

COLLEGE OF NURSING & TECHNOLOGY

COURSE CATALOG & STUDENT HANDBOOK

JANUARY 1, 2023 - DECEMBER 31, 2023



Rev20230407

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THE COLLEGE OF NURSING AND TECHNOLOGY

Philosophy

The College of Nursing and Technology (“the College”) believes that all individuals are entitled to the opportunity to make a difference in this world. The College strives to make this possible by providing access to the knowledge, skills, and tools that will enable the student to be successful as a Vocational Nurse. Healthcare provides a potentially rewarding career that focuses on services for others, attracting those persons who care for and like helping others. Through instruction in both theory and skills training, the College believes we are a valuable resource in promoting the development of our students to have a positive impact in the nursing/medical environment.

Mission Statement

The mission of the College is to provide individuals with the theory and skills that they need, to pursue a career in healthcare. Our mission is to create a positive and richly fulfilling experience for our students.

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

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

- A faculty of highly educated and experienced professionals possessing extensive knowledge, skills, and concern for student achievement and success.
- A curriculum providing nursing theory as the basis of vocational nursing across the age spectrum and traditional specialties.
- Hands-on training in a professional workplace-simulated clinical lab prior to caring for patients in clinical settings under the guidance of our nursing faculty. This active program of work training provides valuable experience.

Program Objectives

All CNT program objectives focus on providing a job-oriented practical program of clinical nursing practice, including direct experience with the materials and actual scenarios of common and typical job assignments. Our active program approach of patient scenario practice provides valuable pre-employment experience. See [Vocational Nursing Program Objectives](#) and [Medical Assistant Program Objectives](#).

Approvals

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

The school also has a certificate of approval from the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). This approval period is awarded from September 14, 2021 to September 14, 2025.

Status of Approved Programs:

Approved - Accepting students	Vocational Nurse (1560 hours)
Approved - Never offered & no plans presently to start	Director of Staff Development (24 hours) Echocardiography (1680 hours) Medical Assistant (720 hours) Restorative Nurse Assistant (40 hours) Home Health Aid (40 hours) Nurse Assistant (165 hours) Ultrasound (1680 hours)
Approved - Not offered through CNT Collaborative program with BPPE-approved SoCal Phlebotomy Institute - onsite at CNT	Certified Phlebotomy Technician I (88 hours)

Clarification Regarding Degree Status

The College only offers non-degree programs. The College is approved as a vocational program and not accredited as a degree program as recognized by the United States Department of Education. A student enrolled in an unaccredited institution is ineligible to receive federal financial aid. Students may seek financial aid on their own using personal credit cards or other personal loans.

Bankruptcy

The institution 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 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).

ADMINISTRATION AND FACULTY

Administration

Mihail Badica

President/Owner

- Pitar Mos College of Nursing (RN) in Bucharest, Romania
- Emergency room and ambulance experience more than 8 years

Julien Badica

Administrator/Enrollment Coordinator

School Manager, Enrollment Counselor, Tuition advisor, Exit Exam Coordinator, and special projects

Paul Peters, RN, PA-C, AA, MS

Director of VN Program

- California State University Dominguez Hills - Education
- UCLA Charles Drew
- Los Angeles Trade Tech
- University of Bucharest - MD General Surgery, Romania
- Teaching Theory

OFFICE STAFF

Student Support Services

Richard Gonzalez

School Manager Assistant

Alex Yin

Administration Assistant

BVNPT Approved Faculty

Faculty are selected according to the requirements of and approved by the California BVNPT and the BPPE. Instructors are assigned to teach Theory and/or Clinical, based on their expertise and according to the needs of the curriculum standards, syllabus, lesson plans, and clinical objectives for each cohort. Efforts are made to have two or more faculty instruct a cohort during the Five Terms.

Antay, Lourdes Eslaban, RN, BSN

St. Paul University, Philippines
Teaching Clinical

Bodnar, Benita R., RN, BA, MA

University of St. Thomas, Manila
Cal State University Northridge - Educational Administration
Teaching Clinical

Bravo, Daniel H., RN, FNP(c), RCFE Administrator, BSN

International College of Health Sciences, Florida
U.S. University, San Diego
National University (MD), Peru
Teaching Theory and Clinical

Chan, Ahuva Batia, RN, BSN, MS

Azusa Pacific University
Western Governor's University - Integrated Healthcare Management
Teaching Theory and Clinical

Choondakaran-James, Christina, RN, BSN, MS

PPG College of Nursing, India
University of Phoenix
Teaching Clinical

Galura, Glenda, LVN, BA

College of Nursing and Technology
Centro Escolar University - Broadcasting, Philippines
Teaching Clinical

Garcia, Wanda P., RN, BSN, MS

Chamberlain University
Business Studies
Teaching Clinical

- Goldsmith, Camille M., RN, PHN, ALNC, BA/BSN, MN
UCLA
Seattle University - Social Sciences, Philosophy, and Nursing
Teaching Theory
- Ibarra, Francis, LVN, AB, BS
Xavier University - Management, Philippines
Teaching Theory and Clinical
- Keith, Laura A., RN, BSN
University of Phoenix
Antelope Valley College
Teaching Clinical
- Labrador, Sheryl L., RN, BS/BSN
West Coast University
Mapua Institute - Industrial Engineering, Philippines
Teaching Clinical
- Pottukulam, Minu Johnson, RN, NP(c), BSN, MSN(c)
San Diego State University
Florida Atlantic University
American International University (A.I.U.)(MD)
Teaching Theory and Clinical
- Rendon, Stephanie, RN, BSN
West Coast University
Teaching Theory and Clinical
- Thakur, Rajni B., RN, PHN, BSN, MSN-ED
University of Phoenix
Teaching Theory
- Vaquilar, Emma B., LVN, BSN
University of Pangasinan, Philippines
Teaching Clinical
- West, Katharine, RN, PHN, CNS, MPH, DNP
Cal State University Fresno
Azusa Pacific University
UCLA
Teaching Theory

FACILITIES

Location

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

College of Nursing and Technology, Inc

18700 Sherman Way, Reseda, CA 91335

Telephone (818) 343-1022 Fax: (818) 708-1681

Website: <https://collegenurse.com/>

Email: enroll@collegenurse.com

Office Hours: Mon-Fri, 10am-6pm

Class hours vary between 8:30 am to 11:00 pm depending on the activity

Classroom Facilities

The College is located in a corporate office building in Reseda, CA with dedicated classrooms, clinical nursing lab, library and computer lab, break areas, administrative offices, and parking. Instructional facilities and equipment are tailored to meet the needs of the College programs and comply with all local, state, and federal safety rules and regulations.

