehab and alcoholism treatment center that is located at
3333 Skypark Drive
Torrance, CA 90505
You can contact Thelma McMillen Center by calling (310) 257-5760.
Types of Services
Drug and Alcohol Detox, Outpatient Treatment, Services for Minors
Payment Structure & Forms
Medicaid Assistance, Medicare Assistance, Private Pay, Military Insurance, Self-Pay

Twin Town Treatment Centers
Twin Town Treatment Centers is an alcohol rehabilitation and drug rehab center that is located at
2171 Torrance Boulevard Suites 8 and 9
Torrance, CA 90501
You can contact Twin Town Treatment Centers by calling (310) 787-1335.
Types of Services
Drug and Alcohol Detox, Outpatient Treatment, Drug and Alcohol Day Treatment, Services for Minors
Payment Structure & Forms
Private Pay, Self-Pay

Western Health Harbor City Clinic
Western Health Harbor City Clinic is an alcohol rehab and drug treatment facility that is located at
1647 West Anaheim Street
Harbor City, CA 90710 You can contact Western Health Harbor City Clinic by calling (310) 534-5590.
Types of Services
Mental Health and Substance Abuse Treatment, Drug and Alcohol Detox, Methadone Maintenance, Methadone Detox, Outpatient Treatment, Dual Diagnosis, HIV - AIDS, Gay and Lesbian, Seniors, Pregnant Women, Women, Men, Court Appointed Clients, Spanish Speaking, Languages other than Spanish
Payment Structure & Forms
Medicaid Assistance, Medicare Assistance, Private Pay, Military Insurance, Self-Pay, Sliding Scale Fee

South Bay Alcoholism Services
South Bay Alcoholism Services is an alcohol treatment and drug rehabilitation program that is located at 23752 Gulf Avenue Carson, CA 90745 You can contact South Bay Alcoholism Services by calling (562) 200-1702.
Types of Services
Transitional Housing

Greenfields Health Services Inc.
Greenfields Health Services Inc. is an alcohol rehab and drug rehabilitation program that is located at
637 East Albertoni Street Suite 109
Carson, CA 90746
You can contact Greenfields Health Services Inc by calling (310) 532-0063.
Types of Services
Outpatient Treatment, Drug and Alcohol Day Treatment, Services for Minors, Dual Diagnosis, HIV - AIDS, Gay and Lesbian, Seniors, Women, Men, Court Appointed Clients, Hearing Impaired Clients, Spanish Speaking, Languages other than Spanish
Payment Structure & Forms

Medicaid Assistance, Medicare Assistance, Private Pay, Military Insurance, Self-Pay, Sliding Scale Fee, Help with Payments

Counseling and Research Associates
Counseling and Research Associates is an alcohol addiction treatment and drug rehab program that is located at
130 West Victoria Street
Gardena, CA 90248
You can contact Counseling and Research Associates by calling (310) 715-2020.
Types of Services
Mental Health Treatment, Outpatient Treatment, Services for Minors, Dual Diagnosis, Pregnant Women, Spanish Speaking, Languages other than Spanish
Payment Structure & Forms
Medicaid Assistance

Be Well Now Institute Inc.
Be Well Now Institute Inc. is an alcohol treatment and drug rehabilitation facility that is located at 20710 South Leapwood Avenue Suite C Carson, CA 90746 You can contact Be Well Now Institute Inc. by calling (310) 324-0447.
Types of Services
Outpatient Treatment, Services for Minors, Languages other than Spanish
Payment Structure & Forms
Medicaid Assistance, Sliding Scale Fee, Help with Payments

Goretti Health Services Inc.
Goretti Health Services Inc. is a drug treatment and alcoholism treatment facility that is located at
14623 Hawthorne Boulevard Suite 306
Lawndale, CA 90260
You can contact Goretti Health Services Inc. by calling (310) 973-0100.
Types of Services
Outpatient Treatment, Services for Minors, HIV - AIDS, Seniors, Pregnant Women, Women, Men
Payment Structure & Forms
Medicare Assistance, Private Pay, Self-Pay, Sliding Scale Fee

Lawndale Medical and
Lawndale Medical and is an alcohol rehab and drug rehab facility that is located at
4023 Marine Avenue
Lawndale, CA 90260
You can contact Lawndale Medical and by calling (310) 675-9555.
Types of Services
Mental Health and Substance Abuse Treatment, Drug and Alcohol Detox, Methadone Maintenance, Methadone Detox, Outpatient Treatment, Spanish Speaking
Payment Structure & Forms
Medicare Assistance, Private Pay, Self-Pay

Transcultural Health Development
Transcultural Health Development is an alcohol rehabilitation and drug rehab center that is located at
117 East Harry Bridges Boulevard
Wilmington, CA 90744
You can contact Transcultural Health Development by calling (310) 549-8383.
Types of Services
Drug and Alcohol Detox, Methadone Maintenance, Methadone Detox, Outpatient Treatment, HIV - AIDS, Women, Hearing Impaired Clients, Spanish Speaking, Languages other than Spanish
Payment Structure & Forms
Private Pay, Self-Pay

