College Catalog

Effective August 1, 2021 - August 30, 2022

PREMIERE CAREER COLLEGE

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Message From the President

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

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

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

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

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

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

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

God Bless You!

Sincerely,

Premiere Career College
Fe Ludovico-Aragon
Executive Director / President

GENERAL INFORMATION

Consumer Information

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

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

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

Instructions in all programs are provided in English.

The school does not provide ESL instruction.

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

The school makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the College's Admissions Office at (626) 814-2080.

Premiere Career College is a private College approved to operate by the California Bureau for Private Postsecondary Education, (BPPE). Approval to operate means the College is compliant with 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.

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

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

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

Policies and Procedures Regarding Financial Aid

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

The school is accredited by the Accrediting Bureau of Health Education Schools (ABHES) which is recognized by the United States Department of Education. The Vocational Nursing program leads to lincensure in California and other states.

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

As a prospective student, you are encouraged to review this catalog 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.

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

Accreditation of Institution and Programs

Premiere Career College is institutionally accredited by the Accrediting Bureau of Health Education Schools (AB-HES) to award certificates, diplomas, associate of occupational science degree, and bachelor of science degree. (School ID: I-368)

The ABHES Commission, at its January 2020 meeting, reviewed the institution's application for a continued

grant of accreditation, including the Application, Self-Evaluation Report, the on-site visit reports, the institution's response to the on-site visit reports, the response to the August 12, 2019 letter and the institution's financial history. Based on review and discussion, the Commission acted to grant the institution continued accreditation through February 28, 2025. This grant of accreditation also includes programmatic recognition of the Surgical Technician diploma program.

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

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

The following programs are included in this Grant of Accreditation:

PROGRAM NAME	CIP Code	TOTAL CLOCK HOURS	CREDIT HOURS (Semester)	METHOD OF DELIVERY	Credential Awarded
Financial Records Processing	52.0302	600.00	26.5	Residential/ Blended	Diploma
General Office Assistant / Business Computer Applications	11.0301	600.00	26.5	Residential/ Blended	Diploma
Hospital Central Service Technician	51.1012	800.00	33	Residential/ Blended	Diploma
Medical Assistant - Front and Back Office	51.0801	900.00	39	Residential/ Blended	Diploma
Medical Assistant - Front Office	51.0710	760.00	32	Residential	Diploma
Surgical Technician *(last date of enrollment 06/29/2020)*	51.0909	1,400.00	64.5	Residential/ Blended	Diploma
Vocational Nursing	51.3999	1,802.00	78	Residential/ Blended	Diploma
Associate of Occupational Science Degree in Surgical Technology	51.0909	1,535.00	67.5	Residential/ Blended	Associate of Occupational Science
Registered Nursing to Bachelor of Science in Nursing	51.3801	1,171.00	60	Residential/ Blended	Bachelor of Sceince in Nursing

Institutional Accreditation

Accreditation by ABHES signifies that the institution has met the eligibility criteria and evaluation standards of ABHES as evidenced during its most recent on-site review and continues to comply with the policies and procedures for maintenance of accreditation as established by ABHES.

ABHES is a nationally recognized accrediting agency by the United States Department of Education.

Accrediting Bureau of Health Education Schools|ABHES
7777 Leesburg Pike, Suite 314 North
Falls Church, Virginia 22043

Tel: 703.917.9503
Fax: 703.917.4109
E-mail: info@abhes.org
Website: *www.abhes.org*

Programmatic Accreditations

- The Vocational Nursing program is provisionally approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). A certificate of approval was issued to the College for a two-year period, from February 21, 2020, through February 21, 2022. Approval by BVNPT is based on the program's compliance with Vocational Nursing Practice Act (with Rules and Regulations) specifically with Part I - Chapter 6.5 - Article 4 and Part II - Chapter 1- Article 5.

  The Office of the Board of Vocational Nursing and Psychiatric Technicians is located at:
  Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
  2532 Capitol Oaks Drive, Suite 205
  Sacramento, CA 95833
  Website: *www.bvnpt.ca.gov*

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

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

- The Associate of Occupational Science in Surgical Technology programs are also programmatically recognized by The Accrediting Bureau of Health Education Schools|ABHES.

  The Accrediting Bureau of Health Education Schools (ABHES) can be reached at:
  Accrediting Bureau of Health Education Schools|ABHES
  7777 Leesburg Pike, Suite 314 North
  Falls Church, Virginia 22043
  Tel: 703.917.9503
  Fax: 703.917.4109
  E-mail: info@abhes.org
  Website: *www.abhes.org*

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

The IAHCSMM office can be reached at:
55 West Wcker Drive Suite 501
Chicago, IL 60601
Tel: 312.440.0078
Fax: 312.440.9474
Email: mailbox@iahcsmm.org
Website: *www.iahcsmm.org.*

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

Self-Monitoring Procedures

Premiere Career College makes every effort to inform its students, faculty, and staff of currency in the policies and procedures that are implemented by the Bureau for Private Post Secondary Education (BPPE).

The President/Executive Officer regularly reviews pertinent BPPE laws and regulations that affect the operations of the school. These would include the California Private Postsecondary Education Act of 2009, SB Bill 1192, Student Tuition Recovery Fund, Title 5. Division 7.5 California Code of Regulations, and Disciplinary Guidelines.

Copies of these documents are kept at the Administration Office. Once every quarter/term, the President/ Executive Officer would highlight and discuss BPPE updates on its policies and procedures during management committee meeting.

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

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

Memberships

- California Association of Private Postsecondary Schools (CAPPS)
- Baldwin Park Chamber of Commerce
- Irwindale Chamber of Commerce
- Association of Surgical Technologists (AST)
- California Central Service Association (CCSA)
- International Association of Healthcare Central Service Materiel Management (IAHCSMM)

Approval to Operate an Accredited Private Institution #1921251

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

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

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

Premiere Career College is approved to offer the following programs(s)/course(s):

PROGRAM NAME	LENGTH OF INSTRUCTION	PROGRAM APPROVED	PROGRAM TYPE	DISTANCE LEARNING
Financial Records Processing	600.00 Hours	09/16/1992	Non-Degree	YES
General Office Assistant / Business Computer Applications	600.00 Hours	09/16/1992	Non-Degree	YES
Hospital Central Service Technician	800.00 Hours	09/16/1992	Non-Degree	YES
Medical Assistant - Front and Back Office	900.00 Hours	09/01/2001	Non-Degree	YES
Medical Assistant - Front Office	760.00 Hours	09/16/1992	Non-Degree	NO
Surgical Technician - Diploma *(last date of enrollment 06/29/2020)*	1,400.00 Hours	05/21/1999	Non-Degree	YES
Vocational Nursing	1,802.00 Hours	02/10/2004	Non-Degree	YES
Associate of Occupational Science Degree in Surgical Technology	1,535.00 Hours	05/12/2020	Degree	YES
Registered Nursing to Bachelor of Science in Nursing (RN-BSN)	1,171.00 Hours	02/23/2021	Degree	YES

Instruction is in residence at 12901 Ramona Boulevard, Suites A-K, Irwindale, CA, 91706, with a facility occupancy level of 350 students at any one time.

A student or any member of the public may file any unresolved questions or concerns about the College with the:

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

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

or by completing a complaint form, which can be obtained on the Bureau's website: *www.bppe.ca.gov*

or with the:

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314 North
Falls Church, Virginia 22043
Tel: 703.917.9503
Fax: 703.917.4109
E-mail: info@abhes.org
Website: *www.abhes.org*

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

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

ABOUT THE COLLEGE

History

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

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

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

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

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

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

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

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

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

In February 2017, ABHES awarded the college the Certificate of Institutional Accreditation effective

February 6, 2017 to February 28, 2020.

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

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

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

The following program is included in this Grant of Accreditation:

Program	In Class Clock Hours	Recognized Outside Clock Hours	Total Clock Hours	Length in Weeks (D/E/W)	Academic Credit Hours* ○ quarter ● semester	Method of Delivery	Credential Awarded
Surgical Technology	1535	0	1535	61 (D) 61 (E)	67.5	Residential	Associate of Occupational Science

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

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

On November 6, 2020, the college applied to the Accrediting Bureau of Health Education Schools| ABHES for approval of a new program of study, RN-BSN. Also, on December 4, 2020 a modification of Distance Education Delivery for the RN-BSN program was applied. Approval for both applications were received on January 26, 2021.

It is as follows:

Program	Total Clock Hours	Length in Weeks (D/E/W)	Academic Credit Hours* ○ quarter ● semester	Method of Delivery	Credential Awarded
RN-BSN	1171	80W	60	Residential; Blended	Bachelor of Science in Nursing

Based on required academic conversions per Standard. IV.G.1, of the ABHES Accreditation Manual.

On January 27, 2021, application for approval of the RN-BSN program was submitted to the California Bureau of Private Post-Secondary Education | BPPE. Approval by BPPE was granted effective February 23, 2021.

California Board of Registered Nursing (BRN) does not have to approve the RN to BSN program mainly because the students in the program are all **Licensed registered nurses.** The RN to BSN program is designed for registered nurses who possess an Associate Degree in Nursing (ADN) or a diploma in Registered Nursing (RN) from a nationally or regionally accredited college or university.

The BRN approval is needed only for **pre-licensure programs** such as ADN and BSN and **entry level masters degree programs.**

COVID-19 Pandemic

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

On March 16, 2020 the County of Los Angeles. California, to help reduce the spread of COVID-19, issued the "Safer-at-Home" order. In compliance to the order, the College at the close of business on March 20, 2020 announced to all students, faculty members, and administrative/support staff, that all in-person classes will shift to on-line (virtual). It was also announced that only essential faculty members and staff will be required to report to work starting March 23, 2020.

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

The approval is for the following:

Program	Total Clock Hours	Length in Weeks (D/E/W)	Academic Credit Hours* ○ quarter ● semester	Method of Delivery	Credential Awarded
Medical Assistant-Front/Back Office	900	34D/E	38.5	Residential; Blended	Diploma
Surgical Technology	1535	61D/E	67.5	Residential; Blended	Associate of Occupational Science
Hopsital Central Service Technician	800	30D	33	Residential; Blended	Diploma
General Office Assitant/Business Computer Applications	600	24D	26.5	Residential; Blended	Diploma
Financial Records Processing	600	24W	26.5	Residential; Blended	Diploma

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

On January 28, 2021 pursuant to the application for the Modification of Distance Education Delivery on December 12, 2021, ABHES approved the Vocational Nursing Program. On February 23, 2021 BPPE also approved this Change in Method of Instructional Delivery for the Vocational Nursing Program effective February 23, 2021. Method of Instructional delivery for all programs is residential, blended.

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

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

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

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

Mission

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

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

1. providing a safe, comfortable and conducive to learning environment;
2. utilizing instructional methods which emphasize practical or hands-on training;
3. using state-of-the-art equipment and materials; and
4. hiring only dedicated and qualified instructional and administrative personnel.

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

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

Instructional Facilities and Equipment

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

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

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

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

Business Education classrooms are equipped with microcomputers, printers, calculators, ten-key calculators, LCD and overhead projectors. The Medical Assistant lecture and laboratory rooms have anatomical models and charts, TV/VCR, LCD and overhead projector, microscopes, autoclaves, sterilizers, wheelchairs, refrigerator, EKG machines, diathermy unit, centrifuge, examination tables, examination light, Mayo stand, and weighing scales. The Surgical Technician/Hospital Central Service Technician facility has a simulated operating and instrument room equipped with operating tables, Mayo stand, back table, electro-surgical unit, suction machine, foot stool, scrub sink with foot pedals, soap and brush dispensers, medicine cabinets, stainless steel hamper, kick bucket, intravenous fluid poles, and foot-operated trash cans. The facility for the Vocational Nursing program includes three (3) lecture rooms that can easily accommodate forty-five (45) students each at any time.

There is a Clinical Simulation Lab for both VN and RN-BSN programs that simulates a hospital setting that is fully equipped to practice maternity and cover every aspect of the fundamentals of nursing, pharmacology, medical-surgical nursing, and mental health courses. It enhances clinical realism and challenge critical thinking skills with dynamic monitoring and patient interaction. During simulation experiences, nursing students take charge of patient care and work through scenarios to practice critical thinking, communication, assessment, delegation, and teamwork.

The College has provided a Debriefing Room that creates a positive, non-threatening, respectful, and confidential atmosphere with the following equipment:
1. Receiver with volume control for sound adjustment
2. Two-way radio with two headsets/earpieces
3. Desk standing microphones with on/off switch – to be connected to the speaker system in the sims lab
4. Ceiling-mounted speaker system
5. TV set with mount and HDMI connection or equivalent AV connection
6. PC with monitor
7. DVD player/recorder

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

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

STUDENT SERVICES

Orientation

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

Cooperative Learning and Tutoring Assistance

The College's programs use a cooperative learning approach, placing students in teams to reinforce learning activities. Students are also encouraged to form study groups in order to support their learning experience

throughout their educational programs. Special tutoring or classes are available to students experiencing academic difficulty. Arrangements should be made with the Program Directors.

Reading Room and Resource Center

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

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

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

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

Career and Placement Assistance

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

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

Applicants are encouraged to maintain close contact with the Career Development Department and to take advantage of the regularly scheduled career development workshops in the Student Services Department.

Health Services

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

Students with Disabilities

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

Housing

The College does not provide housing facilities. Housing options are available within a reasonable distance from the College. The California Student Aid Commission estimates California student housing costs to average $1322 per month for 2021 - 2022. The College assumes no responsibility to find or assist student in finding housing.

Hours of Operation

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

Holidays

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

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

ADMISSIONS POLICIES

Requirements

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

Vaccinations

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

Applicants to the Associate of Occupational Science-Surgical Technology programs must:

1. be 18 years of age or not subject to compulsory school attendance in California;
2. have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or have the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or have completed homeschooling at the secondary level;
3. pass the College's Entrance Examination (Wonderlic Form IV or V); with a minimum passing score defined on page 28 of this Catalog;
4. satisfy a career planning interview with an admissions advisor;
5. attend the required orientation.

Applicants to Vocational Nursing program must:

1. pass the pre-requisite Pre-Nursing Term (Introduction to Vocational Nursing);
    To be considered for the Introduction to Vocational Nursing Term, applicants must:
    a. be 17 years of age or not subject to compulsory school attendance in California;
    b. have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or have the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or have completed homeschooling at the secondary level;
    c. pass the College's Entrance Examination (Wonderlic From IV or V); with a minimum passing score defined on page 28 of this Catalog;
    d. satisfy a one-on-one career planning interview;
    e. pass the Entrance Assessment Test. Premiere Career College requires that applicants must score at or above 80%
2. pass the academic interview by the Program Director;
3. pass the Test of Essentials Academic Skills (TEAS);
4. complete and submit a health examination certification filled out and signed by a physician no later than the last day of the first month of Term I (Vocational Nursing class.) The health certification must include the following:
    a. evidence of required immunization and blood titers (see Student Services for a current list of requirements)
    b. negative PPD or chest X-ray report (taken within six months before the start date of the Vocational Nursing proper program)
5. submit a photocopy of a current American Heart Association Basic Life Support for Healthcare Providers (AHABLS) Card or pass an AHABLS course offered by the College. It is the student's responsibility to recerti-

fy prior to the expiration of the card and remain certified for the duration of the Vocational Nursing program;

6. turn in a complete and clear criminal background check from *castlebranch.com* no later than the last day of the first month of Term I;

7. attend the required orientation for the Vocational Nursing program after a successful completion of Introduction to Vocational Nursing Term, and at the beginning of the clinical rotation for each term.

Class size is determined by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). The highest academic ranking students, who meet all required admission criteria will be considered for entry to the program.

Vocational Nursing Alternate Status:

1. Premiere Career College may admit alternate students in each new class to replace students who may drop out.

2. The number of alternate students admitted may not exceed 10% of the school's Board-approved number of students per class.

3. Prior to admission, alternate students will be informed in writing of their alternate status and that they may be dropped from the program.

4. Alternate students may participate in classes until the commencement of the first scheduled clinical experience at approved clinical facilities.

5. Upon commencement of clinical experience at approved clinical facilities, the actual number of students in the class may not exceed the number of students approved by the Board for that class.

Alternate Student status in the Vocational Nursing Program may lead to any of the following:

1. transfer to another course of study;

2. repeat of the Introduction to Vocational Nursing Term and reapplication for the Vocational Nursing program;

3. withdrawal from the College.

4. alternate students, in good standing, may be officially admitted to the program if an accepted student drops out/withdraws or become terminated. They may also join the next class for as long as the number of students in that class does not exceed the Board's approval.

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

1. be 18 years of age or not subject to compulsory school attendance in California;

2. have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or have the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or has completed homeschooling at the secondary level;

3. pass the College's entrance exam (Wonderlic IV or V); with a minimum passing score defined on page 23 of this Catalog;

4. satisfy a one-on-one career planning interview;

5. attend the required orientation.

Applicants for the Associate of Occupational Science in Surgical Technology, Hospital Central Service Technician and Vocational Nursing programs are advised that effective January 1, 2005, hospitals may require students to undergo criminal background checks to be allowed to do their clinical rotation. On April 1, 2008, some hospi-

tals started requiring a 5-panel drug screening for externship or clinical rotation. Details of how to go about satisfying these screening requirements are disclosed at admissions and are available at the Student Service Department. Facility administrators reserve the right to reject students from rotating in their facilities. In short, personal background and drug screenings may prevent some students from completing their training program.

In 2020, as a result of the COVID-19 pandemic, which unfortunately is still not completely mitigated as of the publication of this Catalog; hospitals and other medical facilities where clinical training of allied health and nursing programs ared one, proof of complete vaccination and regular testings maybe required.

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

Criminal Convictions

Criminal convictions can make securing employment in the field of study unlikely and can also prevent the completion of a training program due to an inability to place the individual at an externship or clinical site.

If the program that the applicant wishes to enroll prepares students for employment in a career that requires licensure by a California State agency or certification or registration with another agency, the applicant with a prior criminal conviction may not be eligible for licensure, certification, and/or registration, the applicant may have to apply for a special waiver, which may be denied.

Under California law, the College cannot ask prospective students if they have disqualifying criminal convictions. The College urges any student with a criminal conviction to contact the State licensing, certification, or registration agency prior to enrollment to determine whether they are eligible and if any special process must be followed.

High School Diploma Validation

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

Enrollment Procedures

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

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

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

All applicants are interviewed, given a tour of the facility, a thorough presentation of the training program they are interested in, and receive information on tuition and fees, a copy of the catalog, a copy of the School Performance Fact Sheet and a copy on the most recent three-year cohort default rate. Qualified applicants are given the timed admission test (Wonderlic Scholastic Level Exam). Upon making formal application to the

College, the applicant may meet with a Financial Aid officer who will help determine applicant's eligibility for participation in the Federal Student Aid program.

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

Vocational Nursing Program

All inquiring applicants are scheduled to visit the College.

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

All applicants are interviewed first by an Admissions Officer and then by the Vocational Nursing Program Director, given a guided tour of the facility, a thorough presentation of the vocational nursing training program and receive information on tuition and fees, a copy of the catalog, a copy of the School Performance Fact Sheet and a copy on the most recent three-year cohort default rate. To further ascertain the applicant's ability to benefit from the training, a timed admission test (Wonderlic Scholastic Level Exam) is administered. Applicants deemed to be qualified are then given the opportunity to take a timed admission test (Pre-Nursing Assessment Test) (no charge.) Practice examinations are available free of charge from the Student Services Department. At this point, applicants are also advised that, effective January 2005, hospitals require all students to undergo a criminal background check to be allowed to do their clinical rotation. The hospitals reserve the right to reject anyone they deem not appropriate or qualified to rotate in their facilities. The purpose of the disclosure is to advise prospective students that their personal background may prevent them from admission and/or completion of the program. Upon making formal application to the school and the applicant wishes to apply for financial aid, the Financial Aid Officer will meet with the applicant and help determine eligibility for funding.