- **Classrooms:** There are three classrooms available, each with an instructor computer console with Internet connectivity for projecting visual aids such as videos, slides and instructor notes. Mounted dry erase boards support interactive learning.
- **Clinical Nursing Lab:** The clinical nursing lab is equipped with 4 hospital beds and infant to adult-sized manikins, vital signs equipment, intravenous and other patient care supplies, emergency intervention equipment, as well as materials and supplies needed to teach and practice safe patient care.

Classroom Facilities, *continued*

- **Library and Computer Lab:** The library includes curriculum textbooks, supplemental reading, and journals for use on-site. There are 6 computer workstations that are scheduled for student program term comprehensive exams, remediation review, final program exit exams, and licensing exam practice.
 - The library is equipped with computers which are connected to the internet, for the students' education-related use, and is monitored by camera for security and safety.
 - The library is available during school hours. In addition, students are always welcomed and encouraged to utilize classrooms for individual or group study.
 - Faculty-led classes and exit exams take precedence using the library.
- **Break Area:** There is a break area which seats 32 students. A refrigerator and microwave are available for student use. There are numerous local restaurants within walking distance.
- **Parking:** Free parking is available behind the building in addition to ample street parking. The school is not responsible for theft or collision of any vehicle while on premises.



Clinical Facilities

Clinical facilities are approved by the BVNPT and include acute, sub-acute, psychiatric, pediatric, OBGYN, outpatient clinics, and rehabilitation centers. Facilities have specific policies, procedures, and equipment for their clients and for use by students. This is explained in an orientation prior to beginning each clinical rotation. Clinical hours vary depending on the needs of the facility.

Approved Clinical Sites

- **Brookdale Senior Living Solutions**
17650 Devonshire Street, Northridge, CA 91325
- **Canyon Oaks Nursing & Rehabilitation**
22029 Saticoy Street, Canoga Park, CA 91303
- **Casitas Care Center**
10626 Balboa Blvd, Granada Hills, CA 91344
- **Chatsworth Park Health Care Center**
10610 Owensmouth Avenue, Chatsworth, CA 91311
- **DM Sinaloa Congregate Living**
1432 Sinaloa Road, Simi Valley, 93064
- **Drier's Nursing Care Center**
1400 W. Glenoaks Boulevard, Glendale, CA 91201
- **El Proyecto del Barrio, Inc.**
8902 Woodman Avenue, Arleta, CA 91331
- **El Proyecto del Barrio, Inc.**
20800 Sherman Way, Winnetka, CA 91306
- **Mountain View Convalescent Hospital**
13333 Fenton Avenue, Sylmar, CA 91342
- **Park West Healthcare Center**
6740 Wilbur Avenue, Reseda, CA 91335
- **Stoney Point Healthcare**
20820 Craggy View Drive, Chatsworth, CA 91311
- **Topanga Terrace Subacute Care**
22125 Roscoe Blvd., Canoga Park, CA 91304
- **Totally Kids - Sun Valley**
10716 La Tuna Canyon Road, Sun Valley, CA 91352
- **West Hills Health and Rehabilitation Center**
7940 Topanga Canyon Blvd., Canoga Park, CA 91304
- **Windsor Terrace Health Care Center**
7447 Sepulveda Blvd., Van Nuys, CA 91405
- **Woodland Care Manor**
7120 Corbin Avenue, Reseda, CA 91335

STUDENT SERVICES

The College of Nursing and Technology staff is available to assist all students and former students with a number of services from admission to job placement post-graduation. All prospective students will meet with an Enrollment Counselor and receive professional counseling assistance, detailed information about services, and career paths advice to ensure each student is on the correct path to meet their individual goals. Graduates of our programs will be provided with a Diploma or Certificate of Completion depending on the program.

Tutoring

The school may offer additional tutoring as approved by the Director of Nursing on an as-needed basis. If scheduling permits and faculty are available, tutoring may be provided for an entire cohort during a term, for students reinstating and/or repeating a Term, and for study groups or individual students by request. Former students may request additional reviews with current classes if space and scheduling permits.

Please contact the Director of Nursing or School Manager to request tutoring.

Administrative Services

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

Placement Services

Upon completion of a program, the school will guide graduates with resume preparation, employment search procedures, and transcripts. The school does not guarantee employment.

Housing

The College does not have dormitory facilities. Apartments are reasonably near the school at an average rent of \$1500-2500 per month for a one bedroom and \$2500-4000 for a two-bedroom. The College has no responsibility to assist students in finding housing.

Distance Educational Programs

The College does not have Distance Educational Programs, or remote Zoom classes except with advance approval by the BVNPT and BPPE, or in response to Public Health advisories.

Experiential Learning Credit

The College does not offer Experiential Learning credits.

OFFERED PROGRAMS

The College is approved for the following programs:

- Vocational Nursing
- Medical Assistant - *Not Currently Offered*

Schedules (Subject to change)

- Part-time Vocational Nursing: Three weeknights & one weekend day
- Fulltime Vocational Nursing: Monday through Friday
- Medical Assistant: *Not currently offered*

Program Dates

The College is approved by the California BVNPT for up to six cohorts (batch) of students per year - usually three full-time (completed within 15 months) and three part-time (completed within 18 months).

For start dates and schedules, please contact the Enrollment Coordinator at (818) 343-1022, ext. 1030.

Holidays

The College observes the following holidays: New Year's Day, Martin Luther King Jr Day, Presidents' Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Day after Thanksgiving, and Winter break week (last week of the year).

VOCATIONAL NURSING PROGRAM

The Vocational Nursing Program consists of five terms for a total of 1,570 hours. It is designed to educate students to be competent working in a variety of healthcare facilities such as hospitals, long term care and sub-acute/rehabilitation facilities, doctor offices, outpatient clinics, home health, and private nursing care. Once the student is a graduate of the school, the student must pass the state board (NCLEX-VN) exam in order to receive their license to practice as a Vocational Nurse.

Vocational Nursing Program Objectives

Upon successful completion of the Vocational Nursing Program, the student will be eligible to apply for licensure as a vocational nurse in the state of California and be prepared at an entry level position to work within the framework of the nursing process.

