

*Leader in Quality Education
At An Affordable Cost*



“Where your Career Dream Can Come True”

STUDENT CATALOG



January 1, 2024 – December 31, 2024
HEALTHCARE CAREER CENTER

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General Information

A. Disclosure statement

Healthcare Career Center (HCC) makes every effort to ensure accuracy of the information contained in this catalog. The College reserves the right to change policies, regulations, fees, and courses of instruction during this catalog period upon direction of the Healthcare Career Center Administration. All matters contained herein are subject to change without notice and HCC assumes no responsibility for misinterpretation by students of policies and procedures as presented in this catalog. All information in the content of this catalog is current and correct as of the publication date.

The College has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not 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.).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834 (Physical Address); P.O. Box 980818, West Sacramento, CA 95798-0818 (Mailing Address). Website: www.bppe.ca.gov; 1(888) 370-7589 phone number or by fax (916) 263-1897; (916) 574-8900 phone number or by fax (916) 263-1897.

As a prospective student, you are provided a school catalog either in writing or electronically and to the general public upon request.

“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”.

Healthcare Career Center does not currently participate in federal and state financial aid programs.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

HCC does not admit students from other countries, does not provide visa services, does not vouch for student status and any associated charges.

HCC offers educational programs such as Nurse Assistant Training Program (NATP) and Home Health Aide Program (HHA) designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in the state. List of requirements for licensure: (1) **California State Nurse Assistant Certification Examination** requirements are (a) Graduate from a Certified Nursing Assistant school, (b) pass a criminal background check, (c) High school diploma or GED, (d) Up-to-date immunization records, (e) be in good physical health, and (f) be at least 16 yrs. old. (2) **Home Health Aide (40 hour course)** list of requirements are: (a) **must be a CNA** (b) Successfully complete a training program with a minimum of 40 hours or an equivalent competency evaluation program approved by the CDPH, (c) of the 40 hours, complete a minimum of 20 clinical hours, (c) obtain a criminal record clearance.

See section on admission for requirements on specific programs.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau’s Internet Website at www.bppe.ca.gov.

B. Approval to Operate Statement/ Accreditation:

1. Healthcare Career Center is a private institution. It is approved to operate by the Bureau of Postsecondary Education (BPPE), and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. a
2. Healthcare Career Center is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) in January 2021 through February 28, 2024 after conducting a comprehensive review.
3. Healthcare Career Center (HCC) is also recognized, authorized, and/or approved, by the following:
 - California Department of Public Health (CDPH) P.O. Box 997416, MS 3301 Sacramento, CA 95899-7416, Phone: (916) 327-2445, for Nurse Assistant Training Program
 - California Department of Public Health (CDPH) P.O. Box 997416, MS 3301 Sacramento, CA 95899-7416, Phone: (916) 327-2445, for Home Health Aide 40-Hour Program

The following programs being offered are:

PROGRAMS	CLOCK HOURS	LENGTH IN WEEKS	CIP CODE	OCCUPATIONAL CODE
Nursing Assistant (NA)	160	11	51.3902	31-1131
Home Health Aide (HHA)	40	2	51.2602	31-1121
Medical Assistant (MA)	720	27	51.0710	31-9092

NOTE: Healthcare Career Center does not offer instruction in English as a Second Language (ESL). HCC only requires basic English language proficiency for its students and this is measured by tests such as the Test of English as a Foreign Language (TOEFL). Acceptable TOEFL scores are: speaking (10-15) and writing (7-12). For high school and GED graduates, a copy of high school diploma or GED diploma are acceptable. HCC does not give Test of English as a Foreign Language (TOEFL) to students.

HCC only offers instruction in English.

Instruction is conducted in-house with facility occupancy levels accommodating 42 students at 12440 Firestone Blvd., Suite 220, Norwalk, CA 90650. Prospective enrollees are encouraged to visit the school’s facilities and to discuss their personal educational and occupational plans with school personnel before signing an enrollment agreement.

California statute requires that a student who successfully completes a program of study be awarded an appropriate diploma or certificate verifying that fact.

HCC is an accredited institution by Accrediting Bureau of Health Education Schools (ABHES) and does not offer degree programs accredited by an accrediting agency recognized by the United States Department of Education.

This catalog covers the January 1, 2022 to December 31, 2022 school year. All information in the content of this college catalog is current and correct as of the publication date and is so certified as true by Dr. Florencia Nunez, HCC President.

A Message from the HCC President/CEO/COO

Dear Students,

Welcome to Healthcare Career Center, “The Place where Career Dream Can Come True” and congratulations on taking that first step toward a better future! We are dedicated to meeting your educational needs and career goals. You have made a very good choice. HCC offers programs that have been intensely and rigorously planned. The Nurse Assistant and Home Health Aide Training Programs have met all the regulatory requirements from the Department of Health Care Services. HCC takes pride in having all our programs taught by seasoned faculty members either or both in academia with high academic achievements which include Bachelor’s, Master’s and Doctorate Degrees in Medicine, Nursing, Education or working in their respective fields. They have earned their expertise through long years of professional experience in the classroom, in the clinical setting as well as the workplace. They are hard-working, caring, empowering and concerned individuals that are willing to assist students in achieving success in their career goals. Likewise, HCC provides tutorial programs for students who need extra help outside of the classroom and clinical setting. HCC is confident that its graduates are well-prepared and trained for entry level positions in their respective fields. Once again, welcome and congratulations!

Good Luck and Make your Career Dream Come True. Florencia A. Nunez, HCC President/CEO/COO

SECTION I. THE SCHOOL

HEALTHCARE CAREER CENTER

Healthcare Career Center (HCC) is a privately-owned educational institution that aims to offer comprehensive programs in health care services. HCC is situated within a diverse community in the Norwalk area. Its location is easily accessible by car and public transportation.

HISTORY AND OWNERSHIP

Healthcare Career Center (HCC) was established in 2009 in the City of Covina, California formerly known as Holy Spirit Healthcare Career Center. In August of 2013, HCC moved to its present facility in the city of Norwalk, California and has its name changed to Healthcare Career Center (HCC). In August 5, 2014 the school received approval for Exempt status under California Education Code (CEC) under section 94874 (f). In May 2015, Healthcare Career Center, Inc. became the new owner of the school. Healthcare Career Center (HCC) obtained its approval to operate from the Bureau for Private Postsecondary Education (BPPE) in December 23, 2019 and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. Additional vocational programs have since been implemented to satisfy the increasing demands of the industry. Innovative and experienced instructors contribute their expertise in expanding the services and training programs offered by HCC. Furthermore, HCC has neither filed a petition nor has a petition in bankruptcy filed against it within the previous five years. **STATEMENT OF OWNERSHIP:** Healthcare Career Center is a privately own corporation and operated by Healthcare Career Center, INC. **OWNERS:** Dr. Florencia Nunez, CEO/COO/President and Maria Teresa Martinez, Secretary

MISSION

HCC is committed to provide quality education and training at affordable costs to nursing and other allied health care fields in a diverse community. To equip students with critical thinking, professional attitudes and habits, technological competence and sensitivity to health care needs of clients physically, psychologically and spiritually. The college will:

1. Provide students with the basic working knowledge and technical skills required by industry to secure entry-level employment in their chosen career;
2. Provide students the opportunity to achieve their optimum potential in an intensive, individualized and positive environment;
3. Use current technology and a comprehensive curriculum evaluated and updated as necessary to meet industry standards;
4. Provide competency based training methods combined with modular scheduling systems, resulting in employment readiness in the shortest possible time;
5. Select qualified instructors with professional experience in the vocation they teach;
6. Provide the support services, which contribute to instructional effectiveness and student success;
7. Provide students with opportunities to fulfill their academic needs, enrich the quality of their lives and develop the competencies needed to function as economically productive members of society.

PHILOSOPHY

The primary purpose of Healthcare Career Center is to provide an environment focused on teaching, learning, and the development of practical skills and relevant theoretical knowledge required for the advancement of individual career goals. The college fosters the principle that individual has the capacity to learn to direct their destinies so that they may exert their responsibilities to participate effectively in society. HCC recognizes the changing needs of students for academic and occupational preparation and the needs of the community for occupation-specific trained students who have the necessary resources for career growth. HCC programs are designed to provide students with the technical skills and knowledge to meet the growth dynamics and demands of the region's job market.

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SECTION II –PROGRAMS OFFERED

HCC offers a variety of programs at different levels. All programs have theoretical and clinical components. The theoretical (includes skills) component is delivered in a classroom setting. The clinical component is implemented through externships at different acute, long-term, OB/pediatric clinics and residential/retirement-home facilities and physician offices as required per program.

NURSING ASSISTANT TRAINING PROGRAM (NATP) (160 Clock Hours) Occupational Code – 31-113; CIP-51.3902

Program Objective: The objective of this course is to prepare students to pass the California State Nurse Assistant Certification Examination and to perform as an entry level NA in various health care settings. The NA program is offered continuously throughout the year in Weekend, Week day and evening schedules.

Schedule Weekend: 11 weeks (Sat-Sun) Theory: 8:00-4:30, Clinical: 7:00am - 3:30pm
Week Day: 11 weeks (Mon-Tues) Theory: 8:00-4:30, Clinical: 7:00am- 3:30pm
Evening: 11 weeks (Thurs-Fri) Theory: 11:00-7:30, Clinical: 11:00am- 7:30pm

Program Description: The course is structured to provide theory and practical application skills needed to function as a Nursing Assistant (NA).

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

Program Outline

MODULE	COURSE TITLE	THEORY CLOCK HOURS	CLINICAL CLOCK HOURS
NA 1	Introduction	2	0
NA 2	Patients' Rights	3	1
NA 3	Interpersonal Skills	2	0
NA 4	Catastrophe & Prevention Management of Unusual Occurrence	1	1
NA 5	Body Mechanic	2	4
NA 6	Medical and Surgical Asepsis	2	8
NA 7	Weights and Measures	1	1
NA 8	Patient Care Skills Procedures	14	40
NA 9	Patient Care	7	20
NA 10	Vital Signs	3	6
NA 11	Nutrition	2	6
NA 12	Emergency Procedures	2	1
NA 13	Long-Term Care Patient	5	4
NA 14	Rehabilitative Nursing	2	4
NA 15	Observation and Charting	4	4
NA 16	Death and Dying	2	0
NA 17	Abuse	6	0
	TOTAL HOURS	60	100

Course Descriptions

NA 1: INTRODUCTION The purpose of this module is to introduce the students to Title 22 – Division 5 California Code of Regulations (which regulates health care facilities), the roles and responsibilities of the Certified Nurse Assistant (CNA), requirements for NA Certification, professionalism, ethics, and confidentiality.

NA 2: PATIENT/ RESIDENT RIGHTS The purpose of this module is to introduce the students to patients/resident's rights. The fundamental principle behind resident rights is that each resident is a member of a family and society as a whole. Each resident must be cared for in a manner that protects their rights and meets the individual familial, psychosocial and spiritual needs in a long-term care setting. These rights are protected by Federal and State regulations.

NA 3: COMMUNICATION & INTERPERSONAL SKILLS

The purpose of this module is to introduce the concepts and skills required for students to communicate effectively and interact appropriately with residents, resident's families and guests, and members of the health care team.

NA 4 : COMMUNICATION & INTERPERSONAL SKILLS The purpose of this module is to introduce the students to the concepts, procedures and general rules related to resident safety in the long-term care environment. In addition, it discusses the role of the NA in preventing and responding to emergency situations, such as fire and disasters.

NA 5: BODY MECHANICS The purpose of this module is to provide students with an understanding of efficient and proper use of the body in performing tasks in the role of a NA. Students will also learn the principles of positioning and transporting residents and will implement these principles in providing resident care.

NA 6: MEDICAL and SURGICAL ASEPSIS The purpose of this module is to present information about asepsis and infection control. Procedures and precautions to protect residents, health care workers, and others from infection are presented, including hand-washing, universal precautions, and hazardous waste management.

NA 7: WEIGHTS and MEASURES The purpose of this module is to introduce the Common System of Measurement used by NAs.

NA 8: PATIENT CARE SKILLS The purpose of this module is to teach students the skills needed to support and/or assist the resident in performing activities of daily living, particularly in the areas of personal hygiene and elimination. In addition, students are taught the use of prosthetic devices, procedures on bowel and bladder retaining, and how to take height and weight measurement of residents.

NA 9: PATIENT CARE PROCEDURES The purpose of this module is to provide learning experiences that will prepare the student to safely carry out certain procedures, including supporting residents in physical care needs that cannot be performed independently.

NA 10: VITAL SIGNS The purpose of this module is to prepare students to know how, when and why vital signs (i.e., temperature, respiration, and blood pressure) are taken and how to report and chart these procedures.

NA 11: NUTRITION The purpose of this module is to examine the body's need for food

and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets as well as assisting the resident to meet nutrition and hydration needs.

NA 12: EMERGENCY PROCEDURES: The purpose of this unit is to introduce the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the Nurse Assistant in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

NA 13: LONG TERM CARE RESIDENT The purpose of this module is to introduce students to the basic structure of the body and to review the effect of aging upon the body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with psychological, recreational, and social needs are also offered.

NA 14: REHABILITATIVE NURSING The purpose of this module is to introduce the students to restorative care. Procedures on how NAs help individuals attain optimal level of functioning are discussed and demonstrated.

NA 15: OBSERVATION and CHARTING The purpose of this module is to prepare students to know how and when to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

NA 16: DEATH & DYING The purpose of this module is to introduce to the students the event of death as a normal part of life and the various stages of the grieving process the health care worker must learn how to recognize the physical, psychological, and spiritual needs of the resident during these periods to understand coping mechanisms and provide support to the resident and family members.

NA 17: Abuse The purpose of this module is to emphasize the importance of the knowledge of the different types of elder abuse, signs of elder abuse, reasons why elder abuse go unreported and ways to prevent elder abuse.

