

# COLLEGE OF NURSING & TECHNOLOGY



## CATALOG

January 1<sup>st</sup>, 2022 to December 31<sup>st</sup>, 2022

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**COLLEGE OF NURSING AND TECHNOLOGY, INC**  
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## SCHOOL

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### Approvals

This institution is a private institution approved to operate, since July 2004, by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The programs offered are non-degree programs. They are not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible to receive federal financial aid.

### Bankruptcy

The school has not had any bankruptcies in the past five years.

### Dates

Classes are not on an ongoing enrollment status which means that each class specific beginning and end dates defining the time period covered will be provided upon approval from the Board of Vocational Education and Psychiatric Technicians.

### Administration

- **Mihail Badica**, School Director: Graduated from Pitar Mos College of Nursing in Bucharest, Romania as an RN. He worked over 8 years in an emergency room setting, and at an ambulance company.
- **Paul Peters**, Program Director, Director of Nursing: Graduated from the Medical University of Bucharest, Romania, where he worked as a surgeon, after which he continued his profession in Europe. In the USA, he obtained two Master Degrees, one in Education and one in Nursing from California State University. Bilingual: Romanian
- **Larisa Badica**, Administrative Manager: Attended Larson Training Center and graduated as Medical Secretary, enhancing her training as an enrollment specialist working at a large medical insurance company. Bilingual: Romanian
- **Sana Rey**, School Manager: She has an Associates Degree in Social Science from College of the Canyons. She has over 12 years experience in management, customer service and sales. Bilingual: Arabic
- **Edith Lemus**, Administration Assistant: She has earned a Certificate of Office Procedures and is qualified in customer service with over 10 years experience. Bilingual: Spanish

## Faculty

Faculty members are selected according to the requirements of the Department of Health Services, Board of Vocational Nursing and Psychiatric Technicians and Bureau for Private Postsecondary Education.

## Instructors

The College hires instructors based on experience and qualifications to offer the best possible education for the students.

- Agopian, Cristiana: AA and RN from Moorpark College since 2000
- Almas, Aliyeva: Master degree in arts from Iran, and has a VN license in California since 2008 Federation and worked as Radiologist
- Aluyi, Florence: RN, BS, MBA, DHA has doctor in Health admin from University of Phoenix, Associates Degree from Shepard University, teaching since 2010
- Bodnar, Benita: RN license from LA Valley College & works as an RN, teaching since 2008
- Bravo, Daniel: MD, Faculty of Human Medicine, National University, Federico Villarreal, Peru as medical surgeon since 1980, educator since 1982
- Co, Irene: RN, Bachelors of Science in Nursing, seasoned nurse and instructor
- Galura, Glenda: Centro Escolar University Philippines, Bachelors of Arts, Broadcasting 1999, License Vocational Nursing at College of Nursing & Technology Inc 2009, Teaching since January 2016 American Career College
- Garcia, Wanda: BSN Arellano University, Philippines RN since 1997, educator since 2008
- Guray, Concepcion: RN license with over 22 years of medical experience, educator since 2001
- Hannah, Patria: 2002 Bachelor Degree in accounting, 2006 graduated as Vocational Nurse
- Herra, Joievelynn: 1998 Medina College Graduate School Ozamis City, Philippines, Masters in Nursing
- Khilkevich, Oleg: RN who graduated from Excelsior College, served in the Army for several years in the medical field
- Khosravi, Desire: 2002-2006 Board Certified in Obstetrics and Gynecology, 1991-1999 Doctor of Medicine, Tehran, Iran
- Magakian, Naira: Doctorate Degree in Pediatrics Yerevan, Armenia
- Magana, James: LVN since 1993, military service- United States Navy, teaching since 2007
- Orguiola, Jennylyn: BSN, RN, has a bachelor's of Science – University of Phoenix, teaching since 2018
- Pishik, Zinaida: BSN 2008, The Minsk City Medical College, Belarus
- Reforma, Armand: Bachelor of Science in Nursing, 1994, CA Board of Registered Nursing 2011
- Thakur, Rajni: RN, MSN-ED, PHN has a BSN & Masters of Science from University of Phoenix, teaching since 2016

## Location of facility and Class Sessions

The College's facility, where class sessions and skills lab will be held, is located at the following address:

College of Nursing and Technology, Inc  
18700 Sherman Way, Reseda, CA 91335  
Telephone (818) 343-1022  
Fax: (818) 708-1681  
Email is: [www.collegenurse.com](http://www.collegenurse.com)

Approved Clinical Facilities vary from acute, sub-acute, psychiatric, pediatric, OBGYN, and rehabilitation centers. Each facility has their own equipment which is provided for use of the instructors and students.

Locations where practical training will be held are:

Brookdale Senior Living Solutions 17650 Devonshire Street Northridge CA 91325	Canyon Oaks Nursing & Rehab 22029 Saticoy St. Canoga Park CA 91303	Casitas Care Center 10626 Balboa Blvd Granada Hills CA 91344
Center of the Park West 6740 Wilbur Ave Reseda CA 91335	Dreier's Nursing Care Center 1400 W. Glenoaks Blvd Glendale CA 91201	El Proyecto del Barrio Inc 8902 Woodman Ave Arleta CA 91331
El Proyecto del Barrio Inc 20800 Sherman Way Winnetka CA 91306	Genesis Health Care 7120 Corbin Avenue Reseda CA 91335	Panorama Meadows 14857 Roscoe Blvd Panorama City CA 91402
Philmar Care LLC 12260 Foothill Blvd Sylmar CA 91342	Topanga Terrace 22125 Roscoe Blvd Canoga Park CA 91304	Westlake Health Care 250 Fairview Road Westlake Village CA 91361

## Philosophy

It is the College's belief that all individuals are entitled to the opportunity to make a difference in this world. The College strives to make this possible by providing access to the tools that will enable the student to be successful in his/her chosen field. The medical field is a potentially rewarding career that focuses on services for others and attracts those persons who care and like helping others. Through instruction in both theory and skills training, we believe we are a valuable resource in promoting the development of people who can have a positive impact in the nursing/medical environment.

## Mission Statement

The College is dedicated to providing a dynamic learner experience that enriches, enhances, and empowers its students for their future employment. The College provides instruction that may lead to entry-level employment in the health care field and building a foundation for future growth and upward career mobility.

Our mission is to make the students initial interface with the entry-level career in health care a positively and richly fulfilling experience. We encourage growth and development of ones career in the health field. The mission of the College is to provide individuals with the theory and skills that they need, in order to pursue a career in the medical field.