Standard Occupational Code (SOC): 29-2061.00 - Licensed Vocational Nurses

Sample of reported job titles: *Charge Nurse; Clinic Licensed Vocational Nurse (CLINIC LVN); Clinic Nurse; Licensed Vocational Nurse (LVN); Licensed Vocational Nurse, Clinic Nurse (LVN, Clinic Nurse); Office Nurse; Pediatric Licensed Vocational Nurse (PEDIATRIC LVN); Private Duty Nurse; Triage Licensed Vocational Nurse (TRIAGE LVN)*

Vocational Nursing Program Objectives, *continued*

Related to the College beliefs and philosophy about person, health, nursing, and education, this will be accomplished by the Vocational Nursing graduate being able to correctly:

1. Verbalize knowledge of accountability within the Vocational Nursing Standards and Scope of Vocational Nursing Practice as defined in the California Code of Regulations (Title 16, Division 25) Board of Vocational Nursing and Psychiatric Technicians, Ch. 1. Vocational Nurses.
2. Function within the legal and ethical parameters of the nursing discipline.
3. Demonstrate care to protect the health care worker and client through utilization of Universal Precautions.
4. Demonstrate effective communication to members of the health care team through accurate and complete documentation of client status and nursing interventions.
5. Verbalize and demonstrate the use of the Nursing Process as a clinical practice framework to plan the care of the client/patient.
6. Verbalize and demonstrate the use of Maslow's hierarchy of needs to adequately prioritize appropriate actions to take with the client/patient.
7. Demonstrate the performance of nursing skills for rendering basic patient care.
8. Demonstrate critical thinking in activities requiring nursing judgment and decision-making.
9. Implement therapeutic patient/client education to maintain or regain their own ability for self-care.
10. Collaborate with other healthcare professionals to provide multidisciplinary and cost-effective care based on client/patient need.
11. Exhibit and demonstrate leadership to non-professional members of the health care team.

Vocational Nursing Courses: Clock and Credit Hours

The student will earn grades based on the results of quizzes, tests, homework, clinical & lab performance for each subject. At the end of each term, the student will be assessed with a comprehensive exam which may include material from prior terms. At the end of the program, the Term 5 comprehensive exam covers material from all terms.

Vocational Nursing Courses: Clock and Credit Hours

1,570 clock hours (BVNPT)* 56 credit hours**

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

*One semester credit hour is earned for each 15 hours of lecture, 30 clock hours of laboratory, or 45 hours of work-based activities supervised practice.

**One clock hour is defined as a period of sixty (60) minutes with minimum of fifty (50) minutes of instruction and 10 minutes for a break period.

Vocational Nursing Term Comprehensive Exams

In order for the student to progress into the next term, all subject exams (quizzes, tests, and homework in the current term) must be completed or made up with a passing score, including earning a passing score on the term comprehensive exam. The final Term 5 comprehensive exam will consist of material from all prior terms.

- Students are responsible for scheduling all retake subject and comprehensive exams with their faculty or School Manager.
- Two remediations of subject exams are allowed within each term.
- If a student fails any term comprehensive exam, there is a one-time remediation self-study process plus a retest with a different exam.
 - If the student fails the remediation comprehensive exam, they are considered as failing that term and will be dropped from the program. See [Reinstatement Policy](#).

Vocational Nursing Program Exit Exam

CNT offers a final Exit Exam which provides practice for taking the state board licensing exam with predictive results. The Exit Exam covers material from all five terms in the entire program.

- After passing the Term 5 Comprehensive, the student will be scheduled to take the Exit Exam.
 - The student has three attempts to pass the Exit Exam.
- The student is promoted to graduate status upon passing the Exit Exam.

MEDICAL ASSISTANT PROGRAM

➔ THIS PROGRAM IS NOT CURRENTLY OFFERED ◀

The Medical Assistant (MA) is a non-licensed allied health occupation which performs administrative and/or clinical tasks to support the work of physicians and other health professionals. The MA performs routine tasks and procedures under the direct supervision of licensed healthcare providers, such as measuring patient vital signs, collecting and preparing specimens of bodily fluids and tissues for laboratory testing, preparing and handling medical instruments and supplies, scheduling appointments, and recording information in medical records-keeping systems.

Standard Occupational Code (SOC): 31-1014.00 - Nursing Assistants

Sample of reported job titles: *Certified Medication Aide (CMA), Certified Nurse Aide (CNA), Certified Nurses Aide (CNA), Certified Nursing Assistant (CNA), Geriatric Nursing Assistant (GNA), Nurses' Aide, Nursing Aide, Nursing Assistant, State Tested Nursing Assistant (STNA).*

Medical Assistant Program Objectives

Upon successful completion of the Medical Assistant program, and related to College of Nursing and Technology beliefs and philosophy about person, health, nursing, and education, the student will be able to correctly:

- 1) Demonstrate clinical competency in the areas of
 - a) Clinical workflow: Patient intake and discharge
 - b) Safety and infection control
 - c) Procedures/examinations
 - d) Pharmacology

- 2) Perform administrative tasks pertinent to
 - a) Billing, coding, and insurance
 - b) Scheduling appointments
 - c) Health information management/Electronic health records

Medical Assistant Program Objectives, *continued*

- 3) Verbalize knowledge of accountability in legal and ethical issues, including but not limited to
 - a) Protected health information (PHI)/HIPAA
 - b) Consent & medical directives
 - c) Federal, state, and public health regulations
 - d) Ethical standards (behaviors, decisions, and reporting)

- 4) Demonstrate communication skills in the areas of
 - a) Interpersonal relationship skills and customer service
 - b) Therapeutic/adaptive responses
 - c) Learning styles
 - d) Health care team roles
 - e) Professional telephone etiquette/techniques

Clock and Credit Hours

725 clock hours (BPPE)*, 38 credit hours**

Course #	Course Title	Lecture		Lab		Clinical		Total Hours	
		Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit
Module 1	Medical Terminology	80	5	0	0	0	0	80	5
Module 2	Body Systems	80	5	0	0	0	0	80	5
Module 3	Body Systems	80	5	0	0	0	0	80	5
Module 4	A&P / Medical Ethics	40	3	40	1	0	0	80	4
Module 5	Body Systems	40	3	40	1	0	0	80	4
Module 6	Medical Records	40	3	40	1	0	0	80	4
Module 7	Body Systems	40	3	40	1	0	0	80	4
Module 8	Medical Records	35	2	45	2	0	0	80	4
	Externship	0	0	0	0	85	3	85	3
Total Hours		435	29	205	6	85	3	725	38

*One semester credit hour is earned for each 15 hours of lecture, 30 clock hours of laboratory, or 45 hours of work-based activities supervised practice.