The Director of Admissions, with the guidance of the Director of Vocational Nursing, has the responsibility of reviewing and approving all applications for admission to ensure proper qualification in accordance with the College's admission standards. Students who do not qualify for admission are notified promptly.

Admissions Tests

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

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

All applicants are given the Wonderlic Scholastic Level Exam, Form IV or V; with a minimum passing score defined on page 23 of this Catalog; This test is aimed at predicting student's success in thousands of training programs worldwide. A widely accepted measure of general cognitive ability, the Scholastic Level Exam, consists of analogies, analysis of geometric figures, mathematics, sentence parallelism with proverbs, similarities, logic definitions, judgment, and spatial relations. Studies have shown that cognitive ability is the best predictor of success in both training and job performance - for all jobs, in all settings.

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

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

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

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

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

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

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

Vocational Nursing Program

- Applicants deemed qualified for the Vocational Nursing program by passing the timed admissions test, and career planning interview, are given the test specific to the program.
- The specific entrance test given to prospective vocational nursing students is a Pre-Nursing Assessment Test–PN.
- The test consists of 100 questions that are designed to measure skills needed for success in an educational program for practical or vocational nurses.
- The test consists of 100 items and requires two hours to complete. The three major areas of the test are:

1. Reading Comprehension/Reasoning Ability
    The content and reading level of exam passages are similar to the applied science passages found in PN textbooks. Topics of the passages include nutrition, infection, safety, child abuse, exercise, etc.

2. Numerical Ability
    This portion of the test consist of basic operations with whole numbers (add, subtract, multiply, divide), fractions, percent, decimals (basic operations plus conversions of fractions to decimals & vice versa),

and applying skills in actual situations (ratio and proportion, non-algebraic formulas and conversions)

3. Language Ability
   The questions involve common terms that are used frequently in nursing practice such as vocabulary, spelling, and usage (sentence construction).

- Applicants will be provided with pencils and scrap paper. Use of rulers and calculators are permitted during the exam.
- Applicants should allow four (4) hours from the time that they are required to report to the examination location until the time that the examination is likely to finish.
- A trained examination manager or proctor designated by the Director of Vocational Nursing administers the test.

Test of Essential Academic Skills (TEAS)

Part of the selection criteria is the TEAS that is designed specifically to assess a student's preparedness for entering the health science fields. The TEAS exam is administered by the Assessment Technologies Institute (ATI). This test is a timed test comprised of 170 questions specifically designed to evaluate a potential VN candidate's basic academic skills the applicants will need to perform successfully in the areas of: Reading, Math, Science, and English and Language Usage.

TEAS Examination Sections

Mathematics – this section of the ATI TEAS exam assesses a student's knowledge of the mathematics topics that include number operations, algebraic interpretation, measurements, data analysis, and interpretation. The Mathematics section has a time limit of 54 minutes for 36 questions.
Science–this section seeks to assess a student's knowledge about:
- Human anatomy and physiology.
- Life and physical sciences.
- Scientific reasoning.

The Science section has a time limit of 63 minutes for 53 questions.

Reading– the reading section is designed to evaluate the test taker's reading comprehension level. The format for each question consists of several paragraphs, followed by associated, relevant questions. Test takers are also tested on their ability to analyze directions, charts, and maps, to name just a few. The Reading section has a time limit of 64 minutes for 53 questions.

English (Language Usage) –the English section of the ATI TEAS exam assesses a test taker's skills regarding verb agreements/tenses, grammar, compound/complex sentences, and punctuation, among other language use abilities.

The English section has a time limit of 28 minutes for 28 questions.

English Proficiency

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

Transfer of Credit Policies

Credit Transfer Policies and Articulation Agreements

Students desiring credit for previous postsecondary education or experience will be interviewed and tested at the College to determine the level at which they may be able to join a class already in progress. Students who wish to transfer credit from another institution must provide an official transcript from that institution. Final determination related to the award of transferred credit or credit for experience will be at the sole discretion of College; no appeals will be entertained. Students granted credit would have their tuition reduced by an amount determined by the College by prorating the tuition.

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

For Vocational Nursing, transfer credit will be granted to applicants from an accredited institution, who have satisfactorily completed within the past five years; academic course work in a class and/or clinical setting, in a Psychiatric Technician Program, Vocational Nursing Program, Certified Nursing Assistant course; Armed Forces, Practical Nursing course and Registered Nursing course. Also included are related courses such as Nutrition, Anatomy and Physiology. Course work from accredited nursing programs will be granted credit on the basis of similarity to Premiere Career College's program. Former students who were in good standing when they left the program and who wish to come back will be granted credit for courses taken. No credit will be given to students who have been away from the program for five years or more.

Students desiring credit for previous nursing education (CNA, LVN, RN, BSN) or experience will be interviewed and tested at the school to determine the level at which they may be able to join a class already in progress. Students who wish to transfer credit from another institution must provide an official transcript from that institution. Final determination related to the award of transferred credit or credit for experience will be based on the provision of the Vocational Nursing Practice Act.

To summarize for the Vocational Nursing program, the credit for previous education and experience is a policy that the College is currently implementing and approved by the Board. They are as stated in Article 5, Section 2535 of the Vocational Nursing Practice Act.

Each school shall have a policy, approved by the Board for giving credit toward the curriculum requirements.
(a) Transfer credit shall be given for related previous education completed within the last five years. This includes the following courses:
     (1) Approved vocational or practical nursing courses.
     (2) Approved registered nursing courses.
     (3) Approved psychiatric technician courses.
     (4) Armed services nursing courses.
     (5) Certified nurse assistant courses.
     (6) Other courses the school determines are equivalent to courses in the program.
(b) Competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations.

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

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

Foreign Applicants

Enrollment

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

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

The College will vouch for the status of all foreign students properly screened and admitted to the programs they applied for.

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

Financial Assistance

Some foreign students may be eligible for federal student financial aid. To be eligible, a foreign student must be one of the following:
• A U.S. national
• A U.S. permanent resident and have an I-151 or I-551 (Alien Registration Receipt Card)

Students who are not in one of the above categories must have one of the following documents from the U.S. Immigration and Naturalization Service (INS):
• I-94 (Arrival-Departure Record) with an appropriate endorsement
• passport confirming permanent residency in the Trust Territory of the Pacific Islands
• official documentation that the student has been granted asylum in the United States of America.
• other proof from the INS that the student is in the United States of America for other than a temporary purpose.

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

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

ADMINISTRATIVE POLICIES

Student Records

Family Education Rights and Privacy Act (FERPA)

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

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

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Premiere Career College affords parents or eligible students the following rights:
- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. The student should submit to the Executive Director or Registrar a written request that identifies the record(s) the parent or eligible student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. Normally, review will be allowed during regular office hours under appropriate supervision. The College is not required to provide copies by mail of records, unless for reasons such as great distance, it is not possible for parents or eligible students to physically review the records. A copy of records may be obtained for $1.00 per page unless grade information is contained on the record in which case transcript charges apply. Parents or eligible students are responsible for mailing expenses.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading. The parent or eligible student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changes, and specify why it should be changed. If the College decides not to amend the records as requested, the College will notify the parent or eligible student in writing of the decision and the right to a formal hearing regarding the request. Within 45 days of the hearing, the College will notify the parent or eligible student of the final decision.

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

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

- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

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

https://studentprivacy.ed.gov

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

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

Student Records Retention and Requests

A student's academic transcript is retained on file indefinitely. Other records are retained for varying lengths of time but for a minimum of five years from the date of the student's graduation or withdrawal from the College.

Copies of student records, including transcripts and diplomas, must be personally requested in writing by the student from the Registrar. Requests will be processed within 15 business days of receipt of request. The College charges $25.00 per copy of official transcripts or diplomas and $1.00 per page for other records.

Drug Screening

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

Search of Student Property

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

Any copyright infringement, including peer-to-peer file sharing using the College network, is strictly prohibited. Any student caught violating copyright laws may be subject to sanction including, but not limited to, loss of College network and computer privileges, suspension, and termination.

Copyright infringement (colloquially referred to as piracy) is the use of works protected by copyright law without permission, infringing certain exclusive rights granted to the copyright holder, such as the right to reproduce, distribute, display or perform the protected work, or to make derivative works. The copyright holder is typically the work's creator, or a publisher or other business to whom copyright has been assigned. Copyright holders routinely invoke legal and technological measures to prevent and penalize copyright infringement.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq. See Section 106 of the Copyright Act (Title 17 of the United States Code)

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

Network and Computer Resource Policy

Users of the Premiere Career College network and computer resources have a responsibility to properly use and protect those resources and to respect the rights of others. Users must respect copyright, licenses, and other legal rights and protections governing digital information. Users must respect the integrity of the network and computer resources and must not remove or modify equipment, encroach on another's use of resources, or use unauthorized programs. Users must not use the network or computer resources in any manner prohibited by law or that is inconsistent with the educational purpose of the resources and mission of the College. Network and computer resource usage is a privilege that can be revoked at any time for any reason, with or without notice.

Guests and Visitors

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

Change of Program, Withdrawal and Reentry

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

Change of Program

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

Withdrawal

Students who wish to withdraw must notify the Director of the program in writing. The College may also consider students who for no valid reason do not show up for didactic and clinical classes and are therefore "NO call-NO SHOW" for 3 consecutive school days. Those who miss 10- consecutive days but have not applied for an official leave of absence will also be withdrawn from their program. Students who are withdrawn are considered to have been terminated from the College and may be considered for re-entry only after being interviewed by, and obtaining the approval of, the Executive Director.

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

Reentry

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

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

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

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

ACADEMIC STANDARDS
Grading (Quantitative Assessment)

Applicable to all programs except for the Vocational Nursing Program

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

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

Calculation of Grade Point Average

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

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

The College uses a 4.0 scale in assigning grade points.

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

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

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

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

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

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

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

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

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

Grading (Quantitative Assessment) *Applicable only for the Vocational Nursing Program*

The following grading scale applies to all terms in the Vocational Nursing Program. Students must earn a grade of 78% (C) or better to pass a term, otherwise the course must be repeated. Two grades falling below 78% (F) during the program will result in dismissal from the program.

Theory			
Grade	**Percentage**	**Definition**	**Quality Points**
A	93% - 100%	Excellent	4.0
B	86% - 92%	Good	3.0
C	78% - 85%	Satisfactory	2.0
D	0% - 77%	Poor/Fail	0.0
Clinical			
P	Pass	A passing grade in a course designated as a pass-fail course	Not calculated
F	Fail	A passing grade in a course designated as a pass-fail course	Not calculated
Other			
IP	In Progress		Not calculated
INC	Incomplete		Not calculated
W	Withdrawal		Not calculated
TR	Credit Granted through Transfer		Not calculated
CR	Credit Granted through Test		Not calculated
NA	Not Applicable		Not calculated

- Theory courses are graded on a point system. A student's grade is calculated by dividing the student's total points by the total possible points for the course.

- Grades for the clinical courses are assigned as PASS (P) or FAIL (F) based on clinical performance evaluation.
    - P – PASS grade is determined by compliance with basic hospital and school rules of conduct and satisfactory performance of ALL clinical objectives and skills. The student must have met all the clinical objectives.
    - F – FAIL grade is determined by noncompliance with basic hospital and school rules of conduct and unsatisfactory performance of ANY clinical objectives and skills. Student has not met all clinical objectives satisfactorily or does not make-up clinical hours missed before the end of the term.

Calculation of Grade Point Average (GPA) is based on the following criteria:

Grading System	% of Grade
Quizzes	10%
Unit Test	35%
Attendance/Homework	5%
ATI Exams (NCLEX Preparation Tests)	10%
Term Finals (inclusive of all subject content included in the entire term)	40%
(Term) Total	100%

Clinical Performance Evaluation

Evaluation Criteria	Percentage
Clinical Performance Evaluation (Rubrics)	50%
Nursing Care Plan	20%
Drug Study	10%
Competency/Skills Checklist	20%
Total	100%

Percentage Equivalent	Rating Scale
78% - Above	Pass
77% - Below	Fail

Upon meeting the clinical evaluation criteria with passing mark, students will be considered to have successfully met the satisfactory academic progress and will be allowed to progress to the next term.

Students must successfully complete clinical training hours in approved facilities throughout the course. Any student that fails to achieve a grade of "P" (Pass) in the clinical course may not progress to the next term in the program.

The clinical instructor must notify the theory instructor of any student that does not meet the clinical objectives and does not demonstrate skills proficiency progression. Skills remediation will be scheduled for the student on campus in the nursing skills lab.

Instructors will provide the student with on-going written or verbal program reports as well as skills proficiency check list to keep the students apprised of their progress. The theory instructor will provide the clinical instructor with satisfactory academic progress reports as needed. If no improvement is observed, the student will receive an "F" for the clinical rotation and will have to repeat both the theory and clinical components of the term.

Satisfactory Academic Progress (SAP)

Each student is evaluated for compliance with the Satisfactory Academic Progress (SAP) standard at the end of every payment period. SAP standards are the same for every student at the College, regardless of participation in FSA programs. SAP consists of a qualitative and a quantitative standard. Students must meet both standards to meet SAP.

Qualitative Measure (CGPA)

A student must maintain a weighted cumulative GPA of at least 2.0 for all required courses in their program of study. Additionally, a student may not earn an overall grade for a course lower than a "C"(70%) for Surgical Technician Diploma and Associate of Occupational Science-Surgical Technology, Medical Assistant, Hospital Central Service Technician, General Office Assistant-Business Computer Applications, Financial Records Processor or "C"(78%) for Vocational Nursing.

Quantitative Measure (Pace Calculator for Satisfactory Academic Progress)

A student must complete his program of study within the designated on-time completion of the published credit hours or clock hours for the program of study. In order to ensure completion within this maximum time-frame, the student must meet a minimum Pace, calculated by taking the number of cumulative credit hours or clock hours successfully earned and dividing by the cumulative credit hours attempted, at each SAP evaluation. A student must complete at least 67% of credits or clock hours attempted.

Effect of Transfer Credits, Repeats, and Withdrawals on SAP

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

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

The transfer of credits or clock hours from another institution will have no effect on a student's GPA for SAP purposes. The student will be evaluated solely on the basis of courses/credit hours completed at the College. Incompletes and Withdrawals have no effect on GPA because no grades are earned. Grades for repeated courses replace the original grades for GPA purposes.

Financial Aid Warning Status

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

Financial Aid Appeal

A student who loses financial aid eligibility for failure to meet SAP may appeal the loss of Financial Aid eligibility by submitting a written appeal to the Executive Director within five school days of receipt of the notice of loss of Financial Aid eligibility. The appeal must include the circumstances that prevented the student from meeting SAP and what has changed that will now allow the student to meet SAP. Appeals received after the five school day time-frame may be automatically denied.

The Executive Director will evaluate timely appeals by determining whether the student can meet SAP by the next payment period or alternatively whether the student can be placed on an academic plan that will allow him to meet SAP at a specific time in the future. In either case, the Executive Director may approve the student's appeal. The College will convey the result of appeal to the student within five school days of receipt of the appeal. All results of the appeal are deemed final.

Financial Aid Probation Status

A student whose appeal is approved is placed on Probation status. A student on Probation status regains eligibility to receive FSA funds until the next SAP evaluation. If the student meets SAP at the next evaluation, the student is returned to regular status and regains eligibility to receive FSA funds. If the student fails to meet SAP again then the student loses FSA eligibility. All statuses will be issued to the student in writing.

Financial Aid Academic Plan

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

Make-Up Policy - for all Programs except Vocational Nursing

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

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

Academic Review and Probation

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

General Office Assistant/Business Computer Applications and Financial Records Processing

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

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

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

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

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

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

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

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

If at any time during the remediation period, the student willfully fails to comply with the terms of the remediation plan (like failure to attend remediation, (late, leave early) absence, tutoring class or skills lab practice) student will be terminated from the program. If remediation plan is successful, probation will be lifted at the completion of the given time frame.
If remediation plan is unsuccessful, (e.g.: Student continues to fail tests or student unable to give satisfactory return demonstration in the skills lab, poor attendance, participation), student will meet with the Director of the Program. Student will be counseled and remediation plan will either be revised or extended for 2 weeks.

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

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

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

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

Attendance Policy (for all programs except Vocational Nursing)

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

Absence Policy (for all programs except Vocational Nursing)

A student incurs an absence when the student misses an entire class period.
For absences over three (3) consecutive days due to illness, the student must provide the College with a medi-cal clearance to resume training. The contraction of any condition or infection, especially skin or respiratory, or any disability such as a back injury that may interfere with training will require medical clearance from a doctor for readmission.
Absences incurred should be made up before the student can be allowed to move to the next Term or phase of study. If absences are incurred in the last Term or phase, the student may not graduate, unless all missed theory and clinical/externship hours are made up.
A no call/no show means a student does not show up for class or clinical practice and does not call the facil-ity or the College to inform the Instructor of the absence. The student will be counseled and may be placed on probation. A repeat offense will mean being dropped from the program. Excessive absences may lead to probation, suspension or termination. The College may also consider 10 consecutive days of absences without prior arrangement to be communication of intent to withdraw.

Tardiness Policy (All Programs except Vocational Nursing)

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

For the Vocational Nursing Program, tardiness is defined as not being in classroom at the scheduled starting time in didactic, laboratory, or clinical session. Two occurrences of tardiness are equivalent to one absence and must be made up in five (5) days after it has been incurred. Clinical tardiness means not being present at the start of pre-conference. The consequences for tardiness are at the sole discretion of the supervising instructor and will be applied reasonably, fairly and uniformly. Two tardiness in didactic and one in clinical rotation is considered excessive and student must appear before the Attendance Review Panel to determine the nature of the cause and apply early corrective measures. Non-compliance may lead to probation, suspension or termination.

Leaving Early Policy (All Programs except Vocational Nursing)

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

Leave Of Absence Policy (LOA) (All Programs except Vocational Nursing)

Leave of absence may be granted. Only one leave of absence (not to exceed one hundred eighty (180) calendar days may be taken in a twelve (12) month period. The maximum leave of absence for a twelve-month period may consist of non-consecutive days. Leaves of absence granted under this section are not counted toward the fifteen percent (15%) maximum absences allowed under the "Attendance Requirements" section. Students requesting a leave of absence must submit a written request, supported by acceptable documentation, to the Director of Education. The request must contain the dates of the requested leave and the reason for the request. The Director shall indicate the College's approval or denial of the leave of absence by signing the form and placing it in the student's education file with a copy being furnished to the student and the Financial Aid Officer. The determination of the student's written request for a leave of absence will be made by the College in its sole discretion and will be final and binding on the student. The College requires a student to apply in advance for an LOA unless unforseen circumstances prevent the student from doing so. The College may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the College documents the reason for its decision and collects the request from the student at a later date.

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

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

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

Readmission is duly deliberated by the Instructor, Program Director, Director of Education and the Executive Director.

Vocational Nursing students are not allowed to go on Leaves of Absence. Students leaving the program for more than a week for whatever reasons will be dropped from the program. They can appeal for readmission, and, if accepted, must start fresh with a new group.

Attendance Review and Probation Policies (All Programs except Vocational Nursing)

A student will be placed on attendance review if:

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

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

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

Attendance Review Panel

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

Make-Up Hours (All Programs except Vocational Nursing)

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

For Theory, make up assignments may include:
1. Case studies
2. Written examination(s)
3. Attending seminars or workshops
4. Auto-tutorial labs
5. Reports, internet articles
6. Attending a professional society meeting

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

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

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

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

Attendance Policy for Vocational Nursing Program

The Vocational Nursing program is a concentrated course of study and students at Premiere Career College are expected to attend all classes and clinical experiences. The student is expected to be responsible for his/her attendance and punctuality and is expected in all theory classes and clinical sessions. Being absent from class is not a privilege and must have a valid justification.