Behavioral Health Services
Behavioral Health Services is a drug treatment and alcohol rehab center that is located at
15519 Crenshaw Boulevard
Gardena, CA 90249
You can contact Behavioral Health Services by calling (310) 679-9031x1211.
Types of Services
Outpatient Treatment, DUI Offenders, Court Appointed Clients, Spanish Speaking
Payment Structure & Forms
Private Pay, Self-Pay
Asian American Drug Abuse Program Inc.
Asian American Drug Abuse Program Inc. is an alcohol rehab and drug treatment facility that is located at
13931 South Van Ness Avenue
Gardena, CA 90249
You can contact Asian American Drug Abuse Program Inc. by calling (310) 768-8018.
Types of Services
Mental Health and Substance Abuse Treatment, Outpatient Treatment, Services for Minors, Gay and Lesbian, Court Appointed Clients, Spanish Speaking
Payment Structure & Forms
Help with Payments

Your Empowering Solutions Inc.
Your Empowering Solutions Inc. is a drug rehab and alcohol rehabilitation program that is located at
4020 Palos Verdes Drive North Suite 201
Rolling Hills Estates, CA 90274
You can contact Your Empowering Solutions Inc. by calling (310) 541-6350.
Types of Services
Outpatient Treatment, Dual Diagnosis, HIV - AIDS, Gay and Lesbian, Seniors, Pregnant Women, Women, Men
Payment Structure & Forms
Self-Pay

Southland Outpatient Recovery Center
Southland Outpatient Recovery Center is an alcohol rehab and drug rehabilitation center that is located at
431 West Compton Boulevard
Compton, CA 90220
You can contact Southland Outpatient Recovery Center by calling (310) 637-0341.
Types of Services
Mental Health and Substance Abuse Treatment, Outpatient Treatment, Services for Minors, Dual Diagnosis, HIV - AIDS, Gay and Lesbian, Seniors, Pregnant Women, Women, Men, Court Appointed Clients, Spanish Speaking
Payment Structure & Forms
Medicaid Assistance, Medicare Assistance, Private Pay, Military Insurance, Self-Pay

Get Off Drugs Treatment Center
Get Off Drugs Treatment Center is a drug treatment and alcoholism treatment program that is located at
1416 South Tamarind Street
Compton, CA 90220
You can contact Get Off Drugs Treatment Center by calling (562) 422-5212.
Types of Services
Residential Long-Term Rehab
Payment Structure & Forms
Self-Pay

Priority Healthcare Services Inc.

Priority Healthcare Services Inc. is a drug treatment and alcoholism treatment program that is located at
2023 West Compton Boulevard
Compton, CA 90220
You can contact Priority Healthcare Services Inc. by calling (310) 763-7000.
Types of Services
Outpatient Treatment, Gay and Lesbian, Seniors
Payment Structure & Forms
Medicare Assistance, Private Pay, Self-Pay

VII. Oversight Responsibility

The school director and financial aid director shall serve as the main contacts that will have oversight responsibility of the Student DAAPP including, but not limited to updates, coordination of information required in the DAAPP, coordination of the annual notification to students, and the biennial review report.

VIII. Assessment of Program Effectiveness and Biennial Report

The school director and financial aid director will review documented infractions of the student conduct policy on an annual basis. The assessment includes reviewing the incident(s) and the outcome(s) to ensure that college policy regarding drug, alcohol and other substance abuse violations and sanctions are imposed and consistently enforced.

The school director and financial aid director will conduct an annual review to determine program effectiveness and implement changes as necessary. The school director and financial aid director will prepare a biennial review report as required to be in full compliance with the Education Department General Administrative Regulations (EDGAR) 34 CFR Part 86.100.
A review of the number of documented cases regarding students of concerns referred to through MACC's behavioral intervention team(s) will be gathered for statistical purposes and to ensure prevention and awareness activities are delivered appropriately to all student populations.
Under the leadership of the school director an assessment to measure student perceptions and behavior will be conducted periodically. These data will be analyzed to continuously determine the most appropriate interventions.

IX. Policy History

The DAAPP for students and policy with accompanied guidelines will be reviewed on an annual basis to ensure that it accurately reflects institutional policy, procedures and programs; and to consider expansion of evaluation, prevention, and awareness activities.

X. Related Documents

Drug and Alcohol Abuse Prevention Program (DAAPP) Drug Free Schools and Campuses Regulations (34 CFR Part 86) Drug Free Schools and Communities Act (DFSCA) Administrative Rule, DUG AND SUBSTANCE ABUSE POLICY

XI. Health Risks Associated with Alcohol and Drugs

Alcohol

Alcohol is a legal drug. Nonetheless, it is a depressant and is the leading drug of abuse in America. Use of alcohol may affect judgment and decision-making abilities, slow down the central nervous system and brain function, and reduce coordination and reflex actions. Alcohol use (even low doses) may increase the incidence of a variety of aggressive acts, including physical altercations, threats, and domestic abuse. Higher doses may cause marked impairments in mental functions, severely altering a person's ability to learn and remember information. Very high doses may cause respiratory depression and death. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, also can lead to permanent damage to vital organs such as the brain and the liver.

A 12-oz. can of beer, a 5-oz. glass of wine and a 1.5-oz. shot of hard liquor all contain the same amount of alcohol. Coffee, cold showers and exercise do not speed up the body's ability to metabolize alcohol – only the passage of time will free the body from the effects of alcohol.