**One clock hour is defined as a period of sixty (60) minutes with minimum of fifty (50) minutes of instruction and 10 minutes for a break period.

ADMISSION REQUIREMENTS AND PROCEDURES

Prospective students are encouraged to review this catalog and the School Performance Fact Sheet prior to signing an enrollment agreement.

Requirements for Enrollment

The requirements for admission are:

- Must be at least 17 ½ years of age
- High School Diploma, GED, or Foreign Credentials Evaluation
- Documentation of English proficiency by passing the Wonderlic-SLE exam
See Language Proficiency
- Must be able to meet financial obligations
- Pass an oral interview with Enrollment Counselor
- Copy of Social Security Card or Alien ID number
- Copy of Driver's License or Valid Identification
- Physical Exam
- Proof of vaccinations including Mumps, Measles, Rubella, Varicella, Hepatitis B, Annual TB Skin test or Chest X-ray, annual Flu Shot, COVID Vaccine +booster(s) and weekly COVID testing when necessary to meet facility conditions.
- 10 Panel Drug Test
- Nationwide Background Criminal Check (LiveScan FBI and DOJ)
- Hospital approved Fire Card (blue card good for four years)
- American Heart Association approved CPR Card

Procedure for Enrollment

Initially, the prospective student will start by attending a detailed orientation, review the Catalog, take a tour of the facility, and meet with the Enrollment Counselor.

If interested, the prospective student may also meet the office staff, review the class material, and sit in on a class to confirm their desired program.

If the prospective student decides to enroll, an entrance exam must be passed, and an oral interview with the Director of Nursing will be conducted. These steps will be arranged with the Enrollment Coordinator.

Procedure for Enrollment, *continued*

Upon submission of the program application, the applicant will be notified of acceptance of application within 30 days of the oral interview. If accepted the registration fee is submitted to the school and the Enrollment Agreement forms are completed, provided all requirements are met. Students are admitted on a first come first serve basis upon receipt of payment.

English Language Proficiency

All College programs are conducted in English only. Prospective students must demonstrate English language proficiency at the 12th grade level for safe, accurate, and effective communication in healthcare. All applicants can demonstrate this requirement by having a diploma from an accredited high school or its equivalent (e.g. GED).

English language instruction is not offered at the College and English language services (ESL) during the programs are not provided. Prospective students who may need English courses or ESL support are advised to seek ESL community services or English courses elsewhere in preparation for enrollment in order to be successful in the program.

Documentation of English Proficiency

A standardized exam in English predicting cognitive abilities must be passed prior to enrollment as a condition of admission.

- All Applicants must pass the Wonderlic Scholastic Level Exam (SLE), a validated fast-paced test of general verbal and quantitative ability, with a minimum of 20 points (50-question, 12-minute exam). This exam tests for language comprehension in a precise estimate of cognitive ability, basic logic, simple math, spatial reasoning, and pattern identification ([Wonderlic, 2022](#)).
- Passing the Wonderlic-SLE is predictive of an applicant's potential success in the program.
- If a passing score is not achieved by the third attempt, the applicant may reapply to their program after one year.
- Applicants may contact the Enrollment Coordinator at 818-343-1022, ext. 1030 during office hours to schedule the Wonderlic-SLE and pay the fee.

After passing the Wonderlic SLE, applicants are scheduled for an oral interview by a Faculty member for an assessment of their responses to written and verbal questions and their ability to articulate English language proficiency. The faculty observations continue during Term 1 Fundamentals.

For students who are unable to demonstrate sufficient verbal comprehension and exam skills during Term 1:

- Their Faculty member with the Program Director will meet with the student to discuss concerns and place the student on Academic Probation.
- The student will also be advised to seek English Learner tutoring such as ESL classes at local Adult Learning centers or community colleges.
- If the student on Academic Probation for language fails Term 1, they will be counselled out of the program. Students may apply for reinstatement to a future cohort with documentation of completion of a remedial English program of their choice.

Consideration of Credit for Prior Education or Training

Acceptance of credits earned at a previous, approved and/or accredited program may be accepted at the discretion of the Director of Nursing . Students who transfer from one program to a different program within the College or students who have previously attended another school or college (within the past 12 months) may receive credit for prior education when proof of attendance and transcripts are presented at time of enrollment.

- Transfer students must pass the College's examination and skill testing for those subjects.
- Transfer students will receive academic credit only.
- Transfer students are approved by the Director of Nursing.
- Appropriate credit for previous paid experience is determined by passing an examination and skill testing.

This option to apply for credit is the sole responsibility of the prospective student. The College does not guarantee the acceptance of credit for prior education or experience.

Ability-to-Benefit Student

An Ability-to-Benefit Student is an applicant who does not have a diploma or certificate of graduation from a school providing secondary education or recognized equivalency. The Career Programs Assessment Test (CPAt by ACT, Inc.) may be submitted as equivalency with a minimum score of 42 on language usage, 43 on reading, and 41 on numerical skills. Students are responsible for arranging for this exam.

Visa Services

The College does not sponsor students from other countries. Foreign non-citizen students must have appropriate resident documentation for admission. Visa services are not available from the College.

Grading, Progression & Graduation Requirements

Grades are earned by passing knowledge and skills assessments during the Term and passing the Term Comprehensive Exam. The minimum passing score is 75% for all assessments.

- All homework assignments must be completed and will contribute points toward the final Term grade.
- Subject quizzes and other assessments are given throughout each Term on the subjects covered within that Term.
- All subject quizzes and tests must be passed before qualifying to take the Term Comprehensive Exam.
- Each Term concludes with a final Term Comprehensive Exam. The minimum passing score is 75% for each Comprehensive Exam.
- Each Term Comprehensive Exam must be passed to progress to the next Term.
- After all program Term Comprehensive Exams are passed, the student may apply to take the Exit Exam to demonstrate comprehensive knowledge across the entire program. See [Exit Exam](#).

Grading Definitions

The following definitions apply to grades:

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

Grading Definitions, *continued*

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

Progression

Students are expected to successfully pass each term and make regular progression to graduation. Students must be current with all subject exams or modules in order to be eligible to take the Comprehensive Exam for that Term.