Absences, Tardiness, and Early Departure

1. Students will be placed on probation after two (2) absences in any given Term and terminated from the program after three (3) absences in any one Term.
2. Students are tardy when they arrive five (5) minutes late at the start of class or are five (5) minutes later returning from any break. Thirty (30) minutes late is considered as absent for the day.
3. Completion of the course is based on the required accrual of a specified total number of completed hours for theory and clinical experience, thus all clock hours credited towards completion of the program must be accounted for.
4. Absences due to a safety issue such as illness, or when mandated by law will be subject for consideration by the Attendance Review Panel (Supporting documents required). Absences or its equivalency in tardiness and leaving early are subject to the required make-up policy and must be completed within seven (7) days. Non-compliance to the make-up policy will lead to probation.
5. Probation is in effect from issuance of the probationary status until the end of the Term and is called the probationary period.
6. Any student that is a candidate for probation is required to appear before the Academic Review Panel and provide information regarding the circumstances that led to the probationary status that may include failing scores in theory examinations; more than two occurrences of failure to submit required assignments on time, more than two occurrences of absence in classroom or clinical, and/or repeated infractions of tardiness/early departure
7. At the discretion of the Academic Review Panel, a decision will be made regarding corrective measures that includes the Student Success Plan which is an individualized plan to address the areas that the student needs to improve on under the coaching of Faculty member.
8. Any violation of the corrective measures during the probationary period may lead to suspension or termination from the Term or program.
9. Any absences that are not made-up within the designated time frame or recurring absences will subject the student to appear before the Attendance Review Panel who will determine the nature of the cause and apply corrective measure to assist the student. Non-compliance to the decision of the Panel will lead

to probation, suspension or termination. For absences over two (2) consecutive days due to illness, the student must provide the College with a medical clearance to resume training. Any infectious disease that can jeopardize patient safety, especially skin or respiratory, will require a full medical clearance from a physician for readiness. Any inability or hindrance to fully perform required duties will be subject to panel review. A full medical clearance issued by a physician declaring full fitness to return to clinical duties is required to resume clinical rotation.

10. A No Call/No Show means a student does not show up for class or clinical practice and does not call the facility or the college to inform the instructor of the absence. No Call/No Show is a ground for termination from the program.

11. Tardiness is defined as not being in classroom at the scheduled starting time in didactic, laboratory, or clinical session. Two occurrences of tardiness are equivalent to one absence and must be made up in 7 days after the 2nd occurrence. Clinical tardiness means not being present at the start of pre-conference. The consequences for tardiness are at the sole discretion of the supervising instructor that must be applied reasonably, fairly and uniformly. Two tardiness episodes in didactic and one in clinical rotation is considered excessive and student must appear before the Attendance Review.

12. A student who is not at the site for the entire session due to early departure will be documented as leaving early.

13. Two early departures from didactic is equivalent to one absence. Early departure means the student left the classroom/clinical site before class dismissal. Student must inform the instructor of the reason for leaving early with proper documentation provided. Student(s) leaving early at the clinical rotation will not meet objectives for the day and will be marked absent for the day. The consequences of leaving early are at the sole discretion of the supervising instructor that must be applied reasonably, fairly and uniformly.

14. Two early departures in didactic and one in clinical rotation will be considered excessive and student must appear before the Attendance Review Panel to determine the nature of the cause and apply early corrective measures.

15. All theory and clinical absences must be remediated in a timely manner to maintain theory to clinical correlation.

Probation

Premiere Career College reserves the right to place a student on probation for any of the following:

1. Being placed on probation means that the student has not been passing theory courses with at least a 78% (C) or better or clinical rotation with a Proficient evaluation. Probation serves as a warning that the student has fallen into academic difficulty and needs to improve her/his grades to good standing to avoid risk of dismissal from the college.

2. Probation is in effect from issuance of the probationary status until the end of the Term and is called the probationary period.

3. Any student that is a candidate for probation is required to appear before the Academic Review Panel and provide information regarding the circumstances that led to the probationary status that may include failing scores in theory examinations; more than two occurrences of failure to submit required assignments on time, more than two occurrences of absence in classroom or clinical, and/or repeated infractions of tardiness/early departure.

4. At the discretion of the Academic Review Panel, a decision will be made regarding corrective measures that includes the Student Success Plan which is an individualized plan to address the areas that the student needs to improve on under the coaching of Faculty member.

5. Any violation of the corrective measures during the probationary period may lead to suspension or termination from the Term or program.

Make-Up Policy

Theory Make-Up

1. Absences incurred should be made up before the student can be allowed to move to the next Term.
2. Any student who is absent from theory class will be given an assignment prescribed by the instructor to meet the daily learning objectives for the missed class. The student may be required to stay after class to work on the assignment under supervision. Failure to complete the assigned requirements within the specified due date for make-up related to the subject content missed may result in an incomplete grade or failure in the term.
3. After completing a theory make-up, a document indicating what and when objectives were made up must be provided. Dated signatures of both instructor and student are required for the document to be considered valid.

Clinical Make-up

1. Students should take note that Premiere Career College is not the only nursing program utilizing clinical sites, thus, it is imperative for all students to attend the scheduled clinical rotation.
2. Each student is responsible for keeping track of their missing clinical hours. Clinical make-ups are very limited and are allowed only at the availability of the clinical site. There is no guarantee of clinical availability for a make-up session.
3. For an absence during the clinical rotation, the student must contact the Clinical Instructor the next day for advisement on how the make-up is to be completed. The Clinical Instructor will provide the student with the date and hours missed and a due date for make-up.
4. The student will be assigned to the soonest clinical rotation class that can accept the student. Please keep in mind that space availability at the clinical site may be limited.
5. In cases of unavailable clinical rotation, the faculty-in-charge will assign activities that are comparable to missed objectives. These activities may be but not limited to: skills lab "hands on" activities that simulate patient care; medication administration and performance of skills procedures which achieve the missed clinical objectives.
6. After completing a clinical make-up, a document indicating what and when objectives were made up must be provided. Dated signatures of both instructor and student are required for the document to be considered valid.
7. The student making up is subject to all standards and policies of the clinical practice. Any more infractions during make-up are subject to more serious corrective measures with the possibility of being placed on strict probation, suspension or termination.

Attendance Review Panel and Academic Review Panel

The Attendance Review Panel and the Academic Review Panel may include the Director, CEO, Faculty-in-Charge, designated personnel, and instructors. The panel will review the circumstances that caused the infraction and propose corrective measures with the student. The student must comply with the decision within the designated time frame. Failure to comply may lead to termination from the program.

Financial Aid Appeal

A student who loses financial aid eligibility for failure to meet SAP may appeal the loss of Financial Aid eligibility by submitting a written appeal to the Executive Director within five school days of receipt of the notice of loss of Financial Aid eligibility. The appeal must include the circumstances that prevented the student from

meeting SAP and what has changed that will now allow the student to meet SAP. Appeals received after the five school day time-frame may be automatically denied.

The Executive Director will evaluate timely appeals by determining whether the student can meet SAP by the next payment period or alternatively whether the student can be placed on an academic plan that will allow him to meet SAP at a specific time in the future. In either case, the Executive Director may approve the student's appeal. The College will convey the result of appeal to the student within five school days of receipt of the appeal. All results of the appeal are deemed final.

Financial Aid Probation Status

A student whose appeal is approved is placed on Probation status. A student on Probation status regains eligibility to receive FSA funds until the next SAP evaluation. If the student meets SAP at the next evaluation, the student is returned to regular status and regains eligibility to receive FSA funds. If the student fails to meet SAP again then the student loses FSA eligibility. All statuses will be issued to the student in writing.

Financial Aid Academic Plan

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

CODE OF CONDUCT

Academic Integrity Policy

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

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

General Conduct Policy

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

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

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

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

Dress Code/Grooming

Students are required to follow the following dress and grooming code while on campus:
- be clean-shaven or have a neatly-trimmed beard/mustache
- have a conservative hairstyle with hair clipped or tied away from face and secured to the head; no head-wear allowed
- multiple hair color, highlights, out of professionally acceptable hair coloring is not allowed
- have no more than one stud earring per ear and no other visible piercing
- have no visible tattoos or body art
- wear College-approved uniform for the following programs:

- Medical Assistant:
  - white scrub top and pants
  - wear College-issued ID badge
- Hospital Central Service Technician and Associate of Occupational Science in Surgical Technology
  - blue scrub top and pants
  - wear College-issued ID badge
- General Office Assistant and Financial Records Processing:
  - College polo shirt and dark pants

- wear College-issued ID badge
- Pre-Vocational Nursing:
  - College polo shirt and dark pants
  - wear College-issued ID badge

- Vocational Nursing:
  - white scrub top and pants, wear white socks and proper footwear (plain white leather or nursing shoes)
  - wear College-issued ID badge
    - In addition for Vocational Nursing:
      - all clothing must be clean, ironed/wrinkle free and odor-free and must fit in a professional manner, neither too tight nor too loose
      - no rings, bracelets, necklaces, lanyards
      - no acrylic/fake nails
      - nude non-chip nail polish
      - short nails
      - white or no visible markings on undergarments
      - light make-up
      - no hoodies, bandanas, baseball caps, hats, beanies
      - no perfume or cologne
      - daily hygiene (shower, toothbrush, use of deodorant)

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

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

Title IX Notice of Nondiscrimination

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

What Is Sexual Harassment?

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

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

Sexual Harassment Complaint Procedure

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

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

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

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

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

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

Appeal Procedures

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

Retaliation Is Prohibited

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

Office for Civil Rights

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

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

Student Complaint/Grievance Procedure

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

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

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

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

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

Schools accredited by the Accrediting Bureau of Health Education Schools|ABHES must have a procedure and operational plan for handling student complaints. If the student feels that the College has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Bureau of Health Education Schools (ABHES)

ABHES reviews complaints against an accredited institution or program that relate to the accreditation requirements set forth in the Accreditation Manual. If a complaint raises a question of possible violation of these requirements, the institution or program will be given the opportunity to respond to the complaint. If a violation is found, ABHES will take enforcement action as necessary. The Commission maintains all records of complaint received against institutions or programs.

The complaint process against an accredited institution or program is as follows:

1. All complaints must be submitted in writing using the ABHES Complaint Form. This form is available from ABHES or at www.abhes.org. The written complaint and supporting documentation must be emailed to, info@abhes.org, or mailed to, 7777 Leesburg Pike, Suite 314 North Falls Church, Virginia 22043. Complaints must be in sufficient detail and clarity to permit the institution or program to respond effectively and to permit ABHES to make a determination of the facts relating to the complaint.
2. Complaints must be made within 90 days of the last event that is material to the complaint.
3. Within 15 days of receipt of the complaint, ABHES will make an initial assessment whether the complaint states a possible violation of accreditation requirements. For the purposes only of this initial assessment of the complaint, ABHES will accept facts alleged in the complaint as true. A complaint must be in sufficient detail to permit the institution or program to respond effectively and to permit ABHES to make a determination of the facts relating to the complaint. A complaint that lacks sufficient detail will be dismissed and the complainant so notified. If the facts as alleged appear incomplete and it appears that further information is needed to assess the complaint, ABHES will so inform the complainant, who must then provide the information requested in order for ABHES to process the complaint further.
4. If the allegations(s) does not constitute a violation of accreditation requirements, ABHES will inform the complainant and the file will be closed. The complainant may request in writing that a decision to close the complaint at this stage be reviewed by the Executive Committee. The Executive Committee will consider such request within 30 days and will either affirm the decision to close the complaint or reopen the case and direct the institution or program to respond. The complainant will be notified of this decision.
5. If the allegation(s) could potentially constitute a violation of accreditation requirements, then ABHES will forward the complaint to the institution or program for response. In forwarding the complaint, ABHES will identify possible violations of accreditation requirements associated with the complaint. This list is to assist the institution or program in responding and is not to be taken as conclusive since in the course of the investigation it may be determined that there is evidence of noncompliance with other accreditation requirements not set forth in the list. The institution or program will be provided no more than 30 days from the date of the ABHES letter to respond to the complaint. The institution's or program's response must include sufficient documentation and/or evidence relevant to the complaint. The response may, (a) deny the allegations of the complaint and present evidence to the contrary, (b) acknowledge allegations of the complaint and demonstrate the allegation(s) do not constitute violation of the listed accreditation requirement(s), (c) accept the allegation(s) and document the actions taken to assure that the violation has been corrected, and will not occur in the future.
6. Within 15 days of receipt of the response, ABHES will determine whether there is sufficient information upon which to determine whether it appears more likely than not that there is a violation of an accreditation requirement. ABHES may request additional information from either the complainant or respondent if it believes such is information is necessary to the resolution of the case and will reevaluate the response after the institution or program has had an opportunity to submit such additional information.
7. If it appears more likely than not that there is no violation ABHES will inform both the complainant and the respondent that the case has been closed. If it appears more likely than not that there may be a violation

of an accreditation requirement and the institution or program has not provided documentation to demonstrate it has taken sufficient action, the case will be referred to the Executive Committee for action within 30 days of receipt of a case, the Executive Committee will (a) determine that there is no violation and dismiss the case, (b) request additional information, (c) order the institution or program to take specific actions to bring it into compliance, (d) issue a show-cause order, or (e) refer the case to the Commission for action up to and including withdrawal of accreditation.

8. In all cases the complainant and the respondent will be notified of the disposition of the case once it becomes final. ABHES's conflict of interest provisions apply to the investigation and resolution of complaints.

9. Anonymous complaints: ABHES accepts anonymous complaints but will require the institution or program to respond only if in the absence of the identity of the complainant it can be determined that the allegations constitute a possible violation of accreditation requirements. Complainants are cautioned that every complaint must be in sufficient detail to permit the institution or program to respond effectively and to permit ABHES to make a determination of the facts relating to the complaint. When the identity of the complaint is a material fact necessary to permit the institution or program a full and fair opportunity to respond or the lack of identity of the complainant makes it impossible to determine with reasonable certainty that a violation of accreditation requirements may have occurred, then the anonymity of the complainant may be a basis for dismissing a complaint. Notifications to complainants and requests to complainants for additional information otherwise set forth in this section are not applicable to anonymous complaints.

10. Requests for complainant confidentiality: ABHES will consider requests from complainants that their identity be withheld from the institution or program named in the complaint. ABHES will in its discretion attempt to honor such requests but in no case can ABHES guarantee that the identity of a complainant will remain confidential after a written complainant is made to ABHES. If ABHES determines that it is more likely than not that an accreditation violation occurred if the allegations of the complaint are taken to be true and that the individual identity of the complainant is a material fact necessary to determining whether a violation occurred or necessary to permit the respondent a fair and equitable opportunity to respond, then ABHES will reveal the identity of the complainant as necessary to resolve the case.

11. Complaints against ABHES: ABHES reviews complaints against ABHES in a timely, fair and equitable manner, and applies unbiased judgment to take follow-up action, as appropriate, based on the results of its review. The Commission maintains all records of complaint received against ABHES. The process for complaints against ABHES is as follows:

All complaints must be submitted in writing. The written complaint and supporting documentation must be emailed to, info@abhes.org, or mailed to 7777 Leesburg Pike, Suite 314 North, Falls Church, Virginia 22043. The complaint must state in narrative format the specific allegations in sufficient detail and with sufficient supporting documentation to permit understanding of the nature of the complaint and its factual support. If the complaint pertains to ABHES staff or any ABHES representative, the written complaint may be addressed to the Executive Director at either the email or direct mail address above. If the complaint pertains to the Executive Director, the written complaint must be addressed to the ABHES Commission.

1. ABHES's conflict of interest provisions apply to the investigation and resolution of complaints.
2. The complaint and its supporting documentation will be reviewed within 30 days of receipt by ABHES. Thereafter, the reviewer(s) will act to gather any additional information deemed relevant to the disposition of the complaint.
3. The reviewer(s) will issue a decision on the complaint. Notice of the decision will be provided to the complainant.
4. Anonymous complaints: When anonymous complaints are received, ABHES determines the facts alleged in the complaint to the extent possible in the absence of the complainant's identity. When the identity of the complaint is a material fact necessary to permit a full and fair understanding of the facts, then the anonymity of the complainant may be a basis for dismissing a complaint. Notifications to complainants and

requests to complainants for additional information otherwise set forth in this section are not applicable to anonymous complaints.

Please direct all inquiries to:

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314 North
Falls Church, Virginia 22043
Tel: 703.917.9503
Fax: 703.917.4109
E-mail: info@abhes.org
Website: *www.abhes.org*

For Vocational Nursing, concerns may also be directed to:
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205
Sacramento, California 95833
Tel: 916.263.7800
Fax: 916.263.7859
Website: *www.bvnpt.ca.gov*

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

Disciplinary Procedures

Complaint

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

Notification and Adjudication

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

Sanctions

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

Interim Suspension

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

Termination and Suspension

A student is subject to Termination or Suspension for any of the following:
- Failure to meet satisfactory academic progress or other any other academic standard
- Failure to meet attendance standards
- Failure to comply with the College code of conduct
- Failure to meet any financial obligation to the College
- Failure to meet any program requirement
- Violation of any term or condition in the Enrollment Agreement or Catalog

Procedures Regarding Student Dismissals

Violation of the General Conduct Policy results in dismissal or expulsion of the student. In such case, the following procedure shall apply:
- If deemed necessary by the Executive Director in her sole discretion, a hearing may be conducted regarding the violation. If the student's presence is requested, the College will inform the student in writing no less

than five school days in advance of the date and time his presence will be required.
- Determination of attendees and their admissions to the hearing is at the sole discretion of the Executive Director.
- The final decision which includes a through description of the violations and the sanctions with complete explanation are communicated to the student in writing within five school days the decision was made.

Appeal Procedures

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

Advisement

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

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

Graduation

General Requirements

To be eligible for graduation a student must attain an overall cumulative grade of "C" (2.0), equivalent to 70% (78% for vocational nursing) or better, have passed all courses, assignments and projects required in the program of study and settled satisfactorily all financial obligations.

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

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

Some major factors to be taken into consideration in determining whether sufficient exceptional circumstances exist to allow a student who is over the required time-frame to receive a diploma are as follows:
1. Whether the student's failure or inability to complete the requirements within the required time-frame was due to factors beyond the student's reasonable ability to control or influence.
2. Whether the amount of additional time required to complete was minimal relative to the overall length of the standard time-frame.
3. Whether the student has demonstrated a high degree of proficiency in the subject matter of the course.
4. Whether the student has in other respects demonstrated a high degree of professionalism.

Program Specific Requirements

Vocational Nursing

1. Complete the Introductory Course (240 hours, 16 credit units, and 12 weeks) with an average of 80% and no grade lower than 80% in any of the courses.
2. Complete all the courses covered from Term 1 to Term 4, meeting the required hours as mandated by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT): which are 580 theory hours and 982 clinical hours (including Fundamental Skills Lab) for a total of 1562 hours.
3. Pass the simulated NCLEX – VN Readiness Exam after attending and completing the Mandatory Comprehensive Review. Students who fail on the first attempt will be given one chance to take the test again (second/last chance). To help students review for the second attempt, remediation is available where a review coordinator discusses the weaknesses identified from the results of the first examination. Attending the Comprehensive Review Program, completing the requirements for NCLEX readiness and successfully passing the simulated NCLEX-VN readiness Exam are required to be considered a graduate. A student who does not pass the first nor the second attempt can still take the NCLEX-VN licensure examination as a program completer and therefore an equivalency applicant under METHOD 3 (please refer to the BVNPT website: _http://www.bvnpt.ca.gov/general_information/formspublications.shtml_ for more information).
4. Currently the Vocational Nursing Program uses Assessment Technologies Institute (ATI) for the NCLEX-Simulated Examination. Please refer to the Vocational Nursing Student Handbook for specific information on Policies and Procedures the department follows in the implementation of ATI.