SIGNS AND SYMPTOMS OF ABUSE

- Dulled mental processes
- Lack of coordination
- Slowed reaction time
- Poor judgment
- Reduced inhibitions

Alcohol consumption causes a number of marked changes in behavior. Even small amounts of alcohol can significantly impair the judgment; reaction time and coordination needed to safely operate equipment or drive a car.

HEALTH EFFECTS OF ALCOHOL

- Decreased sexual functioning
- Liver cancer, fatty liver, hepatitis, cirrhosis
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast and skin
- Kidney disease
- Ulcers
- Increased acid in the stomach
- Insomnia
- Gout
- Contributes to high blood pressure and strokes
- Heart muscle disease or heart failure
- Use during pregnancy can cause fetal alcohol syndrome, increased risk of miscarriages, premature births, stillbirths, and low birthweight babies.
- Increased blood sugar levels which make diabetes worse.
- Increased severity of mental health problems such as bipolar disorder, posttraumatic stress disorder, depression, anxiety, and addiction

Marijuana

Marijuana is a derivative of the cannabis sativa plant and is illegally used for its intoxicating effects and dreamy state of relaxation and euphoria. All forms of marijuana have negative physical and mental effects. Long-term users of marijuana may develop tolerance levels requiring more marijuana to achieve the same "high". Prolonged use leads to dependence, and the drug can become the center of users' lives. The active ingredient in marijuana is Delta-9-Tetrahydrocannabinol, or THC.

SIGNS AND SYMPTOMS OF USE

- Several regularly observed physical effects of marijuana include:
  1. substantial increase in heart rate
  2. bloodshot eyes
  3. dry mouth and throat
  4. increased appetite
  5. chronic sore throat

- Use of marijuana also has mental effects that may include:
  1. impaired or reduced short-term memory and comprehension
  2. altered sense of time
  3. changed sensory perception--sight, smell, hearing, touch
  4. reduced ability to perform tasks requiring concentration and coordination, such as driving a car

- Research also shows that people do not retain knowledge when they are "high". Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana also can produce paranoia and psychosis.

HEALTH EFFECTS

- Emphysema-like symptoms
- Respiratory track and sinus infections
- Lowered immune system response
- Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke.

Inhalants

Inhalants are mood-altering substances that are voluntarily inhaled. Most substances used are commercial and household products, such as solvents and aerosols, which are easily obtained and are not harmful, if used for the purpose intended and as directed. Because they are common products, inhalants often are a young person's first attempt at "getting high". Inhalants can severely impair judgment and driving ability. They also cause severe disorientation, visual distortion and confusion. There is evidence that tolerance to the effects of inhalation develops with continued use so, users need to increase use to obtain the same high. Studies have shown that dependence on inhalants continues even when the user goes on to use other drugs. Inhalants include Nitrous Oxide, laughing gas, propellant aerosol cans, Amyl Nitrite, poppers, snappers in ampules, Butyl Nitrite, rush, bullet, climax, aerosol sprays, aerosol paint cans, containers of cleaning fluid, gasoline, glue and paint thinner.

SIGNS AND SYMPTOMS OF USE

1. Inhaling solvents allows the substance to reach the bloodstream very quickly. The immediate negative effects of inhalation include:
2. nausea
3. sneezing
4. coughing
5. nosebleeds
6. fatigue

7. poor coordination
8. loss of appetite

- Solvents and aerosol sprays also may decrease heart and respiratory rates. Amyl and Butyl Nitrite cause rapid pulse, headaches and involuntary passing of urine and feces.

HEALTH EFFECTS

- hepatitis
- brain damage
- debilitating effects on the central nervous system
- weight loss
- fatigue
- electrolyte imbalance
- muscle fatigue
- permanent damage to the nervous system
- Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or depressing the central nervous system to the point that breathing stops.

Cocaine

Cocaine is the most potent stimulant of organic origin and the most widely used of the stimulants. Although cocaine has been used in the past as a topical anesthetic, its therapeutic use has almost been eliminated due to the development of safer anesthetics. Cocaine is a powerfully addictive drug leading to physical and psychological dependence. Cocaine powder is sniffed or snorted. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Cocaine powder can also be injected into the bloodstream when it is mixed with water. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Inhalation of cocaine fumes from freebasing produces effects that are very fast in onset, very intense and momentary in duration. Crack is cocaine that is processed into tiny chips having the appearance of slivers of soap. Crack has become a very popular form of cocaine, since it is inexpensive and relatively easy to use. It is smoked in a pipe or rolled with tobacco in a cigarette.

SIGNS AND SYMPTOMS OF USE

- dilated pupils
- increased pulse rate
- elevated blood pressure
- insomnia
- loss of appetite
- tactile hallucinations
- paranoia
- seizures
- anxiety, agitation
- periods of increased activity followed by fatigue and depression
- wide mood swings
- difficulty in concentration

HEALTH EFFECTS

- Cocaine stimulates the central nervous system. Its effects include:
    1. dilated pupils
    2. elevated blood pressure
    3. elevated heart rate
    4. elevated respiratory rate
    5. elevated body temperature
    6. death by cardiac arrest or respiratory failure

OTHER STIMULANTS

Stimulants are drugs that stimulate the central nervous system and excite bodily activity. Methamphetamine is one of the fastest growing drugs of abuse. These drugs create less intense and less expensive cocaine-like effects in the body. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia. These symptoms usually disappear when drug use ceases. Amphetamines can be swallowed in pills or capsules, smoked as “crank” and “ice” or injected. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, a very high fever or heart failure.