To assist students in achieving this mission, the College has established a professional environment consisting of the following:

- A faculty of highly educated and experienced professionals possessing extensive knowledge, skills, experience, and concern for student achievement and success
- Hands-on training with modern equipment used in a professional workplace-stimulated environment
- A curriculum devoted to career related subjects that combines theoretical education with hands-on training, thereby enabling students to acquire knowledge and skills in a variety of career programs that are in strong demand by employers
- Job placement assistance will be provided to graduates
- Attendance, behavioral and dress code policies designed to emulate a majority of professional settings, which will prepare students for success in the job market

The College's educational objectives are to equip each student with a basic working knowledge of skills required by companies and agencies within and related to the Business, and Medical Industries for entry-level position.

As a graduate of the College, the student will be prepared to perform specific duties immediately upon employment. The student will be prepared to more fully use the specialized training offered by many companies to new employees. Opportunities for student career advancement will be greater due to the wide scope of knowledge each graduate has gained from the College's training programs and their business adaptation.

Each student will find that the College's training is a job-oriented practical program of laboratory practice, which includes "hands-on" experience with the materials and actual scenarios of typical industry job assignments. This active program of work training will give the student valuable pre-employment experience.

### **Facilities & Equipment**

Instructional equipment is tailored to meet the needs of all programs involved and complies with all local, state and federal safety rules and regulations. The nursing laboratory is equipped with hospital beds, intravenous supplies, mannequins, 911 emergency intervention equipment, vital signs equipment, as well as additional equipment needed to teach patient care.

There are four classrooms available ranging in size from 600 sq feet to 800 sq feet. All classrooms have central heating and air condition. All classrooms have mounted dry ease boards and overhead screens for the use of visual aids such as videos, slides and instructor notes. There is a lunch area which seats 32 students.

## STUDENT SERVICES

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The College of Nursing and Technology staff is available to assist all students and former students with a number of services. In addition, all prospective students will meet with an Enrollment Counselor and will receive professional counseling assistance, detailed information about services, and career paths advice to ensure each student is on the correct path to meet their individual goals.

### **Tutoring**

The school offers free of charge additional tutoring by the DON for an entire class, any study groups or individual students by request and if scheduling permits. Please contact the administration to make arrangements. Former students may request additional reviews with current classes, if space and scheduling permits.

### **Administrative Services**

The school is available to provide you with letters of verification of enrollment, letters to postpone jury duty, or financial statements or balance upon request. Photocopies, transcripts, address change or name change are available upon request. See Schedule of Fees and Charges.

### **Parking**

Free parking is available behind the building in addition to ample street parking. The school is not responsible for theft or collision of any vehicle while on premises. However, you are encouraged to report any incident to the administration and the police department as soon as possible.

### **Placement Services**

Upon completion of the course and passing the NCLEX Exam, the school will assist you with your resume, provide you with potential employment opportunities and possibly prepare a recommendation letter based on your grades, performance, attendance and overall behavior. The school does not guarantee employment.

### **Library**

Appropriate reference books and magazines are available to all students. Books and magazines are not to be taken from the premises. The library is equipped with computers which are connected to the internet, for the students' education-related use. Library is available during office hours. In addition, students are always welcomed and encouraged to utilize classrooms for individual or group study.

### **Housing**

The College of Nursing & Technology doesn't offer dormitory facilities and **no assistance is provided to find housing**. The approximate rent for a 1 - 2 bedroom apartment in Reseda varies from \$850 - \$1600 monthly.

### **Distance Educational Programs**

The College of Nursing and Technology does not have Distance Educational Programs.  
Experiential Credit

### **Experiential Learning Credit**

The College of Nursing and Technology does not offer Experiential Learning credits.



## APPROVED PROGRAMS

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### Approved Programs

Vocational Nursing  
Medical Assistant

### Description of Vocational Nursing Program

The Vocational Nursing Program is designed to educate and train graduates to be able to enter a vocational nursing position, including the expertise of a variety of medical knowledge and skills that will enable them to work in nursing care, hospitals, home health care facility, doctor office, private nursing care, etc.

Vocational Nurses will be able to: Work under a doctor's or RN's orders, administering medication; calculating the right amount of medication by identifying the right patient, the ability to read and write on the chart of the patient, and following the right documentation. Able to assist in many medical procedures including taking vital signs, small medical procedures, recognizing emergencies, and how to act appropriately in case of an emergency. They will learn leadership and supervision, behavior, implementation, evaluation, and assessment of a patient, as well as being able to take care of a patient in need at all levels of care.

- Learning how to supervise and monitor patients, able to recognize different diseases and act promptly
- Communicating with doctors or registered nurses implementing orders received from them. Collect specimens, administer injections, and assisting physicians
- Learning how to respect and treat the patient, maintaining confidentiality of patient private information, and helping other colleagues with their procedures and teaching others if needed.

The Vocational Nursing Program consists in five terms, for a total of 1,570 hours. The student will receive grades based on the results of quizzes, tests, homework, clinical & lab performance for each subject. Three remediation's are allowed per term. At the end of each term, the students will be tested with an intense comprehensive exam which may include material from the prior terms. In order for the student to progress into the next term all prior missed or failed exams in the current term must be completed or made up. If a student fails a comprehensive exam, there is a one time remediation given for each Term Comprehensive. If the student fails the remediation, he/she is considered as failing that term. The Final Comprehensive or Term 5 Comprehensive will consist of material from all prior terms. If the student fails any comprehensive, the student may request their transcripts all prior terms which were completed with a passing comprehensive or may request to be reinstated at CNT at the DON's discretion and based on available seating in the future batch. The student is responsible for paying the tuition for re-enrollment and a reinstatement fee. Completion of any given term including successfully passing the Comprehensive is required in order to receive transcripts for any part of that term. Upon passing the Term 5 Comprehensive, the student has three attempts to pass an Exit Exam. The Exit Exam must be passed in order to be considered a graduate of the school. Once the student is a graduate of the school, the student must pass the state board NCLEX exam in order to receive their license as a Vocational Nurse.