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

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

Some major factors to be taken into consideration in determining whether sufficient exceptional circumstances exist to allow a student who is over the required time-frame to receive a diploma are as follows:
1. Whether the student's failure or inability to complete the requirements within the required time-frame was due to factors beyond the student's reasonable ability to control or influence.
2. Whether the amount of additional time required to complete was minimal relative to the overall length of the standard time-frame.
3. Whether the student has demonstrated a high degree of proficiency in the subject matter of the course.
4. Whether the student has in other respects demonstrated a high degree of professionalism.

The College will not certify graduates to take the NCLEX-PN examination graduates, if they failed to take the current test within 2 years of graduation unless they present evidence of the following: (1) official transcript of current refresher course for at least 6 months before re-application; (2) certification of a successful completion of VN – NCLEX review course, taken at least 6 months prior to reapplication.

Although the College will endeavor to make sure that all clinical hours completed by the students are approved and accepted by the Board of Vocational Nursing & Psychiatric Technicians, it cannot guarantee that the Board will accept the same, and the College reserves the right to require the students to complete additional clinical

hours in order to satisfy any additional or unforeseen requirements imposed by the Board. The College hereby discloses to the students that this may, under some circumstances, delay the expected graduation date for the students and/or the date on which the students may take the examination required for licensure.

Associate of Occupational Science in Surgical Technology Program

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

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

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

Hospital Central Service Technician Program

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

Medical Assistant Front Office / Front and Back Office Programs

1. Satisfactory completion of all courses including the clinical rotation (externship) within the required maximum time-frame for the program, and a minimum grade average of 70% (C).

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

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

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

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

a student over the required time-frame may still be allowed to receive a diploma.

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

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

Awards

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

- Perfect Attendance Award

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

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

- Academic Excellence Award

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

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

- Academic Achievement Award

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

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

- Director's Commendation Award

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

Auditing / Graduate Refresher Course

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

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

FINANCIAL INFORMATION

Tuition Policy

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

REVISED AUGUST 2021

PROGRAM	VN (AY1)	VN (AY2)	HCST	MAF	MAFB	GO	FRP	AOS-ST (AY1)	AOS-ST (AY2)	RN-BSN (AY1)	RN-BSN (AY2)	RN-BSN (AY3)
TUITION	$13,685.00	$12,960.00	$9,850.00	$6,405.00	$6,855.00	$5,160.00	$4,910.00	$14,370.00	$15,075.00	$10,000.00	$12,400.00	$1,600.00
REGISTRATION FEES	$75.00		$75.00	$75.00	$75.00	$75.00	$75.00	$75.00		$75.00		
STRF	$16.00	$0.00	$5.50	$4.50	$5.00	$3.50	$3.50	$16.00		$13.00		
SUB-TOTAL	$13,776.00	$12,960.00	$9,930.50	$6,484.50	$6,935.00	$5,238.50	$4,988.50	$14,461.00	$15,075.00	$10,088.00	$12,400.00	$1,600.00
BOOKS	$1,860.00	$740.00	$290.00	$1,040.00	$940.00	$685.00	$935.00	$1,380.00		$786.17	$786.17	
UNIFORM	$225.00		$80.00	$80.00	$80.00	$50.00	$50.00	$80.00				
SUPPLIES	$800.00	$800.00	$500.00	$300.00	$450.00	$300.00	$300.00	$200.00	$300.00	$250.00	$250.00	
KIT	$200.00		$80.00	$150.00	$150.00	$80.00	$80.00	$90.00				
MEDICAL FEES	$600.00		$600.00	$300.00	$300.00				$600.00			
BACKGROUND CHECK FEE	$80.00		$80.00						$80.00			
COMPUTER/SOFTWARE				$1,150.00	$1,150.00	$1,150.00	$1,150.00					
TEST/CERT/MEMBERSHIP FEE	$65.00	$500.00										
SUB-TOTAL	$3,830.00	$2,040.00	$1,630.00	$3,020.00	$3,070.00	$2,265.00	$2,515.00	$1,750.00	$980.00	$1,036.17	$1,036.17	
ACADEMIC YEAR TOTAL	$17,606.00	$15,000.00						$16,211.00	$16,055.00	$11,124.17	$13,436.17	$1,600.00
TOTAL	$32,606.00		$11,560.50	$9,504.50	$10,005.00	$7,503.50	$7,503.50	$32,266.00		$26,160.34		

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

*STRF (student Tuition Recovery Fund): $0.50 is collected per every $1000.00 of tuition.

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

Student Tuition Recovery Fund (STRF) Disclosures

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

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

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

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

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 as a result of any of the following:
1. The College, a location of the College, or an educational program offered by the College was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at a College or a location of the College within the 120-day period before the closure of the College or location of the College or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at a College or a location of the College more than 120 days before the closure of the College or location of the College, in an educational program offered by the College as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days

before closure.

4. The College has been ordered to pay a refund by the Bureau but has failed to do so.
5. The College has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the College in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by a College or representative of a College, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collecting 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.

Minimum Terms for Tuition and Fee Payments

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

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

Repeat and Re-Entry

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

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

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

Methods Used to Collect Delinquent Payments

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

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

Cancellation

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

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

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

Withdrawal

A student may withdraw from the College at any time. Withdrawal occurs when a student provides written notice to the Executive Director and/or the Registrar. The College may also consider 10 consecutive days of absences without prior arrangement to be communication of intent to withdraw. The withdrawal date is the 14th consecutive days of non-attendance. The student will be charged up to their last date of attendance.

Institutional charges to students who have completed less than 60% of the period of attendance whether or not the student participates in Title IV programs are calculated as follows:

The percentage for the pro rata refund per California law equals the number of days student attended or was scheduled to attend prior to withdrawal divided by the number of days in the program. Funds applied to charges for non-refundable fees, distributed, used books and used supplies are not refunded.

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

Refund Policy

Return to Title IV Policy

Federal regulations state that the amount of Title IV funds to be returned is based upon the percentage of

funds earned by the student at the time of withdrawal calculated as follows:

1. Determine percentage of payment period completed. The percentage of the payment period completed is calculated as follows: (number of calendar days completed in the period)/(total number of calendar days in the period). Scheduled breaks of at least five consecutive days and days in which the student was on an approved LOA are excluded from this calculation. For the LVN program, the clock hours are used for this calculation.
2. Determine the amount of aid earned in the period. The percentage of Title IV aid earned by a student is equal to the percentage of the period completed by the student (except if that percentage is more than 60%, the student is considered to have earned 100% of the Title IV aid). For students completing 60% or less than the period, the amount of Title IV aid earned by the student is determined by multiplying the percentage of Title IV aid earned (Box H on the worksheet) by the total of Title IV program aid disbursed plus the Title IV aid that could have been disbursed to the student or on the student's behalf.
3. The College returns the lesser of
   a. The amount of Title IV funds that the student does not earn (the percentage not earned is determined by subtracting the percentage of Title IV aid earned from 100%); or
   b. The amount of institutional charges that the student incurred for the payment period multiplied by the percentage of funds that was not earned.
4. The College returns Title IV loan funds to the program from which the student received aid during the payment period in the following order, up to the net amount disbursed from each source:
   a. Unsubsidized Direct Student Loans
   b. Subsidized Direct Student Loans
   c. Direct PLUS loans
5. If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited in the following order:
   a. Federal Pell Grants
   b. Federal Supplemental Educational Opportunity Grants
   c. Other assistance awarded under this title for which a return of funds is required
6. After allocating any unearned aid, any amount owed by the student to a grant program is reduced by 50%. The time-frame for returning all unearned Title IV funds is no later than forty-five (45) days after the date the College determined the student's withdrawal.

Post Withdrawal Disbursement

If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the institution of the amount of grant and loan funds used to cover institutional charges incurred by the student, and the available amount from grant and loan funds for direct disbursement to the student for other educational related expenses.

Once this calculation is finalized, the institution will then perform a second and different calculation using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

California Refund Policy

The College must provide a pro rata refund of non-federal student financial aid program moneys paid for institutional charges to students who have completed 60% or less of the payment period whether or not the student participates in Title IV programs. The percentage for the pro rata refund under California law is based on the number of days/hours student attended or was scheduled to attend prior to withdrawal divided by the number of days/hours in the payment period. Funds applied to charges for non-refundable fees and distrib-

uted books and supplies are not refunded. "Days" means calendar days and are used for calculation in all programs except for the Vocational Nursing Program.
*(*hours are used for the Vocational Nursing Program only.)*

The College shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

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

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

Federal Financial Aid

The College is designated as an eligible institution by the United States Department of Education for participation in the following programs:
- Federal Pell Grant (FPG)
- Federal Direct Student Loan (Subsidized and Unsubsidized)
- Federal PLUS Loan (Parent)
- Federal Work-Study
- Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Pell Grant – This is a grant that does not have to be repaid. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. Amounts can change yearly. For the 2021-2022 award year (July 1, 2021 to June 30, 2022), the maximum award is $6,495. For the 2022–2023 award year (July 1, 2022 to June 30, 2023), the maximum award is TBD. The amount the eligible students get, though, will depend on:
- their financial need;
- their cost of attendance;
- their status as a full-time or part-time student, and the program of study - whether a full academic year or less.

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

Federal Supplemental Educational Opportunity Grant – Students who receive a Federal Pell Grant and have the most financial need may receive FSEOG. The FSEOG does not need to be repaid. The FSEOG program is administered directly by the financial aid office and student awards are limited and range from $100 to $4000 per year.

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

amounts may be up to $3,500 for a first-year student and $4,500 for a second-year student.

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

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

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

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

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

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

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

Campus Based Programs

The College currently participates in one the three campus-based programs, the Federal Supplemental Educational Opportunity Grant (FSEOG) Program. The college will make FSEOG funds reasonably accessible to all eligible students, to the extent of available funds. Furthermore, it will not exclude from consideration any one particular type or category of student.
The following represents selection criteria and procedures for determining which students may be awarded FSEOG funds. These selection procedures are uniformly applied.

First Selection Group

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

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

Second Selection Group

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

The annual award for each student may be up to $4000, depending on availability and student eligibility. The minimum FSEOG amount is $100. The award amount is disbursed equally in two payment periods within the academic year.

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

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

For 2021-2022 Award Year; elements included in the budget: Actual Tuition Cost, books and supplies for the academic year:

ALLOWANCE	WITH PARENTS	*ON CAMPUS HOUSING	OFF CAMPUS HOUSING
TUITION AND FEES¹	ACTUAL INSTITUTION CHARGES		
BOOKS AND SUPPLIES²	$1,125 PER ACADEMIC YEAR		
FOOD³ Per Month: Per Year:	$1009 / MO $9,081 / YR	ACTUAL INSTITUTIONAL CHARGES	$619 / MO $5,571 / YR
HOUSING⁴ Per Month: Per Year:	INCLUDE IN ABOVE		$1,298 / MO $11,682 / YR
TRANSPORTATION⁵ Per Month: Per Year:	$111 / MO $999 / YR	$38 / MO $342 / YR	$102 / MO $918 / YR
PERSONAL/MISC⁶ Per Month: Per Year:	$364 / MO $3,276 / YR	$293 / MO $2,637 / YR	$427 / MO $3,843 / YR
CHILD/DEPENDENT CARE	RESONABLE EXPENSES WITH ADEQUATE DOCUMENTATION PROVIDED BY THE STUDENT, DEPENDING UPON AGE AND NUMBER OF CHILDREN		
LOAN FEES	FOR STUDENT LOAN BORROWERS, ACTUAL OR AVERAGE LOAN ORIGINATION AND INSURANCE		
TOTAL, Excluding Allow-ances based on actual institutional charges Per Month: Per Year:	$1,609 / MO $14,481 / YR	$456 / MO $4,104 / YR	$2,571 / MO $23,139 / YR

¹ Includes all mandatory fees.

² The breakdown for this category is as follows: books ($621), educational supplies ($135), course material fees ($180), and computer-related expenses ($189), excluding the costs associated with the purchase of a personal computer.

³ Includes food, snacks, meals on campus, household supplies.

⁴ Includes dorm charges, rent, and utilities.

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

⁶ Includes clothing, laundry and dry-cleaning, personal care, giftss, recreation, medical etc.

NOTE: The expense budgets shown on this table are based upon average expenses reported by students at the University of California, California State University, California independent institutions, and California Community Colleges in the 2018 Student Expenses and Resources Survey (SEARS), adjusted for inflation with the 2021-22 CCPI.

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

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

Verification

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

programs by verifying the information provided by students and parents on financial aid applications. If a student is selected for verification, the College will request the student to provide all applicable documentation, which may include, but is not limited to, the following:

- IRS-issued federal tax return transcript(s)
- IRS W-2 form for each source of employment income
- Verification worksheet
- Documentation of high school completion
- Government-issued photo identification
- To comply with 18 USC § 701, the school is unable to make or accept photo copies of military identification cards. Copies of military identification cards will not be accepted.

Statement of Educational Purpose

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

Professional Judgement

The Professional Judgment Policy addresses the College's treatment of a student, on a case-by-case basis, when the student has special circumstances that are not sufficiently addressed by a standard approach. Special circumstances include conditions that differentiate an individual student from a whole population of students and those impacted by a federally declared major disaster as defined in The Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122(2)).
The College uses professional judgment on a case-by-case basis. The reason is documented in the student's file as it relates to the student's special circumstances. The College does not accept adjustments made for a student by another school, but reviews the student's circumstances and, if appropriate, documents the professional judgment decision made on the student's behalf. The College's decision regarding professional judgment adjustments is final and cannot be appealed to the U.S. Department of Education.

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

Dependency Overrides

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

circumstance persists and an override is still justified.

Student financial aid applicants must satisfy certain eligibility requirements in order to be able to receive and continue to avail of financial aid. These requirements include, but are not limited to:

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

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

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

Federal Financial Aid Credit Balance

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

FINANCIAL AID STUDENTS' RIGHTS

Students have the right to know:
• The types of Financial Aid available at Premiere Career College;
• The basis for eligibility and the process for obtaining Financial Aid;
• The types of Financial Aid awarded to the student and the conditions of the Financial Aid award under which the student agrees to comply;
• The standards under which a student maintains and reestablishes eligibility for Financial Aid;
• The method and timing of the disbursement of Financial Aid;
• The terms of any Direct Loan received by the student;
• The refund policy of the Institute, including the Return of Title IV funds;
• Information regarding the institution;
• Information regarding the retention and completion rates; and
• This information is available in the Financial Aid Department, on the institution's website and/or included within this catalog.

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

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

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

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

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

Training of Veterans

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

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

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

Health, Security, and Safety

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

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

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

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

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

Drug and Alcohol Abuse Prevention Program

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

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

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

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

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

Sports Policy

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

Campus Security Policy Statements and Report

Timely Warnings

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

Policy for Reporting the Annual Disclosure of Crime Statistics

Premiere Career College prepares an Annual Disclosure of Crime Statistics to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The College compiles crime statistics from College records and from local law enforcement agencies. The statistics are then compiled into a crime report which can be accessed at our website at:
https://www.premierecollege.edu/pdf/2019_PREMIERE_CAREER_COLLEGE_ANNUAL_SECURITY_REPORT.pdf

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

Reporting Crimes

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

Confidential Reporting Procedures

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

Security and Access Policies

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

Campus Security and Law Enforcement

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

Crime Prevention Program

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

Off-Campus Student Organization Activities

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

Sexual Offender Registration

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

The California Department of Justice if responsible for maintaining this registry and website. Follow the link below to access the state's Megan's Law website:
http://www.meganslaw.ca.gov/

Emergency Response and Evacuation Procedures

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

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

Ombudsman

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

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

EDUCATIONAL PROGRAMS

General Office Assistant/Business Computer Applications

CIP Code	52.0408, 52.041
S.O.C. Codes	43-9061.00, 43-6014.00
Clock Hours	600
Total weeks to complete credit units	24
Total weeks on-time completion	28
Semester Credit Units	26.50

EDUCATIONAL OBJECTIVES:

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

PROGRAM DESCRIPTION:

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

COURSE OUTLINE

COURSE CODE	COURSE TITLE	THEORY CLOCK HOURS	LAB CLOCK HOURS	CREDIT UNITS	TOTAL WEEKS TO COMPLETE CREDIT UNITS	ON-TIME COMPLETION (WEEKS)
GO101	BUSINESS ENGLISH	75.00	-	5.00	3.00	
GO102	BUSINESS CORRESPONDENCE	25.00	25.00	2.50	2.00	
GO103	OFFICE PROCEDURES	25.00	25.00	2.50	2.00	
GO104	USE OF OFFICE OF MACHINES INCL. MICROSOFT OUTLOOK & POWERPOINT	25.00	25.00	2.50	2.00	
GO105	TYPING/KEYBOARDING & OFFICE MACHINES	-	50.00	1.50	2.00	
GO106	INTRODUCTION TO MICROCOMPUTERS	5.00	20.00	1.00	1.00	
GO107	SOFTWARE APPLICATIONS (WORD-PROCESSING, SPREADSHEETS AND DATABASES)	50.00	250.00	11.50	12.00	
	TOTAL	205.00	395.00			
	PROGRAM TOTALS	600.00		26.50	24.00	28

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

COURSE DESCRIPTION

GO101 - BUSINESS ENGLISH

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

Prerequisite: none

GO102 - BUSINESS CORRESPONDENCE

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

Prerequisite: none

GO103 - OFFICE PROCEDURES

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

Prerequisite: none

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

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

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

Prerequisite: none

GO105 - TYPING/KEYBOARDING AND OFFICE MACHINES

This course is aimed at helping the student master the keyboard. A minimum typing speed of 30-35 wpm is required for completion.

This course also emphasizes the use of the electronic calculator in solving everyday business problems. Mastery of the touch method of electronic calculation is achieved through repetitive practical exercises.