Program Delivery: Residential. The NA program is composed of theoretical and clinical components. The student will spend 60 hours of theory residentially and 100 hours of clinical training on externship. Externship is done at clinical sites approved by the DHS and supervised by a clinical instructor, approved by the DHS to teach in a clinical. The externship site is assigned by the school. Externships must be completed with a satisfactory grade.

HOME HEALTH AIDE (HHA) (40 Clock Hours) Occupational Code 31-1121; CIP-51.2602

Program Objective The objective of this program is to prepare the student to fulfill requirements for HHA Certification in the State of California which will enable the student to provide nursing care and services to clients with the home as the health setting. The **NA Training and Certification is a required prerequisite** to the HHA course as required by law. Students must submit proof of California State Nurse Assistant Certification/License upon admission. A certificate will given upon successful completion of the program.

Schedule: Week Days (Mon, Tues 8:00am-6:30pm, Clinical 7:00am-5:30pm), Weekend: (Sat, Sun 7:30am - 4:00pm, Clinical 7:00am-5:30pm)

Program Description: The course is structured to provide theory and practical application of skills needed to

function as a HHA.

MODULE	COURSE TITLE	THEORY Clock Hour	CLINICAL Clock Hour
HHA 1	Introduction to Aide and Agency Role	2	
HHA 2	Interpretation of Medical and Social Needs of People Being Served	5	
HHA 3	Personal Care Services	5	15
HHA 4	Nutrition	5	3
HHA 5	Cleaning and Care Tasks in the Home	3	2
	TOTAL HOURS	20	20

Course Description

HHA 1: INTRODUCTION TO AIDE AND AGENCY: This module is designed to train the students in basic nursing care performed at home and on how to become efficient caring members of the health care team.

HHA 2: INTRODUCTION OF MEDICAL AND SOCIAL NEEDS OF PEOPLE (PATIENTS) BEING SERVED: This module is designed to familiarize the students with the medical and social needs of the patient, family and caregiver. The students are familiarized with the different problems that arise when the patient's needs are not met.

HHA 3: PERSONAL CARE SERVICES This module is designed to train students in providing personal care services such as giving oral hygiene, back rubs, and bathing (bed, partial, and shower bath).

HHA 4: NUTRITION This module is designed to train students in preparing a balanced diet for their patients, including the factors to take into consideration when purchasing foods.

HHA 5: CLEANING AND CARE TASKS IN THE HOME This module is designed to familiarize the students with the tasks that need to be preform in at the patient's home when doing healthcare in a home setting.

Program Delivery: Residential. The HHA program also has theoretical and clinical components. The student undergoes 20 hours of theory delivered residentially and 20 hours of clinical training spent at clinical sites approved by the DHS and lead/supervised by a clinical instructor also approved by the DHS. Externships must be completed with a satisfactory grade.

MEDICAL ASSISTANT (MA) PROGRAM (720 Clock Hours) Occupational Code – 31-9092; CIP-51.0710

Program Objective: This program prepares students with basic knowledge and skills to be competent and qualified for entry-level position in the medical field as a front and/or back office medical assistant. Upon successful completion of the program, the graduate will be able to: prepare patients for physical examinations; update and file medical records, fill out insurance forms, handle patient billing, perform vital signs and medical histories, perform EKG (prepare strips for evaluation); perform venipuncture; collect specimens; collect patient data; perform CPR, and First Aid; perform simple lab tests (e.g., Urinalysis, Hematocrit); and assist physicians in minor surgeries. Graduates may also answer telephones and relay telephone prescription to a pharmacy, schedule appointments and arrange hospital admission, and purchase supplies and equipment.

Positions are available in physician’s clinics, hospitals, medical specialty clinics, medical transcription agencies, laboratories and emergency rooms.

All modules must be successfully completed before beginning externship. Students can enroll at the start of any module and will be scheduled for subsequent modules in the order specific to the campus and class session.

Schedule: Morning: Monday to Friday, 8:00am to 1:00pm (27 weeks)
 Evening: Monday to Friday, 5:00pm to 10:00pm (27 weeks)
 Weekend: Saturday to Sunday, 8:00am to 5:30pm (49 weeks)

Program Description:

The program is structured to provide theory and practical application of skills to students to be multi-skilled entry-level health professionals who perform a wide range of roles in physician’s offices and other health care settings.

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

Program Delivery: Residential

Program Outline

Module	Course Title	Weeks	Clock Hours
MA1	Introduction to Medical Assisting (Short overview of course: Roles/Responsibilities of healthcare providers)	1	25
MA2	Medical Ethics/Liabilities (Ethical & Legal Responsibilities ,Professional Liabilities)	1	25
MA3	Psychology of Human Relations	1	25
MA4	Medical Terminology	1	25
MA5	Anatomy & Physiology I (Anatomical & Fundamental Body Structures, Integumentary System)	1	25
MA6	Anatomy & Physiology II (Sensory System, Nervous System)	1	25
MA7	Anatomy & Physiology III (Muscular System, Skeletal System)	1	25
MA8	Anatomy & Physiology IV (Respiratory System, Circulatory System)	1	25
MA9	Anatomy & Physiology V (Digestive System, Diet and Nutrition)	1	25
MA10	Anatomy & Physiology VI (Endocrine System , Immune System)	1	25
MA11	Anatomy & Physiology VII (Urinary System , Reproductive System, Pregnancy, Childbirth)	1	25
MA12	Medical Office Management (Manager)	1	20

	(Security of the office, Safety , Emergency Plans/Contingency & General Management Duties)		
MA13	Administrative Medical Assistant (Front Office) I Communication Skills (Telephone Communications, Oral & Written Communications, Scheduling of Appointments, Receiving & Sending Communications)	1	20
MA14	Administrative Medical Assistant (Front Office) II (Records Management, Preparation of Patient Medical Records)	1	20
MA15	Administrative Medical Assistant (Front Office) III (Collection of fees, billing, book-keeping procedures)	1	20
MA16	Clinical Medical Assistant (Back Office) I (Preparation of clinical duties and patient charts)	1	20
MA17	Clinical Medical Assistant (Back Office) II (Physical examinations/ Assessment Procedures in adult and pediatric patients-Vital signs)	1	20
MA18	Clinical Medical Assistant (Back Office) III Clinical & Laboratory Procedures & Skills (Specimen collection, Blood collection (Venipuncture), Frequent Physician’s Office Laboratory Diagnostic Tests, Frequently ordered laboratory tests)	1	15
MA19	Clinical Medical Assistant (Back Office) IV (CPR, Emergencies, Accidents, Acute Illnesses)	1	20
MA20	Clinical Medical Assistant (Back Office) V (Basic Pharmacology, Assisting with Medications, Handling of Non-prescription & Prescription Medications)	1	25
MA21	Clinical Medical Assistant (Back Office) VI (Methods of Administration of Medication, Dosages, Injections & Immunizations)	1	25
MA22	Career Development	1	20
MA23	Externship	5	175
	Totals	27	720

EQUIPMENT AND REFERENCE MATERIAL

Text(s): Medical Assisting: Administrative and Clinical Competencies 7th Edition published by Delmar, Workbook for Medical Assisting: Administrative and Clinical Competencies, Medical Terminology for Health Professions, 6th Edition, Ann Erlich & Carol Schroeder by Delmar, Job Hunting Handbook, PDR Pocket Guide to Prescription Drug, The Total Practice Management Workbook: Using e-Medsys, Medical Dictionary.

Equipment: Exam tables, sphygmomanometer, stethoscope, otoscope, ophthalmoscope, bandage supplies, electrocardiograph equipment, various gowns and drapes, medical and surgical equipment, scales for weighing infants and adults, syringes, needles, assorted laboratory and specimen collection supplies, centrifuge/ microscopes, culture media, incubator, glucometer, 10-key calculators, bookkeeping equipment, insurance claim forms, super-bills, assorted charting forms, TV/VCR, overhead projector, ledger card file system.

COURSE DESCRIPTION:

MA 1- INTRODUCTION TO THE COURSE OF MEDICAL ASSISTING

The purpose of this module is to give the students an overview of whole course of medical assisting. What the duties and roles of the different health professionals as well as assistants will be discussed and learned. The different roles and responsibilities and training of a medical assistant will likewise be taught.

MA 2- MEDICAL ETHICS/ LIABILITIES

The purpose of this module is to make the students learn and know the different laws and regulations, state guidelines involving the practice of medicine in a clinical / office setting. The importance of proper documentation, professionalism, compliance as well as adherence to these guidelines will be emphasized.

MA 3- HUMAN RELATIONSHIP AND BEHAVIOR INFLUENCING HEALTH

The purpose of this module is to make the student learn the relationship between the medical assistant and the patients and their relatives. They will know about different cultures and therapies normally related to these cultures, normal and abnormal diets practiced by patients as well as abnormal behaviors. This knowledge will help the student when they give advice to the patients regarding problems they face.

MA 4- MEDICAL TERMINOLOGY

The purpose of this module is to make the students learn medical words/ terminologies frequently used in the medical field. Proper use and correct spellings of these words will be taught to the students so that at the end of this section the students will be able to use them with confidence.

MA 5- 11- ANATOMY AND PHYSIOLOGY

The purpose of this module is to introduce to the students the different body systems that will help them in their role as a medical assistant in the different offices. They will learn most common diseases encountered in these body systems. This knowledge will be of help in researching and answering the questions which the patient and their relatives would ask.

MA 12 – MEDICAL OFFICE MANAGEMENT (MANAGER)

The purpose of this module is to make the students learn the different duties of a medical assistant in a medical office management position. This will show the students the roles, responsibilities and qualities to be in a management position in a clinical setting. If this kind of work would interest them, then this section of the course would give them the incentive to develop the competence and qualities to become one.

MA 13-15- ADMINISTRATIVE MEDICAL ASSISTANT (FRONT OFFICE)

The purpose of this module is to teach the students the responsibilities and duties of the medical assistant working in the front office. They will learn how to make charts, welcome patients, answer calls, and give appointments. Likewise, they will be taught how to develop communication skills needed while working in a medical office. Other duties like billing, collection of fees referrals will be discussed.

MA 16- 21- CLINICAL MEDICAL OFFICE (BACK OFFICE)

The purpose of this module is to teach the different duties of a medical assistant working the back office position. Here the students will be taught how to prepare patients before seeing the medical practitioner, take vital signs, and perform common laboratory procedures done in the medical office, CPR, assisting in minor surgical procedures, preparation of instruments, blood collections. They will also be taught immunizations, injections, and basic pharmacology, calling prescriptions, assisting with medications, oral or parenteral.

MA 22- CAREER DEVELOPMENT

Career development touches on the professional side of a medical assistant and gives her the tools necessary for employment. It deals with preparation for actual employment, including assessment of skills, application of human relations in the work environment, attitude and appearance.

MA 23- EXTERNSHIP

The purpose of this module is to provide the student the opportunity to work in an actual medical environment. This allows the student to directly apply the knowledge and skills they have learned during their classroom training. Externship also serves as a means of gaining hands-on experience.

SECTION III. ADMISSION

ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURE

Nursing Assistant Requirements

- Must be at least 16 years old, if 16, with parental consent.
- Current CPR card (BLS Health Care Provider).
- Physical exam and TB test done within 90 days prior to patient contact. Chest X-ray is needed if tested positive for TB. Chest X-ray report is valid for 1 year.
- Live-scan fingerprinting.
- **For Ability To Benefit students:** The Legislature recently enacted legislation that repealed Education Code section 94904, which required students without a high school diploma or the equivalent to successfully complete an examination prior to executing an enrollment agreement, and will amend section 94909 to eliminate the need to include specific admissions requirements for these students in school catalogs. The legislation will also repeal section 94811, which defined these students as “ability-to-benefit” (ATB) students. **Effective January 1, 2022,** students without a high school diploma or its equivalent will be permitted to enroll in private postsecondary institutions without having to take the alternate entrance examination. Students who is otherwise qualified and has a reasonable prospect of completing an instructional program, but lacks a high school diploma or the equivalent, will no longer have to pass an “ability-to-benefit” examination in order to enroll in the program.
- **However, schools must still establish general student admission standards for all students enrolling in each program, as provided in California Code of Regulations, title 5, section 71770 (a), which states that “the institution shall establish specific written standards for student admissions for each educational program. These standards shall be related to the particular educational program. An institution shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program.”**
- Please note that the California law changes do not affect any applicable federal requirements for institutions offering federal financial aid under Title IV of the Higher Education Act.

Home Health Aide Requirements

- Must be at least 16 years old. If 16, with parental consent.
- Current CPR card (BLS Health Care Provider).
- Have clearance from the Department of Justice.
- Proof of Nurse Assistant State Certification.
- Physical exam and TB test done within 90 days prior to patient contact. Chest X-ray is needed if tested positive for TB. Chest X-ray report is valid for 1 year.
- Live-scan fingerprinting.
- Proof of Nurse Assistant certificate of completion, High school transcript, or certificate of high school equivalency, or GED. If unable to provide proof, then the prospective enrollee must pass the Wonderlic Basic Skills Test (See above)

Medical Assistant Requirements

Must be at least 18 years of age, if 17, with parental consent.

- High school transcript, or certificate of high school equivalency, or GED, or certificate of accreditation of courses if a foreign graduate. If unable to provide proof, then the prospective enrollee must pass the Wonderlic Basic Skills Test (See above)
- Must pass interview with the admission committee.
- Requirement Prior to Externship:
 1. Negative PPD Test or Chest X-ray report.

2. Complete physical examination report.
3. Proof of Immunization for MMR (mumps, measles, rubella), Varicella (chickenpox), Hepatitis B
4. Tdap (Tetanus, diphtheria and acellular pertussis).

ENROLLMENT PROCESS:

- Interview with an admissions representative (AR). The AR will provide detailed information on HCC's programs and discuss the applicant's qualifications to assist in determining the best way to meet his/her career objective.
- Complete a questionnaire.
- Tour the campus in the company of an admissions representative.
- Be in good physical and mental health to adequately progress through the program.
- Provide a valid third-party evaluation of foreign transcripts or diploma, as applicable.
- If it is found to be unfavorable, the prospective student maybe denied admission or will be advised of possible eligibility issues by signing an advisory form to enroll.
- All applicants will meet with Business Office to discuss potential tuition financing programs/ payment plans.