**Clock and Credit Hours for the Vocational Nursing Program: 1,570 clock hours (BPPE), 56 credit hours**

Course #	Course Title	Lecture		Lab		Clinical		Total Hours	
		Credit	Credit	Credit	Credit	Credit	Credit		
VN 100	Nursing Fundamentals	20	1	0	0	0	0	20	1
VN 101	Nursing Process & Critical Thinking	18	1	0	0	0	0	18	1
VN 102	Nursing Skills	60	4	60	2	0	0	120	6
VN 104	Anatomy & Physiology	76	5	0	0	0	0	76	5
VN 105	Growth & Development	20	1	0	0	0	0	20	1
VN 200	Gerontology, End of Life & Community Health	20	1	0	0	0	0	20	1
VN 201	Communication & Patient Education	12	0.5	0	0	0	0	12	0.5
VN 202	Nutrition	25	1.5	0	0	0	0	25	1.5
VN 203	Pharmacology	81	5	20	0.5	0	0	101	5.5
VN 205,301-305, 401, 403-406	Medical Surgical Nursing	187	12	61	2	0	0	248	14
VN 103, 204, 300, 400, 500	Medical Surgical Clinical I-V	0	0	0	0	730	16	730	16
VN 402	Communicable Disease	8	0.5	0	0	0	0	8	0.5
VN 407	Psychiatric Nursing	18	1	0	0	0	0	18	1
VN 501, 502	Maternity	24	1.5	8	0.5	24	0.5	56	2.5
VN 503, 504	Pediatrics	20	1	0	0	24	0.5	44	1.5
VN 505, 506	Leadership & Supervision	12	0.5	0	0	24	0.5	36	1
VN 507	Career Preparation	15	1	3	0	0	0	18	1
	<b>Total Hours</b>	<b>616</b>	<b>37.5</b>	<b>152</b>	<b>5</b>	<b>802</b>	<b>17.5</b>	<b>1570</b>	<b>60</b>

**Semester Credit Hour Measure**

One semester credit hour is earned for each 15 hours of lecture, 30 clock hours of laboratory, or 45 hours of work-based activities. One Semester Credit Hour (Unit) equals one or any combination of 30 hours in Theory/Lecture/Demonstration/Supervised Practice. A clock hour is defined as: A period of sixty (60) minutes with minimum of fifty (50) minutes of instruction and 10 minutes for the students' break period.

## Description of Medical Assistant Program

The Medical Assistant is a non-licensed allied health occupation which performs administrative and/or clinical tasks to support the work of physicians and other health professionals. They perform routine tasks and procedures such as measuring patients' vital signs, administering medications and injections, recording information in medical records-keeping systems, preparing and handling medical instruments and supplies, and collecting and preparing specimens of bodily fluids and tissues for laboratory testing.

### Clock and Credit Hours for the Medical Assistant Program: 720 clock hours (BPPE), 38 credit hours

Module	Course Title	Lecture		Lab		Clinical		Total Hours	
		Credit		Credit		Credit		Total Credit	
Module 1	Medical Terminology	80	5	0	0	0	0	80	5
Module 2	Body Systems	80	5	0	0	0	0	80	5
Module 3	Body Systems	80	5	0	0	0	0	80	5
Module 4	A&P / Medical Ethics	40	3	40	1	0	0	80	4
Module 5	Body Systems	40	3	40	1	0	0	80	4
Module 6	Medical Records	40	3	40	1	0	0	80	4
Module 7	Body Systems	40	3	40	1	0	0	80	4
Module 8	Medical Records	35	2	45	2	0	0	80	4
	Externship	0	0	0	0	80	3	80	3
	<b>Total Hours</b>	<b>435</b>	<b>29</b>	<b>205</b>	<b>6</b>	<b>80</b>	<b>3</b>	<b>720</b>	<b>38</b>

## ACADEMIC POLICIES FOR ALL PROGRAMS

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### Grading, Progression & Graduation Requirements

The minimum passing grade for each subject is 75%. Several tests are given during the course of the programs with a Comprehensive Exam given at the completion of each term. The passing score for each Comprehensive Exam is 75%. All quizzes must be passed before the comprehensive exam may be taken.

All missed or failed exams due to absenteeism or a score lower than 75% must be completed within 5 days or prior to taking the Term Comprehensive Exam, whichever is first. If student is not up to date with all exams or has not passed a subject within each term, the student will not be permitted to take the Comprehensive Exam for that term. It is the responsibility of the student to contact the office to make up or take a remediation exam. If a subject is not above the 75% minimum passing score, a maximum of two remedial exams per term is permitted. Each comprehensive exam must be passed in order to advance to the next term. If the student fails the comprehensive, one remediation can be taken. When student fails a subject, a remediation for that subject must be taken within 5 days; otherwise the student may be dropped from the program. If a student fails one of the term comprehensive and the remedial, the student may request to be reinstated and should follow the Reinstatement Policy in this catalog.

At the end of the Vocational Nursing Program the student must pass the Final Comprehensive or Term 5 Comprehensive Exam. If the student fails the comprehensive and the comprehensive remediation, the student will receive the transcripts for the prior passed and completed terms or may request to be reinstated and should follow the Reinstatement Policy in this catalog. Reinstatement is always at the discretion of the DON and this request may be denied. Tuition must be up to date in payments in order to take the comprehensive exam. Once the student passes the comprehensive exam, they will be required to pass an exit exam in order to be considered a graduate. The students' tuition must be paid in full prior to taking the exit exam. See Enrollment Agreement or Schedule of Fees for cost of exit exam. Each student shall be allowed three attempts to pass the exit exam. If a student cannot pass by the 3<sup>rd</sup> attempt, they will be considered a non-graduate. The academic graduation of the program and awarding the diploma is always at the discretion of the Director of Nursing.

## Definitions

The following definitions apply to grades

- A- Performance of the student has been at the highest level, showing sustained excellence in meeting all course requirements and exhibiting an unusual degree of intellectual initiative
- B- Performance of the student has been at a high level, showing consistent and effective achievement in meeting course requirements
- C- Performance of the student has been at an adequate level, meeting the basic requirements of the course
- F - Performance of the student has been such that minimal course requirements have not been met.
- I - The symbol “I” indicates that a portion of required course has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and there is still a possibility of earning grade. It is the responsibility of the student to bring pertinent information to the attention of the instructor and/or school director to determine from the instructor the remaining course requirements which must be satisfied to remove or replace the incomplete. The final grade is assigned when that work has been completed and evaluated. An incomplete result must be made up with in 1.5 times the normal duration of the program.
- W – The symbol “W” indicates that the student was permitted to drop a course after the second week of instruction with the approval of the instructor and appropriate campus official. It carries no connotation of quality of student performance and is not used in calculating grade-point average.

Letter Grade	Quality Points	Percentage	Indicator
A	4.0	91% -100%	Excellent
B	3.0	90% - 81%	Good
C	2.0	80% - 75%	Average
F	0.0	< 75%	Failing
I	0.0	-	Incomplete
W	0.0	-	Withdrawn

## Graduation Requirements

Students must achieve passing grades for both theory and clinical skills and have a passing grade on the final exam to qualify for graduation from any of the programs. All Vocational Nursing students must pass an exit exam before being considered graduates. A diploma would be awarded upon passing the exit exam. The exit exam will be offered monthly and must be scheduled by the student a minimum on ten days prior to the exam. The student must pay for the cost of the Exit Exam upon scheduling a date and students will not be reimbursed the cost of the exam if they fail to appear. Upon scheduling for future exams, if necessary, an additional fee will be collected. If retesting is necessary, future exam dates must be approved by DON based on test results. Students may have up to three attempts to pass the exit exam. If a student cannot pass the exit exam, the transcripts will reflect the completion of the program as a non-graduate.