Prerequisite: none

GO106 - INTRODUCTION TO MICROCOMPUTERS

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

Prerequisite: none

GO107 - SOFTWARE APPLICATIONS

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

Prerequisite: GO106 - Introduction to Microcomputers

PROGRAM INFORMATION DISCLOSURES

GENERAL OFFICE ASSISTANT / BUSINESS COMPUTER APPLICATIONS

RELATED OCCUPATIONS

OCCUPATION TITLES	SOC CODE	O*NET LINK
Office Clerks, General: Administration Assistant, Administrative Assistant, Clerk, Office Manager, Receptionist, Secretary, Office Assistant, Office Clerk, Customer Service Representative, Office Coordinator	43-9061.00	http://www.onetonline.org/link/summary/43-9061.00
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive: Administrative Assistant, Administrative Associate, Administrative Secretary, Administrative Specialist, Administrative Technician, Clerk Typist, Department Secretary, Office Assistant, Secretary, Staff Assistant	43-6014.00	http://www.onetonline.org/link/summary/43-6014.00
ON-TIME COMPLETION RATE	**STATE(BPPE) RATE:** 67%*	
STUDENT RETENTION RATE	**ACCREDITOR(ABHES) RATE:** 71%*	
TUITION AND FEES	$5,238.50	
BOOKS AND SUPPLIES	$2,265.00	
PLACEMENT RATES	**ACCREDITOR(ABHES) RATE: 10**0%*	**STATE(BPPE)RATE:** 100%*
MEDIAN TITLE IV LOAN DEBT	$0.00	
MEDIAN PRIVATE LOAN DEBT	$0.00	
MEDIAN INSTITUTIONAL FINANCING DEBT	$0.00	
Data per the 2019-2020 reporting year for ABHES 2019 reporting year for BPPE		

Financial Records Processing

CIP Code	52.0302
S.O.C. Codes	43-9061.00, 43-6014.00, 43-3031.00
Clock Hours	600
Total weeks to complete credit units	24
Total weeks on-time completion	28
Semester Credit Units	26.50

EDUCATIONAL OBJECTIVES:

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

PROGRAM DESCRIPTION:

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

COURSE OUTLINE

COURSE CODE	COURSE TITLE	THEORY CLOCK HOURS	LAB CLOCK HOURS	CREDIT UNITS	TOTAL WEEKS TO COMPLETE CREDIT UNITS	ON-TIME COMPLETION (WEEKS)
FR101	BUSINESS MATHEMATICS	25.00	50.00	3.50	3.00	
FR102	ACCOUNTING I	100.00	-	6.50	4.00	
FR103	ACCOUNTING II	-	100.00	3.50	4.00	
GO104	USE OF OFFICE MACHINES INCL. MICROSOFT OUTLOOK & POWERPOINT	25.00	25.00	2.50	2.00	
GO105	TYPING/KEYBOARDING & OFFICE MACHINES	-	50.00	1.50	2.00	
GO106	INTRODUCTION TO MICROCOMPUTERS	5.00	20.00	1.00	1.00	
FR106	FINANCIAL SOFTWARE APPLICATIONS (SPREADSHEETS, DATABASES AND ACCOUNTING SOFTWARE)	50.00	150.00	8.50	8.00	
	TOTAL	205.00	395.00			
	PROGRAM TOTALS	600.00		26.50	24.00	28

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

COURSE DESCRIPTION

FR101 - BUSINESS MATHEMATICS

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

Prerequisite: none

FR102 - ACCOUNTING I

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

Prerequisite: FR 101 - Business Mathematics

FR103 - ACCOUNTING II

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

Prerequisites: FR101 - Business Mathematics, FR102 - Accounting I

GO104 - USE OF OFFICE MACHINES INCLUDING MICROSOFT OUTLOOK & POWERPOINT

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

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

Prerequisite: none

GO105 - TYPING/KEYBOARDING & OFFICE MACHINES

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

Prerequisite: none

GO106 - INTRODUCTION TO MICROCOMPUTERS

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

Prerequisite: none

FR106 - FINANCIAL SOFTWARE APPLICATIONS

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

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

PROGRAM INFORMATION DISCLOSURES

FINANCIAL RECORDS PROCESSING			
RELATED OCCUPATIONS			
OCCUPATION TITLES	SOC CODE	O*NET LINK	
Office Clerks, General: Administration Assistant, Administrative Assistant, Clerk, Office Manager, Receptionist, Secretary, Office Assistant, Office Clerk, Customer Service Representative, Office Coordinator	43-9061.00	http://www.onetonline.org/link/summary/43-9061.00	
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive: Administrative Assistant, Administrative Associate, Administrative Secretary, Administrative Specialist, Administrative Technician, Clerk Typist, Department Secretary, Office Assistant, Secretary, Staff Assistant	43-6014.00	http://www.onetonline.org/link/summary/43-6014.00	
Bookkeeping, Accounting, and Auditing Clerks: Accounting Clerk, Accounting Assistant, Accounts Payables Clerk, Bookkeeper, Account Clerk, Accounts Payable Clerk, Accounts Receivable Clerk, Account Receivable Clerk, Accounts Payable Specialist, Accounting Associate	43-3031.00	http://www.onetonline.org/link/summary/43-3031.00	
ON-TIME COMPLETION RATE	**STATE(BPPE) RATE: 50%***		
STUDENT RETENTION RATE	**ACCREDITOR(ABHES) RATE: 100%***		
TUITION AND FEES	$4,988.00		
BOOKS AND SUPPLIES	$2,515.00		
PLACEMENT RATES	**ACCREDITOR(ABHES) RATE: N/A%***		**STATE(BPPE)RATE: 100%***
MEDIAN TITLE IV LOAN DEBT	$3,666.00		
MEDIAN PRIVATE LOAN DEBT	$0.00		
MEDIAN INSTITUTIONAL FINANCING DEBT	$0.00		
Data per the 2019-2020 reporting year for ABHES 2019 reporting year for BPPE			

Medical Assistant, Front Office

CIP Code	51.0710
S.O.C. Codes	31-9092.00, 43-4071.00, 29-2071.00, 43-6013.00
Clock Hours	760
Total weeks to complete credit units	28
Total weeks on-time completion	32
Semester Credit Units	32.00

EDUCATIONAL OBJECTIVES:

To provide the students with the basic knowledge and skills that will qualify them as entry-level medical assistants performing a variety of front office/ administrative duties. Front office medical assistants can work in a doctor's clinics/ medical offices, medical centers, hospitals, medical laboratories, research laboratories, medical schools, pharmaceutical companies or medical insurance companies.

PROGRAM DESCRIPTION:

This program is designed to enable the students to receive sufficient training in: medical terminology, medical correspondence, fundamentals of physical examination and vital signs, bookkeeping, typing/ keyboarding, computers, software applications, office practices and medical coding/billing.

COURSE OUTLINE							
COURSE CODE	COURSE TITLE	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERNSHIP CLOCK HOURS	CREDIT UNITS	TOTAL WEEKS TO COMPLETE CREDIT UNITS	ON-TIME COMPLETION (WEEKS)
BASIC SCIENCES							
MA101	ANATOMY AND PHYSIOLOGY	160.00	-	-	10.50	6.40	
MA102	CLINICAL PROCEDURES (INCL. FIRST AID AND CPR)	25.00	25.00	-	2.50	2.00	
FRONT OFFICE PROCEDURES							
MA105	FRONT OFFICE PROCEDURES	70.00	70.00	-	7.00	5.60	
TYPING / COMPUTER PROCEDURES							
GO105	TYPING/KEYBOARDING & OFFICE MACHINES	-	50.00	-	1.50	2.00	
GO106	INTRODUCTION TO MICROCOMPUTERS	5.00	20.00	-	1.00	1.00	
MA106	COMPUTER SOFTWARE APPLICATIONS (DATA PROCESSING)	5.00	170.00	-	6.00	7.00	
EXTERNSHIP							
FMA101	FRONT OFFICE MEDICAL ASSISTANT	-	-	160.00	3.50	4.00	
	TOTAL	265.00	335.00	160.00			
	PROGRAM TOTALS	760.00			32.00	28.00	32

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

COURSE DESCRIPTION

BASIC SCIENCES

MA101 - ANATOMY AND PHYSIOLOGY

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

Prerequisite: none

MA102 - CLINICAL PROCEDURES INCL. FIRST AID AND CPR

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

Prerequisite: none

FRONT OFFICE PROCEDURES

MA105 - FRONT OFFICE PROCEDURES

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

Prerequisite: none

TYPING / COMPUTER PROCEDURES

GO105 - TYPING/KEYBOARDING & OFFICE MACHINES

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

Prerequisite: none

GO106 - INTRODUCTION TO MICROCOMPUTERS

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

MA106 - COMPUTER SOFTWARE APPLICATIONS

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

Prerequisite: none

EXTERNSHIP

FMA 101 - FRONT OFFICE MEDICAL ASSISTANT EXTERNSHIP

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

Prerequisite: Completion of MA101, MA102, MA105, GO105, GO106, and MA106.

PROGRAM INFORMATION DISCLOSURES

MEDICAL ASSISTANT FRONT OFFICE		
RELATED OCCUPATIONS		
OCCUPATION TITLES	SOC CODE	O*NET LINK
Medical Assistants: Medical Assistant, Certified Medical Assistant (CMA), Doctor's Assistant, Medical Office Assistant, Optometric Assistant, Clinical Assistant, Ophthalmic Technician, Optometric Technician, Outpatient Surgery Assistant	31-9092.00	http://www.onetonline.org/link/summary/31-3092.00
File Clerks: File Clerk, Records Clerk, Administrative Assistant, Police Records Clerk, Claims Clerk, Medical Records Clerk, Documentation Specialist, Human Resources Assistant (HR Assistant), Manufacturing Clerk, Office Assistant	43-4071.00	http://www.onetonline.org/link/summary/43-4071.00
Medical Records and Health Information Technicians: Coder, Health Information Clerk, Health Information Specialist, Health Information Technician (Health Information Tech), Medical Records Analyst, Medical Records Clerk, Medical Records Coordinator, Medical Records Director, Medical Records Technician (Medical Records Tech), Registered Health Information Technician (RHIT)	29-2071.00	http://www.onetonline.org/link/summary/29-2071.00
Medical Secretaries: Medical Secretary, Receptionist, Unit Support Representative, Office Manager, Medical Receptionist, Patient Relations Representative (PRR), Front Office Manager, Health Unit Coordinator, Medical Office Specialist, Patient Coordinator	43-6013.00	http://www.onetonline.org/link/summary/43-6013.00

ON-TIME COMPLETION RATE	**STATE(BPPE) RATE:** N/A%*	
STUDENT RETENTION RATE	**ACCREDITOR(ABHES) RATE:** N/A *	
TUITION AND FEES	$6,784.50	
BOOKS AND SUPPLIES	$2,720.00	
PLACEMENT RATES	**ACCREDITOR(ABHES) RATE:** N/A*	**STATE(BPPE)RATE:** N/A%*
MEDIAN TITLE IV LOAN DEBT	$0.00	
MEDIAN PRIVATE LOAN DEBT	$0.00	
MEDIAN INSTITUTIONAL FINANCING DEBT	$0.00	

*Data per the 2019-2020 reporting year for ABHES
2019 reporting year for BPPE*

Medical Assistant, Front and Back Office

CIP Code	51.0801
S.O.C. Codes	31-9092.00, 43-4071.00, 29-2071.00, 43-6013.00
Clock Hours	900
Total weeks to complete credit units	34
Total weeks on-time completion	38
Semester Credit Units	38.5

EDUCATIONAL OBJECTIVES:

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

PROGRAM DESCRIPTION:

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

COURSE OUTLINE							
COURSE CODE	COURSE TITLE	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERNSHIP CLOCK HOURS	CREDIT UNITS	TOTAL WEEKS TO COMPLETE CREDIT UNITS	ON-TIME COMPLETION (WEEKS)
BASIC SCIENCES							
MA101	ANATOMY AND PHYSIOLOGY	160.00		-	10.50	6.40	
BACK OFFICE PROCEDURES							
FB101	CLINICAL PROCEDURES (INCL. FIRST AID AND CPR)	50.00	75.00	-	6.00	5.00	
MA103	ELECTROCARDIOGRAPHY	10.00	40.00	-	2.00	2.00	
MA104	LABORATORY PROCEDURES AND PHLEBOTOMY	25.00	75.00	-	4.00	4.00	
FRONT OFFICE PROCEDURES							
MA105	OFFICE PROCEDURES	70.00	70.00	-	7.00	5.60	
GO105	TYPING/KEYBOARDING & OFFICE MACHINES	-	50.00	-	1.50	2.00	
GO106	INTRODUCTION TO MICROCOMPUTERS	5.00	20.00	-	1.00	1.00	
FB102	COMPUTER SOFTWARE APPLICATIONS (DATA PROCESSING)	5.00	85.00	-	3.00	3.60	
EXTERNSHIP							
FB103	FRONT AND BACK OFFICE MEDICAL ASSISTANT	-	-	160.00	3.50	4.00	
	TOTAL	325.00	415.00	160.00			
	PROGRAM TOTALS		900.00		38.5	34.00	38

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

COURSE DESCRIPTION

BASIC SCIENCES

MA101 - ANATOMY AND PHYSIOLOGY

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

Prerequisite: none

BACK OFFICE PROCEDURES

FB101 - CLINICAL PROCEDURES INCL. FIRST AID AND CPR

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

Prerequisite: none

MA103 - ELECTROCARDIOGRAPHY

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

Prerequisite: none

MA104 - LABORATORY PROCEDURES AND PHLEBOTOMY

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

Prerequisite: none

FRONT OFFICE PROCEDURES

MA105 - FRONT OFFICE PROCEDURES

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

Prerequisite: none

GO105 - TYPING/KEYBOARDING & OFFICE MACHINES

This course is aimed at helping the student master the keyboard. A minimum typing speed of 30-35 wpm is required for completion.

This course also emphasizes the use of the electronic calculator in solving everyday business problems. Mastery of the touch method of electronic calculation is achieved through repetitive
practical exercises.

Prerequisite: none

FB102 - COMPUTER SOFTWARE APPLICATION

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

Prerequisite: none

EXTERNSHIP

FB103 - FRONT AND BACK OFFICE MEDICAL ASSISTANT EXTERNSHIP

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

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

PROGRAM INFORMATION DISCLOSURES

MEDICAL ASSISTANT FRONT AND BACK OFFICE		
RELATED OCCUPATIONS		
OCCUPATION TITLES	SOC CODE	O*NET LINK
Medical Assistants: Medical Assistant, Certified Medical Assistant (CMA), Doctor's Assistant, Medical Office Assistant, Optometric Assistant, Clinical Assistant, Ophthalmic Technician, Optometric Technician, Outpatient Surgery Assistant	31-9092.00	http://www.onetonline.org/link/summary/31-3092.00
File Clerks: File Clerk, Records Clerk, Administrative Assistant, Police Records Clerk, Claims Clerk, Medical Records Clerk, Documentation Specialist, Human Resources Assistant (HR Assistant), Manufacturing Clerk, Office Assistant	43-4071.00	http://www.onetonline.org/link/summary/43-4071.00
Medical Records and Health Information Technicians: Coder, Health Information Clerk, Health Information Specialist, Health Information Technician (Health Information Tech), Medical Records Analyst, Medical Records Clerk, Medical Records Coordinator, Medical Records Director, Medical Records Technician (Medical Records Tech), Registered Health Information Technician (RHIT)	29-2071.00	http://www.onetonline.org/link/summary/29-2071.00
Medical Secretaries: Medical Secretary, Receptionist, Unit Support Representative, Office Manager, Medical Receptionist, Patient Relations Representative (PRR), Front Office Manager, Health Unit Coordinator, Medical Office Specialist, Patient Coordinator	43-6013.00	http://www.onetonline.org/link/summary/43-6013.00

ON-TIME COMPLETION RATE	**STATE(BPPE) RATE:** 56%*	
STUDENT RETENTION RATE	**ACCREDITOR(ABHES) RATE:** 82%*	
TUITION AND FEES	$7,235.00	
BOOKS AND SUPPLIES	$2,770.00	
PLACEMENT RATES	**ACCREDITOR(ABHES) RATE: 100%***	**STATE(BPPE)RATE: 100%***
MEDIAN TITLE IV LOAN DEBT	$9,150.00	
MEDIAN PRIVATE LOAN DEBT	$0.00	
MEDIAN INSTITUTIONAL FINANCING DEBT	$0.00	

***Data per the 2019-2020 reporting year for ABHES**
2019 reporting year for BPPE

Hospital Central Service Technician

CIP Code	51.1012
S.O.C. Codes	31-9093.00
Clock Hours	800
Total weeks to complete credit units	30
Total weeks on-time completion	36
Semester Credit Units	33.00

EDUCATIONAL OBJECTIVES:

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

PROGRAM DESCRIPTION:

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

COURSE OUTLINE							
COURSE CODE	COURSE TITLE	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERNSHIP CLOCK HOURS	CREDIT UNITS	TOTAL WEEKS TO COMPLETE CREDIT UNITS	ON-TIME COMPLETION (WEEKS)
PHASE 1: BASIC SCIENCES							
CST100	ANATOMY AND PHYSIOLOGY	125.00	-	-	8.50	6.25	
CST101	PATHOLOGY, MICROBIOLOGY, PHARMACOLOGY, ANESTHESIA	50.00	-	-	3.50	2.50	
CST102	CPR/INTRODUCTION TO INFORMATION TECHNOLOGY	10.00	15.00	-	1.00	1.25	
PHASE 2: CLINICAL PROCEDURES							
CST103	CENTRAL SERVICE TECHNIQUES/ INSTRUMENT PROCESSING	150.00	50.00	-	11.50	10.00	
PHASE 3: EXTERNSHIP							
CST104	HOSPITAL CENTRAL SERVICE/ INSTRUMENT PROCESSING	-	-	400.00	9.00	10.00	
	TOTAL	335.00	65.00	400.00			
	PROGRAM TOTALS	800.00			33.00	30.00	36

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

COURSE DESCRIPTION

PHASE 1: BASIC SCIENCES

CST100 - ANATOMY AND PHYSIOLOGY

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

CST101 - PATHOLOGY, MICROBIOLOGY, PHARMACOLOGY, ANESTHESIA

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

CST102 - CPR/INTRODUCTION TO INFORMATION TECHNOLOGY

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

PHASE 2: CLINICAL PROCEDURES
CST103 - CENTRAL SERVICE TECHNIQUES/INSTRUMENT PROCESSING

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

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

PHASE 3: EXTERNSHIP
CST104 - HOSPITAL CENTRAL SERVICE/INSTRUMENT PROCESSING

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

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

Important Notices:
1. Effective January 2005 affiliate hospitals are requiring students to undergo a criminal background check prior to their externship rotation at the clinical site. This is in compliance with the Joint Commission New Management of Human Resources for all employees, volunteers, and students.
2. All Hospital Central Service Technician students 18 years and older must show evidence that they have completed a criminal background check which includes criminal history (Superior and Municipal Courts where applicable), Social Security verification, OIG name search, and Sexual Offender Identification.
3. The College will forward the results of check and all other relevant information to the affiliate site prior to assignment of the student. The affiliate reserves the right to accept or deny assignment of the student based on the evaluation of the information provided.
4. The College is committed to supporting its affiliate facilities in complying with Joint Commission Standards and all other regulatory bodies that help assure the highest level of quality patient care and safety are

adhered to.

5. It's been widely recognized that obtaining professional certification status is the most important step Hospital Central Service Technicians can take toward advancing their careers and driving quality within their respective departments. It is essential that CS staff have the knowledge, skills and training to provide consistent, reliable and quality-focused service.

6. Premiere Career College Hospital Central Service Technician program is recognized by the Hospital Sterile Processing Association (HSPA), formerly the International Association of Healthcare Central Service Materiel Management (IAHCSMM). Upon successful completion of the didactic portion of the program, students may take the HSPA Provisional Certification Examination. Premiere Career College will pay for the initial application of the certification exam.

7. Provisional Certification is granted when an individual passes a certification exam but has not yet accumulated the full 400 hours of required hands-on experience. Hours of hands-on experience must then be accumulated within six (6) months of passing the certification exam.

8. Completing Clinical rotation in your assigned site will provide the documentation of the completed 400 hours of hands-on experience and the College will submit the required hours to HSPA prior to the end of the six (6) month period.

9. Students are required to commit to the hours required for externship. Failure to submit hands-on hours within the designated time frame will result in the certification being revoked. Successful completion of a retake exam would then be required to regain certification and full testing fees at student's expense would apply to this examination.