REGISTRATION

Registration for the NA, and HHA classes are held a week before the class begins. Registration for the MA class and all the other programs are held prior to the start of a module/course of the program.

To be formally accepted to the college, all applicants must do the following:

1. Complete, sign, and date an Application for admission
2. Make financial arrangements with the Business Office to cover the costs of tuition and fees and,
3. Read and sign all required pre-enrollment disclosures, such as the HCC Catalog, Notice of Student Rights, Notice of Cancellation, School Performance Fact Sheet (Completion & Placement Rates Disclosures), and Enrollment Agreement (EA).

RE-ADMISSION PROCEDURE

Students who officially withdraws or fails a course and seek readmission must follow the re-admission procedure. Re-entry is only granted two times to any individual during the completion of the program. **Students who have been readmitted twice and still fail to complete the program will no longer be admitted.** Students' responsibilities prior to re-entry include:

- Submission of a new application to the School Director for re-entry to the program, two (2) *months prior to the module/course.*
- Re-entry must be accomplished within two (2) years of leaving the program.
- A re-entry application is considered on a "space-available" basis. Priority is given to students who have left the program in good standing.
- Students who left the program with theory and clinical failures and wish to re-enter will be re-evaluated and re-admitted according to their rank order (priority will be given to the one with the highest percentage).

CREDIT GRANTING POLICY/CHALLENGE CREDIT

Students who have successfully completed academic courses and/or have relevant knowledge and/or skills acquired in other accredited institutions will be given advanced standing in the program. The standard transfer of credit procedure states that "An institution of higher learning accepts credits earned from another institution based on their own discretion".

Transfer Credit

HCC has not entered into an articulation or Transfer agreement with any other college or university.

The institution considers transfer of credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). The admission department will evaluate previous education and training that may be applicable to an educational program. If the education and or/training meet the standards for transfer of credit, the program may be shortened, and the tuition reduced accordingly

- 1. Students will be granted credit for related previous education completed.
- 2. At the time of application, candidates must submit an Official Transcript of Records and/or copies of certificates of completion. Credit may be granted for courses successfully completed with a grade of “C” or better at another accredited post-secondary institution. The course and credit values should be comparable to those offered by HCC.
- 3. Recognition of credits earned elsewhere is limited to **15% of the total hours** required for completion of a program.

Challenged Credit

Credit may be granted for relevant knowledge and/or skills acquired through prior experience, a course in a non-accredited institution, and individual study with a grade of “C” or better and should be equivalent to a course offered at HCC for which credit is being requested. Qualified candidates must file a petition for credit by examination for a course to be challenged, at least six weeks prior to the start of the course. The petition for advanced standing must be filed with the Program Director two (2) weeks prior to the start of the module/course, and all examination fees (\$20) per module/ course challenged exam paid one (1) week prior to the examination date. Credit shall be determined by successful completion of a comprehensive examination and/or practical examination. Candidates will be given prior notice of the examination date. Objectives for both the written and/or practical examinations are made available to the student prior to the examination. Candidates denied challenge credit for a course, or a portion, thereof would be notified in writing of the reasons for denial. Candidates qualifying to challenge a course or portion thereof will be given the following information to assist in preparation for the examination:

- Textbooks assigned for the course
- Required reading lists
- Study guides
- Format of the examination
- Objectives of the course

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

“The transferability of credits you earn at Healthcare Career Center (HCC) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Nursing Assistance Training Program (NATP), Home Health Aide (HHA), and Medical Assistant (MA) Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending HCC to determine if your certificate will transfer.”

HCC has not entered into an articulation or Transfer agreement with any other college or university.

Non-Discriminatory Policy

HCC does not discriminate on the basis of sex, age, race, national origin, creed, religion or handicaps that would not preclude employment or enrollment within their selected program area, or in admissions, counseling, training, placement and employment, or any other service.

SECTION IV- TUITION AND FEES

Tuition is an ongoing process to help students attain success and achieve educational goals. Tuition services are intended to help students make informed decisions to develop their educational plan.

STEPS TO MATRICULATION

1. Attend information session and submission of application
2. Follow admission procedures (take exams if needed)
3. Meet all necessary requirements

4. Start the process of registration

TUITION FEES

1. **NURSING ASSISTANT TRAINING PROGRAM:**

Tuition Fee is at \$ 1800.00 for the course. **Included in the tuition** are: Textbook and Workbook, Sphygmomanometer with Stethoscope, and Access to on-line review course. **Non-Refundable Registration Fee** is \$100.00 which is payable upon enrollment. **Out of Pocket Costs** are the following: **Uniforms** (with required color \$20); **CPR** (\$ 45.00, if applicable), **ID and patch** (\$10), **Liability insurance** (NSO- \$25.00 on line), **Live Scan Fingerprinting /criminal background check** (\$52) , **Physical Exam with TB test** (Medical Clearance as required from personal doctor)

2. **HOME HEALTH AIDE:**

Tuition Fee is at \$400.00. **Non- Refundable Registration Fee** is \$100.00 which is payable upon enrollment. **Out of Pocket Costs:** **Textbook** (\$30.00) **plus all other cost are similar to that of the NATP.**

3. **MEDICAL ASSISTANT PROGRAM:**

Tuition Fee is \$6350.00. **Included in the tuition are:** Sphygmomanometer and Stethoscope. **Non- Refundable Registration Fee** is \$100.00 which is payable upon enrollment. **Out of Pocket Costs** are the following: Textbook (\$130), Workbook (\$115.00), **uniform** (required color, \$20), **CPR** (\$45.00,if applicable), **ID and Patch** (\$10.00), **Liability Insurance** (HPSO \$25.00 on-line), **Background Check** (Sentry-Link at \$20.00), **Physical Exam with TB Test** (Medical Clearance as required from personal Doctor)

4. All Enrollees must pay the required REGISTRATION FEE upon enrollment.

TUITION FEES must be paid in full in order to take the final exams. IF UNABLE TO DO SO THE STUDENT IS GIVEN 30 DAYS FROM THE SCHEDULED FINAL EXAM TO PAY IT IN FULL AND WILL BE PERMITTED TO TAKE THE FINAL EXAM THEREAFTER.

5. THE STATE OF CALIFORNIA CREATED THE STUDENT TUITION RECOVERY FUND (STRF) TO RELIEVE OR MITIGATE ECONOMIC LOSSES SUFFERED BY STUDENTS IN EDUCATIONAL PROGRAMS WHO ARE CALIFORNIA RESIDENTS. EFFECTIVE APRIL 1, 2022, THE STUDENT TUITION RECOVERY FUND (STRF) ASSESSMENT RATE CHANGED FROM \$.50 PER \$1000 OF INSTITUTIONAL CHARGES TO \$2.50 PER \$1000 OF INSTITUTIONAL CHARGES. (5, CCR SECTION 76120)

6. Total cost of tuition does not include transportation costs to/from externship or clinical sites. This cost is the student’s responsibility.

7. Payment Plans for the TUITION FEE are offered: on a Weekly, Bi-monthly and Monthly basis.

Tuition Chart:

Program/Course	Tuition (Institutional)	Reg. Fee	Out of Pocket (Non- Institutional)	STRF Fee	Total Charges
Nurse Assistant	\$1800.00	\$100.00	\$227	\$ 5.00	\$2132.00
Home Health Aide	\$400.00	\$100.00	\$227	\$ 0	\$682.00
Medical Assistant	\$6,350.00	\$100.00	\$360	\$ 15.00	\$6,825.00

STUDENT TUITION RECOVERY FUND (STRF) Disclosures:

EFFECTIVE APRIL 1,2022 THE STUDENT TUITION RECOVERY FUND (STRF) ASSESSMENT RATE CHANGED FROM \$.50 PER \$1000 OF INSTITUTIONAL CHARGES TO \$2.50 PER \$1000 OF INSTITUTIONAL CHARGES. (5, CCR SECTION 76120)

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, 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 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 the Bureau for Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the bureau did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the

bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

3. The institution has been ordered to pay a refund by the bureau but has failed to do so.
4. The institution has failed to reimburse loan proceeds under a federal loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
5. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or a representative of an institution, but has been unable to collect the award from the institution.
6. 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 reimbursements, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

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

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

CANCELLATIONS/WITHDRAWAL

Students have the right to cancel or withdraw from a course at any time. **STUDENT’S RIGHT TO CANCEL – WITHIN THE CANCELLATION PERIOD**

- 1. Students have the right to cancel their Enrollment Agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later (Per BPPE 4/15/2010 – calendar days). Cancellation will occur when a student gives **written notice of cancellation at the address** shown on the front page of the Enrollment Agreement. A signed and dated notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any form and however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students who cancel their Enrollment Agreement will receive a refund of all amount paid minus the non- refundable registration fee of \$75 within 45 days of cancellation. **“Institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty (\$250) dollars if notice of cancellation is made through attendance at the first class session, or on the seventh day after enrollment, whichever is later”**.
- 2. **The School will provide the Student with textbooks and training materials for the Nursing Assistant Training Program. However, for the Medical Assisting Program just stethoscope and blood pressure apparatus are included in the tuition fee.** Lost, mutilated, or stolen items must be replaced at the Student’s expense. The Student will be charged the current price for the reissuing of any new books or materials and charged a discounted price for used books or materials, if available.

STUDENT’S RIGHT TO CANCEL – AFTER THE CANCELLATION PERIOD

1. After the end of the cancellation period or after the seventh day following the first scheduled class session, students have the right to withdraw from the Institution at any time. **You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later, as well as a prorated refund after that point up to and including 60% of the program.** Refunds are based on the portion of the program not completed, less the non-refundable registration fee of \$75 and STRF. Students who withdraw after the

cancellation period will receive a refund **within 45 days of withdrawal**.

2. If a student withdraws after the cancellation period, the **documented cost** of syllabus, and learning materials pertinent to the past and present module, patches and ID/badge will be charged.
 - ***If the amount that you have paid is more than the amount you owed for the time you attended, then a refund will be made within 45 days of withdrawal. If the amount that you owe is more than the amount you have already paid, then you will have to make arrangements to pay for your remaining balance.***

SECTION V—ACADEMIC POLICIES

ATTENDANCE POLICY

Students must attend all scheduled classes and clinical rotations to achieve their program objectives. Student attendance is regularly documented through use of daily sign-in sheets on which students sign their full names (no initials) in blue or black ink. Students are expected to be in class on time, as repeated absences or patterns of coming late or leaving early will result in disciplinary action. Students are strongly advised to call the school to inform the instructor of an upcoming absence, if possible. Students who are chronically tardy and/or absent will be placed on attendance probation and may be dismissed. **Absences that are made up before a module final exam will count toward a student's cumulative percentage but will not count toward the module grade.**

Minimum Standards

For all programs, a student must attend classes a **minimum of 80% overall** to successfully complete the program. Students falling below 80% of attendance will be dropped from the program. No student may begin his/her externship if the overall cumulative attendance is not at least 80 percent.

Additionally, a student must attend a **minimum of 80% of each module** to sit for the module final exam. A student must also attend **more than half** of the scheduled class days of each module or she/he will receive an automatic "F" grade requiring the module to be repeated during its next scheduled rotation. A student will receive an "Incomplete" if she/he attends more than half of a module but less than the minimum required to test on schedule. Any absences made up after missing half the module but before the scheduled test date will count toward only the student's cumulative attendance percentage. These made-up absences will not excuse the student from an "F" or "Incomplete" or from repeating the module.

The following procedures will apply:

- 1. (1) occurrence of Tardiness/early departure = a verbal warning from the instructor
- 2. (3) occurrences of Tardiness/early departures = 1 unexcused absence plus a written warning.

A **tardy** is defined as arriving more than 15 minutes late for the class. An **early departure** is defined as leaving before a class session ends. Missed time for tardies and early departures in all programs/courses cannot be made up. Calculation of absences resulting from tardies/early departures count against both the student's cumulative attendance percentage and the evaluation criteria for module final grades.

- 3. (2) or more unexcused absences = a Absence (Advisory) contract between student & instructor, and the student will be under attendance probation
 - *While under attendance probation, the students may not miss more than 10% of the scheduled class days of each module.*
 - *Once a student has violated the terms of attendance probation, the student will be immediately dismissed from the program.*
 - *If the student does not exceed the 10% rule during the course, the student will be removed from the attendance probation.*
- 4. Absences for more than 20% of attendance for each module may result in suspension or dismissal from the (Excused and Unexcused absences) program.

Students who are absent from class lectures or clinical due to illness, death in the immediate family, jury duty, military annual training, and other emergency or other uncontrollable circumstances should contact the Instructor/Program Director and Student Services to arrange for make-up for missed classes and clinical. Students are expected to make-up for absences. Make-up opportunities are to be determined by the instructor. ***Making-up in the clinical site, the student will be required to pay the salary of the Instructor for the make-up day/days in the clinical setting.***

A. Unexcused Absence

THEORY. When lost hours occur, related to an unexcused absence, result in the inability of the student to meet the course objectives, the student is required to do a make-up work as deemed necessary by the instructor. The student should make every effort to contact the instructor for discussing the attainment of objectives missed, lecture contents missed, remediation, acceptable methods of make-up and tutorial assistance needed.

CLINICAL. ***Only one absence is allowed for any and all every clinical rotation. Clinical hours lost due to absence must be made up by the student by time in a clinical site under Clinical Instructor supervision within two weeks before the end of the course. Student will be required to pay the salary of the Instructor for the make-up day/days.***

B. Excused Absence

An absence is considered excused if it falls in any of the following categories: 1. Illness 2. Court hearing/Jury Duty 3. Bereavement 4. Military Annual Training 5. Emergencies or uncontrollable circumstances. Student must show written proof of the reason for absence upon returning from absence. Other situations may be considered excused by the Program Director after careful evaluation of each occurrence. Nevertheless, even if absences are excused the students are not exempted in making up hours lost due to excused absences.