For missed theory or clinical hours, before the end of any Term, at the discretion of the Faculty or Director of Nursing, acceptable methods to complete course requirements include:

- Theory Make-Up: Case studies, written examination, attendance at seminars or workshops and research reports.
- Clinical Make-Up: Performance evaluation in skills laboratory or additional time at a clinical site with another cohort. In the event that space is unavailable at a clinical site, a clinical case-study and patient care plan may be submitted in lieu of the clinical hours.

When there are missed or failed subject exams due to absenteeism or scores lower than 75%, these must be completed prior to taking the Term Comprehensive Exam.

- It is the responsibility of the student to contact the office to schedule make up exams or remediation work.
- Two remediations of subject exams are allowed within each Term.
- The maximum score for a remediation exam will be recorded as 75% regardless of the actual score.

Progression, *continued*

- If a student fails any Term Comprehensive Exam, there is a one-time remediation self-study process plus a retest with a different exam.
 - Tuition must be up to date in payments in order to take term comprehensive and exit exams.
 - Each remediation Comprehensive Exam must be passed to advance to the next term.
 - If the student fails the remediation Term Comprehensive Exam, they are considered as failing that Term and will be terminated from the program. See [Reinstatement Policy](#).

Remediation Policy/Academic Probation

Student must maintain a grade of 75% or higher on any subject to advance.

Students who are unable to meet course objectives will be placed on academic probation.

- Each student is permitted two remediations of subject exams per term.
- Upon the need for a 3rd remediation, the student may be terminated from the Program.
- If a 3-page handwritten summary of the failing subject is turned in, they may be given the opportunity for a 3rd remediation.

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

Experiences that qualify in meeting objectives include, but are not limited to:

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

Exit Exam

After the student passes the Term 5 Comprehensive Exam, they are eligible to take an Exit Exam (HESI or ATI). **See Enrollment Agreement or Schedule of Fees for related costs of exams.**

- The Exit Exam will be offered monthly.
- The student who feels prepared to take the Exit Exam must notify the office a minimum of ten business days prior to the posted exam date of their preference.
- The student must pay for the cost of the Exit Exam upon scheduling.
- A student will not be reimbursed the cost of the exam if they fail to appear.
- Students may have up to three attempts to pass the Exit Exam.

Graduation Requirements

Students must achieve passing grades for all theory and clinical skills and all comprehensive Term Exams to qualify for graduation from any of the College programs.

- Vocational Nursing students who pass the Exit Exam are considered a graduate of the program and will receive a diploma.
- Vocational Nursing students who do not pass the Exit Exam will be considered a non-graduate from the program and receive a certificate of completion. This distinction is established by the Board of Vocational Nursing and Psychiatric Technicians.

In pursuing the highest standard of preparation for the health safety of the population, the school has the authority to determine when a student is prepared to take the Exit Exam and graduation.

Articulation or Transfer Agreement

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits earned at the College of Nursing and Technology is at the complete discretion of an institution to which students may seek to transfer. Acceptance of the diploma or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is 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, prospective and current students should make certain that attendance at this College will meet their educational goals. Make certain that your attendance at the College will meet all your educational goals, now and in the future. This may include pro-actively contacting an institution to which you may seek transfer after attending the College of Nursing and Technology to determine if your diploma or certificate will be accepted.

Eligibility Requirements for VN Licensure

Requirements for VN licensure are specified in the California Business and Professions Code, Division 2, Chapter 6.5., Vocational Nursing. Upon completion of the College's full VN program, students are eligible to apply to the California BVNPT to take the NCLEX-PN board exam for licensure. Completing the College of Nursing and Technology vocational nursing program does not guarantee passing the licensing exam in California, being eligible to apply for licensure in another state, or guarantee employment.

Students completing the program will be required to pay additional fees to the Board of Vocational Nurse and Psychiatric Technicians. These fees are regulated by the BVNPT, and subject to change.

A schedule of current fees is available at the [BVNPT website](#) and includes:

- Licensure application
- NCLEX-PN exam application
- Department of Justice and FBI fingerprints LiveScan
- Vocational Nurse licensing fee upon passing the NCLEX-PN exam

NCLEX-PN Board Exam Eligibility

There are five methods by which one may qualify for licensure as a vocational nurse in California. **The College meets the criteria of Method 1.**

All applicants for licensure under Section 2873 of the Business and Professions Code must meet the requirements of one of the following methods. For further information about these methods, refer to the [California BVNPT website](#).

Summary of the five methods for VN licensure in California:

Method #1: Graduates of California Approved Schools of Vocational Nursing in California

Method #2: Graduates of an Out-of-State School of Practical/Vocational Nursing

Method #3: Equivalent Education and/or Experience

Method #4: Military Applicants

Method #5: Experience with Pharmacology

Withdrawing from a Class

Students may drop a class at any time. After any Term has started classes and a student is unable to continue, the student may withdraw or be dropped for non-attendance.

- Within the first 7 days of a Term, the tuition will be refunded according to the Enrollment Agreement excluding non-refundable fees.
- Classes dropped after the first 7 days will be refunded on a *pro rata* basis and fees assessed according to the number of hours the student had attended.
- See [Refund Policies](#).

Dress Code

Uniforms and ID badges provided by the College must be worn for all clinical and theory classes as soon as they are issued. Shoes must be white, non-slip, closed toes shoes; no slides or sandals are permitted. Students may wear a white T-shirt or thermal under their scrubs. Sweaters or jackets are not to be worn over the school issued uniform at any facility.

Only students wearing the College uniform and ID badge will be allowed to attend clinical rotations and theory classes. If the student is asked to leave, it will count as an absence and the student will be responsible for making up the hours.

Students may wear modest earrings only, no facial jewelry, no colognes, perfumes, or aftershave. Hair must be clean, neat, of natural appearing colors, and long hair must be tied back and restricted from falling forward. Tattoo policies vary by clinical facility. Students must abide by the policy at each facility. The College administration may determine whether a visible tattoo is appropriate (e.g. images or words do not convey violence, discrimination, profanity, or sexually explicit content).

Eating or Drinking in Class

With the exception of water in a closed container, no eating, drinking, or chewing gum is allowed in any of the classrooms. Smoking or vaping is not allowed inside the building.

Program Changes

Within the BVNPT and BPPE regulations, the College reserves the right to modify the curriculum, change the instruction, update the school catalog, change instructors or instruction methods in order to keep current. The College reserves the right to change the schedule times and days depending on the availability of clinical facilities or instructors and extend the length of the program as needed.