PROGRAM INFORMATION DISCLOSURES

HOSPITAL CENTRAL SERVICE TECHNICIAN		
Program is recognized by the International Association of Hospital Central Service Materiel Management which qualifies the graduate to take the certification exam in California. Certification is currently not required to work as a Central Service Technician in California.		
RELATED OCCUPATIONS		
OCCUPATION TITLES	SOC CODE	O*NET LINK
Medical Equipment Preparers: Sterile Processing Technician, Central Sterile Supply Technician (CSS Technician), Certified Registered Central Service Technician (CRCST), Central Service Technician (CST), Instrument Technician, Sterilization Technician, Central Processing Technician (CPT), Sterile Preparation Technician, Sterile Processing and Distribution Technician (SPD Technician), Equipment Technician	31-9093.00	http://www.onetonline.org/link/summary/31-9093.00
ON-TIME COMPLETION RATE	**STATE(BPPE) RATE:** 63%*	
STUDENT RETENTION RATE	**ACCREDITOR(ABHES) RATE:** 88%*	
TUITION AND FEES	$10,610.50	
BOOKS AND SUPPLIES	$950.00	
PLACEMENT RATES	**ACCREDITOR(ABHES) RATE:** 70%*	**STATE(BPPE)RATE:** 73%*
MEDIAN TITLE IV LOAN DEBT	$6,063.00	
MEDIAN PRIVATE LOAN DEBT	$0.00	
MEDIAN INSTITUTIONAL FINANCING DEBT	$0.00	
Data per the 2019-2020 reporting year for ABHES *2019 reporting year for BPPE*		

Vocational Nursing

CIP Code	51.3999
S.O.C. Codes	29-2061.00
Clock Hours	1802
Total weeks to complete credit units	74
Total weeks on-time completion	78
Semester Credit Units	77.00

EDUCATIONAL OBJECTIVES:

1. To prepare the graduate to enter the field of professional nursing as an entry level vocational nurse using acquired knowledge and understanding of the principles of care of patients throughout their life span.
2. To prepare the vocational nursing graduate to work under the supervision of a registered nurse and/or licensed physician as she cares for patients in a Medical-Surgical, Maternity and Pediatric setting.
3. To prepare the vocational graduate to apply the steps of the nursing process while assisting the registered nurse and/or physician in the care of patients.
4. To prepare the vocational nurse graduate to perform, within the scope of his/her nursing practice, treatments on all types of patients in acute care hospitals, extended care facilities and health clinics.
5. To prepare graduates to use good and reliable judgment and decision-making skills as to the safety of patients and themselves within the boundaries of law and ethics.
6. To prepare the graduate to successfully pass the NCLEX-VN examination.
7. To prepare the graduate to assume beginning leadership positions in extended care facilities and doctors' clinics.
8. To prepare the graduate to apply critical thinking skills in the care of the total individual.

PROGRAM DESCRIPTION:

Classroom education, as well as, supervised clinical experience is included in the program. Instruction begins with study skills and strategies for college success. The curriculum contains a twelve-week introductory course plus four terms of instruction.

COURSES	THEORY CLOCK HOURS	SKILLS CLOCK HOURS	CLINCAL CLOCK HOURS	TOTAL HOURS	WEEKS
INTRODUCTORY (PREPARATORY) COURSE (Pre Vocational Nursing)					
VN 100 - INTRODUCTION TO VOCATIONAL NURSING	240	0	0	240	1-12
TERM 1					
SS 100 STRATEGIES FOR SUCCESS	57	0	0	57	1-12
VN 101 FUNDAMENTALS OF NURSING	75	114	64	253	1-12
VN 102 NUTRITION	30	0	0	30	13-16
TERM TOTAL	**162**	**114**	**64**	**340**	**16**
TERM 2					
VN 200 GROWTH & DEVELOPMENT	30	0	0	30	1-6
VN 201 MEDICAL-SURGICAL NURSING I	75	0	240	315	1-15
VN 202 PHARMACOLOGY	54	0	0	54	7-16
TERM TOTAL	**159**	**0**	**240**	**399**	**16**
TERM 3					
VN 301 - MEDICAL-SURGICAL NURSING II	85	0	240	325	1-10
VN 300- MENTAL HEALTH	32	0	60	92	11-15
TERM TOTAL	**117**	**0**	**300**	**417**	**15**
TERM 4					
VN 400 - MATERNAL & CHILD HEALTH - MATERNITY NURSING	20	16	24	60	1-2
VN 400 - MATERNAL & CHILD HEALTH - PEDIATRIC NURSING	20	16	24	60	3-4
VN 401 -MEDICAL-SURGICAL NURSING III	50	0	180	260	5-12
VN 402 - INTEGRATED NURSING CONCEPTS	56	0	0	56	13-15
TERM TOTAL	**146**	**32**	**228**	**406**	**15**
TOTAL	**824**	**146**	**832**	**1802**	**74**

*In order to be promoted to the next higher level, the student(s) must attain the proposed passing grade or higher. Students must earn a grade of

78% (C) or better to pass a term, otherwise the course must be repeated. Two grades falling below 78% (F) will result in dismissal for the program.

Pre VN – 80%	Term 1 – 78%	Term 2 – 78%	Term 3 – 78%	Term 4 – 78%

*Graduation Requirements

1. Complete the Introductory Course (240 hours, 16 credit units, and 12 weeks) with an average of 80% and no grade lower than 80% in any of the courses.
2. Complete all the courses covered from Term 1 to Term 4, meeting the required hours as mandated by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT): which are 580 theory hours and 982 clinical hours (including Fundamental Skills Lab) for a total of 1562 hours.
3. Pass the simulated NCLEX – VN Readiness Exam after attending and completing the Mandatory Comprehensive Review Class. Students who fail on the first attempt will be given a chance to take the test again (second/last attempt) only if they attend a mandated remediation class for one week. An average examination percentage of 80% or better in the Mandatory Comprehensive Review Program must be obtained or pass the Exit exam to be considered a graduate. A student who does not pass the first nor the second attempt can still take the NCLEX-VN licensure examination as a program completer and therefore an equivalency applicant under METHOD 3 (please refer to the BVNPT website: _http://www.bvnpt.ca.gov/general_information/formspublications.shtml_ for more information).

A diploma is awarded, which certifies that the students have fulfilled all educational, financial and administrative requirements of the program. These requirements include the timely submission of financial documentations, clearance from the accounting office that all financial obligations have been met and all academic projects have been completed (e.g., clinical rotation). Generally, students who exceed the required time-frame of completion of the program will not receive a diploma, but instead, a certificate attesting to their completing the academic but not all the required parameters of the program. However, in exceptional circumstances and at the sole discretion of the Executive Director, a student over the required time-frame may still be allowed to receive a diploma.

The College will not certify to take the NCLEX-PN examination graduates; who failed to take the current test within 2 years of graduation unless they present evidence of the following: (1) official transcript of current refresher course at least 6 months before re-application; (2) successful completion of VN – NCLEX review course, taken at least 6 months prior to reapplication.

A minor revision to the Vocational Nursing Program was approved by the Board of Vocational Nursing & Psychiatric Technicians and implemented on January 10, 2012.

COURSE DESCRIPTIONS

INTRODUCTORY (PREPARATORY) COURSE (Pre-Vocational Nursing)

VN100 - INTRODUCTION TO VOCATIONAL NURSING

This 12-week course teaches:
- Medical Terminology - the special vocabulary used by the nursing professional for effective and accurate communications. Students are taught useful methods of learning and remembering medical terms.
- Anatomy & Physiology - this covers the basic concepts of human anatomy and physiology using a simple to complex approach. It starts with important anatomical terms and body areas. It discusses cells, tissues, organs, and systems. The anatomy and physiology and anatomical terms used for each of the following systems are discussed: Integumentary, Musculoskeletal, Nervous and sensory, Endocrine, Blood and Cardiovascular, Lymphatic, Immune, Respiratory, Gastrointestinal, Urinary, and Reproductive.

TERM 1

SS 100 - STRATEGIES FOR SUCCESS

This course is designed to prepare students for transitions in their nursing education and life. The course includes introduction to the College and its resources, time management, learning methods and skills test-taking skills, critical thinking, nursing process, effective communication, professionalism, civility, cultural awareness, sensitivity and competence, spiritual caring, and NCLEX-PN examination. Students will be actively involved in learning and integrating practical applications to promote success.

VN101 - FUNDAMENTALS OF NURSING

Introduces the beginning nursing student to theories needed to perform basic skills and procedures for the adult client in the clinical setting. The nursing process which includes assessment within the scope of practice of the vocational nurse, planning, implementation, evaluation, and documentation as well as client-teaching is emphasized. The course covers foundation skills, legal and ethical aspects of nursing, communication, cultural & ethnic considerations, nursing process, critical thinking, documentation, body mechanics, vital signs, physical assessments, client mobility and safety, specimen collection, oxygenation, elimination, personal care, rest and mobility, comfort, pain management, and nutrition. Assisting with special tests and examinations, infection control and medication administration are also included.

VN102 - NUTRITION

This course provides basic knowledge of nutrition science, introduction to nutrients, diet planning, life cycle nutrition, medical nutrition therapy, therapeutic diets, alternative feeding methods. guides and the role of nutrition in health promotion and maintenance, and common alternative ways to provide nutrition, cultural, and social aspects of nutrition. Additional topics include specific dietary modifications related to illness.

TERM 2

VN 200 - GROWTH & DEVELOPMENT

This course incorporates the normal process of growth and development in various stages from birth through old age. Emphasis is placed on therapeutic nursing interventions appropriate to each developmental stage with focus on public health issues related to healthy people 2030. Highlights of the topics include theories of development, Complementary and Alternative Medicine (CAM) Therapies.

VN 201- MEDICAL-SURGICAL NURSING I

This course introduces vocational nursing students to the basic concepts of medical-surgical nursing, fluids and electrolytes, care of the surgical patients and care of the clients with disorders of the following body systems: Integumentary, Musculoskeletal, Respiratory Cardiovascular, Peripheral Vascular, Hematology, and Lymphatic.

VN 202 – PHARMACOLOGY

- This course introduces the beginning nursing to the subject of drugs, their sources and uses. It teaches students a clear, concise method of calculating drug dosages with emphasis on the metric system. Students will learn to select the right equipment based on the kind of drug, dosage, and method of administration.
- It prepares students in the interpretation of medical orders and reading drug labels using learned common abbreviations. It also includes calculation of pediatric dosages and intravenous fluid flow rates. This course also covers drugs and drug therapy. The nursing student will learn the principles and methods of drug administration and the implications for nursing care will be emphasized as each drug classification is discussed. Drugs given for disorders of the different organ systems are covered including antimicrobials, preoperative medications, and drugs for geriatrics.

TERM 3

VN 301- MEDICAL-SURGICAL NURSING II

This course teaches vocational nursing students the theory to perform skills and procedures for the care of the adult with Medical-Surgical disorders. By consistently emphasizing the nursing process and rationale, the format for each body system includes basic assessment and data collection (within the scope and practice of the vocational nurse), planning, implementation, evaluation, and documentation. Basic nursing skills are reinforced. Medical-surgical nursing skills include those related to Hematopoietic, Endocrine, Urinary, Gastrointestinal, and Reproductive.

VN 300 – MENTAL HEALTH

This course includes a discussion of common mental health disorders and care of affected clients using medications and a variety of therapeutic measures to involve family members and significant others. The course also covers special populations such as those who are suicidal and elderly clients with psychosocial concerns. It emphasizes the use of the nursing process, which includes assessment, within the scope of the vocational nurse, planning, implementation, evaluation, and documentation. It prepares the health care professional to provide health teachings to enable the client to return to society and function at an optimal level.

TERM 4

VN 400 – MATERNAL-CHILD HEALTH NURSING

MATERNITY NURSING - This course provides the vocational nursing students with the theoretical knowledge to enable them to perform skills and procedures in the care of the obstetrical / gynecological client in a clinical setting. The nursing process consisting of assessment within the scope of the vocational nurse, planning, implementation, evaluation, and documentation is consistently applied in the care of clients with obstetrical/gynecological disorders as well as in the care of the newborn. Basic skills are reinforced while skills related to the care of clients in the prenatal, labor, delivery, and postnatal period as well as the care of the client with obstetrical/gynecological diseases and disorders are included.

PEDIATRIC NURSING - This course also provides the vocational nursing student the necessary theoretical knowledge in the performance of skills and procedures while caring for the child in the clinical setting. It emphasizes the use of the nursing process that includes assessment within the scope of vocational nurse practice, planning, implementation, evaluation, and documentation. Learned basic skills are reinforced. The student is also taught skills needed in the care of the child with diseases and disorders specific to certain stages of development.

VN 401 – MEDICAL-SURGICAL NURSING III

This course teaches vocational nursing students the theory to perform skills and procedures for the care of the adult with Medical-Surgical disorders. By consistently emphasizing the nursing process and rationale, the format for each body system includes basic assessment and data collection (within the scope and practice of the vocational nurse), planning, implementation, evaluation, and documentation. Basic nursing skills are reinforced. Medical-surgical nursing skills include those related to Neurologic, Sensory and Immune/HIV disorders and Cancer. This course also includes concepts on Leadership & Management with emphasis on effective leadership, leadership styles, collaboration, and delegation.

VN 402 – INTEGRATED NURSING CONCEPTS

This course integrates all nursing concepts learned by vocational nursing students from Term 1 through Term 4. This course is designed to assess students if they have met the program outcomes and competencies. Emphasis is on the preparation for NCLEX-PN examination following NCLEX-PN Test Plan with focus on test-taking strategies and critical thinking skills.

Important Notices:

1. Effective January 2005 affiliate hospitals are requiring students to undergo a criminal background check prior to their clinical rotation in Term 2. This is in compliance with the Joint Commission New Management of Human Resources for all employees, volunteers, and students.
2. All Vocational Nursing students 18 years and older must show evidence that they have completed a criminal background check which includes criminal history (Superior and Municipal Courts where applicable), Social Security verification, OIG name search, and Sexual Offender Identification.
3. CPR Certification is required before the start of the Nursing Program (Term 1).
4. The College will forward the results of check and all other relevant information to the affiliate site prior to assignment of the student. The affiliate reserves the right to accept or deny assignment of the student based on the evaluation of the information provided.
5. The College is committed to supporting its affiliate facilities in complying with Joint Commission Standards. All other regulatory bodies that help assure the highest level of quality patient care and safety are also strictly adhered to.

PROGRAM INFORMATION DISCLOSURES		
VOCATIONAL NURSING		
RELATED OCCUPATIONS		
OCCUPATION	SOC	O*NET LINK
LICENSED PRACTICAL AND VOCATIONAL NURSES	29-2061.00	http://www.onetonline.org/link/summary/29-2061.00
ON-TIME COMPLETION RATE	STATE(BPPE) RATE: 82%*	
STUDENT RETENTION RATE	ACCREDITOR(ABHES) RATE: 82%*	
TUITION AND FEES	$27,981.00	
BOOKS AND SUPPLIES	$4,625.00	
PLACEMENT RATES	ACCREDITOR(ABHES) RATE: 88%*	STATE(BPPE)RATE: 100%*
MEDIAN TITLE IV LOAN DEBT	$20,000.00	
MEDIAN PRIVATE LOAN DEBT	$0.00	
MEDIAN INSTITUTIONAL FINANCING DEBT	$0.00	
Data per the 2019-2020 reporting year for ABHES 2019 reporting year for BPPE		

Vocational Nursing Licensure

The Vocational Nursing program is designed to lead to a position as a Licensed Vocational Nurse which requires state licensure in California. Below is an excerpt of the requirements for licensure as a vocational nurse in California as described by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

Summary of Requirements

Section A

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 nonrefundable fee made payable to the "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.

Section B

1. Graduate of a California Accredited School of Vocational Nursing. Successful completion of a California Accredited Vocational Nursing Program. Contact your program director for application forms and instructions.
2. Graduate of an Out-Of-State School of Practical/Vocational Nursing. The school of practical/vocational nursing from which you graduated must have been accredited by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)

Equivalent Education and/or Experience

This method requires you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application.

Associate of Occupational Science in Surgical Technology

CIP Code	51.0909
S.O.C. Codes	29-2055.00, 31-9093.00
Program Hours	1535
Program Academic Weeks	61
Total Academic Credit Awarded	67.50
Program Schedule	4 hours per day = 20 hours per week (didactic), 40 hours per week (Externship)
Program Delivery	Residential; Blended

EDUCATIONAL OBJECTIVES:

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

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

Upon program completion, the graduate will be able to:

1. Correlate the knowledge of anatomy, physiology, pathophysiology, and microbiology to their role as a Surgical Technologist.

2. Demonstrate a safe and professional level of practice and knowledge in their role as a Surgical Technologist.

3. Acquire an understanding of the ethical, legal, moral, and medical values related to the patient and the surgical team during the perioperative experience. • Correlate the elements, action, and use of medications and anesthetic agents used during the perioperative experience.

4. Implement safe practice techniques with regards to perioperative routines, patient transportation, positioning, and emergency procedures.

5. Integrate principles of surgical asepsis as part of the perioperative experience.

6. Accurately apply knowledge and skills of a professional Surgical Technologist to address the biopsychosocial needs of the surgical patient.

7. Perform proficiently and competently as an entry level surgical technologist in the cognitive, psychomotor, and affective learning domains.

8. Value the professional attributes of the Surgical Technologist

PROGRAM DESCRIPTION:

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

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

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

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

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

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

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

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

PROGRAM REQUIREMENTS:

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

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

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

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

COURSE OUTLINE

COURSE CODE	COURSE TITLE	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERNSHIP CLOCK HOURS	CREDIT UNITS	ACADEMIC WEEKS TO COMPLETE CREDIT UNITS
ST101	ENGLISH COMPOSITION	45	-	-	3	2.25
ST102	BUSINESS MATH	45	-	-	3	2.25
ST103	GENERAL PSYCHOLOGY	45	-	-	3	2.25
ST201	INTRODUCTION TO SURGICAL TECHNOLOGY	20	-	-	1.3	1
ST202	HUMAN BIOLOGY PART 1	40	-	-	2.7	2
ST203	HUMAN BIOLOGY PART 2	100	-	-	6.7	5
ST204	PATHOLOGY FUNDAMENTALS	40	-	-	2.7	2
ST205	PHARMACOLOGY & ANESTHESIA CONCEPTS	40	-	-	2.7	2
ST206	BIOMEDICAL SCIENCES	40	-	-	2.7	2
ST301	PATIENT CARE & PRINCIPLES OF SURGERY	12	8	-	1.1	1
ST302	ASEPSIS	24	16	-	2.1	2
ST303	FUNDAMENTAL OF O.R. TECHNIQUES	84	56	-	7.5	7
ST304	BASIC SURGICAL PROCEDURES	168	112	-	14.9	14
ST401	CENTRAL SUPPLY / INSTRUMENT PROCESSING	-	-	120	2.7	3
ST402	OPERATING ROOM ROTATION	-	-	520	11.6	13
	TOTALS	703	192	640	67.5	61
	PROGRAM TOTALS	1535				

COURSE DESCRIPTION

ST101 - ENGLISH COMPOSITION

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

ST102 - BUSINESS MATH

To provide students with reinforcement of mathematical computations to challenge them to understand how to process and interpret information to arrive at logical conclusions to common business math applications.

ST103 - GENERAL PSYCHOLOGY

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

PHASE 1: BASIC SCIENCES

ST201 - INTRODUCTION TO SURGICAL TECHNOLOGY

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

ST202 - HUMAN BIOLOGY PART 1

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

ST203 - HUMAN BIOLOGY PART 2

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

ST204 - PATHOLOGY FUNDAMENTALS

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

ST205 - PHARMACOLOGY & ANESTHESIA CONCEPTS

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

ST206 - BIOMEDICAL SCIENCE

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

PHASE 2: CORE CONCEPTS

ST301- PATIENT CARE & PRINCIPLES OF SURGERY

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

ST302 - ASEPSIS

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

ST303 - FUNDAMENTAL OF O.R. TECHNIQUES

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

ST304 - BASIC SURGICAL PROCEDURES

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

PHASE 3: EXTERNSHIP (CLINICAL PROCEDURES)

ST401 - CENTRAL SUPPLY / INSTRUMENT PROCESSING

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

ST402 - OPERATING ROOM ROTATION

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

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

Important Notices:
1. Effective January 2005 affiliate hospitals are requiring students to undergo a criminal background check prior to their externship rotation at the clinical site. This is in compliance with The Joint Commission New Management of Human Resources for all employees, volunteers, and students.
2. All Surgical Technology students 18 years and older must show evidence that they have completed a criminal background check which includes criminal history (Superior and Municipal Courts where applicable), Social Security verification, OIG name search, and Sexual Offender Identification.
3. The College will forward the results of check and all other relevant information to the affiliate site prior to assignment of the student. The affiliate reserves the right to accept or deny assignment of the student based on the evaluation of the information provided.
4. The College is committed to supporting its affiliate facilities in complying with The Joint Commission Standards and all other regulatory bodies that help assure the highest level of quality patient care and safety are adhered to.