C. Tardiness

Theory. Students arriving 15 minutes late for a class lecture will be considered tardy. A verbal warning will be given to each student who is tardy. Three (3) occurrences of tardiness in lecture will be considered one (1) day unexcused absence. A written warning from the instructor will be given to the student and the absence will be counted in relation to allowable total absences. Students arriving late for class and after break period will be admitted in class only after a designated break time. Students will be responsible for missed lecture/activity. **Examination.** Students arriving late during an examination will be admitted and allowed to take and complete the examination within the remaining time allotted. **Clinical.** Students arriving 30 minutes late for clinical assignments will not be accepted in the clinical area and will be marked absent for the day.

Attendance Make-up: Absences that are made up before a module final exam will count as a day present toward the student's cumulative percentage but will not count toward the module grade. If not made up prior to the module exam, absences must be made up no later than 3 calendar days from the module end date; otherwise, the absence (s) will be permanent on the student's attendance record.

Clinical Orientation Policy

All students must be oriented to the clinical site before commencing a clinical assignment. The clinical orientation will be provided by the instructor or an assigned clinical staff member.

A. Clinical Supervision

A pre-conference and post-conference should be conducted by the clinical instructor. The instructor should always be available for the students in the clinical setting. Students will be supervised in the clinical classes or training by an instructor or a preceptor.

B. Clinical Instructor Tardiness and/or Absence

If an instructor has not notified students of tardiness or absence, the students are required to remain at the clinical

site for 30 minutes if no other instructions have been given. If 30 minutes has transpired and the clinical instructor is still unavailable, a previously assigned student will notify the Program Director to receive further instructions. Students may be required to return to the school to meet the clinical objectives for that day.

C. Limitation of Student Activity in Clinical Area

- Students may not leave assigned clinical sites without permission from the instructor.
- Students are not to take care of patients not assigned to them, except in an emergency.
- Students are not allowed to perform any procedures without the supervision or clearance of the instructor.
- Students must be in attendance during pre-conference and post conference. Should a student violate any of these clinical limitation policies, the student will be sent home for the day and will not be given credit for those hours. Further disciplinary actions may be taken.

EVALUATION AND GRADING SYSTEM

Healthcare Career Center uses the following scale as its standard grading system.

LETTER	PERCENT	DESCRIPTION	NUMERIC
A	90-100	EXCELLENT	4.0
B	80-89	GOOD	3.0
C	70-79	AVERAGE	2.0
F	0-69	FAIL	1.0
P	n/a	PASS	0
I	n/a	INCOMPLETE	0
W	n/a	WITHDRAW	0

- For clinic/lab training (extern) or supervised practicum, student performance is graded by the program director or school director via the extern site’s assessment ratings of student performance indicated on the skills evaluation form.
- Minimum cumulative 2.0 GPA is required (equivalent to 70% on a 100% grading scale). A grade of “C” for a module or quiz is considered a passing grade for these programs.
- Final module grades are determined by total points received resulting from a weighted application of grading criteria, i.e., module exam (60%), quizzes/assignments/lab skills (30%) and attendance (10%). For example, a module test score of 80% is multiplied by 60% (resulting in 48 value points). This score is added to the resulting score for the other two grading criteria to determine a student’s overall module grade. If a student fails, the final exam for any given module in any program she/he will receive a failing grade of the module regardless whether the calculation of other grading criteria would have resulted in a passing grade.
- **Students who failed a course will undergo Make-up (see Make-up Policy).**

MAKE-UP

This policy applies to making up module exams in all programs, as well as missed exams. The policy also applies to specific time frames for making up absences in all programs/courses. Students are strongly advised not to miss class unless necessary, as make-up work cannot fully replace direct instruction and classroom participation. To sit for a module final exam for full credit, all required absences must be made up no later than the day before the exam. Therefore, students should make every effort to request a make-up log for time or assignment(s) as soon as possible. **Missed quizzes cannot be made up; in such cases, a zero point value will be applied to the grading criteria.** In most instances, missed time will be made up by assignment, as a student cannot make up attendance by sitting in another class or module.

If class is missed, it is the student's responsibility to acquire any assignments issued. Any work assigned during a module (e.g., homework, projects, etc.) that is not completed and submitted to the instructor by the due date will be recorded as a zero and calculated accordingly in the student's final grade for the module. To make-up scheduled class hours by time or assignment, the student must submit the Petition Request form to Student Services for a make-up log.

Attendance Make-up: Absences that are made up before a module final exam will count as a day present toward the student's cumulative percentage but will not count toward the module grade. If not made up prior to the module exam, absences must be made up no later than 7 calendar days from the module end date; otherwise, the absence (s) will be permanent on the student's attendance record.

Module Exam Make-up: If a missed module exam is not made up within the established time frame for a program, the student will receive an "F" grade and will have to repeat the entire module when offered again. **The highest numerical score applied to a make-up exam is 75%, regardless whether the actual score attained is higher.** This score will be calculated with other grading elements to determine the overall final grade for the module. Students must consult directly with the instructor or program director to schedule and sit for a make-up test. The exam will be administered outside the student's normal class schedule.

Make-up Timeframes: Module exams must be made up within one week of the exam date. Failure to take the make-up module exam within these stated time frames will result in an automatic "F" for the module, and the student will have to repeat the module in its entirety.

COURSE REPETITIONS

A student must repeat (retake) any failed module to attain a passing grade. Grades earned for repeated modules will replace the original grade in determining academic progress and GPA; however, all module final grades will be on the student's transcript. **A student cannot repeat a module she/he passed to obtain a higher grade.** There are limits as to how many times a student can repeat a module. Only one make-up examination is allowed per module.

To repeat a failed module during the next available offering, students in all programs must submit the Petition Request form to Student Services. If the request is not voided before the module start date, the student will be obligated to the schedule and tracked accordingly for attendance and academic purposes.

Course Incompletes:

A grade of "I" cannot be given as a final grade. The student must complete the required class work, assignments, and exams within one (1) week of the original completion date, with the instructor's approval. If the requirements are not completed by the end of the one-week period, the student's course grade will be a "F" (failed) for the course and will be required to repeat the course.

Course Withdrawals:

Individual courses dropped by the student after the seventh business day gets a grade of "W" and will not be included in the computation of GPA. If the course is withdrawn after the prescribed dropping period, which is the end of the 7th business day, the student's module/course grade will be a "F" and will be counted as hours attempted but not completed and will be included in the computation of the GPA as 0.0.

Transfer, Prior Learning, and Work Experience Credit (Non-Punitive Grades) Transfer (TR) credits, prior learning (PL) credits, and work experience (WE) credits do not count toward credits attempted or credits completed, and are not factored into the CGPA. However, these credits are subtracted from the program length when determining the maximum time frame. For example, if a student enrolls in a program with 100 credits and transfers in 20 credits, there are 80 credits remaining. The student's maximum time frame for the remaining 80 credits is therefore $80 \times 1.5 = 120$ credits. **The NA and HHA programs are non-credit courses. The school does not offer remedial courses. A student demonstrates Satisfactory Academic Progress (SAP) by**

achieving a minimum Grade Point Average (G.P.A) of 2.0 (70%) and must maintain satisfactory attendance (See Attendance Policy). To graduate, the student must complete the training program within a period which cannot exceed the maximum time frame (150% of the program length). If the student is not achieving SAP at the given evaluation points, the student will be placed on academic probation.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

All enrolled students HCC must meet the minimum standards of academic achievement and successful course completion. The student’s progress will be evaluated at specific evaluation points based on the Maximum Time Frame for each program. HCC shall utilize every means possible for students to achieve their academic goals and complete their programs of interest.

SATISFACTORY ACADEMIC PROGRESS POLICY

A. Maximum Time Frame

The Maximum Time Frame (MTF) of a program is the maximum amount of time given to a student to complete the program of interest. This is computed as one-half times (1.5) of the program length. Hence, the MTF for the programs at HCC varies. The MTF for each program is given below:

PROGRAM	NORMAL PROGRAM LENGTH	MAXIMUM TIME FRAME
Nursing Assistant Training Program (NATP)	160 clock hours	240 clock hours
Home Health Aid (HHA)	40 clock hours	60 clock hours
Medical Assistant (MA)	720 clock hours	1,080 clock hours

Periods of approved Leave of Absence (LOA) and periods of non-enrollment after voluntary or involuntary withdrawal do not count as time elapsed toward the maximum time. It is by the student’s movement along the MTF (completion of requirements at certain evaluation points) of his/her specific program of interest that his/her academic progress will be determined.

Compliance with the MTF: Students not completing their modules within the maximum time frame are not considered to be making satisfactory academic progress toward their certificate or diploma and may be dismissed from the program.

B. Evaluation Points, Standards and Requirements

A. Evaluation Points of Non-Credit Courses the NA and HHA programs are non-credit courses. This means there are NO CREDITS awarded to students upon completion of the program. Students generally earn either a “Passed” or “Failed” grade and are awarded a certificate upon successful completion of the program. The programs are evaluated at the following points: 25%, 50% and 100%.

PROGRAM	25%	50%	100 %
Nursing Assistant Training Program (NATP)	40 clock hours	80 clock hours	160 clock hours
Home Health Aid (HHA)	10 clock hours	20 clock hours	40 clock hours
Medical Assistant (MA)	180 clock hours	360 clock hours	720 clock hours

CURRICULUM EVALUATION METHODOLOGY

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

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

END OF MODULE EVALUATION

The students will be required to evaluate the course, instructor(s), and the facility. The purpose of the evaluation is to identify the strengths and weaknesses of the course, instructor(s) and the facility, and for the school administration to know the areas for improvement.

END OF PROGRAM EVALUATION

Prior to completion of the program, all students are required to give their input or recommendations for improvement and enhancement of the program.

CLINICAL FACILITIES EVALUATION METHODOLOGY

POLICY: Clinical Facilities shall be evaluated on ongoing basis utilizing the following methodology.

- 1. The program director or designee shall visit, discuss and document conversations monthly for each clinical site in which the students are assigned. Concerns shall be documented to include plans to provide feedback on planned program revisions.
- 2. Concerns identified shall be presented in the monthly faculty meeting. Recommendations shall be reviewed and a plan for change developed to include scheduled dates of implementation and in-service training for the faculty.
- 3. The program director shall be responsible for providing feedback to each clinical site.
- 4. At the completion of each module, the student shall complete an evaluation of the Instructor, Facility and the Clinical Rotation. The information shall be reviewed by the program director. The summary and areas of concern shall be reviewed and a plan for change developed to include scheduled dates of implementation and in-service training for the faculty.

PROBATION POLICIES

HCC reserves the right to place students on a probationary status. Students are subject to probation when they do not satisfy the conditions of Satisfactory Academic Progress (SAP):

- 1. Average academic performance completed at scheduled evaluation point results in CGPA “C” or of $CGPA < 70\%$.
- 2. Failure to complete the required number of hours at the scheduled evaluation point (meaning absences exceed more than 20% of the entire course hours).
- 3. A student on **Academic Probation** (because of unsatisfactory academic performance such as obtaining a failed grade (“F”)) will undergo remediation.
- 4. A student on **Attendance Probation** (probation due to poor attendance) will be monitored and will not be allowed to miss class unless the absence is approved by the director due to mitigating circumstances.
- **Violation of either Attendance or Academic probation will lead to dismissal.**

REMEDICATION POLICIES

Students who failed a course (obtained a grade of “F”) and will be required to undergo remediation. A conference between the student and the instructor will be held to discuss the progress status and to design the remediation plan. The instructor will determine the method of remediation according to the student’s individual learning needs.

The following guidelines will be followed:

- 1. The student may proceed to the next course and begin remediation for the course for which he/she is under probation. A student is allowed one week to remediate successfully. A student who remediates successfully will achieve a maximum grade of 70% “C” Otherwise, if the student is unsuccessful in remediation of the course within the required time frame, he/she will be given a failing grade and will be dropped from the program.
- **2. The student may repeat the failed course, on a space available basis, when it is scheduled to be taught.**

Remediation Services

- 1. Students who need academic assistance may utilize remediation services either by self-referral or faculty referral. These services are available outside of normal class time. Remediation is provided by the faculty.
- 2. HCC will provide this ongoing method of evaluation and assistance so that students will be able to complete the program and prevent failure.

PROBATION REMOVAL

- 1. Academic Probation will be lifted if the student earns a grade of 70% or higher upon remediation.
- 2. Attendance Probation will be lifted when the student satisfies the terms and conditions of the attendance probation.

DISMISSAL

Failure to adhere to the probationary policy will result in dismissal from the program. The student will be deemed not making satisfactory progress.

MANDATORY DROP

A student may repeat a module only once. Therefore, a student who receives a module grade of “F” may repeat this module one (1) time only. A student can fail only two (2) modules (clinical or non-clinical) during the entire program. A final module grade of “F” (after remediation) results in a mandatory DROP from the program.

LEAVE OF ABSENCE

A leave of absence (LOA) is a temporary interruption in a student's program of study. A student who finds it necessary to take a leave of absence must make a written request to specify a reason for the request to the School Director and approval is granted on an individual basis. The student must initiate the leave of absence request in writing for personal reasons, i.e., health issues. The School Director must approve the request before it is granted. Leave of Absence request may not exceed 180 consecutive days in one 12-month period. The student's tuition will not be affected for taking a LOA. Failure to return from a leave of absence will result in termination from the program. Standards for satisfactory academic progress will not be affected during an approved leave of absence.

REINSTATEMENT POLICY

Students who underwent mandatory drop and voluntary stop-out may apply to continue their studies at HCC in an extended enrollment status. Students must apply for reinstatement within one (1) month of the exam date. A meeting will be scheduled between the Director and the student applying for reestablishment to determine if the student has the academic ability and desire to successfully continue in the program.