In pursuing the highest standard of preparation for the safety of the population, the school has the authority to decide when a student is prepared for the exit examination and graduation. This implies that within the possibilities students may have reviews as it is considered necessary by the DON prior to receiving transcript and taking the board examination. All reviews are mandatory.

Students completing the program will be required to pay additional fees to the Board of Vocational Nurse and Psychiatric Technician. These fees are regulated by the Board, and subject to change. The following fees are assessed: fee for licensure application; Exam application fee; Department of Justice Fingerprints; FBI Fingerprints fee. A schedule of current fees such as for license application, fee for fingerprinting, etc., will be provided on the [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov) website.

## **Profession and License Requirements for Vocational Nursing**

The College's Vocational Nursing Program is designed to lead to a position in a profession, occupation, trade, or career field requiring licensure in this state.

Requirements for vocational nurse licensure are specified in the Vocational Nursing Practice Act. There are four methods by which one may qualify for the licensure examination. Each method is designed to provide an individual access into the job market as an entry-level practitioner.

Method #1: Graduation from a California accredited Vocational Nursing Program.

Method #2: Graduation from an Out-of-State accredited Practical/Vocational Nursing Program.

Method #3: Completion of equivalent education and experience.

- Pharmacology - 54 Hours

- Paid Bedside Nursing Experience - 51 Months

- Verification of Skill Proficiency

Method #4: Completion of education and experience as a corpsman in the United States military.

- Twelve months active duty rendering direct bedside patient care

- Completion of the basic course in nursing in a branch of the armed forces

- General honorable discharge from the military

Students completing the program will be required to pay additional fees to the Board of Vocational Nurse and Psychiatric Technician. These fees are regulated by the Board, and subject to change. The following fees are assessed: fee for licensure application; Exam application fee; Department of Justice Fingerprints; FBI Fingerprints fee. A schedule of current fees such as for license application, fee for fingerprinting, etc., will be given to each student at the end of the program.

You may obtain further information concerning licensure requirements from the Board of Vocational Nursing and Psychiatric Technicians (<http://www.bvnpt.ca.gov>).

## **Dropping a Class**

Students may drop a class at any time. If a class is dropped during the first 7 days, all tuition (excluding non-refundable fees, according with the agreement) will be refunded. Classes dropped after that will have their fees assessed on the basis of the number of hours they have attended. See “Tuition Policies”

## **Dress Code**

Uniforms and ID badges will be issued by the College and must be worn for all clinical and theory classes as soon as they are issued. Shoes must be white, non-slip, closed toes shoes; no slides or sandals are permitted. Students may wear a white T-shirt or thermal under their scrubs but no sweaters or jackets are allowed over the school issued uniform at any facility.

No one will be allowed in any facility without the appropriate uniform. If the student is asked to leave, it will count as an absence and the student will be responsible for making up the hours.

Students may wear modest earrings only, no facial jewelry, any tattoos must be covered, no colognes, perfumes, or aftershave; hair must be clean, neat, of natural appearing colors and long hair must be tied back and restricted from falling forward. Policy may vary from facility to facility. Students must abide by dress policy at each facility.

## **Eating or Drinking in Class**

There is absolutely no eating, drinking or chewing gum allowed in any of the classrooms. Smoking is not allowed inside the building.

## **Schedules**

Part-time Vocational Nursing:	Three week nights from 5pm to 11pm & one weekend from 9am to 3pm
Fulltime Vocational Nursing:	Monday through Friday from 8:30am to 2:30pm
Medical Assistant:	Monday through Friday from 8am to 12pm

## **Holidays**

Classes will not be held on the following holidays Memorial Day, Easter Sunday, Independence Day, Labor Day, Thanksgiving Day and Winter break: December 24<sup>th</sup> - January 1<sup>st</sup>.

## **Change in Programs**

The College reserves the right to modify the curriculum, change the instruction, updated the school catalog, change instructors or methods in order to keep current with instructional programs. The college also has the right to add new programs, change the schedule, times and days depending of the availability of the clinical facilities or instructors, and extend the length of the program at Director of Nursing discretion.

## Attendance Policy

It is important that the College have a record of attendance for each student. It is the students' responsibility to sign the attendance sheet daily. Specific hours of attendance are part of graduation requirements.

Students are expected to attend classes on time according to their syllabus. Attendance is kept on a daily sign in sheet and maintained by office staff. A student is considered tardy if he/she arrives to class more than 15 minutes after the starting time. Being tardy three times is equivalent to one absence. Arriving more than 30 minutes late, or leaving more than 30 minutes before the end of class is treated as an absence. All absence must be made up.

If a student misses clinical/lab and/or theory more than three times in a term, the student will be placed on probation. A student on probation can have no further absences for the remainder of the term. If the student misses any additional days, the student may be terminated at the discretion of the school.

For the Medical Assistant Program, if a student misses clinical/lab and/or theory more than twice in a term, the student will be placed on probation. A student on probation can have no further absences for the remainder of the term.

Should it be determined that the excessive amount of absences would not allow the student the opportunity to successfully complete the course's behavioral objectives, the student will be dropped from the program.

Attendance and a positive work attitude have a great deal to do with success and employment. Re-occurring absences could result in disciplinary action, up to and including termination, just as it would on a job.

Failure to notify the clinical instructor thirty minutes in advance of an absence from a scheduled clinical rotation, so that patient assignments may be adjusted, will result in the issuance of a "Warning Probation." A second occurrence of failure to notify the clinical instructor in a timely manner can result in the student being dropped from the course.

If a student does not attend class for five consecutive class days without contacting the administration, they will be considered dropped upon the 5<sup>th</sup> absence.

If course objectives are not completed, at the discretion of the Instructor or Director of Nursing, acceptable methods for make-up may include:

- Theory: case studies, written examination, attendance at seminars or workshops and research reports.
- Clinical: performance evaluation in skills laboratory or additional time in the clinical area with clients/patients or theory, in the event that space is not available at the clinical facilities.
- In the event that no space is available in clinical rotation, theory studies may be used as make up days.

Because of the unique requirements of some nursing courses, instructors may assign additional attendance requirements (i.e. field trips to other clinical sites). Students will be advised of such requirements, and are required to complete these attendance requirements.



Attendance requirements at an assigned clinical facility may be changed due to the sudden and unexpected inability of a clinical facility to fulfill its commitment to the program.

If a student misses an exam due to absenteeism, it is the students' responsibility to contact the office to reschedule within 5 days or before any Comprehensive, whichever is first. Failure to do so may result in termination from the program. The maximum grade on a make-up test is 75%.