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

2. Attendance in the review is mandatory; If a student missed 2 consecutive review days, the student will be removed from the list of students scheduled to take the Web Based Testing at the College and will have to take the Certification Exam with the next group after satisfactory attendance to the next CST exam review.

3. Clinical Site require from the student a medical clearance before starting a clinical rotation. The medical clearance would include, but may not be limited to:
   - Physical Exam
   - CBC (copy of blood count result)
   - TB Test (if positive = chest x-ray)
   - Hepatitis B immunity (positive blood titer), if negative proof of Hepatitis B vaccination.
   - MMR positive blood titer (if negative proof of MMR vaccination or 1 proof of booster shot)
   - Varicella positive blood titer (if negative = 1 proof of varicella vaccination)
   - Tdap documentation of dose within the last 2 years
   - Flu Shot

PROGRAM INFORMATION DISCLOSURES

ASSOCIATE OF OCCUPATIONAL SCIENCE IN SURGICAL TECHNOLOGY		
Programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology. Certification is currently not required to work as a Surgical Technologist in California, but is required in other jurisdiction.		

RELATED OCCUPATIONS		
OCCUPATION TITLES	SOC CODES	O*NET LINK
Surgical Technologists: Surgical Technologist (CST), Surgical Technician, Certified Surgical Technologist (CST), Operating Room Surgical Technician (OR St), Surgical Scrub Technologist, Surgical Scrub Technician, Endoscopic Technologist, Operating Room Technician (OR Tech)	29-2055.00	http://www.onetonline.org/link/summary/29-2055.00
Medical Equipment Preparers: Sterile Processing Technician, Central Sterile Supply Technician (CSS Technician), Certified Registered Central Service Technician (CRCST), Central Service Technician (CST), Instrument Technician, Sterilization Technician, Central Processing Technician (CPT), Sterile Preparation Technician, Sterile Processing and Distribution Technician (SPD Technician), Equipment Technician	31-9093.00	http://www.onetonline.org/link/summary/31-9093.00

ON-TIME COMPLETION RATE	STATE(BPPE) RATE: N/A*	
STUDENT RETENTION RATE	ACCREDITOR(ABHES) RATE: N/A*	
TUITION AND FEES	$30,216.00	
BOOKS AND SUPPLIES	$2,050.00	
PLACEMENT RATES	ACCREDITOR(ABHES) RATE: N/A%*	STATE(BPPE)RATE: N/A*
MEDIAN TITLE IV LOAN DEBT	N/A	
MEDIAN PRIVATE LOAN DEBT	$0.00	
MEDIAN INSTITUTIONAL FINANCING DEBT	$0.00	
Data per the 2019-2020 reporting year for ABHES 2019 reporting year for BPPE		

Registered Nursing to Bachelor of Science in Nursing

CIP Code	51.3801
S.O.C. Codes	29-2061.00
Program Hours	1171
Program Length	80
Total Academic Credit Awarded	67.50
Program Schedule	4 hours per day, 5 days per week = 20 hours per week
Program Delivery	Residential

EDUCATIONAL OBJECTIVES:

1. Integrate knowledge from the physical and behavioral sciences and the humanities into professional nursing practice.

2. Provide high quality, competent, patient-centered nursing care for individuals, families and populations across the health-illness continuum and across life span in a variety of settings.

3. Conduct comprehensive and focused assessments of health and illness parameters in individuals, groups, and vulnerable populations.

4. Demonstrate cultural and spiritual competences in providing care and working with other healthcare professionals from diverse cultures and spiritual backgrounds.

5. Implement elements of health promotion and disease prevention in planning and providing care for individuals, families and populations.

6. Utilize technology and information resources to communicate effectively with diverse patient populations and other health care multidisciplinary teams.

7. Integrate critical thinking skills and theoretical concepts from nursing and other disciplines in clinical or leadership decision making.

8. Demonstrate knowledge of current nursing trends to form interdisciplinary collaborative relationships that improve professional nursing practice and the quality of healthcare within local and global communities.

9. Demonstrate knowledge and skills in leadership and management concepts in the management of care at the local, state, national, and global levels.

10. Communicate effectively and form interdisciplinary collaborative relationships with all members of the healthcare team for quality outcomes.

11. Form interdisciplinary collaborative relationships to improve professional nursing practice and the quality of healthcare for all.

12. Use evidence-based practice and research findings in provision of professional nursing practice.

13. Demonstrate ethical dimensions and professional nursing roles, values, social justice and human dignity in the nursing practice.

14. Integrate use of political regulatory processes to impact healthcare systems, clinical practice and quality improvement policies.

15. Engage lifelong learning plan for professional development.

PROGRAM DESCRIPTION:

The RN to BSN Program is designed for registered nurses who want to advance their careers to further develop skills, reasoning, and attributes of licensed professional registered nurses (RNs). The goal of the program is to produce graduates ready to advance their educational career in order to provide quality patient safety and care in diverse areas of care and environment.

COURSE OUTLINE						
COURSE CODE	COURSE TITLE	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERNSHIP CLOCK HOURS	CREDIT UNITS	TOTAL WEEKS TO COMPLETE CREDIT UNITS
BSN 310	SCHOLARLY WRITING	45	-	-	3	4
BSN 315	ESSENTIALS OF NUTRITION & DIET THERAPY	45	-	-	3	4
BSN 320	PATHOPHYSIOLOGY	45	-	-	3	4
BSN325	CRITICAL THINKING	45	-	-	3	4
BSN330	TRANSCULTURAL NURSING	60	-	-	4	5
BSN335	HEALTH ASSESSMENT FOR NURSING PRACTICE	45	60	-	5	9
BSN340	COLLABORATIVE HEALTHCARE	60	-	-	4	5
BSN345	QUALITY & PATIENT SAFETY PRACTICES	60	-	-	4	5
BSN350	EVIDENCE-BASED PRACTICE IN NURSING RESEARCH	60	-	-	4	5
BSN355	CURRENT TRENDS & ISSUES IN HEALTHCARE	60	-	-	4	4
BSN360	HEALTH INFORMATICS	60	-	-	4	5
BSN365	COMMUNITY & PUBLIC HEALTH NURSING	45	-	158	7.5	10.5
BSN370	NURSING LEADERSHIP & MANAGEMENT	45	30	158	7.5	10.5
BSN375	RN-BSN CAPSTONE	60	30	-	4	5
	TOTALS	735	120	316	60	80
	PROGRAM TOTALS	1171				

COURSE DESCRIPTION

BSN 310 - SCHOLARY WRITING

This course introduces the students to the concepts of scholarly writing required for academic papers, research activities, and publications. The focus of the course will be the review and critique of peer research and scholarly publications from multiple disciplines and sources. The student will be required to write a formal query letter and paper for a selected nursing journal. The concepts of QSEN and the use of technology in health care will be introduced in this course.

BSN 315 - ESSENTIALS OF NUTRITION & DIET THERAPY

Course includes the overview of the physiological requirements and functions of protein, energy, and the major vitamins and minerals that are determinants of health and diseases in human populations with emphasis on health promotion and disease prevention. The relationship between nutrition and physical fitness for weight management, food safety and sanitation, nutrition needs as related to the life cycle and health conditions, disorders and diseases related to nutrition will be discussed.

BSN 320 - PATHOPHYSIOLOGY

This course examines the pathophysiological alterations that can present in patients across the lifespan. Students will be introduced to variables that impact the etiology and the human response to various disease states as well as optimal levels of wellness. Emphasis will be placed on the mechanisms involved in the pathogenesis of body systems. This course utilizes the nursing process as the basis for understanding of the mechanisms of disease as they are related to health promotion, risk reduction and disease management and prevention.

BSN 325 - CRITICAL THINKING

This course helps students develop critical thinking and problem-solving skills in health care by requiring the student to analyze and solve conceptual and practical problems confronting the health care professional. It focuses on the concepts of critical thinking used in the management of disease and in decision making as a professional nurse.

BSN 330 - TRANSCULTURAL NURSING

This course provides an overview of the nature and content of culture, how cultures interact, cultural diversity and how educators can provide culturally responsive instruction to the communities they serve. It primarily deals on the comparative cultural values of caring, the beliefs and practice of individual groups of similar or different cultures. This course will help students understand cultural differences, nursing in other countries, international health issues and health organizations.

BSN 335 - HEALTH ASSESSMENT FOR NURSING PRACTICE

This course prepares students to conduct comprehensive health assessment with focus on the nursing process, and its relationship to the prevention and early detection of disease across the life span. This course provides the students with the knowledge and skill necessary to perform a comprehensive health assessment utilizing the skills of history taking, inspection, palpation, percussion, and auscultation. Normal assessment findings, frequently seen variations from normal and cultural differences are discussed.

BSN 340 - COLLABORATIVE HEALTHCARE

This course explores collaborative role of the professional nurse in leadership and management based on the knowledge of health care policy, finance, regulatory agencies, and health care trends. This course provides an opportunity for students to understand how integrated enactment of knowledge, skills, values and attitudes work together across the professions, with other health care workers, and with patients, along with families and communities, as appropriate to improve health outcomes.

BSN 345 - QUALITY AND PATIENT SAFETY PRACTICES

This course deals with the administration and organization of quality and patient safety practices and processes within the health care system of the United States. It focuses on quality and patient safety management in the healthcare system using continuous quality improvement and team building techniques. Students are introduced to the fundamentals of patient safety, evaluation of quality and quality measures and principals of quality improvement within the healthcare services.

BSN 350 - EVIDENCE-BASED PRACTICE IN NURSING RESEARCH

This course is designed to increase practicing nurses' knowledge related to the interactive process of evidence-based practice, which is defined as the synthesis of scientific evidence, clinical judgment, patient preferences, and available resources. Course topics include formulating clinical questions, performing database searches and appraising retrieved evidence, describing various EBP implementation models useful in translating evidence into practice, discussing strategies to educate staff about evidence-based practice, and articulating ethical issues to evidence-based practice. This course explores the scientific process and nursing research with emphasis on use of the EBP in research process to develop or design a nursing research proposal to be included in the RN-BSN capstone course.

BSN 355 - CURRENT ISSUES & TRENDS IN HEALTHCARE

This course is designed to help students understand the current trends and issues in nursing. It provides students with the opportunity to critically examine contemporary issues and trends and their impact on the nursing profession and helps students analyze the role of the professional nurse as a leader in the profession and health care delivery. This course will address current healthcare delivery systems, contemporary nursing.

BSN 360 - HEALTH INFORMATICS

This course is designed to help students understand the foundational knowledge and skills in nursing informatics in the delivery of safe nursing care and how it impacts patient care. Discussion includes information and technology strategies to access, information management, evaluate and document information and apply skills to patient care in the nursing profession. This course will address the use of the electronic health record (EHR) for documentation and coordination of clinical care.

BSN 365 - COMMUNITY & PUBLIC HEALTH NURSING

This course is designed to provide students the opportunity to assist culturally diverse populations and aggregates in the community to achieve an optimum level of wellness with focus on advanced theoretical concepts related to health promotion, risk reduction, disease management and prevention. Students will develop an understanding of how policies and resources influence the health of populations in a community. Basic epidemiological principles and community health nursing models are applied with focus on concepts of community assessment, disease prevention and management and health promotion. The practicum component provides students with the opportunity to apply community and public nursing concepts to individuals, families and communities through preceptor guided clinical experiences. This course applies concepts of community health and public health in both individual and family health promotion cases. Students will discuss disease prevention in the context of emerging community and global diseases. In this practicum course, the students will conduct a family and community health assessment and develop a community teaching project for a specific community health need.

BSN 370 - NURSING LEADERSHIP & MANAGEMENT

This course presents organizational leadership and management concepts. It helps student to analyze the role of the professional nurse as a leader in the profession and health care delivery. The basic principles of management, leadership and collaborative relationships as they relate to providing safe and competent care will be applied.

The practicum component provides students with the opportunity to apply leadership concepts, skills, and decision-making, team coordination in the provision of nursing care through faculty and preceptor guided clinical experiences. In this practicum course, the students will develop a plan exhibiting organizational leadership and management concepts and coordinate with the facility staff to deliver the role of a professional nurse as a leader in the profession and health care delivery as they relate to providing safe and competent patient care. This practicum course prepares RN-BSN students for active and responsible community participation as professional nurses in order to impact health and wellness of diverse communities.

BSN 375 - RN-BSN CAPSTONE

- This course is the culminating experience for students in the RN-BSN program. This capstone course synthesizes theoretical nursing concepts and clinical experiences through the use of case studies and analysis of a documented public health issues. The students will work on project that will be presented and evaluated in this course. Students use evidence-based resources, address public health competencies and analyze how the identified issues and interventions impact the health of the affected population.
- Students in this course typically expect to graduate at the end of the program and are working toward the transition to baccalaureate nursing preparation. The student's performance in meeting the course objectives is evaluated by their performance, project, simulation activities narratives and the presentation of a seminar.

RN-BSN Accreditation and Approval Disclosures

Premiere Career College has an approval to operate as an "accredited institution" from the Bureau for Private Postsecondary Education (BPPE). Its RN to BSN program is an approved educational program that is registered under the BPPE Institution Code #1921251. For a school that obtained approval by means of accreditation, all programs need to be authorized by the accrediting agency. Premiere Career College is institutionally accredited by the Accrediting Bureau of Health

California Board of Registered Nursing (BRN) does not have to approve an RN to BSN program because the students in the program are already licensed and registered nurses. Although the program does not have to be approved by the BRN, it still must be approved as an accredited program in a degree granting institution under the BPPE.

The link provided here will take you to the California Private Postsecondary Education Act of 2009: http://www.bppe.ca.gov/lawsregs/ppe_act.pdf

RN-BSN Transfer of Credit

The baccalaureate degree in nursing curriculum consists of a total of 120 credit hours. The PCC's RN-BSN completion program is designed to fulfill the 60 credit hours upper-level core courses required in the 120 credit hours requirement in order
to earn a BSN degree. In order for the students to enroll in our core nursing courses, they must have completed the
required general education from their associate degree.

Students with an ADN automatically receive 60 Credit Hours. Students with ADN may transfer up to 12 units of upper level general education. The 60 transfer credits shall consist of 24 Nursing Credits and 36 General Education Credits.
The program's total nursing classes for RN-BSN completion = 12 Upper-Level General Education + 48 Nursing Courses = 60 credit hours

	General Education	Nursing Course	Total
Transfer Credits	36	24	60
RN-BSN Completion (PCC)	12	48	60
			120

The clock hours to credit conversion and vice versa will be utilized for credit granting. If the transfer student has earned credit units from other institution, this will be converted to clock hours and vice versa. For the pur-

pose of credit transferability, the school will use both clock hours and number of credits that will be reflected in the student's transcripts.

Transcript evaluation will be done prior to acceptance and will be based on the following criteria:
1. Number of hours
2. Number of credits units
3. Course description

Practicum Information

The education of nursing students requires a balance of nursing theory and practice. The clinical preceptorship is one way to foster the integration of theory and practice. This clinical experience is designed students with the opportunity to continue acquiring set of skills necessary to become a professional baccalaureate-prepared nurse. The preceptor assists the student in the role transition by sharing valuable insights and wisdom from experience. The clinical faculty provides guidance to students and preceptors in facilitating the achievement of educational objectives through this practicum experience.

Practicum Grading

The final course grade includes both theory and clinical components. It is the program coordinator that provides the final course grade and the preceptor is the one signing the document and providing the grade for clinical component only.

Program Orientation

One of the goals of the program is to help students achieve success by providing then with quality courses and training. All students must complete the required tech and Canvas orientation prior to taking courses in the program.

Incompletes

Students who cannot complete their course work prior to the end of a semester end date may request additional time from their instructor if they have completed a minimum of 70 percent of the course assignments. Once an incomplete is granted the student will be given a maximum of two weeks after the final day of that semester to complete the course. The student will work with the instructor to complete the work. Failure to complete all requirements for the course within the two weeks will result in a failed course grade.

Drops and Withdrawal

Students need to contact their Program Director in order to drop a course after working out all options with the instructor. The student has two weeks from the start of a course to drop any course without penalty. All refunds will be processed accordingly.

Students who plan to withdraw from the RN-BSN program should notify the RN-BSN Director in writing. If a student does not enroll in two (2) consecutive semesters, they will be withdrawn from the program. Students will need to reapply to the RN-BSN program in order to resume their nursing courses.

Leave of Absence

Once enrolled in nursing courses, students are expected to complete the nursing curriculum in a timely and sequential manner. A deviation from the nursing curriculum must be approved by the Program Director. Upon return to nursing courses, the student will be required to meet with the Program Director to develop a plan for re-entry for approval. A re- entry plan is approved based on enrollment size and course availability.

Grading Policies
Course grades are based on evaluations of student's mastery of course objectives as indicated in the course syllabus.

Grading Scale 80% is required to pass the course	
95-100	A+
90-94	A
85-89	A-
83-84	B+
80-82	B
Below 80 (Failed)	B-

Progression

The standard of performance required for undergraduate nursing programs is B (80%) or higher in all nursing courses. Students who earn a grade of less than B in the program must repeat the course and earn at least a B in order to complete the program of study. If a student's GPA falls below 2.5, he or she may be placed on academic probation. All required nursing courses must be completed with a "B" or better in order to pass the course. Students may not take another course in the program if prerequisite requirements are not met.

Academic Dismissal

If the Program Director considers a student's progress as unsatisfactory in meeting the conditions placed on his or her probation, the Program Director shall be empowered to dismiss the student from the program.

Submission Deadlines

All assignment and discussion submissions or posts are due no later than 11:59 p.m. PST of the due date, unless otherwise indicated. Please contact your instructor before the due date if you are going to be late with legitimate justifiable reason.

Late Work

Part of professional expected behavior is to submit all assignment on a timely manner. Late assignments without prior permission will earn a zero. All assignments must be completed to receive a satisfactory grade for the course.

Official Reference Guide

Premiere Career College's RN to BSN Program adopted the Publication Manual of the American Psychological Association (APA) style as its official citation reference guide. Please use APA for all assignments in the program. A sample APA guide can be accessed at www.apastyle.org

Academic Dishonesty

Academic dishonesty includes but is not necessarily limited to the unauthorized use of aids, cheating, fabrication, plagiarism, or facilitating academic dishonesty in the classroom or other school environments, as defined below:

Plagiarism

Plagiarism consists of taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source. The following examples are only some of the many forms of plagiarism may take:

1. Submitting a term paper, examination or other work written by someone else. This is a flagrant instance of plagiarism.
2. Failure to give credit in a footnote for ideas, statements of facts or conclusions derived by another.
3. Failure to use quotation marks when quoting directly from another person, whether it is a paragraph, a sentence or even a part thereof.
4. Close and extended paraphrasing of another.
5. Self-plagiarism occurs when a student reuses in whole or in part their own previously submitted work for a different course without any indication of their prior submission.

Student Participation in Governance

Students are encouraged to participate in the governance of the RN-BSN program. The school highly values student input in determining the curriculum, evaluation, and direction of the program. Student feedback and participation are vital for the nursing program's success.

One primary way a student can do this is by serving as a representative on the Faculty Development Committee. Students and graduates are represented on this committee. They provide invaluable inputs in the formation of the student guidelines and curriculum implementation. Student representation in the program committee meetings is ongoing and continually solicited. Committee representation helps the program receive feedback and provides opportunity for student input and also demonstrates faculty commitment to student development and respect for student opinions and ideas, as well as an understanding that students learn in collaborative environments.