READMISSION PROCEDURES

Students who seek readmission must follow the re-admission procedures. Reinstatement consideration is given to any individual student two times (2x) only during the completion of their program. Students' responsibilities prior to re-admission include:

- 1. A new application must be submitted to the School Director for re-admission to the program one (1) months prior to the module/course.
- 2. Re-admission must be accomplished within two (2) years of leaving the program.
- 3. A re-admission application is considered on "space-available" basis. Priority is given to:
 - A. Students who left the program in good standing.
 - B. Students leaving with theory and clinical grades in rank order of highest percentage and review of their application.
- **Students, after two (2) unsuccessful attempts to finish the program, will not be re-admitted.**

APPEALS

Should a student disagree with the application of the satisfactory academic progress standards, he/she must first discuss the problem with the appropriate instructor(s). If still dissatisfied, the student may then appeal to the School Director. The decision of the School Director is final and may not be further appealed.

WITHDRAWAL POLICY

A student has the right to withdraw after the dropping period **which is the seventh(7th) business day after enrollment. A student will be eligible for a prorated refund after that point up to and including 60% of the program.** The student will likewise receive an "F" grade for the course. Withdrawals are counted as an attempt to take a course. A student who fails to meet the attendance policy will be terminated from the program.

SUSPENSION & TERMINATION

Students may be suspended or terminated by the School Director for any of the following reasons:

1. Excessive absenteeism or tardiness
2. Failure to achieve Satisfactory Academic Progress
3. Failure to comply with probationary conditions
4. Cheating
5. Conduct that reflects poorly upon the School or staff
6. Failure to meet financial obligations

7. Possession of drugs, alcohol or weapons on school premises
8. Behavior creating a safety hazard to other persons at the School
9. Or any other determined infraction of conduct. Students have the right to appeal suspensions or terminations.

RETENTION OF STUDENT RECORDS POLICY

Healthcare Career Center shall maintain, for a period of not less than five years at its principal place of business in this state, complete and accurate records of all of the following information **except for student transcripts that are kept permanent (see #4):**

1. The educational programs offered by HCC and the curriculum for each.
2. The names and addresses of the faculty members and records of the educational qualifications of each member of the faculty.
3. Any other records required to be maintained including completion and student performance data (placement, licensure and salary disclosure).
4. Maintain records of the name, address, e-mail address, and telephone numbers of each student who is enrolled in an educational program. HCC will maintain, for each student a certificate and permanent records of:
 - a. The certificate granted and the date on which that certificate was granted.
 - b. The courses and units on which the certificate was based.

SECTION VI – GENERAL POLICIES

PHYSICAL HYGIENE & GROOMING POLICY

Personal hygiene is the basic concept of cleaning, grooming and caring for our bodies. At HCC everyone is expected to pay attention to personal hygiene to prevent the spreading of germs and diseases. Good grooming affects the learning environment; good grooming reflects the modesty and good taste of HCC.

Female Hair is to be well groomed, off the collar and pulled back away from the face

Male Hair must be neatly trimmed, no ponytails or braids, Beard must be closely cut or must follow the policy specified by the clinical facility

Both Male & Female: Body piercings (e.g. earrings, nose, tongue) are not allowed.

DRESS CODE

HCC students must dress appropriately. The following are not acceptable attire for any student at HCC:

- Revealing outfits (excessive slit on skirts, excessive body exposure, midriff-exposing clothing, thongs, halter tops, tank top, shorts)
- Tight fitting tops and bottoms; See-through blouses and dresses
- Torn Shorts and jeans (or with slits and holes)
- Clothing with brand logos, commercial or gang emblems
- Unacceptable writings and pictures
- Oversized or baggy clothes
- Attires considered unsuitable for the work place.

HCC students are required to follow the prescribed attire for classroom and clinical rotations (see below) always. Students who show-up in class without a complete uniform may be sent home, and will receive anywhere from a **verbal warning, written counseling or suspension** due to non-compliance with policies.

CLINICAL DRESS CODE

Female

- Scrub uniform (matching shirt and pants) with patch sewn on the left sleeve
- White or beige undergarments
- White hose/socks
- White nursing shoes with closed toe and heel
- A pair of stud earrings or a wedding band are the only allowed accessories
- A pair of stud earrings or a wedding band are the only allowed accessories
- Identification Badge

Male

- Scrub uniform (scrubs-matching shirt and pants)
- White socks only
- Plain white V-neck undershirt
- Identification Badge

HCC expect all students to dress in a manner that does not to distract the learning process and concentration for learning. All dresses, shirts and pants must be neatly pressed. *No sweatshirts or sweat pants allowed in the clinical area.*

IDENTIFICATION BADGES

Identification Badges must be worn always in the clinical assignments.

PERSONAL APPEARANCE IN THE CLINICAL

- (Female) Hair should be properly fixed, off the collar and face while within the clinical area premises. Neither fancy hair ornaments nor fancy hairdo is allowed; only white ribbon or black tie will be allowed.
- (Male) No Pony tail
- (Male) No earrings
- Fingernails should be kept clean and trimmed. No acrylic nails allowed, only white or natural nail polish will be allowed.
- Simple and light make-up is allowed.
- Cologne/Perfume is not allowed.
- Plain small stud earrings (1 pair only) are allowed.
- No bracelets should be worn during clinical hours.
- Wedding band rings is allowed in clinical.
- No visible tattoos are allowed.
- No visible body piercing is allowed.
- Identification badge

Male

- Scrub uniform (scrubs-matching shirt and pants)
- White socks only
- Plain white V-neck undershirt
- Identification badge

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- Plain small stud earrings (1 pair only) are allowed.
- No bracelets should be worn during clinical hours.
- Wedding band rings is allowed in clinical.
- No visible tattoos are allowed.
- No visible body piercing is allowed.

BREAK TIME

Classroom Breaks - Students are allowed 10 minutes break for every hour of instruction.

Clinical Breaks - Students are allowed 30 minutes for lunch break. Short breaks in the morning and the afternoon are at instructor's discretion. Students are encouraged to bring their own food and eat at the facility lounge.

HEALTH POLICIES & PROCEDURES

A student will not be permitted in the clinical area unless his/her records are complete. Students who have not

Health Clearance

All students are required to have a **current** (within the last six months) physical examination to assure that the health and safety of the public are protected, and that students can perform clinical tasks. A health form, certifying the student's health status, must be completed by a physician, nurse practitioner, or physician's assistant. Health forms will not be returned to students. Students are advised to make a copy of their forms prior to submission. The physical examination must include a current Tuberculosis Screening / PPD Test taken within 6 months of enrollment. If the TB Test or PPD result is positive, a negative chest x-ray result is required. The physical examination and PPD Test must be renewed annually. The hospitals differ in terms of their requirements for the frequency of the CXR, ranging from 2-3 years. Evidence of immunization against communicable diseases, such as Measles, Rubella, Chicken pox (Varicella), and Hepatitis B should also be submitted. If the prospective student had the disease or history of exposure to these diseases, the prospective student may submit a titer report with evidence of immunity. A tetanus vaccine (booster dose) within the last 10 years is also required

Health Insurance

Students are required to carry their own health insurance. If a student sustain injury or become ill while in the school or clinical facility, the student will be sent to his/her urgent or emergency facility that provide services covered by his/her insurance. If the student has no insurance, he will be sent to the nearest county facility.

Students are required to purchase personal malpractice insurance.

CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATE

All students must submit a copy of a valid Basic Life Support (BLS) health care provider certificate to HCC. NA/HHA, and MA students are required to have **American Heart Association BLS cards** only as per requirement of clinical sites.

PREGNANCY POLICY

A student who is pregnant upon admission or becomes pregnant or delivers a baby while enrolled in the program must have a medical release from her physician indicating the advisability of continuing in the program without limitations. A medical release is required at the beginning of the first trimester of pregnancy (1st month), at the beginning of the third trimester (7th month), and upon coming back to the program after delivery. The student is also required to obtain a medical release after delivery indicating that she can return to school without any physical and/or psychological limitations. It is the student's responsibility to obtain this statement and notify the faculty of her pregnancy. The student who elects to continue in the program accepts full responsibility for any risk to herself and the fetus associated with an assignment in the hospital setting. To reduce potential hazards, pregnant students will not be assigned to specific known risk areas in hospitals and agencies. If these restrictions interfere with the student meeting the critical objectives of the program, it will be necessary for the student to **temporarily withdraw from the program and apply for readmission.**

CONDUCT POLICY

Students must conduct themselves in a professional manner always, displaying courtesy, respect, and tolerance. Students who commit misconduct will be subject to dismissal. Student conduct must not interfere with the learning process of students, the classroom/lecture presentation by the instructor, or the progress of the class in general. To this end, the instructor may take disciplinary measures. However, sanctions such as placing the student on probation, suspension and/or termination are meted out only by the School Director. The administration reserves the right to place on probation any students or terminate any students based on any of the following grounds:

- Breach of the enrollment agreement.
- Carrying concealed or potentially dangerous weapon.
- Cheating, plagiarism, dishonesty.
- Computer crimes.
- Conduct that reflects unfavorably upon the school and/or its students.
- Demonstrate poor judgment, or inability to function properly, which could put patient safety in jeopardy.
- Attending classes or clinical assignments while under the influence or effects of alcohol, drugs, narcotics, and dangerous substances of any kind.
- Excessive absences or tardiness.
- Failure to abide by the rules and regulations of clinical sites.
- Failure to pay charges when due.
- Falsifying school records.
- Flagrant violation of dress code.
- Insulting or harassing faculty, administration, or students.
- Nonconformity with the rules and policies of the school.

- Poor health, poor hygiene.
- Prosecution on charges ranging from misdemeanor to third degree felony.
- Unsatisfactory academic progress
- Use of profanity
- Vandalism of School property or equipment

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

Healthcare Career Center complies with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment. Confidentiality of student and staff records is strictly protected. However, students who are adults, parents of minors, or guardians of "tax dependent" students have the right to inspect and challenge the information contained in the student's record. The school complies with Title IX of the 1972 Educational Amendments, the Equal Opportunity Act of 1972 (Title VII) of the Civil Rights Act of 1964, and Section 504, Rehabilitation Act of 1973. Student information will not be disclosed without the student's written consent or request. However, FERPA allows schools to disclose relevant information about a student, without consent, to regulatory agencies and the U.S. Department of Education or to comply with a judicial order or lawfully issued subpoena. The student has the right to file a complaint with the U.S. Department of Education if the institution fails to comply with FERPA requirements. Complaints should be directed to Family Policy Compliance Office/U.S. Department of Education/400 Maryland Avenue, SW/Washington, DC 20202-4605.

CLASSROOM POLICIES/BEHAVIOR

- Professional conduct is expected always.
- Only ENGLISH will be spoken inside the classroom.
- **NO** children are allowed in the classroom or skills lab at any time.
- Guests are not to be brought to the class, student lounge, computer lab and skills labs at any time.
- No eating or drinking in classrooms.
- Pagers and cell phones **must be on vibrate during class** and **turned off during all examinations**.
- All smart phones and cell phones must be turned in at the front of the class before and during examinations. The entire class will incur a 1-point exam/quiz deduction for each time any students' phone vibrates, alarms, or rings during the exam.
- 8. Students **will not be** permitted to exit the classroom while taking an exam until they are finished taking the exam. If you must leave for any reason you will not be able to return to the exam that is in progress.
- Tape recorders may be used **only** with the expressed approval of the instructors.
- A student enrolled in the nursing program must practice within the ethical and legal framework as set forth in the ANA Code of Ethics, ANA Standards of Nursing Practice, and the California Nurse Practice Act.
- Cheating will not be tolerated under any circumstances. If a student is noted to have cheated in any fashion, they will receive a "**ZERO**" for that assignment or exam and risk the possibility of being dismissed from the course.
- The following acts are considered as examples of cheating on an assignment:
 1. Pretending to submit work and then handing in the work when a second copy is requested, to provide more time to complete the work.
 2. Submitting another student's work as your own.
 3. Copying another student's work and rewording it.
 4. Corrupting a copy of the work on file and asking for an extension to undertake a re-write.
 5. Using an illness or other form of extenuating circumstance to enable an extension to the deadline is provided.
 6. Cheating is strongly tied to plagiarism. Under no circumstances will plagiarism be tolerated.
 7. The students may be instructed to empty their pockets and place their belongings in the front of the

classroom during examinations to prevent cheating. Failure to comply may result to removal from the classroom during the examination.

8. All bags and student belongings must be left in the hallway during examinations. Purses or other valuables may be kept in the front of the classroom.
9. Students **may NOT borrow any calculators, pencils, pens, erasers, or anything else during examinations.**
10. Students are responsible for maintaining high standards of nursing practice within the scope of their knowledge and skills.
11. Students must be opened to constructive criticism and used the suggestions for Improving practice of skills.
12. Students must assume responsibility for maintaining a stable, congenial atmosphere Between other students, faculty, and staff.
13. Students must communicate truthfully in verbal and written form both in the classroom and clinical setting.

CLINICAL POLICIES:

STANDARD UNIVERSAL PRECAUTION

Standard (Universal) precautions shall be followed always for all patients. The following precautions must be taken whenever there is even the slightest possibility of exposure to blood or other body substances:

1. Wash hands before and after patient care. Wash hands immediately after gloves are removed.
2. Wear gloves when you anticipate direct contact with moist body substances from any patient. These include blood, semen, vaginal secretions, cerebral or spinal fluids, pathology specimens, womb exudates, urine, feces, sputum, vomits, etc. Remove gloves after each individual task.
3. Wear masks and protective eyewear during procedures likely to generate droplets of blood or other body fluids to prevent exposure.
4. Wear gown or disposable plastic apron when you anticipate that your clothing may be soiled by any of the body substances listed above.
5. Protect your non-intact skin from contact with body substances.
6. Wash your hands, arms, face etc., as appropriate, if you have had any unprotected contact with blood or other body fluids.
7. Discard sharp instruments, needles, and syringes and puncture resistant containers. Needles should not be bent, broken, recapped, or unnecessarily handled.
8. Handle all specimens as if they were infected.
9. Notify your instructor immediately if you are accidentally stuck with a needle or any other equipment that came into contact with bodily substances.