Attendance Policy

The College records attendance for all theory and clinical hours. Students are responsible to sign the attendance sheet daily including start time. Hours of attendance are strictly monitored for meeting program requirements.

Students are expected to attend classes on time according to their program. Students sign-in daily for theory and clinical hours. Faculty submits the sign-in sheets to office staff for record keeping and documentation of hours completed for each student.

- A student is considered tardy if they arrive more than 15 minutes after the starting time.
- Being tardy three times is equivalent to one absence.
- Arriving more than 30 minutes late or leaving more than 30 minutes before the end of class/clinical is treated as one absence.
- All absences must be made up to complete the term. Making-up days is required but does not remove them from your attendance record.

Special Attendance Requirements:

Because of the unique requirements in some nursing courses, instructors may assign additional attendance requirements such as field trips to other clinical sites at off-schedule times. Students will be advised of such requirements in advance and are required to complete these special attendance requirements.

Probation, Suspension, and Termination

The College reserves the right to place on probation, suspend, or dismiss any student whose attendance, professional conduct, or academic performance does not meet the College's standards and/or who fails to abide by School Policies. Any student who has been suspended or dismissed may appeal the action by following the Grievance Policy. See [Grievance Policy](#).

Definitions:

A student on **Probation** may continue progress with their current cohort.

- A student in any College program is placed on Probation when they meet the criteria for a third absence. See [Attendance Policy](#).
- If the student on Probation misses any additional time within the Term, the student may be suspended or terminated at the discretion of the College.

A student on **Suspension** is dropped from their current cohort but may continue following review. **Termination** is when a student is dismissed from the program.

Theory Probation:

If a student does not attend theory class for five consecutive syllabus days without contacting the College, they will be dropped from the Term after the 5th absence and Suspended from the current cohort.

Clinical Probation:

A student who fails to notify their clinical instructor thirty minutes in advance of the first absence from a scheduled clinical rotation will receive a "Warning Probation Notice." The second occurrence of failure to notify the clinical instructor in a timely manner may result in the student being Suspended from the Term.

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

- If a student is absent for any exam, it is the students' responsibility to contact the office to reschedule the exam within 5 days or before the Term Comprehensive Exam, whichever is first. See [Progression Policy](#).
- Failure to reschedule absences and/or missed exams in a timely basis may result in termination from the program. See [Reinstatement Policy](#).

Leave of Absence

One leave of absence will be allowed for emergencies, illness, or pregnancy. At the discretion of the Director and seat availability, students may resume their instruction with the next available cohort at the point where their studies were interrupted.

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

STUDENT STANDARDS OF SUCCESS

Standards for Student Achievement

An important part of the training at the College includes the development of professional attitudes and behaviors. The College has created a professional work-like environment in which students can grow and develop according to their professional expectations. Students are expected to conduct themselves in a business-like manner. Normal standards of professional business attire apply to all students and unconventional clothing cannot be permitted at school. Students who are dressed inappropriately may be subject to disciplinary action. See [Dress Code](#).

The effectiveness of any training program is dependent upon the full cooperation between students and school staff. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with instructors, administrators, and peers. Students must adhere to high standards of academics, attendance, and conduct to continue as an enrolled student at the College.

Learning how to communicate with a variety of people, managing self-care and building resilience, addressing challenges, and dressing professionally are some components of a well-balanced professional.

Confidentiality

- All students must orient to healthcare confidentiality standards by watching videos (e.g. Confidentiality, Privacy & HIPAA, Department of Justice, Video of Abuse) regarding hospital patient information, resident rights, privacy practices, and abuse, and have an opportunity to ask questions regarding the videos. A HIPAA violation made by a nursing student could result in a variety of disciplinary actions by the facility as well as the College including termination from the program.
- Students must show respect for patient confidentiality by not accessing a patient medical record unless the medical record is necessary for the provision of nursing care and with permission of the instructor.
- Students may only discuss patients in private areas that cannot be overheard by persons not directly involved with their care.
- Speak English only in all patient areas. For patients speaking another language, communicate through an interpreter. Bilingual students may communicate in the patient's preferred language directly.
- Respect the confidential nature of instructor/student conferences and do not discuss their content with classmates.
- Never remove patient information or any copies of chart documentation from the clinical facility.
- Do not post anything on social media regarding patient information including but not limited to facility name, room number, or other detailed or vague description.

Professional Conduct of Students

An essential element of the training at the College includes the development of professionalism. The high standards maintained in the College's programs prepare each student to meet the highest expectations of employers. The College expects students to always conduct themselves in a socially acceptable manner.

Professional Conduct of Students, *continued*

The following types of misconduct are subject to dismissal:

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

The College views excessive tardiness as violation of the professional conduct philosophy that could lead to dismissal. The College reserves the right to make the administrative and educational decisions as to whether the code of conduct had been violated. All cases are reviewed individually.

Controlled Substance, Alcohol, and Drug Abuse Policy

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

Procedure for Drug Testing

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

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

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

Positive Drug Testing Results

1. Medical use: Any student to be tested who claims legitimate use of a specific drug or controlled substance shall submit medical documentation to support this claim.
2. Conviction: Notify the College administration in writing of any conviction for a drug related offense no later than 5 days after such conviction. The College will notify the U.S. Drug Agency within 10 days after receiving notice from the student. The student will be terminated from their program.
3. Reinstatement in the program may be requested by the student after satisfactory participation in a drug abuse assistance or rehabilitation program approved by Federal, State, or local health or enforcement agencies.

Drug Prevention Information Resources

Following is a list of substance abuse resources that provide information regarding dangers of drug and alcohol abuse, assistance with drug and alcohol abuse counseling, penalties for the abuse of alcohol or drugs, and rehabilitation programs to aid our students and their families.