During the program curriculum development phase, students are given opportunity to be involved. Comments, feedbacks and inputs are recognized and taken into considerations for changes and updates of curriculum components. When the curriculum revision is completed, this is presented to students for proper dissemination through a disclosure statement notifying them on curriculum modification and adaptation. Students are also involved in the curriculum evaluation phase to determine the level of student success and the impact of the course design on student performance. The same policy will be also applied for new program policy development and implementation.

Online Discussion Requirements and Expectations

Every student is required to participate actively, substantively, and to stay engaged to get full credit for any discussion. Students are expected to participate in a minimum of 3 separate days a week in the weekly discussion area. In addition, students are expected to respond to fellow students' postings with every discussion. To count as participation original and responses need to be detailed and substantive. That is, they must refer to the week's readings, relevant issues in the news, information obtained from other sources, and/or ideas expressed in other class members' postings and must show evidence of critical thinking. Where appropriate, students should use references to support their response postings or position. Your postings should include one original post and at least a minimum of two postings to other student's posting.

Your original post for every discussion should be about one page or minimum of three detailed paragraph and your responses should be at least one paragraph long. Initial postings are also due by Day 2 of the week by end of business Tuesday and responses are due by at least Day 5. If there are two Discussion questions for the week, postings to Discussion question two -2 are due by Day 4 and responses are due by Day 6. It is important to adhere to the weekly time frame to allow others ample time to respond to your posting and to have a great dialogue or discourse on the topic every week.

Technology Requirement

Requirements include class meetings for online orientation and access to a computer capable of providing graphical access to the Web, as well as appropriate Web and e- mail software.
With computer literacy (basic functions and familiarity with computer use), students must have consistent and reliable access to a computer, an up-to-date and secure internet connection, and an operating system that is compatible with the use of Canvas and Zoom, as the Learning Management Systems for the program.

Online Identify Verification

All students will be required to submit a government-issued photo ID on application to the school and program during enrollment. IT Department will capture this ID and make it a valid documentation in the online student information system.
During Zoom instruction, student identity is verified by the instructor though attendance roll call while the camera is turned on. When student logs in, she/he needs to use proper name convention as it appears on the attendance record.

Educational Program

A. Methods of Instruction

These methods are utilized in all the programs.

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

B. Description of Semester Credit Units

All courses in all the programs are measured by semester credit units, except for the Vocational Nursing Program in which courses are measured in clock hours. Completion of the specified semester credit units for a program is required for graduation.

The following is the formula used to convert semester credit units to clock/contact hours:

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

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

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

PROGRAM	weeks needed to complete all required credits
Vocational Nursing Associate of Occupational Science in Surgical Technology	+8
Hospital Central Service Technician	+6
Medical Assistant Front Office Medical Assistant Front and Back Office General Office Assistant / Business Computer Applications Financial Records Processing	+4

Distance Education Disclosures

Student Orientation

Students enrolling in distance education courses are required to complete a series of orientation activities presented in the Learning Management System (LMS), designed to simulate the distance education classroom

environment and to allow the institution to support the students as they complete distance education courses or programs.

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

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

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

Technology Resources

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

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

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

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

The computer needs to have the following:

- Operating System: Windows 10 or higher or macOS X or higher
- Network connection: Wired or wireless high-speed internet connection

Admission Requirements

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

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

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

There are two tracks for completion of the Premiere Career College programs:
1. Residential: Offered face-to-face on campus.
2. Blended: For those students who desire a combination of in-class and online course work. Offered via asynchronous, synchronous, and other online delivery methods.

Students upon advice and counseling have options to choose which track will allow them to progress that provides them flexible access to content and instruction at any time they prefer.

Online students will be held and treated to the same standards as the residential students but   will be doing interactive learning online rather than in a large lecture, group or small face-to-face discussion. This method of learning requires a student who is able to learn independently and has a high degree of motivation and organization.
Blended courses blend traditional class meetings with the internet interface (web browser), e-mail, and other Internet resources to provide opportunities for student-faculty and student-to-student interaction in person as well as online.

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

Applicant's Ability to Complete a Distance Education Program

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

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

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

Each student during program inquiry is given a copy of School Performance Fact Sheet that discloses information regarding program completion rates, placement rates, license examination passage rates, and salary information. The students, prior to signing the Enrollment Agreement are asked to certify that they have received and reviewed this School Performance Fact Sheet.

Technical Support

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

The College's distance education Learning Mangment System (LMS) provides 24-hour online technical support. The College provides an accessible and reliable learning management system and technical support to facilitate distance education instruction and learning effectively. Students receive an email invitation from the faculty for a specific course that provides a link; then, the student clicks on the link to register for the distance education course. Students receive an orientation focused on LMS and the types of support that are provided.

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

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

Online Identify Verification

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

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

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

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COLLEGE PERSONNEL

Ownership and Control

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

Board of Directors

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

Administration

ADMINISTRATION	
Chief Executive Officer / Chief Financial Officer / Chief Academic Officer	Fe Ludovico-Aragon
Director of Logistics	Enrique V. Aragon
Director of Education / Program Director—Surgical Technology	Antonio Torres
Program Director—Vocational Nursing	Bernie Malabanan
Program Director—Hospital Central Service Technician	Laredo Velasco
Program Director—Business Department	Raymond Sit
Program Director—Medical Assistant Department	Maha Tawadrous
ACCOUNTING	
Accounting Director	Liza David
Accounting Administrator	Elvie Casado
Accounting Officer	Sue Cayetano
FINANCIAL AID	
Director of Financial Aid	James Aquino
Assistant Director of Financial Aid	Junnette Tibor
Financial Aid Officer	Mary Jayne Esteban
ADMISSIONS	
Director of Admissions	Teresa De Jesus Jimenez Castillo
Admissions Officer (Community Outreach)	Veronica Lopez
Admissions Officer	Karla Velazquez
INFORMATION TECHNOLOGY	
Director of Information Technology	Brandon Chea
Information Technology Officer	Victor Linares
Information Technology Assistant / Marketing Coordinator	Daniel Quick
CAREER DEVELOPMENT AND STUDENT SERVICES	
Career Development Officer	Karen Sison
Registrar	Suvisa Yerabutar
Associate Registrar/ Custodian of Records	Mabel Durante
Career Development/Student Services Coordinator (ST and HCST)	Jovita Buenaseda
Career Development/Student Services Coordinator	Maria Aurora M. Adajar

Vocational Nursing Coordinator	Hedy Diaz
Librarian	Kevin Lee
MAINTENANCE/LOGISTICS	
Supervisor	Abner Marquez
Maintenance / Logistics	Franco Villaflor
Maintenance / Logistics	Lilian Villaflor
Maintenance / Logistics	Rodolfo Fernando

Education

BUSINESS DEPARTMENT

- Raymond Sit   Program Director (Full-time)

Associate of Science in Business Management, Pasadena City College, California
Microcomputer and Repair Maintenance Certification, East Valley ROP/Technical, California
Certified Microsoft Office Specialist - Associate
Certified Microsoft Office Specialist - Expert
Intuit Quickbooks Desktop - Certified User

- Amir Eftekhari   Instructor (Full-time)

Doctor of Philosophy in Applied Economics, Mississippi State University, Mississippi
Master of Arts in Economics/Industrial Organization, York University, Canada
Master of Science in Economics and Agricultural Business, Oklahoma State University, Oklahoma
Bachelor of Science in Business Planning and Development, Hamadan College, Hamadan, Iran

MEDICAL ASSISTANT DEPARTMENT

- Maha Tawadrous   Program Director (Full-time)

Doctor of Medicine, Ain Shams University, Egypt
Certified Clinical Medical Assistant (AMCA)

- Raymond Sit   Instructor (Part-time)

Associate of Science in Business Management, Pasadena City College, California
Microcomputer and Repair Maintenance Certification, East Valley ROP/Technical, California
Certified Microsoft Office Specialist - Associate
Certified Microsoft Office Specialist - Expert
Intuit Quickbooks Desktop - Certified User

SURGICAL TECHNOLOGY DEPARTMENT

- Antonio Torres   Program Director (Full-time)

Doctor of Medicine, Faculty of Medical Sciences, Cuba
Certified Surgical Technologist, NBSTSA*
Certified Hospital Central Service Technician, IAHCSMM*
Diploma in Surgical Technician, Premiere Career College, Irwindale, California

- Maha Tawadrous   Instructor (Part-time)

Doctor of Medicine, Ain Shams University, Egypt
Certified Clinical Medical Assistant (AMCA)

- Leandro Bernardo Ilagan   Instructor (Full-time)

Doctor of Medicine, Ateneo de Davao University, Philippines
Bachelor of Science in Biology, Philippines
Certified Surgical Technologist, NBSTSA*

- Eliry Apacible   Instructor (Full-time)

Diploma in Surgical Technician, Premiere Career College, Irwindale, California
Certified Surgical Technologist, NBSTSA*

- Jovita Buenaseda   Instructor (Part-time)

Diploma in Surgical Technician, Premiere Career College, Irwindale, California
Certified Surgical Technologist, NBSTSA*

HOSPITAL CENTRAL SERVICE TECHNICIAN DEPARTMENT

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

Doctor of Medicine, Far Eastern University, Philippines
Bachelor of Science in Biology, Philippines
Certified Hospital Central Service Technician, IAHCSMM
Certified Surgical Technologist, NBSTSA
Certified CPR Instructor, American Heart Association
* BVNPT - Approved Adjunct Instructor

VOCATIONAL NURSING DEPARTMENT

- Bernie P. Malabanan   Program Director (Part-time)

Master of Science in Nursing (in-progress) West Coast University
Bachelor of Science in Nursing, University of the Philippines, Manila
Registered Nurse, California
*BVNPT – Approved Director/Instructor

- Rebecca Manansala   Assistant Director/Lead Clinical Instructor (Full-time)

Associate of Science in Nursing, Rio Hondo College, California
Registered Nurse, California
*BVNPT – Approved Instructor

- Donald A. Laurino   Instructor (Full-time)

Master of Science in Nursing, University of San Diego
Master of Arts in Nursing, University of the City of Manila, Philippines
Bachelor of Science in Nursing, Centro Escolar University, Manila, Philippines
Certified Critical Care Registered Nurse (CCRN)
Certified Medical-Surgical Registered Nurse (CMSRN)
Registered Nurse - Board Certified Gerontological Nursing (RN-BC)
Registered Nurse, California
Registered Nurse, Texas
*BVNPT – Approved Instructor

- Nanette P. Leonardo   Instructor (Part-time)

Doctor of Nursing Practice, Brandman University
Doctor of Medicine, University Santo Tomas, Philippines
Master of Science in Nursing/Family Nurse Practitioner, Charles R. Drew University of Medicine and Science
Bachelor of Science in Nursing, Dr. Yanga School of Nursing, Philippines
Bachelor of Science in Biology, University Santo Tomas, Philippines
Registered Nurse, California
*BVNPT – Approved Instructor

- Iaramar B. Flores   Instructor (Full-time)

Bachelor of Science in Management, Ateneo de Manila University, Philippines
Diploma Vocational Nursing, Premiere Career College
Licensed Vocational Nurse, California
*BVNPT – Approved Instructor

- Julie Weiss   Clinical Instructor (Part-time)

Associate of Science in Nursing, Pasadena City College
Registered Nurse, California
*BVNPT – Approved Instructor

- Sylvia Coleman   Clinical Instructor (Part-time)

Masters of Science in Nursing, University of Phoenix
Bachelo of Science in Nursing, University of PHoenix
Registered Nurse, California
*BVNPT – Approved Instructor

- Leandro Bernardo Ilagan   Adjunct Faculty (Part-time)

Doctor of Medicine, Ateneo de Davao University, Philippines
Bachelor of Science in Biology, Philippines
Certified Surgical Technologist, NBSTSA*

- Paul Chua   Instructor (Part-time)

AB Behavioral Science, De La Salle University, Manila, Philippines
Diploma, Premiere Career College, Irwindale, CA
Licensed Vocational Nurse, California
*BVNPT – Approved Instructor

- Mykel Lenore Williams   Instructor (Part-time)

Associate Degree - General Studies, College of Southern Nevada, NV
Diploma, Four-D College, Colton, CA
Licensed Vocational Nurse, California

- Benjamin Timbol   Clinical & Theory Instructor (Full-time)

Licensed Vocational Nurse - Concorde Career College, Garden Grove, CA
*BVNPT - Approved Instructor

- Rolinda Caalim   Theory & Clinical Instructor (Full-time)

Master of Science in Nursing - California State University Dominguez Hills, Carson CA
Bachelor of Science in Nursing - California State University Dominguez Hills, Carson, CA
Registered Nurse, California

- Cindy Chua   Clinical Instructor (Part-time)

Bachelors of Science in Nursing - University of the Philippines
Registered Nurse, California
*BVNPT - Approved Instructor

NBSTSA: National Board of Surgical Technology and Surgical Assisting
IAHCSMM: International Association of Healthcare Central Service and Materiel Management
BVNPT: California Board Of Vocational Nursing And Psychiatric Technicians

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PROJECTED START AND END DATES

END DATES								
Start Date	FRP	GO	MAF/ CLASS	MAF/EXT	MAF	MAFB/ CLASS	MAFB/EXT	MAFB
06/07/21	12/17/21	12/17/21	12/17/21	01/14/22	01/14/22	01/28/22	02/25/22	02/25/22
06/14/21	12/24/21	12/24/21	12/24/21	01/21/22	01/21/22	02/04/22	03/04/22	03/04/22
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02/21/22	09/02/22	09/02/22	09/02/22	09/30/22	09/30/22	10/14/22	11/11/22	11/11/22
02/28/22	09/09/22	09/09/22	09/09/22	10/07/22	10/07/22	10/21/22	11/18/22	11/18/22

REVISED AUGUST 2021

END DATES						
AOS-ST/CLASS	AOS-ST/EXT	AOS-ST	HCST/CLASS	HCST/EXT	HCST	VN
06/24/22	10/14/22	10/14/22	12/03/21	02/11/22	02/11/22	
07/01/22	10/21/22	10/21/22	12/10/21	02/18/22	02/18/22	
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09/02/22	12/23/22	12/23/22	02/11/22	04/22/22	04/22/22	
09/09/22	12/30/22	12/30/22	02/18/22	04/29/22	04/29/22	
09/16/22	01/06/23	01/06/23	02/25/22	05/06/22	05/06/22	
09/23/22	01/13/23	01/13/23	03/04/22	05/13/22	05/13/22	
09/30/22	01/20/23	01/20/23	03/11/22	05/20/22	05/20/22	
10/07/22	01/27/23	01/27/23	03/18/22	05/27/22	05/27/22	
10/14/22	02/03/23	02/03/23	03/25/22	06/03/22	06/03/22	
10/21/22	02/10/23	02/10/23	04/01/22	06/10/22	06/10/22	
10/28/22	02/17/23	02/17/23	04/08/22	06/17/22	06/17/22	
11/04/22	02/24/23	02/24/23	04/15/22	06/24/22	06/24/22	
11/11/22	03/03/23	03/03/23	04/22/22	07/01/22	07/01/22	
11/18/22	03/10/23	03/10/23	04/29/22	07/08/22	07/08/22	
11/25/22	03/17/23	03/17/23	05/06/22	07/15/22	07/15/22	
12/02/22	03/24/23	03/24/23	05/13/22	07/22/22	07/22/22	
12/09/22	03/31/23	03/31/23	05/20/22	07/29/22	07/29/22	
12/16/22	04/07/23	04/07/23	05/27/22	08/05/22	08/05/22	
12/23/22	04/14/23	04/14/23	06/03/22	08/12/22	08/12/22	
12/30/22	04/21/23	04/21/23	06/10/22	08/19/22	08/19/22	
01/06/23	04/28/23	04/28/23	06/17/22	08/26/22	08/26/22	
01/13/23	05/05/23	05/05/23	06/24/22	09/02/22	09/02/22	
01/20/23	05/12/23	05/12/23	07/01/22	09/09/22	09/09/22	
01/27/23	05/19/23	05/19/23	07/08/22	09/16/22	09/16/22	
02/03/23	05/26/23	05/26/23	07/15/22	09/23/22	09/23/22	
02/10/23	06/02/23	06/02/23	07/22/22	09/30/22	09/30/22	
02/17/23	06/09/23	06/09/23	07/29/22	10/07/22	10/07/22	
02/24/23	06/16/23	06/16/23	08/05/22	10/14/22	10/14/22	
03/03/23	06/23/23	06/23/23	08/12/22	10/21/22	10/21/22	
03/10/23	06/30/23	06/30/23	08/19/22	10/28/22	10/28/22	
03/17/23	07/07/23	07/07/23	08/26/22	11/04/22	11/04/22	

END DATES								
Start Date	FRP	GO	MAF/CLASS	MAF/EXT	MAF	MAFB/CLASS	MAFB/EXT	MAFB
03/07/22	09/16/22	09/16/22	09/16/22	10/14/22	10/14/22	10/28/22	11/25/22	11/25/22
03/14/22	09/23/22	09/23/22	09/23/22	10/21/22	10/21/22	11/04/22	12/02/22	12/02/22
03/21/22	09/30/22	09/30/22	09/30/22	10/28/22	10/28/22	11/11/22	12/09/22	12/09/22
03/28/22	10/07/22	10/07/22	10/07/22	11/04/22	11/04/22	11/18/22	12/16/22	12/16/22
04/04/22	10/14/22	10/14/22	10/14/22	11/11/22	11/11/22	11/25/22	12/23/22	12/23/22
04/11/22	10/21/22	10/21/22	10/21/22	11/18/22	11/18/22	12/02/22	12/30/22	12/30/22
04/18/22	10/28/22	10/28/22	10/28/22	11/25/22	11/25/22	12/09/22	01/06/23	01/06/23
04/25/22	11/04/22	11/04/22	11/04/22	12/02/22	12/02/22	12/16/22	01/13/23	01/13/23
05/02/22	11/11/22	11/11/22	11/11/22	12/09/22	12/09/22	12/23/22	01/20/23	01/20/23
05/09/22	11/18/22	11/18/22	11/18/22	12/16/22	12/16/22	12/30/22	01/27/23	01/27/23
05/16/22	11/25/22	11/25/22	11/25/22	12/23/22	12/23/22	01/06/23	02/03/23	02/03/23
05/23/22	12/02/22	12/02/22	12/02/22	12/30/22	12/30/22	01/13/23	02/10/23	02/10/23
05/30/22	12/09/22	12/09/22	12/09/22	01/06/23	01/06/23	01/20/23	02/17/23	02/17/23

	END DATE					
	AOS-ST/CLASS	AOS-ST/EXT	AOS-ST	HCST/CLASS	HCST/EXT	HCST	VN
	03/24/23	07/14/23	07/14/23	09/02/22	11/11/22	11/11/22	
	03/31/23	07/21/23	07/21/23	09/09/22	11/18/22	11/18/22	
	04/07/23	07/28/23	07/28/23	09/16/22	11/25/22	11/25/22	
	04/14/23	08/04/23	08/04/23	09/23/22	12/02/22	12/02/22	
	04/21/23	08/11/23	08/11/23	09/30/22	12/09/22	12/09/22	
	04/28/23	08/18/23	08/18/23	10/07/22	12/16/22	12/16/22	
	05/05/23	08/25/23	08/25/23	10/14/22	12/23/22	12/23/22	
	05/12/23	09/01/23	09/01/23	10/21/22	12/30/22	12/30/22	
	05/19/23	09/08/23	09/08/23	10/28/22	01/06/23	01/06/23	
	05/26/23	09/15/23	09/15/23	11/04/22	01/13/23	01/13/23	
	06/02/23	09/22/23	09/22/23	11/11/22	01/20/23	01/20/23	
	06/09/23	09/29/23	09/29/23	11/18/22	01/27/23	01/27/23	
	06/16/23	10/06/23	10/06/23	11/25/22	02/03/23	02/03/23	