ACCIDENTAL EXPOSURE TO BODY FLUIDS AND NEEDLE STICK INJURIES

In the event of accidental exposure to body fluids, the following steps should be taken:

1. Any remaining blood/body fluid should be washed away immediately. Skin punctures should be allowed to bleed to express any material deposited in the wound and then thoroughly washed.
2. Document the incident of all exposures by notifying the nurse in charge, the clinical instructor, and the Program Director.
3. Evaluate the sources of contamination. If the patient is not known to be HIV – infected, assess the risk for infection.
4. If the patient is at-risk, inform patient of exposure and request permission for the HIV antibody tests and screening for hepatitis. If the antibody test is negative and no risk factors are identified, no further actions are needed.
5. If the antibody test is positive, the student should be tested as soon as possible. If negative, the test should be redone six weeks later, and periodically for one-year.

6. In the event the patient declines to cooperate and be tested, the student should be counseled at the risk of infection and evaluated clinically and serologically for HIV infection as soon as possible.

AIDS POLICY AND GUIDELINES

Students have an ethical and legal responsibility to provide professional care for AIDS patients. Further, AIDS is legally considered a handicap, and as such, any individual with AIDS is protected from discrimination by the Federal Rehabilitation Act of 1973. Students refusing to care for AIDS patients can be considered as engaging in discriminatory behavior, and are subject to disciplinary action. All students caring for AIDS or HIV positive patients will comply fully with blood/body fluid precautions as specified in Standard Universal Precautions. Students with AIDS related conditions are protected against discrimination. According to medical evidence, individuals with AIDS, ARC or HIV positive present no health risk to their colleagues or fellow students. Such individuals, whether symptomatic or asymptomatic, shall be treated the same as any other student if they are psychologically and physically capable of doing adequate academic work. Confidentiality of any student illness is protected by the Education Code, and no information will be released to outside parties (i.e., employer, insurer) except as required by law.

STANDARDS OF ETHICAL & LEGAL BEHAVIOR

1. The practices of students in HCC programs are characterized by a commitment to professional growth, continuous learning, and self-development.
2. A student in a program must practice within the ethical and legal framework. Students are responsible for maintaining high standards of practice within the scope of their knowledge and skills.
3. The student must understand ethical standards and the legal framework for practice; roles of professional organizations, political, economic, and societal forces affecting practice; and lines of authority and communication within the work and school settings. It is essential that the student upholds high standards for personal conduct both in the school setting and in the clinical setting.

SCHOOL PROPERTY POLICIES

Sign-In Policy All students are required to sign-in on designated log-books before each use of the following:

- Learning Media/Library
- Computer
- Skills Laboratory

Computer Policy

A variety of recommended computer programs are available to supplement course work. No outsiders are allowed to HCC computers. Computers should only be used with permission from administrative staff. Students should obtain permission before printing any material. There will be a charge fee per page. Students are encouraged to use the internet for research purposes only. The following computer use is prohibited:

- Non-school related Email (checking and sending)
- Searching for non-course related topics
- Checking on any personal sites and blogs such as My Space, Facebook, Twitter, Friendster, etc.

Learning Media Library

The unauthorized use of media equipment and materials is prohibited. The students must seek permission from the administrative staff before using any of the following: Televisions, DVD players, Videos, Magazines and Periodicals, and Computers

A variety of resource books are available for use in the library. These books should only be taken out of the shelves with the permission of the administrative staff. A Check-Out Log Book is provided to students. Videos are not allowed to be taken off the school premises. Only limited books may be taken out for a maximum of two days.

Skills Laboratory

The skills laboratory is available to provide the students the opportunity to gain mastery of required nursing skills. The skills laboratory is open for unassisted practice when not in use. Students are required to seek permission from administrative staff to use the skills laboratory. Assisted practice/competency practice is available only during scheduled hours with the instructor. After practice, all equipment is to be put away into their original assigned location. All mannequins should be covered when not in use.

No Eating & Drinking Policy

Eating and/or drinking is prohibited in the classroom, skills lab, library/computer lab. A student/staff lounge area is provided for these purposes.

Smoking Policy

Smoking is completely prohibited in the building. Students are not allowed to smoke in front of any of the surrounding business offices.

Drug & Alcohol Policy

It is the policy of Healthcare Career Center to maintain a drug-free workplace. The use or sale of non-prescription, controlled substance drugs, including but not limited to, marijuana, cocaine, stimulants, and depressants will not be tolerated on the HCC premises, at any of its clinical facilities, or at any school-sponsored function off the premises. Any student believed to be under the influence or in possession of a non-prescribed, controlled substance, drug and under the influence of alcohol will be temporarily prohibited from attending classes pending an investigation of the incident. Should it be determined that the student was under the influence, in possession or involved in the purchase and/or sale of a controlled substance while on the premises of HCC, or school-sponsored event, the student will be dismissed. Should it later be determined that the student was not involved in the above activity, he/she will be reinstated, and lost class time will be added to the normal completion date. Students are solely responsible for the use of prescribed drugs, and the same academic and social behavior is expected of all students regardless of conditions of health. Students who need counseling assistance for drug or alcohol dependency should contact the School Director. All referrals will be kept confidential.

Cell phone Policy

Cell phones must be on vibrate/silent mode during class and turned off during all examinations.

Visitor Policy

No visitors, including children, will be allowed during class and clinical **hours**.

Personal Property & Losses Policy

All Students are responsible for the safekeeping of their personal properties while on HCC premises. HCC assumes no liability for any loss or damage to students' belongings or valuables.

STUDENT GRIEVANCE POLICY

Students are encouraged always to maintain open communication with faculty and administration. Every effort will be made to resolve issues dealing with complaint or grievance regarding grades, instruction, or other problems related to program of study. The grievance procedure follows several steps. The first step involves the student making an appointment with the instructor to voice out his/her concerns to the immediate instructor. The student and instructor will attempt to resolve the issues within 3 days. If the issue is unresolved, the grievance will be put to the —lead instructor's attention who will try to resolve the issue within 3 business days. If the grievance is still unresolved, the student will make an appointment with the program director and submit a formal grievance report containing the conduct subject to grievance, name of the persons involved in the conduct subject to grievance and date/time and place where the conduct happened; and lastly the remedy which is being sought. The program director will attempt to resolve the concern in a conference with the instructor. The instructor and the

student should resolve the issue within 3 business days upon receipt of the grievance. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov **Bureau for Private Postsecondary Education** P.O. Box 980818 West Sacramento, CA 95798.

STUDENTS' RIGHTS

HCC abides by its fair practices in all matters concerning its students: such as support services, delivery of its different programs, timely resolution of disciplinary matters as well as handling of grievances.

FREEDOM OF ACCESS:

HCC accepts all qualified applicants in accordance with the admission policies and standards. Upon enrollment, each student has access to all campus services and facilities for which that student is qualified. School access will be denied to students who are not enrolled in the school.

CLASSROOM RIGHTS AND PRIVILEGES:

HCC faculty members are expected to encourage discussions and inquiries. Students can take reasoned exception to information offered in any course and make judgment on matters of informed opinion. Students' views, political associations and beliefs confided to instructors/ advisers during the performance of their duties should be treated as confidential.

NON-DISCRIMINATORY POLICY

HCC is committed to providing equal opportunities for all individuals in all programs, which it conducts. Therefore, no student of HCC or applicant for enrollment or others who might receive the benefits of the school activities shall be excluded from participation in any process, position, program, service or activity based on race, religious creed, color, national origin, sex, sexual orientation or age. Accordingly, equal opportunity for admission shall be extended to all persons. All inquiries or complaints with policy should be directed to the School Director who can provide students with procedures available in resolving complaints to alleged unlawful discriminatory actions. Action will be taken to investigate and resolve all such formal complaints in a prompt and equitable manner.

Sexual Harassment Policy

HCC is committed to providing an environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes. Anyone who is authorized to recommend, make or take academic or personal actions affecting a student or an employee; or perform other acts or services on behalf of HCC proven to be engaged in sexual harassment, is in violation of this policy within the educational environment, sexual harassment is prohibited between students, between students and employees, and between students and non-students. Within the work environments, sexual harassment is prohibited between employees, between employees and students, and between employees and non-employees. ***Sexual harassment is defined as...*** unwelcome sexual advances, requests for sexual favors, and other physical, written, or verbal intimidation of an offensive sexual nature. Some examples that may constitute sexual harassment are: subtle pressure for sexual activity; unnecessary brushes or touches; disparaging remarks about one's gender; physical aggression such as patting; verbal sexual abuse disguised as humor; whistling; and obscene gestures. Title VII of the Equal Employment Opportunity Commission (EEOC) guidelines were written and defined sexual harassment when: Submission to such conduct is made either explicitly or as a term or condition of an individual's employment; Submission to or rejection of such conduct by an individual is used as basis for employment decisions affecting such individual; Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an

intimidating, hostile, or offensive working environment.

The Student's Responsibility Pertaining to Sexual Harassment and Discrimination

An experience involving sex bias, sex stereotyping, sex discrimination, and/or sexual harassment, can affect all aspects of a student's life. It can threaten a student's emotional well-being, impair academic progress, and even inhibit the attainment of career goals. Therefore, students have the responsibility to be aware of their rights as they pertain to their educational experience at HCC. Any student, who believes that he/she has been discriminated against or treated unfairly because of his/her gender, has the right to bring the incident or incidents to the attention of the people involved. If the student gets no satisfaction, he/she has the right to file a grievance. Prompt reporting of the facts of the incident or incidents should be directed to the School Director. Title IX of the Education Amendment Act of 1972 mandates that all such formal complaints to be investigated and resolved in a prompt and equitable manner.

ACADEMIC FREEDOM

Healthcare Career Center (HCC) is dedicated to ensuring that all faculty enjoy academic freedom during the education process. In keeping with the desire to foster inquiry and critical thinking, the faculty is free to address significant issues, provided that the opinions offered are clearly presented as those of the individual, not those of HCC. Students have the freedom to explore any field or hold any belief without interference from an instructor.

PARKING POLICY

The purpose of the Parking Policy is to provide HCC administration, staff and students with guidance on established parking areas, permits, fines, appeals, and policies which affect the use of vehicles on and around the school.

General Information

HCC established rules and regulations governing the use of vehicles on the school parking lot and its properties. These regulations do not conflict with nor supersede the Traffic Regulations of the Department of Motor Vehicles and the City of Norwalk.

General Regulations

- Vehicles are prohibited on sidewalks, lawns, lanes, and other areas not designated for driving or parking, with the exceptions of maintenance, contractors, and emergency response vehicles.
- All posted signs and traffic control devices must be obeyed.
- All vehicular traffic will yield to pedestrians; they have the right of way.
- No person shall operate a vehicle on campus in a careless or reckless manner nor while under the influence of alcohol or drugs.

Parking Regulations

- All vehicles parked on campus must display a parking permit/sticker which can be obtained at the Front Desk.
- **Students' designated parking area is located on Front Street behind the 12440 Building.**
- Responsibility for locating an appropriate designated parking area rests with the vehicle operator.
- The lack of a readily available designated parking space is not an excuse for a violation of any parking regulation.

DIRECTOR'S RECOGNITION AWARD

The faculty is responsible for recommending students for each course recognition award. The recommended student must meet all the following criteria:

1. Meet all the instructor's requirements of the course in a timely fashion.
2. Receive a "A" grade or better for the course. (90% and higher)

3. Receive the recommendation of the clinical instructor for excellent clinical performance.

All students achieving a grade of “A” do not automatically RECEIVE AN AWARD. Rather, an “A” grade or higher only makes them eligible for consideration. Instructors should also consider factors such as attendance, punctuality, professional decorum, and ability to respond positively to constructive criticism, ability for effective communication, clinical preparation, organization, and performance. Using professional expertise and judgment, all students meeting theory and clinical criteria will be placed on the list. A special recognition during graduation pinning ceremony will be given to those students who have consistently maintain a grade of “A” or better in all courses of the program.

GRADUATION POLICY

All financial dues must be settled by the last day of class, prior to graduation. Student Graduation Clearance Form must be completed and signed by respective school departments such as library, accounting, admissions and others to be eligible for graduation. Any student who has not completed any or all components of the student graduation clearance may be allowed to attend the graduation ceremony, but will not be awarded a program Certificate of Completion, until the graduation clearance form is fully completed.

SECTION VII —STUDENT SERVICES: INSTRUCTIONAL FACILITY, LEARNING RESOURCES AND SUPPORT SERVICES

Locality: Healthcare Career Center (HCC) is located at 12440 Firestone Blvd., Suite 200 in the City of Norwalk, 90650. The building has ample of parking spaces for building tenants and students. It is centrally located and easily accessible by bus and a few minutes away from major freeways 5, 91 and 605 in Southern California. Shopping centers, fast food restaurants, grocery stores, post office, gas stations, schools, hospitals and libraries are within a 5-mile radius from the school.

INSTRUCTIONAL FACILITY

HCC Geographic Description: There are physician/chiropractor offices, veterinarian and healthcare facilities that offer skilled and semi-skilled nursing and allied health services within Norwalk and the surrounding cities. Figures from the Department of Labor show that there is a critical shortage for nursing and various allied health professionals necessary to give adequate and urgent care to patients. The health care facilities to fill the gap of this shortage had resorted to using inadequately trained personnel in both acute and sub-acute in adult and pediatric long-term care facilities. The establishment of hospices because of cost saving programs of HMO’s and insurance companies also gave rise to the increased demand for healthcare givers for acute and sub-acute skills. There was also a rise in home-health agencies and rehabilitation facilities adding to the demand for healthcare givers as well. It is because of these concerns why Healthcare Career Center was established. HEALTHCARE CAREER CENTER (HCC) is a privately-owned institution which aims to offer more comprehensive programs in allied health care services. The school is located within a diverse community composed of minority groups in the south Los Angeles County and Northern Orange County areas. The school is easily accessible by car and public transportation. The school’s plan is to expand its programs in the next five years and offer other healthcare programs.

HCC Suite 220

HCC’s learning facility is approximately 1,811 square feet and is divided into six (6) classrooms, one (1) skill-laboratory room, a computer laboratory/library, a lobby/reception area, a fence-in student/faculty lounge at the back of the building, a management office for the School Director, Business officer, and Admission representative and a space for records and supplies. The rooms and offices are well-lighted. Cleaning and maintenance service is provided everyday by an independent company.