Los Angeles County Substance Abuse Prevention and Control (SAPC) Helpline	(844) 804-7500 (Toll Free)
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SAMHSA - Substance Abuse and Mental Health Services (US DHHS)	(800) 662-HELP (800) 662-4357
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Grounds for Disciplinary Action

Disciplinary action may include verbal warnings, written warnings, probation, suspension, or termination from the program at the sole discretion of the College. Those whose conduct discredits themselves or the College may be subject to disciplinary action, including but not limited to:

- Unprofessional behavior or conduct that reflects unfavorably upon the College or student
- Use of nicotine products, unlawful drugs, marijuana, or narcotics, possessing alcohol or being under the influence of alcohol
- Gambling at the College
- Profanity
- Not abiding by the dress code
- Breach of the Enrollment Agreement
- Cheating or falsifying school records
- Carrying a concealed or potentially dangerous weapon
- Disorderly conduct, which interferes with the learning process of any other student or lecture
- Instigation and/or participation in rebellious activities against the College and/or its student(s)
- Solicitation, which reflects unfavorably upon the College and /or its students
- Vandalism of school property
- Any form of gang related activity including but not limited to flashing of gang signs
- Physical fighting
- Verbal confrontation with any employee, student, or staff of the clinical facilities

Grounds for Termination

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

- Failure to meet academic standards
- Failure to meet acceptable standards of skill performance
- Excessive absences (3 or more clinical absences within one term without remediation)
- Failure to perform in the clinical setting at the level of competency of the preceding nursing course
- A student may be immediately terminated for placing a patient or patients in physical or emotional jeopardy. The clinical instructor will document the incident and inform student of the necessity for a meeting with the Director of Nursing to determine the student's continuing status in the program.
- Failure to meet clinical objectives as stated in writing at the beginning of the course.
- Failure to effectively report on a patient's status during a clinical assignment, thereby placing patient, or patients, in physical or emotional jeopardy.
- Failure to notify the clinical instructor thirty minutes in advance of an absence from a scheduled clinical assignment, so that patient assignments may be adjusted. This will result in the issuance of a Warning and counseling. A second occurrence may result in the student being dropped from the course.

Reinstatement Policy

A student who is terminated from a program for any reason may be reinstated in the program at the next scheduled entry point, upon application by the student and upon satisfactory completion of the written terms for reinstatement, if any.

All reinstatement approvals are determined on an individual basis.

- Student must be current on existing tuition payments in order to qualify for reinstatement.
- Reinstatement is contingent on availability of space in the desired cohort.
- All reinstatements are at the discretion and approval of the College of Nursing & Technology.

Reinstatement Policy, *continued*

A student who wishes to be reinstated in a program must complete a written request and pay a non-refundable Application Fee. The fee must be paid by cashier's check, money order or credit or debit card at the time of request. See [Reinstatement Request Form](#).

- If the reinstatement is **approved**, the Application Fee will be applied towards the Reinstatement Fee, upon the student's return to class.
 - If the reinstatement is approved, but the student changes their mind or never shows up to the new class, the Application Fee is forfeited.
- If the reinstatement is **not approved**, the Application Fee will be refunded to the student or applied towards any outstanding balance.

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

- The student is responsible for paying the tuition for re-enrollment and a reinstatement fee.
- All reinstatements are at the discretion and approval of the College of Nursing & Technology

FINANCIAL INFORMATION

Student Tuition Recovery Fund Disclosures (STRF)

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.

Student Tuition Recovery Fund Disclosures (STRF), *continued*

Unless relieved of the obligation to do so,

- You must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.
- You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste. 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss 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 or 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 within the 120 day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

Student Tuition Recovery Fund Disclosures (STRF), *continued*

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

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

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

Tuition Payment Policy

Payment must be made monthly on the first day of each month until the balance is paid, in accordance with the Enrollment Agreement.

- Payments should be made by personal check, money order, or cashier's check and placed in the payment deposit box on campus at the College.
- Checks should always contain the student's full name and **original** cohort or group batch number.

Tuition Payment Policy, *continued*

Payments made after the 5th of the month are late and subject to a \$25 late fee. Unpaid tuition is subject to a 4% late fee in accordance with the Enrollment Agreement. A \$25 fee will be applied for any returned checks and the College may require that future payments be submitted in the form of guaranteed funds such as Cashier's Check or Money Order. Credit or debit card transactions may be completed during office hours at the College or over the phone. Credit Card transactions are subject to a transaction fee.

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

The student acknowledges that a delinquency in payment of any fee or tuition may result in termination from the College. Transcripts will not be released until the tuition is current. Students may not take any Comprehensive Exam if they are not completely current with their tuition. The College reserves the right to report the delinquent balance to the credit reporting agencies. This may affect the students' credit score.

Any unpaid or late payments may be submitted to a collection agency or attorney to attempt recovery of funds. The agency or attorney involved may apply their fees to the outstanding balance in addition to the College's late fees & interest. Due to these additional charges, the student may have a higher balance than the original contract.

If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if you have received federal student financial aid funds, you are entitled to a refund of the money not paid from federal student financial aid program funds.

Notice of Student's Rights of Enrollment Cancellation

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

You have the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

After the cancellation period, you can drop the program at any time and pay for the portion of the program completed excluding any non-refundable fees. See your Enrollment Agreement for details.

If you have complaints that cannot be resolved by the instructor, Director of Education, or College Director, you may write to the BPPE at:

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

Website: <https://www.bppe.ca.gov>
Phone: (916) 431-6959
Toll Free Number: (888) 370-7589
Main Fax Number: (916) 263-1897

Refund Policies: Cancellation or Withdrawal

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

- If you cancel after the first class session, or the seventh day after enrollment, whichever is later, your refund will be prorated based on the number of completed hours.
- In order to cancel your enrollment, you must send a written request to the College by registered mail, email, or in person. Your request will be considered effective the date it is received by the College.

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

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

Refund Policies: Terminated or Dropped

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

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

Calculation of Refund

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

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

Title IV & Financial Aid

The College of Nursing and Technology does not currently participate in any federal or state financial aid programs or any grant or scholarship programs, therefore, there are no disclosure requirements. Students may seek personal financial aid or tuition payments made by a third party and are responsible for all administrative requirements in those circumstances. CCR §71810(b)(6)

Loans

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

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

Required Program Fees and Charges

See Enrollment Agreement

VOCATIONAL NURSING

Tuition	\$ 20,102.50
Registration/Application Fee - NON-REFUNDABLE	\$ 250.00
Books/Uniforms - NON-REFUNDABLE	\$ 545.00
Student Malpractice Insurance - NON-REFUNDABLE	\$ 50.00
STRF: Assessed \$2.50 per \$1000 of tuition - NON-REFUNDABLE	\$ 52.50
<u>TOTAL CHARGES FOR PERIOD OF ATTENDANCE</u>	<u>\$ 1,000.00</u>
<u>ESTIMATED TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM</u>	<u>\$ 21,100.00</u>