SIGNS AND SYMPTOMS OF USE

- Mood changes
- Impaired concentration
- Impaired mental functioning
- Swings between apathy and alertness
- Restless, anxious and moody behavior.

HEALTH EFFECTS

- increased heart and respiratory rates
- elevated blood pressure
- sweating
- headaches
- blurred vision
- dizziness
- sleeplessness and anxiety
- rapid or irregular heartbeat
- tremors
- poor coordination
- physical collapse
- Physical exertion while using stimulants can be dangerous because of the drugs’ effects on the body’s temperature-regulating and cardiovascular systems and can cause deaths in otherwise healthy young athletes.

Depressants

A depressant is a drug that depresses the central nervous system, resulting in sedation and a decrease in bodily activity. Depressants, taken as prescribed by physicians, can be beneficial for the relief of anxiety, irritability, stress and tension. The main classes of medical depressants are barbiturates and benzodiazepines. When regular users suddenly stop taking large doses,

they can develop withdrawal symptoms ranging from restlessness, insomnia and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result. Depressants are known as: barbiturates, downers and tranquilizers, such as Valium, Librium, Equanil, Serax, Tranxene and Zanax.

SIGNS AND SYMPTOMS OF USE

- The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can lead to:
    1. slurred speech
    2. staggered walk
    3. altered perception
    4. mental clouding and drowsiness
    5. respiratory depression
    6. coma and death

HEALTH EFFECTS

- physical and psychological dependence
- tolerance to the drug, leading the user to increase the quantity consumed.

Hallucinogens

Hallucinogenic drugs distort the senses and often produce hallucinations--experiences that depart from reality. Some negative health effects may last six months to a year following prolonged daily use. Phencyclidine (PCP) interrupts the function of the neocortex, the section of the brain that controls the intellect and keeps instincts in check, because the drug blocks pain receptors. Violent PCP episodes may result in self-inflicted injuries. Lysergic acid (LSD), mescaline and psilocybin also are hallucinogens that cause illusions and hallucinations. It is common to have a bad psychological reaction to LSD, mescaline and psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

SIGNS AND SYMPTOMS OF USE

- impaired concentration
- confusion and agitation
- muscle rigidity
- profuse sweating
- a sense of distance and estrangement
- muscular coordination worsens and senses are dulled
- blocked and incoherent speech
- dilated pupils
- elevated body temperature
- increased heart rate and blood pressure
- loss of appetite
- sleeplessness
- tremors

HEALTH EFFECTS

- persistent memory problems
- speech difficulties
- Mood disorders, such as depression, anxiety and violent behavior
- paranoid and violent behavior
- hallucinations
- convulsions and coma
- heart and lung failure.

Narcotics

Narcotic analgesics are the most effective compounds used for pain relief. Narcotic analgesics include Opium, Opiates (morphine, codeine, Percodan, heroin and dilaudid) and Opioids (synthetic substitutes such as Vicodin, Darvon, Demerol and methadone). Narcotics can be smoked or eaten (opium), injected, taken orally or smoked (morphine), inhaled, injected or smoked (heroin). Opiates also are known as: heroin, smack, horse, brown sugar and black tar.

SIGNS AND SYMPTOMS OF USE

- A feeling of euphoria that is often followed by:
  1. drowsiness
  2. nausea and vomiting
  3. constricted pupils
  4. watery eyes and itching
  5. low and shallow breathing
  6. clammy skin
  7. impaired respiration
  8. convulsions
  9. coma
  10. possible death

HEALTH EFFECTS

- easy addition
- addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.

Designer Drugs

Illegal drugs are defined in terms of their chemical formulas, but underground chemists can modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs, which do not meet these definitions. These drugs can be several hundred times stronger than the drugs they are designed to imitate.

Many of the so-called designer drugs are related to amphetamines and have mild stimulant properties but are mostly euphoriants. They can produce severe neurochemical damage to the brain. The narcotic analogs can cause symptoms such as those seen in Parkinson's disease, including uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness.

Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage, and the designer drugs still cause illusions, hallucinations and impaired perception.
Some designer drugs are: Synthetic Heroin White, MPTP (New Heroin), analogs of MDMA (Ecstasy, XTC, Essence), hallucinogens (STP, PMA, EVE) and analogs of PCP.

CAMPUS CRIME AND SAFETY REPORTING

MACC aims to maintain safety and security and welfare of its students, faculty and staff. Campus security and safety and emergency procedures are discussed during orientation of students and new employees. Students, faculty and staff are informed about the crime and safety procedures. Students and staff are given guidelines on crime prevention and the reporting of the crime. Names and contact information of the Campus Security Officer and President/ Administrator are given to be notified in case of emergency and reporting.