Classroom

The two-classrooms are equipped with white boards, student tables and chairs, projector, computers, instructor desks, and filing cabinets.

Skills Laboratory Room

The Skills Laboratory is equipped with a hospital bed, wheelchair, walker, crutches, commode, oxygen tank, mannequin, cabinet, needed supplies and a portable sink.

Computer Laboratory/Library

The computer laboratory/library is equipped with six (6) Computers with Microsoft operating systems and Microsoft Office suite. All computers have Internet access. In addition, they are equipped with computer learning systems that students can use to improve their critical thinking skills and to help prepare for their career. The library holds a collection of periodicals, books, and multi-media resources (videotapes, CDs, DVDs). The library provides students with resources needed for conducting research, writing reports and reviewing for tests. Students have full access to the library during school hours.

Student/Faculty/Staff Lounge

The lounge is a fence area at the back of the building and is equipped with benches. A microwave oven and coffee maker in Suite 200 is available for use. There are vending machines and sinks in the building for students and staff.

Disability Access and Restrooms

There are 2-cubicle public toilets for men and 2-cubicle public toilets for women with disability access located on each floor of 12440 building to accommodate students and tenants of the building. Ramps and elevator service are also available to enter and exit the building for disabled students.

LEARNING RESOURCES

Photocopying Services

A photocopier/printer is available for student use

Media Services

Medical Publications, Books, CDs, and different computer software that complement course lectures are available to students

SUPPORT SERVICES

Counseling and Tutorial Services

Students are encouraged to consult with their Instructors and the School Director regarding counseling and tutorial services. Tutors are available upon referral of instructors or student request.

Career Placement Services

HCC does not guarantee employment placement. HCC only assists students in getting employment through job postings and through keeping good relations with nearby facilities as well as clinical sites. The Human Resource personnel from the industry are responsible for hiring.

Student Housing

HCC has no student dormitory under its control. Housing are available located near the institution and an estimation of the approximate cost or range of cost of the housing for private homes (from \$30,000 to \$500,000), for rental properties (from \$765.00 to \$1,400). The institution is not responsible to find or assist a student in finding housing.

Transportation Assistance

HCC maintains a list of information on public transportation.

Childcare Assistance

HCC maintains lists of licensed daycare providers in the area.

SECTION VIII — ADMINISTRATION & STAFF

Dr. Jun Nunez, School Director, **Euresa Martinez**, Student Services, **Amber Ramirez**, Admission, **Dr. Eufrocino Martinez**, Medical Director/Consultant, **Dr. Florence Nunez** Program Director for MA, Business CFO, **Ma. Teresa Martinez** Program Director for Nursing, **E. Martinez/A. Ramirez**, Placement Assistance Officers, **Belinda Alayvilla** (Consultant-on call) Accounting & Payroll

SECTION IX — FACULTY

Nurse Assistant and Home Health Aide Instructors:

Teresa Martinez MS (University of Phoenix), BSN (University of Santo Tomas), Nurse Assistant Training Program Director/Instructor, Full time.

Ace Elchico, LVN (Summit Career College), Nurse Assistant Training Program Instructor, Part Time

Lindon Nguyen, BSN (Philippine Colleges of Health and Sciences) LVN (Board of Vocational Nursing and Psychiatric Technicians), Nurse Assistant Training Program Instructor, Part Time

Donnie B. Orbeta, BSN (ST. Jude College), LVN (Board of Vocational Nursing and Psychiatric Technician), Nursing Assistant Training Program Instructor, Part Time

Ramona Poblete, LVN (St. Francis Career College), Nurse Assistant Training Program Instructor, Part Time

Paula Montgomery, LVN (Casa Loma College) Nurse Assistant Training Program Instructor, Part Time

Joel Lopez, LVN (California Department of Public Health), Nurse Assistant Training Program Instructor, Part Time

Georgina Aquino, LVN (Stanbridge College), Nurse Assistant Training Instructor, Part Time

Jose Magana, LVN (US Navy Hospital Corp School), AA (Rio Hondo College),), Nurse Assistant Training Instructor, Part Time.

MA Instructor:

Dr. Florence Nunez, MD (University of Santo Tomas), CCMA (National Health Career Association), Full Time

SECTION X — STATE LICENSE/ACCREDITATIONS & APPROVALS

Healthcare Career Center (HCC) is a private institution, that is approved to operate by the Bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards

APPROVALS/ACCREDITATION

Bureau of Private Postsecondary Education (BPPE) 1747 N. Market Blvd., Suite 225, Sacramento, CA 98534 or PO Box 980818 West Sacramento, CA 95798-0818 Phone (916) 574-8900 FAX 916-263-1897

Accrediting Bureau of Health Education Schools (ABHES) 7777 Suite 314 N. Falls Church, Virginia 22043 Phone (703) 917-9503 Fax (703) 917-4109 E-Mail: info@abhes.org

Department of Health Services (DHS) California Department of Public Health 1615 Capitol Avenue, MS 3301 P.O. Box 997416 Sacramento, CA 95899-7416 Phone (916) 327-2445 Fax number: (916)449-5505

Appendix A— HOLYDAYS 2022

2022 January 1 - New Year's Day (School Closed), January 17 - Martin Luther King (School Closed), February 21 - President's Day (School Closed), April 15-17 – Good Friday to Easter Sunday (School Closed), May 30 – Memorial Day (School Closed), July 4 - Independence Day (School Closed), September 5 - Labor Day (School Closed), November 11 - Veterans Day (School Closed) November 24-27 - Thanksgiving Holiday (School Closed), December 24 to January 1, 2023 - Christmas-New Year Break (School Closed)

Appendix B — CLINICAL FACILITIES

ACUTE HOSPITALS

- 1. St. Francis Medical Center**
3630 E. Imperial Highway, Lynwood, Ca 90262
- 2. St. Vincent Medical Center**
2131 W 3rd St. LA, CA 90057
- 3. Mission Community Hospital**
14850 Roscoe Blvd., Panorama City, CA 91402

LONG TERM FACILITIES

- 1. Villa Elena Healthcare Center**
13226 Studebaker Rd. Norwalk, CA 90650
- 2. Anaheim Terrace Care Center**
141 S. Knott Ave., Anaheim, CA 92804
- 3. Harbor Post-Acute Care Center**
21521 S. Vermont Ave., Torrance, CA 90502

PHYSICIAN OFFICES:

- 1. Dr. Narciso Azurin MD**
4075 Tweedy Blvd. South Gate, CA 90280
- 2. Dr. Ignatius Godoy MD**
16660 Paramount Blvd. #206, Paramount, CA 90723
- 3. Emil J. Padre MD**
282 E. Sepulveda Blvd., Carson, CA 90745

Appendix C – SURROUNDING LIBRARIES

Healthcare Career Center is located minutes from several city and colleges/universities libraries. These libraries provide services that will accommodate the students learning needs. They provide state of the art computer technology and internet access. Services offered by the universities include borrowing Books , Copy Services , Reference Services, word processing, and access to archive documents. The libraries also provide area abundant study areas for students. **Colleges and Universities: Cerritos College, Cypress College, El Camino College Compton Center, Long Beach City College, Rio Hondo College, East Los Angeles College, Fullerton College, Cal State Universities (CSU Dominguez Hills, CSU Long Beach), LA Harbor College and City/County Libraries.**

Appendix D – SURROUNDING SCHOOLS & INSTITUTIONS

Below are colleges, universities, adult/trade schools, and elementary/middle/high schools located within 10 miles radius from Healthcare Career Center.

Colleges and Universities

- Cerritos College
- Cypress College
- El Camino College Compton Center

- Long Beach City College
- Rio Hondo College
- East Los Angeles College
- Fullerton College

Adult and Trade Schools

- ABC Trade School
- Lynnwood Community Adult School
- Downey Adult School
- Norwalk-La Mirada Adult School
- Excelsior Adult School
- Southeast ROP-Vocational & Technical School
- Whittier Adult School
- ATI College
- Infotech Career College
- Medical Allied Career Center
- Angeles Institute, LLC
- Advance College
- PCI College
- Fremont College
- American Career College
- Casa Loma College
- Dialysis Training Institute
- California Career College

4. Appendix E — SURROUNDING HOSPITALS

5. LA County Hospitals within 30-mile radius of Healthcare Career Center.

Los Angeles County Hospitals	Number of Beds	Percent Occupied
1. USC Medical Center	2,045	76
2. VA Medical Center West LA	1,347	74
3. Cedars Sinai Medical Center	1,012	74
4. Long Beach Memorial Medical Center	816	74
5. Rancho Los Amigos Medical Center	722	57
6.		
6. UCLA Medical Center	677	100
7. VA Medical Center - Long Beach	658	59
8. Kaiser Permanente Medical Center - LA	621	66
9. Huntington Memorial Hospital	604	56
10. Saint Joseph Medical Center	604	68
11. St. Mary Medical Center	556	62

12. Harbor - UCLA Medical Center	553	48
13. Martin Luther King - Drew Medical Center	513	74
14. St. John's Hospital & Health Center	501	61
15. Brothman Medical Center	495	74
16. St. Francis Medical Center	478	42
17. Glendale Adventist Medical Center	463	50
18. Pomona Valley Medical Center	449	50
19. Queen of Angels -Hollywood Medical Center	416	-
20. Good Samaritan Hospital	408	84
21. Centinela Hospital Medical Center	403	58
22. Little Company of Mary Hospital	396	58
23. St. Vincent Medical Center	385	63
24. Torrance Memorial Medical Center	380	45
25. San Pedro Peninsula Hospital	379	62
26. Coast Plaza Doctors Hospital		
27. Norwalk Community Hospital		
28. East LA Doctors Hospital		
29. Kaiser Hospital-Downey		
30. Kaiser Hospital-Bellflower		
31. Lakewood Regional and Medical Center		
32. Whittier Hospital and Medical Center		
33. Presbyterian Intercommunity Hospital		
34. La Palma Intercommunity Hospital		

Orange County Hospitals	Number of Beds
1. St. Joseph Hospital - Orange	411
2. UC Irvine Medical Center	383
3. Fountain Valley Regional Hospital & Medical Center	359
4. Hoag Memorial Hospital Presbyterian - Newport Beach	355
5. St. Jude Medical Center – Fullerton	317
6. Western Medical Center - Santa Ana	288
7. West Anaheim Medical Center	243
8. FHP Hospital –FountainValley	230
9. Friendly Hills Regional Medical Center - La Habra	226
10. Saddleback Memorial Medical Center - Laguna Hills	221
11. AHMC Anaheim Regional Hospital	
12. West Anaheim Medical Center	
13. Western Medical Center-Anaheim	
14. Kaiser Permanente-Medical Center	
15. Kaiser Permanente OC-Anaheim Medical Center	
16. Chapman Medical Center	
17. Childrens Hospital-OC	
18. Orange Coast Memorial Hospital	
19. Garden Grove Hospital and Medical Center	
20. Huntington Beach Hospital	

Orange County Hospitals Located within 25-mile radius of Healthcare Career Center

Below are some descriptions of major hospitals within a few mile radius from Healthcare Career Center. These hospitals are located in the cities of Long Beach, Bellflower, Lakewood, Gardena and Downey.

BELLFLOWER KAISER FOUNDATION HOSPITAL-BELLFLOWER. Kaiser Permanente is the largest nonprofit health plan in the United States, serving 8.2 million members in 9 states and the District of Columbia.

Its services include preventive care, well-baby and prenatal care, immunizations, emergency care, screening diagnostics, hospital and medical services, pharmacy services. **DOWNEY LAC-RANCHO AMIGOS NATIONAL REHABILITATION CENTER** Rancho Los Amigos National Rehabilitation Center focuses on rehabilitative care for persons with disabling injuries and illnesses. Its inpatient admissions average 2,300 annually and its outpatient visits averages 53,000 among multiple rehab and medical specialty clinics. Rancho Los Amigos is affiliated with University of Southern California Schools of Medicine, Dentistry and allied health professions. Rancho is licensed for 395 beds and provides multi specialty care services adult brain injury, gerontology, neurology, pediatrics, spinal cord injury, stroke, diabetes/limb preservation/amputation, arthritis and

rheumatology, pressure ulcer management. Rancho is accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and the Commission on Accreditation of Rehabilitation Facilities (CARF).

KAISER FOUNDATION HOSPITAL. Kaiser Permanente is the largest nonprofit health plan in the United States, serving 8.2 million members in 9 states and the District of Columbia. Its services include preventive care, well-baby and prenatal care, immunizations, emergency care, screening diagnostics, hospital and medical services, pharmacy services. **GARDENA MEMORIAL HOSPITAL OF GARDENA,** is an acute hospital licensed for 173 beds.

The hospital has 7,400 inpatient admissions and over 30,000 outpatient visits a year. Its services include perinatal, coronary care, intensive care, basic emergency, outpatient services, nuclear medicine, mobile unit - MRI, occupational therapy, speech pathology, and respiratory care. In addition, we specialize in comprehensive perinatal services program (CPSP) and level II emergency services including pediatric (EDAP). It is accredited by the Joint Commission on Accreditation of Hospital Organizations.

LAKESWOOD LAKESWOOD REGIONAL MEDICAL CENTER is part of Tenet California, is a 172-bed acute care hospital. Lakewood offers a wide range of services and innovative programs, including the Heart Institute,

orthopedic services, transfusion-free medicine and surgery, senior services, community education and support groups. Lakewood is fully accredited by the Joint Commission on the Accreditation of Healthcare Organizations.