### **Probation, Suspension or Termination**

The College reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance does not meet the school's standards and/or who fails to abide by the School Policies. Any student who has been suspended or dismissed may appeal the action by following the Grievance Policy outlined in this catalog.

### **Leave of Absence**

One leave of absence will be allowed for emergencies, illness or pregnancy. Students will be required to continue their instruction in the next available class at the point where their studies were interrupted at the discretion of the School Director and seat availability.

## STUDENT STANDARD OF ACHEIVEMENT

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Student must maintain an overall grade of 75% or higher on any subject in order to progress to the next subject.

### **Remediation Policy/Academic Probation**

Students who are unable to meet course objectives will be placed on academic probation. Each student is permitted 3 remediation exams per term. Upon the necessity for a 4<sup>th</sup> remediation, the student may be terminated from the Program. If a three page handwritten summary of the failing subject is turned, they may be given the opportunity for a 4<sup>th</sup> remediation. The maximum grade a student will receive on any remedial exam is 75%.

The procedure includes a conference with faculty members to identify unmet objectives and a formulation, documentation and implementation of a plan to improve unmet objectives which may include arrangement for a referral to additional learning experiences to assist student in meeting objectives, both in Theory and Clinical objectives.

Experiences to assist student in meeting objectives include, but are not limited to:

- Case study
- Independent study
- Auto-tutorial time
- Skills lab performance
- Other appropriate assignments

Theory re-testing and /or Clinical supervised re-evaluation to identify if student has met objectives. If objectives have not been met, this is considered the second minimal pass, and the student will not be allowed to continue.

An important part of the training at the College includes the development of professional attitudes and behaviors. The College has created a professional “work-like” environment in which students can grow and develop according to their professional expectations. Students are expected to conduct themselves in a business like manner. Normal standards of professional business attire apply to all students and unconventional clothing cannot be permitted at school. Students who are dressed inappropriately may be subject to disciplinary action. The effectiveness of any training program is dependent upon the full cooperation between students and school staff. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with instructors, administrators and peers. Students must adhere to high standards of academics, attendance, and conduct in order to remain eligible to continue as a regularly enrolled student of the school.

Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining ones self and dressing professionally, are just a few of the ingredients that go into the makeup of professional.

Those whose conduct reflects discredit upon themselves or the school may be subject to dismissal. The administration of the school reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, but not limited to:

### **Grounds for Disciplinary Action or Termination**

- Unprofessional Behavior or conduct that reflects unfavorably upon the school or student
- Use of Unlawful Drugs, Marijuana or Narcotics, possessing alcohol or being under the influence of alcohol
- Gambling at the College
- Profanity
- Not abiding by the dress code
- Breach of the Enrollment Agreement
- Cheating or falsifying school records
- Carrying a concealed or potentially dangerous weapon
- Disorderly conduct, which interferes with the learning process of any other student or lecture
- Instigation and/or participation in rebellious activities against the College and/or its student(s)
- Solicitation, which reflects unfavorably upon the school and /or its students
- Vandalism of school property
- Any form of gang related activity including but not limited to: flashing of gang signs
- Fighting
- Verbal confrontation with any employee, student or staff of the clinical facilities
- Use of cell phones or other electronic devices on campus

Disciplinary action may include, verbal, written warning, probation, suspension or dismissal at the sole discretion of the College.

### **Grounds for Termination**

A student may be dropped at any point during the program courses for any of the following reasons:

- Failure to meet academic standards
- Failure to meet acceptable standards of skill performance
- Excessive absences (3 or more clinical absences within one term)
- Failure to perform in the clinical setting at the level of competency of the preceding nursing course
- A student may be immediately terminated for placing a patient or patients in physical or emotional jeopardy. The course instructor will document the incident and inform student of the necessity for a meeting with the DON to determine the student continuation in the program.
- Failure to meet clinical objectives stated in writing at the beginning of the course thereby placing a patient or patients in physical or emotional jeopardy.
- Failure to effectively report about a patient's status during a clinical assignment, thereby placing patient, or patients, in physical or emotional jeopardy
- Failure to notify the clinical instructor thirty minutes in advance of an absence from a scheduled hospital assignment, so that patient assignments may be adjusted, will result in the issuance of a Warning. A second occurrence may result in the student being dropped from the course.

## Professional Conduct of Students

An important element of the training at the College includes the development of professionalism. The high standards maintained in the College's programs prepare each student to meet the highest expectations of employers. The College expects students to conduct themselves in a socially acceptable manner at all times. Students indulging in, but not limited to, the following misconduct are subject to immediate dismissal:

- Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to institution, forgery, alteration, or use of institution identification documents with the intent to defraud
- Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities
- Physical or verbal abuse of any person on school premises or at school-sponsored or supervised functions
- Theft of school property or damage to school premises or to the property of a member of the school community on the school premises
- Failure to comply with directions of school officials acting in the performance of their duties
- The use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives and /or dangerous chemicals on school premises
- Any violation of Federal, State or local law on the College's premises or at the College's sponsored functions

The College views excessive tardiness as violation of the professional conduct philosophy that could lead to dismissal. Any violation or transgression will be strictly penalized. The College reserves the right to make the administrative and educational decisions as to whether the code of conduct had been violated. All cases are viewed individually.

## Confidentiality

- Student must show respect for patient confidentiality by not accessing a patient medical record unless the medical record is necessary for the provision of nursing care and with permission of the instructor.
- Student may not express medical opinions about patients that can be overheard by others.
- Speak only in English in all patient areas. When required for patient care, however, communicate directly or through an interpreter in the language best understood by the patient whenever possible.
- Respect the confidential nature of instructor/student conferences and do not discuss their content with classmates.
- Never remove patient information or any copies of chart documentation from the clinical facility.
- Student will watch the **Confidentiality, Privacy & HIPAA and Department of Justice, Video of Abuse** regarding Hospital's patient information, privacy practices and abuse in their entirety and had an opportunity to ask questions regarding the videos. Failure to comply within these responsibilities may result in termination from the program.
- Do not post anything on social media regarding a patient's information including facility name, room number or other detailed or vague description.

## ADMISSION REQUIREMENTS AND PROCEDURES

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### Requirements

The requirements for admission are:

- Must be at least 17 ½ years of age
- High School Diploma, GED or Foreign Credentials Evaluation or meet ATB requirements
- Pass the Wonderlic Scholastic Level Exam – based on English and Math at a 12<sup>th</sup> Grade Level
- Must be able to meet financial obligations
- Pass an oral interview with Enrollment Counselor
- Copy of Social Security Card or Alien ID number
- Copy of Driver's License or Valid Identification
- Physical Exam and proof vaccinations including: Mumps, Measles, Rubella, Varicella, series of 3 injections of Hepatitis B, Annual TB Skin test or Chest X-ray and an annual Flu Shot
- 5 Panel Drug Test
- Nationwide Background Criminal Check
- Hospital approved Fire Card (blue card good for four years)
- American Heart Association approved CPR Card

A student enrolled in one of the Programs who develops a new health problem or condition, becomes pregnant, develops a communicable disease or is absent for more than 3 days due to illness must present medical release from his/her physician indicating that there are no physical restrictions relating to task performance to permit continuance in the program.