It is the policy of MACC that all forms of sexual assault are unacceptable. Policies and procedures are in place to eliminate the occurrence and to discipline the offenders. Sexual assault crimes include rape, dating violence, domestic violence, fondling and stalking. In the occurrence of sexual offense, the incident must be reported immediately to the Campus Security Officer and/or President/Administrator or can be reported to Whittier Police located at 13200 Penn Street, Whittier, CA 90602. It is particularly important to get appropriate medical care at a hospital emergency room as soon as possible. As part of the exam, the doctor will also do evidence collection. Hence, time is of the essence and to preserve evidence, victim should not shower, bathe, douching and change clothes. The crime should be reported and recorded on an Incident Report Form and submitted to the Campus Security Office and/or President/Administrator. Incidents will be investigated, and sanctions will be imposed on offenders.

The Clery Act, formally known as the Campus Crime and Security Act mandates schools to report certain offenses/crimes. The following are offenses considered as crime:

1. Criminal Homicide
2. Robbery
3. Aggravated Assault
4. Burglary
5. Motor Vehicle Theft
6. Arson
7. Illegal Weapons Possession
8. Drug Law Violations
9. Liquor Law Violations
10. Sex Offense (Rape)
11. Sexual Battery (Fondling)
12. Domestic Violence
13. Dating Violence
14. Stalking
15. Hate Crime
16. Larceny-Theft
17. Simple Assault
18. Intimidation
19. Destruction/Damage/Vandalism of Property
20. Murder

The school's crime statistics is reflected in the Annual Report on Crime and Fire Safety Report – Main Campus distributed to students prior to the start of the class.

Any known offense/crime should be reported immediately to the:

- Campus Security Officer, David Gerber at (562) 807-2420
- President Elizabeth Gerber at (562) 686-4850
- Whittier Police at (562) 567-9200

Fire and disaster drills are held annually, and each student and staff are advised of what he/she has do in any eventuality. Evacuation Plan is posted on strategy locations to guide students and staff the locations of fire extinguisher and exit doors. Fire alarms are in all rooms and hallways. Staff on duty should immediately call 911 and give instructions on immediate building evacuation.

CONDUCT POLICY

Students must always conduct themselves in a professional manner by displaying respect, courtesy and tolerance. Students whose conduct reflects discredit upon themselves, or the school will be subject to expulsion. The student must adhere to conduct that will not interfere with the learning process of any student, the classroom/ lecture presentation by the instructor, or the progress of the class in general. The instructor may take disciplinary measures.
Students are expected to treat all faculty, family and healthcare workers with dignity and respect. Conflict should be resolved in a diplomatic manner. Students should always be sensitive to and tolerant of them. Students must be tolerant in the clinical skills laboratory practice and group discussion.

The Administration reserves the right to expel students from any of the following:

1. Breach of the school enrollment agreement
2. Carrying concealed or potentially dangerous weapons
3. Cheating, plagiarism, dishonesty
4. Computer crime
5. Conduct that reflects unfavorably towards the school and its students
6. Demonstrating poor judgment or inability to function properly, which could put patient safety in jeopardy
7. Entering classes or clinical sites while under the influence or effect of alcohol, drugs narcotics and dangerous substances of any kind
8. Failure to abide by the rules and regulations of clinical sites
9. Failure to pay charges when due
10. Falsifying school records
11. Violation of the dress code
12. Insulting or harassing of the faculty, administration or student
13. Non- compliant with the rules and policies of the school
14. Unsatisfactory academic progress
15. Use of profanity
16. Vandalism of school property

A student who dropped out from the program due to absences maybe readmitted to the next class after two (2) payment periods to complete the program.

CLASSROOM AND CLINICAL BEHAVIOR

Cellular Phones:

Clinical institutions prohibit the use of cellular phones. In the classroom setting, cellular phones must be turned off.

Expectations from Students:

1. Respect the learning/classroom environment and the dignity and rights of all persons. Be tolerant of differing opinions.
2. Extend courtesy in discourse. Please do not interrupt speakers. Avoid distractions such as cell phones, beepers, and irrelevant discussions. Do not eat or drink in class without permission.
3. Exhibit concern for others and promote a caring environment. Think about how your behavior affects others. Help distressed peers find appropriate resources/assistance.
4. Familiarize yourself with the course and the instructor's expectations. Read the course syllabi.
5. Grades should reflect individual work, unless group work is authorized. Maintain the code of academic honesty.
6. Mentally prepare yourself for listening. Resist distractions, emotional reactions, or boredom.
7. Attend classes regularly and on time. Instead of closing your notebook early, listen carefully to information given near the end of class; summary statements and instructions may be important. Moreover, leaving class early distracts from a lecture.
8. Prepare for class by completing readings and assignments. Avoid procrastinating and set realistic goals.
9. Show initiative and desire to excel and make your studies a priority. Avoid over-committing your time to activities that do not support your goals.

Ethical Responsibilities:

Honesty and integrity are expected in academic work and in professional practice.

Behaviors that violate academic honesty and practice include, but are not limited to:

1. Knowingly furnishing false information (verbal or written)
2. Falsifying written information or documentation
3. Cheating
4. Plagiarism
5. Theft
6. Unsafe behavior in the clinical arena
7. Transgression of professional boundaries
8. Breaching of confidentiality

Violation of academic or professional honesty and integrity standards can result in denial of credit in a course and/or academic probation or dismissal from the program.