LONG BEACH

ST. MARY MEDICAL CENTER St. Mary Medical Center is a Catholic hospital in Long Beach. It is not-for-profit medical center and licensed for 459 acute beds and 80 skilled nursing beds. It first opened in 1923 and is affiliated with UCLA School of Medicine. St. Mary Medical Center provides the following services: comprehensive cardiac services including innovative techniques such as coronary stents, electrophysiology studies and ablations, hospital-based outpatient surgery center, 24-hour Emergency Services and Trauma center, Rehabilitation that includes occupational therapies, speech pathology, clinical psychology and audiology, Child Care Center, Pediatric Intensive Care Unit, Adult Intensive Care Unit, Older Adult Services, industry and maritime health clinic, cancer treatment, renal transplant, Home Health Services, labor and maternity. Other services includes Comprehensive AIDS Resource Education (C.A.R.E.) Program and Clinic and Southeast Asian Health Program. It is accredited by the Joint Commission on Accreditation of Healthcare Organizations, California Medical Association for Continuing Medical Education, Accreditation Council for Graduate Medical Education **LONG BEACH MEMORIAL MEDICAL CENTER** is the second largest private hospital on the west coast. It is licensed for 726 beds and employed 1500 physicians and 4000 employees. Its services include cancer treatment center, cardiac center, 24 hour emergency care, diabetes treatment, diagnostic imaging services, geriatric center, hemodialysis center, maternity services, occupational medical services, orthopaedic services, breast cancer treatment, surgery, and rehabilitation services. **LOS ANGELES LAC-KING-DREW MEDICAL CENTER CHILDRENS HOSPITAL OF LOS ANGELES**

**Appendix F – SURROUNDING SKILLED NURSING FACILITIES / REHABILITATION CENTERS
NORWALK,CALIFORNIA**

Facilities	Address	Tel. No.
1. Norwalk Skilled Nurse & Wellness	11510 Imperial Hway, Norwalk 90650	(562) 868-6791
2. Norwalk Meadows	10625 Leffingwell Rd. Norwalk 90650	(562) 864-2541
3. Southland Nursing Home Rehab Health Care	11701 Studebaker Rd. Norwalk 90650	(562) 868-9761
4. 4M Nursing Service	14430 Longworth Ave. Norwalk 90650	(562) 863-8192
5. Joy Adult Day Healthcare	12110 Firestone Blvd. Norwalk	(562) 864-8656
6. Legacy Home Health	12440 Firestone Blvd Ste 240	(562) 651-2358

7. Emmanuel Health Care of Norwalk	11510 Imperial Hway	(562) 868-0591
8. Villa Elena Healthcare Center	13226 Studebaker Rd. Norwalk 90650	(562) 868-0591
9. Three A's B&C	15329 Grand Ave. Norwalk 90650	(562) 868-9392

10. Alondra Guest Home	11849 Alondra Blvd Norwalk 90650	(562) 863-7630
11. Norwalk Villa Convalescent Hospital	12350 Rosecrans Ave. Norwalk 90650	(562) 921-6624

Downey Facilities:

Downey Care Center	13007 Paramount Blvd. Downey 90242	(562) 923-9301
Brookfield HCC	9300 Telegraph Rd. Downey 90240	(562) 869-2567
The Villa	12565 Downey Ave. Downey 90242	(562) 861-6694

ADDENDUM A

Nursing Assistant Training Program Room A:

This program is located in Room A, measuring 26 x 16 feet. This classroom contains 10 tables and 25 chairs which can accommodate 25 students.

Please see attached listing of equipment.

NATP Skills Laboratory:

Measures 12 x 16 feet and contain a hospital bed and various equipment and supplies.

Please see attached listing of equipment.

Medical Assisting Program:

This program is located in Classroom B, measuring 26 x 14 feet. This classroom contains 2 tables and six chairs.

Please see attached listing of equipment.

ADDENDUM B**LIST OF EQUIPMENT FOR CNA AND HHA
RM 220B/SKILLS LAB**

EQUIPMENT/SUPPLIES	QUANTITY	OWNED/ LEASED/ RENTED	AVAILABLE IN STUDENT CLASSROOM / LAB? YES
1. Bed	1	OWNED	X
2. Bed sheets, bed cover, pillows, pillow cases, bed protector, adult diaper, hospital gown	2	OWNED	X
3. Over bed table	1	OWNED	X
4. Tray with fake food, plate, cup, spoon, fork, gown protector	1	OWNED	X
5. Bath towels, face towels, bath blanket	3	OWNED	X
6. Basin, soap dish, soap, disposable towellettes, lotion	2	OWNED	X
7. Bedside commode	1	OWNED	X
8. Portable sink	1	OWNED	X
9. Wheelchair	1	OWNED	X
10. O2 tank, O2 cannula, mask	1	OWNED	X
11. TED hose stockings (knee high, thigh high)	1	OWNED	X
12. Denture – brush, toothpaste, emesis basin, denture cup	1	OWNED	X
13. Fleet Enema, regular enema setup	1	OWNED	X
14. Bed pan (Fracture pan & Regular bed pan)	1	OWNED	X
15. Foley Catheter set	1	OWNED	X
16. BP apparatus, teaching stethoscope, stethoscope	1	OWNED	X
17. Wall clock	1	OWNED	X
18. Privacy curtain	1	OWNED	X
19. Bedside table	1	OWNED	X
20. Fire extinguisher	1	OWNED	X
21. IV pole, IV set-up	1	OWNED	X
22. Feeding Setup (NGT, GT)	1	OWNED	X
23. Yellow isolation gown, gloves, mask	20	OWNED	X
24. Sharps container	1	OWNED	X
25. Glow Germ	1	OWNED	X
26. Weighing Scale	1	OWNED	X
27. Bath Chair	1	OWNED	X
28. Ace Wrap	12	OWNED	X
29. Wrist Restraints, Posey Vest	2	OWNED	X
30. Liquid Thickener	1	OWNED	X
31. Thermometers (glass and digital)	2	OWNED	X
32. Paper Towel Dispenser	1	OWNED	X
33. Eye Wash	1	OWNED	X

EQUIPMENT/SUPPLIES	QUANTITY	OWNED/ LEASED/ RENTED	AVAILABLE IN STUDENT CLASSROOM / LAB? YES
34. Gauze	5	OWNED	X
35. Soap dispenser	1	OWNED	X
36. Hand sanitizer dispenser	1	OWNED	X

ADDENDUM C

MEDICAL ASSISTANT PROGRAM CLASSROOM AND EQUIPMENT INVENTORY

EQUIPMENT/SUPPLIES	QUANTITY	OWNED/ LEASED	AVAILABLE IN STUDENT CLASSROOM/ LAB? YES
1. Student tables	3	Owned	X
2. Student chairs	10	Owned	X
3. Instructor desk	1	Owned	X
4. Instructor roller chair	1	Owned	X
5. Refrigerator	1	Owned	X
6. Glucometer	1	Owned	X
7. Microscope	1	Owned	X
8. Instruments for examinations and minor procedure	1	Owned	X
9. Supply cabinet	1	Owned	X
10. Small table	1	Owned	X
11. Biohazard sharp container	1	Owned	X
12. Sink	1	Owned	X
13. Eye wash station	1	Owned	X
14. Centrifuge	1	Owned	X
15. Mayo stand	2	Owned	X
16. Projector	1	Owned	X
17. Computer	1	Owned	X
18. Examination table	2	Owned	X
19. Electrical pencil sharpener	1	Owned	X
20. Fire extinguisher	1	Owned	X
21. Adaptive devices (walkers, wheelchair, canes, crutches, gait belt)	1	Owned	X
22. Bulletin board	1	Owned	X
23. White board	2	Owned	X
24. White board erasers	2	Owned	X
25. Electrical power strips	2	Owned	X
26. Blinds (windows)	2	Owned	X
27. Mayo stand	2	Owned	X
28. Hand sanitizer dispenser	1	Owned	X
29. Antibacterial soap dispenser	1	Owned	X
30. Paper towel dispenser	1	Owned	X
31. Bottle of disinfectant hand towellettes	1	Owned	X
32. Trash can	2	Owned	X
33. Wall outlets	6	Owned	X
34. Computer wall jack	3	Owned	X
35. Pencil cup	1	Owned	X
36. Scotch tape dispenser	1	Owned	X
37. Calculator	1	Owned	X

38. White board markers	10	Owned	X
39. Mission statement frame	1	Owned	X
40. Notice of students rights frame	1	Owned	X
41. Complaint procedure frame	1	Owned	X
42. Clock	1	Owned	X
43. Broom and dust pan	1	Owned	X
44. Wall posters body system		Owned	X
45. Snellen eye chart	2	Owned	X
46. Microscope	1	Owned	X
47. Thermometers (temporal, aural, oral)	2	Owned	X
48. Electronic health records and practice management software	1	Owned	X
49. Adult & infant scales	2	Owned	X
50. Model skeleton	1	Owned	X
51. Autoclave	1	Owned	X
52. Pulse oximeter	1	Owned	X
53. Pillow	2	Owned	X
54. Electronic sphygmomanometer	1	Owned	X
55. Aneroid sphygmomanometer	1	Owned	X
56. Teaching stethoscopes	2	Owned	X
57. Single stethoscopes	1	Owned	X
58. EKG Machine	1	Owned	X
59. Blood tube centrifuge	1	Owned	X
60. Hemocue machine	1	Owned	X
61. Cotton ball jars	2	Owned	X
62. Prop mannequin	1	Owned	X
63. Privacy curtain	1	Owned	X
64. Towel drapes	1 pack	Owned	X
65. Tubular stockinette 2" 3" 6"	3 boxes	Owned	X
66. Finger surgitube	2	Owned	X
67. ACE bandage	3 boxes	Owned	X
68. Arm sling	8	Owned	X
69. Gauze roll	5	Owned	X
70. Gauze sponge 2x2	2 pack	Owned	X
71. Gauze sponge 4x4	3 boxes	Owned	X
72. Sterile sponge 4x4	1 box	Owned	X

73. Tourniquet	18	Owned	X
74. Ophthalmic eye wash solution	1 bottle	Owned	X
75. Specimen cups	75 cups	Owned	X
76. Thermoscan probe	1 ½ box	Owned	X
77. Non-contact infrared thermometer	1	Owned	X
78. Sutures	4 packs	Owned	X

79. Ear loop mask	2 boxes	Owned	X
80. Isolation gown	5 bags	Owned	X
81. Measuring cup	4 cups	Owned	X
82. Emesis basin	2	Owned	X
83. Alcohol dispenser bottle	13	Owned	X
84. Red biohazard bags (S)	2 boxes	Owned	X
85. Examination instruments	20 pieces	Owned	X
86. tech instruments	34 pieces	Owned	X
87. Povidone iodine	1 ¼ box	Owned	X
88. Ophthalmoscope	2	Owned	X
89. Otoscope	2	Owned	X
90. Measuring tape	4	Owned	X
91. EKG Electrodes	16 packs	Owned	X
92. Examination table paper	11 rolls	Owned	X
93. Cotton balls	1 bag	Owned	X
94. Cold pack	1 box	Owned	X
95. Safety wing blood collection	1 box	Owned	X
96. Absorbent pads	2 packs	Owned	X
97. Sterile pads	1 box	Owned	X
98. Peak flow mouth piece	1 box	Owned	X
99. Peak flow meter (spirometer)	1	Owned	X
100. Tongue depressor	1 box	Owned	X
101. Sterilization wrap (muslin)	1 box	Owned	X
102. Sterilization pouch	1 box	Owned	X
103. Goggles	23	Owned	X
104. EKG Recording paper	1 pack	Owned	X
105. Pillow case	11	Owned	X
106. Caps	21	Owned	X
107. Draper covers	2 ½ boxes	Owned	X
108. Alcohol Prep Pads	1 box	Owned	X

ADENDUM D:

ACADEMIC CALENDAR

Class Schedules

Program	DAY	TIME
Nursing Assistant Training Program-Weekday	Mon-Tues Clinical	8:00 am-4:30pm 7:00am-3:30pm
Nursing Assistant Training Program-Week Evening	Thur-Fri Clinical	8:00 am-4:30pm 7:00am-3:30pm
Nursing Assistant Training Program-Weekend	Sat-Sun Clinical	8:00 am-4:30pm 7:00am-3:30pm
Medical Assistant-AM	Mon-Fri	8:00am-1:00pm
Medical Assistant-Eve	Mon-Fri	5:00pm-10:00pm
Home Health Aide-Weekday	Mon-Tues Clinical	8:00am-6:30pm 7:00am-5:30pm
Home Health Aide-Weekend	Sat-Sun Clinical	8:00am-6:30pm 7:00am-5:30pm

The left column indicates start dates; columns to the right indicate the completion date for an uninterrupted schedule. Columns titled “Day” indicate lengths in weeks for programs offered from 8:00 am to 4:30 pm (NATP) and 8:00am to 1:00pm (MA). Columns titled “Evening” are for programs offered from 11:00 am to 7:30 pm (NATP), 5:00 pm to 10:00 pm (MA).

START DATES 2022	END DATES				
	DAY (11 Weeks) NATP (Mon-Tues)	EVENING (11 Weeks) NATP (Thur-Fri) NATP	WEEKEND (11 Weeks) NATP (Sat-Sun)	DAY (27 Weeks) MA (Mon-Fri)	EVENING (27 Weeks) MA (Mon-Fri)
1/10/22					
1/17/22					
1/24/22					
1/27/22		4/8/22			
2/5/22			4/24/22		
2/7/22				7/22/22	
2/21/22					
2/28/22					
3/7/22					
3/14/22					
3/21/22					
3/28/22					
4/4/22					
4/11/22					
4/18/22					
4/21/22		7/1/22			

5/2/22					
5/7/22			7/31/22		
5/16/22					
5/23/22					
5/30/22					
6/6/22					
6/13/22					
6/20/22					
6/27/22					
7/4/22					
7/14/22		9/23/22			
7/18/22					
7/25/22					
8/1/22					
8/8/22					
8/13/22			10/30/22		
8/22/22					
8/29/22					
9/5/22					
9/12/22					
9/19/22					
9/26/22					
10/6/22		12/23/22			
10/10/22					
10/17/22					
10/24/22					
10/31/22					
11/7/22					
11/12/22			2/12/23		
11/21/22					
11/28/22					
12/5/22					
12/12/22					
12/19/22					
12/26/22					