### Procedure for Enrollment

The prospective student will attend a detailed orientation, review the Catalog, take a tour of the facility and meet with the Enrollment Counselor. The prospective student may also meet the staff, review the class material and sit in on a class to ensure this is their desired program. If the prospective student is interested in enrolling, an entrance test must be passed and an oral interview will be conducted and the applicant may be notified of acceptance of application within 30 days of the oral interview.

The prospective student must be proficient in English at a 12<sup>th</sup> grade level. If the entrance test cannot be passed after the 3<sup>rd</sup> attempt, the prospective student may not enroll in the program. No English instruction will be offered. The Vocational Program is only conducted in English and the prospective student may need to seek English courses elsewhere before they are prepared to be successful in the Vocational Nursing Program.

If accepted the registration fee is submitted to the school and the enrollment forms are completed, provided all requirements are met. Students are admitted on first come first serve basis upon receipt of payment or loan approval. Please note, loans may take longer to process and seats are not guaranteed until the loan is approved. Acceptance of credits earned at a previous, accredited program may be accepted at the discretion of the Director of Nursing.

## **Ability-to-Benefit Student**

Ability-to-Benefit is a student who does not have a certificate of graduation from a school providing secondary education or recognized equivalency. Career Programs Assessment Test (CPAt) offered by ACT, Inc. (Minimum score of 42 on language usage, 43 on reading and 41 on numerical skills)

## **Visa**

The College of Nursing and Technology does not admit students from other countries. Visa services are not available.

## **Reinstatement Policy**

A student who wishes to be reinstated in a program must complete a written Reinstatement Request Form and pay a non-refundable Application Fee. The Application Fee must be paid by cash or credit at the time of turning in the Reinstatement Request. If the reinstatement is approved, the Application Fee will be applied towards the Reinstatement Fee, upon the student's return. If the reinstatement is not approved, the application fee will be refunded to the student or applied towards any outstanding balance. If the student is approved, but the student changes their mind or never shows up to the new class, the Application Fee is forfeited. All reinstatement approvals are determined on an individual basis. Student must be current on existing tuition payments in order to qualify for reinstatement in a future class.

A student who is dropped from a program for any reason may be reinstated in the program at the next scheduled entry point, upon application by the student and upon satisfactory completion of the written terms for reinstatement, if any. Reinstatement is contingent on availability of space in the class. All reinstatements are at the discretion and approval of the College of Nursing & Technology.

Students who interrupt their own progress in the program, and who have satisfactory academic and attendance records, may be reinstated in the program at the next available entry point providing space is available.

## **Acceptance of Credit for Prior Education or Training**

The students within the institution who transfer from one program to a different program or students who have previously attended another school or college (within the past 12 months) may receive credit for such attendance when proof of said attendance and transcripts are presented at time of enrollment and pass the institution's examination and skill testing for those subjects. The credits the student will receive are for academic only. Transfer students are approved by the Director of Nursing. Appropriate credit for previous experience is also determined by passing an examination and skill testing. This option to apply for credit is the sole responsibility of the prospective student. The College does not guarantee the acceptance of credit for prior education or experience, unless if evaluated and approved by the College. Acceptance of credit for prior education or experience is at the discretion of the College.

College of Nursing & Technology has not entered into an articulation or transfer agreement with any other college or university.

## **Notice Concerning Transferability of Credits Earned at Our Institution**

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

## **Further Notice Concerning Transferability of Credits Earned at our Institution**

The College has not entered into an articulation or transfer agreement with any other college or university.

## **Controlled Substance, Alcohol, and Drug Abuse Policy**

All students are informed that the unlawful manufacture, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited. Students violating this policy will be subject to immediate termination of the school program. Persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the school. The abuse of alcohol and the use of illegal drugs or Marijuana by a student, whether school or not, is contrary to the School's mission and such student is not suitable for the Vocational Program.

Testing for illegal drugs or alcohol may be done for any student under the following circumstances:

1. Upon enrollment
2. When there is reasonable suspicion that a student uses illegal drugs or is under the influence of illegal drugs, alcohol or marijuana (unless prescribed by a doctor)
3. In an investigation regarding an incident, accident or unsafe practice
4. In the course of random testing at any time at the school discretion

The confidentiality of test results and related records is to be protected consistent with applicable law.

Following is a list of drug free awareness programs that also provide detailed information regarding, dangers of drug and alcohol abuse, assistance with drug and alcohol abuse counseling, penalties for the abuse of alcohol or drugs and rehabilitation programs.

There are local agencies that provide assistance to our employees, students, and their families.

### **Drug Information Hot Lines:**

National Institute on Drug Abuse	(800) 662-HELP or (800) 843-4971
National Clearinghouse for Drug Information	(800) 729-6686
U.S. Dept. of Education, Southwest Regional	(213) 598-7661
U.S. Dept. of Education Task Force	(202) 708-9069

School Procedures:

1. Any student to be tested who claims legitimate use of a specific drug or controlled substance shall submit medical documentation to support this claim.
2. Notify the administration in writing of any conviction for a drug related offense no later than 5 days after such conviction. The U.S. Drug Agency will be notified within 10 days after receiving notice from an employee or student or otherwise a copy of such conviction will be submitted to the agency.
3. Terminate the schooling of the student.
4. Require student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health or enforcement

A school may approach one or more organizations that assist the general public (hospitals for example) with drug problems. That organization may give them the name of an official that can be contacted; the school would then be considered to be in compliance with the drug prevention requirement. In some cases many agencies are supported by the state and the cost to the user may be little or nonexistent.



## FINANCIAL INFORMATION

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### **Student Tuition Recovery Fund Disclosures**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

### **Assessment for Student Tuition Recovery Fund**

STRF (Student Tuition Recovery Fee) is a mandatory fee imposed by the State of California by the BPPE and consists of fee of \$.00 per each \$1,000.00 of tuition.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

## **Tuition Payment Policy**

Payment must be made on a monthly basis, in accordance with the Enrollment Agreement on the first day of each month until the balance is paid. Payments should be made by personal check, money order or cashiers check in the payment box provided. Checks should always contain the students name and original batch number. If providing a 3<sup>rd</sup> party check, make sure your name and original batch number are written on the check. Payments made after the 5th of the month are late and subject to a \$25 late fee. Unpaid tuition in accordance with the contract is subject to 4% late fee. A \$25 fee will be applied for any returned checks and the school may require that future payments are submitted in the form of guaranteed funds such as Bank Check, Cashiers Check or Money Order. Other methods of payment which can be done during office hours include cash payments or credit card transactions. Credit Card transactions are subject to a cash advance fee. Never send cash in the mail or insert in the payment box.