Plagiarism:

Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students found guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed because of academic misconduct.

Clinical Behavior:

1. Students must report on time and in full uniform with needed equipment – i.e. stethoscope, B/P cuff, scissors, pen light
2. Students are expected to report on and off to designated personnel during clinical experiences.
3. Gum chewing, and profanity are unacceptable behavior in both the classroom and clinical agency setting.
4. Students are advised that the clinical agencies have non-smoking facilities. It is recommended that smokers use breath mints in the clinical agency setting.
5. Students are not allowed to leave clinical sites without prior permission from Clinical Instructor.

Confidentiality:

Confidentiality is an essential component of professional nursing practice. N All records, treatments and interventions may only be discussed with members of the health care team who are directly involved in that client's care.

Sexual Harassment:

Medical Allied Career Center, Inc. expects the students to treat one another with respect. Sexual harassment is a violation of Title IX of the Educational Amendments of 1972 and anyone in violation would be duly penalized.

Scope of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either or implicitly a term or condition of an individual's employment or academic standing.
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. such conduct has the purpose of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

An individual who believes that he or she has been wrongfully accused of sexual harassment may file a complaint. Bad faith allegations or use of this policy for purposes other than those for which it is intended shall result in disciplinary action against the accuser. Disciplinary actions against employees may include but are not limited to warning, reprimand, demotion, suspension, or dismissal. Disciplinary actions against students include but are not limited to warning, reprimand, probation, suspension or expulsion.

Privacy Rights of Students:
Medical Allied Career Center, Inc. is committed to protecting the privacy rights of students. In general, student records, files or general information are not released to anyone other than the student. The school will not give out scholastic or personal information about students. This can sometimes create difficulties with student families. The school will take messages in an emergency situation but will not provide families or friends with the means to contact the student. If students want people to know how to find them when they are in class or in clinical, it is the student's responsibility to inform them.

DRESS CODE POLICY

Medical Allied Career Center, Inc. requires all students, faculty and employees to dress appropriately and behave professionally. This includes cleanliness and personal hygiene.

Dress Code for Clinical Experience:

1. Wearing of school ID
2. White uniform – during theory classes in campus and Burgundy uniform – during Clinicals. The uniforms should be clean and crisp. They must be with the school patch. When you need to wear a sweater, you can only wear white sweaters over the white uniform or the burgundy jacket that the school has provided.
3. All students must wear clean, white clinical shoes* and hose. *Sandals and clogs are **NOT** acceptable substitutes for clinical shoes. (All white, leather athletic shoes that meet agency guidelines are acceptable). Undergarments worn should not be conspicuous to the naked eye especially when wearing the white uniforms. Male and female students are to wear burgundy school uniform with school patch and school ID. Only white sweaters may be worn.
4. Hair must be styled neatly and worn above the collar.
5. Makeup, if used, should be conservative.
6. Use of cologne/perfume is not permitted.
7. Nails are to be clean and short with smooth edges. If nail polish is worn, it should be a natural color and unchipped.
8. A wedding band is the only ring allowed in the clinical area.
9. No neck chains, ornamental pins, or bracelets are to be worn with the uniform.
10. Persons with pierced ears may wear **only one small, plain, post earrings per earlobe.** Any other body piercing must be covered.
11. Only **warm neutral colored hair** is allowed in school.
11. Anybody arts (tattoos) must be covered.
12. A watch with a second hand is necessary.
13. Students are responsible for purchasing shoes, white hose, watch with second hand, bandage scissors, stethoscope and pen light.

GRIEVANCE POLICY

Reporting Procedure:

Any student, staff member, or faculty member who would like to file a grievance may follow the formal complaint procedure for the Medical Allied Career Center, Inc. and/or may contact the Board of Vocational Nursing and Psychiatric Technicians.

A. Complaints and grievances regarding grades and other topics related to program of student would go through the following procedures:

1. Students must log in to the Students Complaint Sheet and must set an appointment to discuss the problem with the individual involved to have the case settled.
2. If there is no mutual understanding within the individuals, the student submits a formal Student Grievance Form to be signed by the Director of the School who will inform the individual concerned about a situation where he/she must respond in writing within 5 business days.
3. If the student is still dissatisfied with the response, a committee meeting will be held where all the people involved with the incident would be present. Final decision will be released after reviewing all evidence (approximately 10 days). The school Director has the final authority.
5. All Student Grievance Forms are available in the Registrar's office.

B. For complaints, the student may write, call or fax directly to:

1. Board of Vocational Nursing and Psychiatric Technicians at 2535 Capital Oak Drive, Suite 205, Sacramento, CA 95833-2945. Telephone number (916) 263-7800 Fax (916) 263-7859.

2. Department of Consumer Affairs Bureau of Private Postsecondary Vocational Education at 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834 Telephone no. (888) 370-7589 or (916) 574-8900.

COMPLAINT GRIEVANCE PROCEDURE

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. People seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly with the individual(s) involved. If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of "discussing" the difference(s) will resolve the problem. In addition to complaints previously stated and appeals of an academic nature, a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. Please read the following student complaint procedure:

(1) All complaints will be investigated thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint.
(2) Complaints may be rejected if, after investigation, they are determined to be unfounded or to compromise or resolve the complaint/s in a reasonable manner, including the payment of a refund.
(3) A summary of the complaint, its disposition, and the reasons will be placed, along with any other related documents, in the student's file, and an appropriate entry in the log of student complaints will be made.
(4) If the complaint is valid, the institution will determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for

those students.