The student understands and agrees that the College may notify the responsible paying third party (if applicable) of payment status, any late payments, late fees, or any other surcharges. The student gives authority for responsible paying third party to contact the school regarding attendance, enrollment status, and payment status.

The student acknowledges that a delinquency in payment of any fee or tuition may result in termination from the school. Transcripts will not be release until the tuition is paid in full. The College reserves the right to report the delinquent balance to the credit reporting agencies. This may affect the students' credit score. Any unpaid or late payments may be submitted to a collection agency or attorney to attempt recovery of funds. The agency or attorney involved may apply their fees to the outstanding balance in addition to the schools' late fees & interest. Due to these additional charges, the student may have a higher balance than the original contract.

If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if you have received federal student financial aid funds, you are entitled to a refund of the moneys not paid from federal student financial aid program funds. Payments are made in provided drop box by personal check, money order or cashiers check. Your name and batch number should be printed on each payment.

## **Notice of Student's Rights**

You may cancel your contract with the College without penalty or obligation as described in the Notice of Cancellation form provided. Read the form for an explanation of your rights and responsibilities.

You have 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.

After the cancellation period, you can drop the program at any time and pay for the portion of the program completed excluding any non-refundable fees. See your Enrollment Agreement for details. If you have complaints that cannot be resolved by the instructor, Director of Education, or School Director, you may write to the Bureau for Private Postsecondary Education at:

P.O. Box 980818  
W. Sacramento, CA, 95798-0818  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

Toll Free Number: (888) 370-7589  
Fax Number: (916) 263-1897

## **Cancellation, Withdrawal & Refund Policies**

You may withdraw from the College at any time by submitting a written request to the College. The amount of fees and charges refunded to you depends on when you withdraw.

You have the right to cancel the enrollment agreement and obtain a refund of the institutional charges, less the non-refundable application fee, paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

If you cancel after the first class session, or the seventh day after enrollment, whichever is later, your refund will be prorated based on the number of completed hours.

In order to cancel your enrollment, you must send a written request to the School Director by registered mail or in person. Your request will be considered effective the date it is received by the College.

After the enrollment period stated above if a student is absent for 5 consecutive class days, the student will be considered dropped from the program. The refund policy for students who have completed 60% or less of the period of attendance shall be a pro rata refund.

Any money owed will be refunded to you or a third party agency within 30 days of the effective date of your cancellation or withdrawal. If there is a balance due to the school, a bill will be sent to you.

If you are dropped or are terminated from the program, you have thirty days to pay any monies owed to the school. Any delay beyond thirty days may result in submission of the file to a collection agency and late fees, interest or legal costs added to the outstanding balance and will be the responsibility of the student.

### **Calculation of Refund**

A pro rata refund shall be no less than the total amount owed by you for the portion of the educational program provided subtracted from the amount paid by you, calculated as follows:

1. The amount owed equals the daily charge for the program (total tuition, divided by the number of days or hours in the program), multiplied by the number of hours the student attended, or was scheduled to attend, prior to withdrawal.
2. All amounts paid by the student in excess of what is owed, as calculated above, shall be refunded, with the exception of the application fee and any non-refundable fees.

### **Title IV & Financial Aid**

College of Nursing and Technology does not currently participate in federal and state financial aid programs.

### **Loans**

If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

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

<b><u>Program</u></b>	<b><u>Tuition</u></b>
Vocational Nursing	\$19,000.00
Vocational Nursing -Daytime Class:	\$18,000.00
Medical Assistant	\$ 6,000.00

## Schedule of Fees & Charges

The following are all of the school fees.

Enrollment Application Fee	\$250, non-refundable
Reinstatement Application Fee	\$250, non-refundable
Reinstatement Charge	\$1750
Official Transcripts	\$15
Unofficial Transcripts	\$15
Verification of Enrollment	\$5
Late payment, NSF or UCF Fee	\$25
Unpaid tuition	4% late charge
Student Tuition Recovery Fund	\$.00 for each \$1000 of tuition, non-refundable
Credit Card Transaction Fee	3% of transaction amount
Photocopies	\$.25 / per page
Exit Exam(s)	\$125 / each
Any special requests	\$40 / per hour

The student may need to pay third party fees to obtain a physical exam, immunization, fire card, CPR and other related expenses to meet the enrollment qualifications of the program. In addition, BVNPT application fees, Live Scan and other related expenses for Board testing must be paid in order to schedule NCLEX Exam.

## **ADMINISTRATIVE POLICIES**

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### **Sexual Harassment Policy**

Our college is focused in providing a clean environment for all its students who treat each other with respect, free of threats or intimidation. Sexual harassment "Sexual harassment" means unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Harassment on the basis of sex is a violation of State and Federal Law and is punishable according to the law. It is a violation to sexually harass any person, instructor, member of administration, students male or female and it will not be tolerated under any circumstances and is a reason to be expelled from the school plus any legal action which can be taken against you. The school categorically prohibits any kind of display of sexual materials in school or during the clinical training.

If a student is a victim of sexual harassment she/he will inform the school immediately.

The incident shall first be reported directly to the Director of Nursing after which the Director will discuss the incident with the School Director. All details will be kept in strict confidence by the school.

### **Nondiscrimination Policy**

The college does not unlawfully discriminate on the basis of sex, age, race, national origin, religion or disability that would not preclude employment within the chosen field.

### **Office Hours**

Office hours are Monday through Friday from 10am to 6pm. Issues outside these hours may be discussed with the instructor. Office is closed on Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Winter break: December 24<sup>th</sup> - January 1<sup>st</sup>

### **Jury Duty**

Students who receive a summons for jury duty during the course of the nursing program may request a letter identifying rationale for a postponement of their jury assignment.

## **Accidents or Illnesses**

On campus or at clinical facility, all accidents which occur during or after classes involving personal injury and/or damage to equipment must be reported immediately to the instructor or Program Director.

Communicable disease - Students known to become infected or suspected of being infected with a communicable disease will be limited or restricted from patient contact until they are free of such disease or incapable of transmitting infection. The procedure, should this occur, is:

Students will report infections immediately to their Clinical Instructor, and the Vocational Nursing Program Director.

The Clinical Instructor and the Vocational Nursing Program Director mutually agree upon a reassignment which will limit or restrict student from patient contact. Consultation with the facility infection control nurse should be obtained if indicated.

If reassignment can not be made, students will be sent home. If a student has been sent home, medical clearance from the student's physician must be obtained before returning to the Clinical facility or classroom setting. The student will be responsible to make up the incomplete hours.

## **Grievances**

Students are encouraged communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance, addressed to the Compliance Director or School Director, must be received from the student within 10 days after the incident occurs.

Any students who have been temporarily disqualified or permanently disqualified have the right to grieve within 10 days following the disqualification.

The disqualified student may submit to the Vocational Nursing Program Director a written request for grievance. The request must be delivered to the Administrative Office during the hours of 9:00 a.m to 6:00 p.m. Failure by the student to submit the request in the prescribed manner and within the prescribed time lines waives his/her right to grieve under the procedure.

When a grievance is requested, the Vocational Nursing Program Director will hear the case and render a decision. In instances where the Vocational Nursing Program Director feels that he/she is not able to hear the case with sufficient objectivity, the Vocational Nursing Program Director will appoint an appropriate alternate.

If the student feels the decision has not been handled fairly, the student may apply to the Administrator of the College for a final decision.

The Program Director will notify, in writing, the following people regarding the decision of a hearing, including the Advisement Center, the Instructor and the Student. A copy of the decision of the hearing will also be placed in the student file.

The procedure is as follows: The written grievance must be submitted to the Compliance Director or School Director within 10 days of the incident. The Compliance Director will verify that the student has made a verbal or written attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the Compliance Director will call a meeting.

If the decision is unacceptable to the student, the student must within 24 hours of the hearing send copies of all documents letter explaining why the decision is unacceptable. All complaints decision appeals will be resolved within 30 days from the receipt date of the incident report.

Unresolved complaints may be directed to the:

Bureau for Private Postsecondary Education  
P.O. Box 980818 W. Sacramento, CA, 95798-0818  
Toll Free Number: (888) 370-7589, Fax Number: (916) 263-1897

### **Reviewing the Catalog**

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. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages.

The school catalog is available to anyone in the enrollment office and can be accessed on the school website. The school catalog is updated annually each September. These documents must be provided to you prior to signing an enrollment agreement. The school catalog is updated annually on the last day of September.

### **Questions Regarding the Catalog**

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

Bureau for Private Postsecondary Education  
2535 Capital Oaks Drive Suite 400 Sacramento, CA 95833  
[www.bppe.ca.gov](http://www.bppe.ca.gov) Toll Free Number: (888) 370-7589, Fax Number:(916) 263-1897

### **Complaints about the College**

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 or by completing a complaint form, which can be obtained on the bureau's Internet Website ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

A student may also complain to the:

Board of Vocational Nursing & Psychiatric Technicians  
2535 Capitol Oaks Drive, Suite 205 Sacramento, CA 95833-2945  
[www.bvnpt.ca.gov](http://www.bvnpt.ca.gov) Phone: 916-263-7800, Fax: (916) 263-7855.



## **DISCLOSURE AND RETENTION OF EDUCATION RECORDS**

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Students have the right to inspect, review, and challenge information contained in their education records. Parents of minor students may inspect, review and challenge information contained in the students records.

Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the Institution. Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies. Students wishing to review their records must submit a request in writing, and make an appointment with the School Director. All appointments must be made during regular business hours. At no time may the student or parent remove, destroy or damage any document contents in the file. Certain documents may be photocopied and a charge may be applied.

A College representative must be in the office at all times during the examination of the student files.

### **Record Retention Policy**

All student records must remain onsite for 5 years and transcripts retained permanently.

## STUDENT FORMS

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See following pages.

**COLLEGE OF NURSING AND TECHNOLOGY**  
**Cancellation Request**

Student ID #: \_\_\_\_\_ Batch Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Program: \_\_\_\_\_

I would like to request to cancel my registration and enrollment. I am aware that all nonrefundable fees including the application fee, cost of books, uniforms, and other nonrefundable fees, as identified in the enrollment contract, will not be returned to me.

I am aware that I have 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. I am aware that after at the first class session, or the seventh day after enrollment, whichever is later, my refund will be prorated based on the number of completed hours until the College receives my written cancellation request. I am aware that refunds may take up to 30 business days and I may request my transcripts (if applicable) in writing.

My request will be considered effective the date it is received by the College.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**COLLEGE OF NURSING AND TECHNOLOGY**  
**Reinstatement Request**

Student ID #: \_\_\_\_\_ Batch #: \_\_\_\_\_ Term #: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Program: \_\_\_\_\_

I would like to request to be reinstated in the future class. I am aware of the additional fees that will be applied to my balance. I am aware that I do not need to purchase new books or other material unless there has been a new revision created. I am aware that being reinstated does not guarantee my grade will improve or that I will successfully complete the program.

The purpose of my termination or the personal reason for dropping at this time is:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My plan(s) to ensure success in the future class should I be reinstated is/are:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COLLEGE OF NURSING AND TECHNOLOGY**  
**Request for Transcripts or Other Documents**

Student ID #: \_\_\_\_\_ Batch Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Transcripts:       LVN       Ultrasound       Medical Assistant

Other:               Verification of Enrollment  
                          Diploma  
                          Financial Statement

List any details (if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

College of Nursing & Technology Inc. will produce transcripts after verification of all the records, which may take 30 days from the date of submission of the request. There is no charge for the issuance of first set of transcripts. See schedule of fees for cost of additional transcripts.

If any fees apply, please attach along with this form or your request will not be processed.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COLLEGE OF NURSING AND TECHNOLOGY**  
**Request for Change of Information**

Student ID #: \_\_\_\_\_ Batch Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Program: \_\_\_\_\_

List any details (if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For name change, please provide documentation.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COLLEGE OF NURSING AND TECHNOLOGY**  
**Certification Checklist**

I have received a copy and reviewed 40 pages of the College of Nursing and Technology 2016-2017 Catalog and have been given an opportunity to ask questions regarding the schools policies and procedures prior to signing an enrollment agreement. The Catalog includes: name, address, phone number and website of the institution.

I have received a copy of the Performance Fact Sheet. I am aware that I am encouraged to review the School Performance Fact Sheet which was provided to me prior to signing an enrollment agreement.

I have received a copy of the Schedule of Fees & Charges and understand any additional fees that may be assessed.

I have read and understand the remediation procedure.

I have read and understand the attendance requirements

I have received a Notice of Cancellation and understand my rights.

I understand the qualifications required to graduate from my desired program.

I understand that I must keep the school informed of current contact information and emergency notification information and a form has been provided to me.

I understand that before I will be allowed to attend a clinical assignment, I must have my health record complete and up to date.

I understand that failure to comply with the policies and procedures of the College of Nursing and Technology can result in my immediate termination from the program.

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_