(5) The institution will implement reasonable policies or procedures to avoid similar complaints in the future.

(6) Students should communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution.

(7) A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the School Director.

(8) If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student complains again about the same matter, the student must submit the complaint in writing.

(9) If a student complains in writing, MACC shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of the matter. If the complaint or relief requested by the student is rejected, the reasons for the rejection must be provided.

(10) The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.

(11) The person authorized to resolve complaints under this section shall not be terminated from employment or suffer any diminution in compensation because of the appropriate and good faith discharge of duties under this section.

The students may contact the Department for complaints:

Bureau of Private Postsecondary
1747 N. Market Blvd. Ste 225
Sacramento, CA 95834
Telephone nos. (888) 370-7589 or (916) 574-8900
or Fax no. (916) 263-1897

STUDENT AND CAREER SERVICES

To serve all our students better, Medical Allied Career Center, Inc. offers Student and Career Services. These services are set forth to make your career training experience as easy as possible and to ensure the quality and well-being of all students. Some of the Student Services we offer include:

- ✓ Awards
- ✓ Carpooling
- ✓ Graduation Ceremony
- ✓ Orientation (a mandatory informative meeting for all new students)
- ✓ Parking Passes
- ✓ School IDs

MACC also offer the following student services:

- Tutorial services will be made available to all students who seek extra assistance because of academic difficulties with their instructor. Every instructor who conducts tutorial programs should send out a written report to monitor the student's progress. A Tutorial Program written form should be submitted to the Program Director for review.

Additional fees for tutoring will be charged accordingly.

- Advising and Guidance Services wherein the student experiencing personal problems unrelated to their educational training will be referred to counselors or outside agencies where they could receive additional assistance. However, the staff and faculty members would assist in advising and guiding students in working out solutions related to academic problems.

- The school will offer job placement assistance to the graduates. A letter of recommendation will be given to the students upon request. Interested hospitals and extended/long-term care facilities should set up an appointment with the Program Director to discuss their staffing needs. A workshop on career development will be given to all graduates to ensure that the students have job seeking skills, such as resume writing, interviewing techniques and filing out an application.

  MACC cannot guarantee employment or salary amounts however, every effort will be made to bring together the potential employers with appropriately skilled graduates.

- Job Classifications for each program:

Program	Job Titles	Standard Occupational Code (SOC)
Vocational Nursing Program	Licensed Practical and Licensed Vocational Nurses	29 – 2061
Nursing Assistant Program	Nursing Assistants	31 - 1131

- The school will offer NCLEX-PN review classes. This is open not only for enrolled MACC students but also for students from other schools. However, students from other schools will have to pay an amount for the class and materials to be used. MACC students are required to complete the review class before they are allowed to graduate.

  All programs are "non-residential." MACC has no responsibility to find or assist a student in finding housing.

STATEMENT OF NON-DISCRIMINATION

Medical Allied Career Center, Inc. does not discriminate in its enrollment practices on the basis of race, religion, national origin, sexual orientation, gender or ethnicity.

ATI TESTING AND COURSE PROGRESSION POLICY (Revised 05/17/2024)

The ATI system is part of the support learning system which parallels the usual course work for certain courses within the VN Program (i.e. pharmacology, fundamentals, mental health, pediatric nursing, OB/GYN nursing, leadership and management, medical-surgical nursing, and the comprehensive exit exam). **ATI testing is a mandatory component of the VN program and is significant in determining student's readiness for progression through the**

program.

Materials and Procedure:

- Students will receive ATI modules online or books (if applicable), usually by the second week of the program.
- Students will create a login to the ATI web site (www.atitesting.com) using their social security number. They will select a Username and personal Password. This password will be used consistently throughout the program when taking an ATI test (non-proctored or proctored).
- Students will be given the applicable assessment number to access the "non-proctored" test by the course instructor for that respective course.

Non-proctored Tests:

- Students are expected to log on to the ATI web site and take the "non-proctored" test at least once during the middle of the course. It is strongly recommended that students take the "non-proctored" test as often as necessary to secure the required score for the respective course. This will be confirmed by an individual printout report generated by the student.
- Students will be required to present the printed individual report with a score of 79% to the course instructor by the middle of the course unless otherwise noted below or on the individual course syllabus.
- Term 2 - Beginning Med Surg I students must provide non-proctored scores of at least 79% or better to sit for the final Med Surg I exam at the end of the term.
- Term 3 - Advanced Med Surg II students must provide evidence of a score of 79% or better on an unproctored exam to sit for the final MS II exam at the end of the term.
- Students who do not achieve 79% or the stated score noted above or as noted on the individual course syllabus prior to middle of the course will not be allowed to take the final exam and will receive an "Incomplete" grade for the course.
- Students who receive an "Incomplete" will be counseled by their advisor, the DON/ADON will determine when and how the course will be completed. Options may include, but are not limited to, taking a leave of absence (LOA) until the course is offered again.

Proctored Tests:

- Proctored ATI tests will be administered whenever possible by computers on a date to be announced or as scheduled in the calendar. If computer access is not available, then the proctored test will be administered by pencil/paper test and proctored by the course instructor.
- Proctored exams will be given in the last week of Fundamentals of Nursing, Pharmacology, Intermediate Med Surg, Pediatric, Maternity, and Leadership and Supervision. NOTE: The proctored exam for Med Surg is not given until end of Term 3.
- Students who achieve a passing score equivalent to Level II on all modules of proctored ATI tests and an overall course grade of 79% or better will proceed to the next scheduled course.
- If the student achieves greater a Level III on any module of proctored ATI test and an overall course grade of 79%, the student will receive an extra credit to be added to the final course grade of 2 points.
- A student who achieves the 79th percentile or less will receive an "Incomplete" until the student has completed remediation as follows:

1. Within 1 week or less from the failed ATI proctored test date, the student will review content ideas indicated for improvement by the ATI test summary and discuss remediation plan with the course instructor or tutor.
2. The student will retake the non-proctored test until the score is at least 85%.
3. The student will submit a copy of the non-proctored test score to the course instructor no more than a week from the failed ATI proctored test date.
4. The student will be scheduled to take the remedial proctored exam no more than a week from the first failed ATI proctored test date. Upon receipt of a remedial proctored exam grade of 60th percentile or better score, the course instructor will process the grade change to the earned course grade. No extra credit will be earned with the remedial proctored exam.
5. If the student fails to achieve a 60th percentile or better within the given timeframe of two weeks, the student will not be allowed to progress on the next course or clinical practicum.

ATI Comprehensive Exit Exam:

- A student who has successfully completed all course work and attended the ATI review must take the ATI Comprehensive Exit exam
- Students must obtain an ATI comprehensive exam score that correlates with a 95% probability of passing the NCLEX-PN examination. The score that correlates with a 95% is about 75.3% on the assessment.
- Students who are unsuccessful in passing the ATI Exit exam will have mandatory remediation.
- Within 1 week or less from the failed ATI Exit Exam test date, the student will review content ideas indicated for improvement by the ATI test summary and discuss remediation plan with the course instructor or tutor.
- The student will be scheduled to take the remedial ATI Exit exam no more than a week from the first failed ATI Exit exam date.
- If the student fails to achieve a 95% probability of passing the NCLEX-PN on the remedial exit examination, the student will be considered a non-graduate.
- **Note:** If a student does not show up on a scheduled proctored ATI exam without a valid reason, this will constitute failure, and the student will not be allowed to take any further exams. Valid and acceptable reasons are but not limited to:
- 1. Death of a relative: the absence arising from this condition is limited to a period of two (2) days unless a reasonable cause may be shown by the student for a longer absence. Relatives are defined as immediate family only. This includes grandparents, parents, siblings, significant other and child.
- 2. Personal illness: a medical certificate is required.
- 3. Observance of religious holidays: any student of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed of belief.
- 4. Court Appearance/Subpoena: court document is required.
- 5. Emergency or set of circumstances which in the judgment of the Program Director/Administrator constitutes a good and sufficient cause for absence from school.
- Student must submit a request for approval/denial addressed to the Program Director.

ATI Comprehensive Exam Policy:

(Effective: June 1, 2025)

After completing the in-house ATI – Review and taking the ATI Comprehensive Exam, all students must attend 3 consecutive days of ATI NCLEX Review to be conducted by an ATI resource person. A certificate will be issued to students who attend.

Scheduled dates will be announced 3 months prior to the live review to give each student enough time to schedule and plan.

After the ATI NCLEX Live review, NCLEX-PN exam paperwork will be uploaded to BVNPT drop box.

The NCLEX PN exam paperwork will not be submitted to BVNPT if the student fails to complete the 3 consecutive days live review.

POLICY ON SUBMITTING NCLEX-PN EXAM PAPERWORK TO BVNPT

(Effective: May 2, 2019)

Students who complete the Vocational Nursing Program (1554 clock hours) and pass ALL academic requirements including ATI Exit Exams are required to submit within the following timeframe:

Two (2) weeks	Paperwork for BVNPT • Live scan • High School Diploma • 2 passport pictures • $220 money order for registration fee for BVNPT
Within six (6) months from the time of submission of said paperwork	Take the NCLEX-PN licensure exam

Students who come to request submission of their paperwork to the Board after a year or more will be required to submit proof of attending an NCLEX-PN review class (online or classroom) from any review school.

Medical Allied Career Center reserve the right to dishonor any request until proof is submitted. The students are required to complete the Admission Registration form, where mailing/physical

address must be current. Students are required to notify the school whenever there is a change of physical address. Once the school is notified about the change of address through emailing the Financial Aid Director, the school will generate a letter confirming the student's mailing address within 14 days.

VN graduates are only able to take the NCLEX-PN in California.

CATALOG

This School Catalog will serve as a guideline tool for students' use for all programs offered by Medical Allied Career Center, Inc. (MACC)

I have received, read, understood and agree to comply with all the policies and procedures of Medical Allied Career Center, Inc. (MACC)

_____	_____
Students Printed Name	Witness Printed Name
_____	_____
Student Signature	Witness Signature
_____	_____
Date	Date