MEDICAL ASSISTANT - *NOT CURRENTLY OFFERED*

Tuition	\$ 6,440.00
Registration/Application Fee - NON-REFUNDABLE	\$ 250.00
Books/Uniforms - NON-REFUNDABLE	\$ 260.00
Student Malpractice Insurance - NON-REFUNDABLE	\$ 50.00
STRF: Assessed \$2.50 per \$1000 of tuition - NON-REFUNDABLE	\$ 17.50
<u>TOTAL CHARGES FOR PERIOD OF ATTENDANCE</u>	<u>\$ 7,000.00</u>
<u>ESTIMATED TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM</u>	<u>\$ 7,100.00</u>

Additional Charges:

Enrollment Application Fee - NON-REFUNDABLE	\$ 250.00
Reinstatement Application Fee - NON-REFUNDABLE	\$ 250.00
Reinstatement Charge	\$ 1750.00
Official Transcripts	\$ 15.00
Unofficial Transcripts	\$ 15.00
Verification of Enrollment	\$ 5.00
Late payment, NSF or UCF Fee	\$ 25.00
Unpaid tuition	4% late charge
STRF - NON-REFUNDABLE	\$2.50 for each \$1000 of tuition
Credit Card Transaction Fee	3% of transaction amount
Photocopies	\$0.25 / per page
Exit Exam(s)	\$100 / each attempt
Wonderlic-SLE Exam	\$50 / each attempt
Any special requests	\$40 / per hour

Additional College fees, *continued*

Students may need to pay third party fees to obtain a physical exam, immunizations, fire card, CPR card, and other related expenses to meet the enrollment qualifications of the program.

Additionally, in order to schedule the NCLEX-PN Licensing Exam, BVNPT application fees, LiveScan and other related expenses for Board testing must be paid, including payment to the Board for licensing fees upon passing the exam.

ADMINISTRATIVE POLICIES

Office Hours

Administrative office hours are Monday through Friday from 10am to 6pm. Issues outside these hours may be discussed with the instructor.

The Office is closed on school holidays: New Year's Day, Martin Luther King Jr Day, Presidents' Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Day after Thanksgiving, and Winter break week (last week of the year).

Sexual Harassment Policy

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

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

Sexual Harassment Policy, *continued*

4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Harassment on the basis of gender is a violation of State and Federal Law and is punishable according to the law. It is a violation to sexually harass any person, instructor, member of administration, students male or female, and it will not be tolerated under any circumstances. Sexual harassment is a reason to be expelled from the school and may incur legal actions. The school categorically prohibits any kind of display of sexual materials in school or during the clinical training.

If a student is a victim of sexual harassment, they will inform the College immediately. The incident shall first be reported directly to the Director of Nursing who will discuss the incident with the College Director. All details will be kept in strict confidence by the school.

Nondiscrimination Policy

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

Jury Duty

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

Accidents or Illnesses

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

Communicable Disease

Students known to become infected or suspected of being infected with a communicable disease will be limited or restricted from patient contact until they are free of such disease or incapable of transmitting infection. **See local Public Health Department guidelines.**

The procedure for students with a communicable disease, should this occur, is:

- Students will report the communicable disease immediately to their Clinical Instructor and the College Program Director.
- Medical clearance from the student's physician must be obtained before returning to the Clinical facility or classroom setting.
- The Clinical Instructor and the College Program Director will mutually agree upon a make-up assignment after the student has medical clearance to return.
- Consultation with the facility infection control nurse before return may be obtained if indicated.

Grievances

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

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

The disqualified student may submit to the College Director a written request for grievance. The request must be delivered to the Administrative Office during standard office hours. Failure by the student to submit the request in the prescribed manner and within the prescribed timelines waives their right to grievance.

Grievances, *continued*

When a grievance is requested, the College Director will hear the case and render a decision. In instances where the College Director feels that they are not able to hear the case with sufficient objectivity, the College Director will appoint an appropriate alternate.

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

The Grievance procedure is summarized as follows:

1. The written grievance must be submitted to the College Director within 10 days of the incident.
2. The College Director will verify that the student has made a verbal or written attempt to resolve the concern with the instructor or other staff member.
3. If the student has followed the above steps without resolution, the College Director will call a hearing.
4. Within 24 hours of the hearing, if the decision is unacceptable to the student, the student must send copies of all documents and a letter explaining why the decision is unacceptable.
5. All complaints, decision, and appeals will be resolved within 30 days from the receipt date of the incident report.

DISCLOSURE AND RETENTION OF EDUCATION RECORDS

Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the Institution.

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

Disclosure and Retention of Education Records, *continued*

- Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies.
- Students wishing to review their records must submit a request in writing and make an appointment with the College Director. All appointments must be made during regular business hours.
- At no time may the student or parent remove, destroy, or damage any document contents in the file.
- Certain documents may be photocopied, and a charge may be applied.

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

Record Retention Policy

All student records must remain onsite for 5 years and transcripts retained permanently. Student files consist of:

- Signed Enrollment Agreement
- SPFS (School Performance Fact Sheet)
- Admission Package forms
- Entrance Test results
- High School Diploma, GED, or Foreign Evaluation
- Admission Requirement Documentation (e.g. CPR Card, physical, immunization records, drug test, background check, etc.)
- Clinical Objectives
- Quiz and exam scantrons

COLLEGE CATALOG

Reviewing the Catalog

The College Catalog is available from the Enrollment Office and is also available for viewing and downloading online from the College website. The College catalog is updated annually.

The College will provide to each prospective student for review prior to signing an Enrollment Agreement:

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

Questions Regarding the Catalog

Please contact the Enrollment Coordinator or Director of Nursing with any concerns that have not been addressed within the Catalog.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the College may be directed to the Bureau of Postsecondary Education:

BPPE - Bureau for Private Postsecondary Education

Address: 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA, 95798-0818

Website: <https://bppe.ca.gov>

Phone: (916) 574-8900

Phone: (888) 370-7589 (toll-free) or (916) 574-8900

Fax: (916) 263-1897

Complaints about the College

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

For information regarding Vocational Nursing licensure, please contact:

BVNPT

Board of Vocational Nursing & Psychiatric Technicians
1747 N. Market Blvd. Ste 225
Sacramento, CA 95834
Web site: <https://www.bvnpt.ca.gov/>
Phone: (916) 263-7800

STUDENT FORMS

These forms are included in the catalog following this page:

- [CANCELATION REQUEST](#)
- [REINSTATEMENT REQUEST](#)
- [REQUEST FOR TRANSCRIPTS OR OTHER DOCUMENTS](#)
- [REQUEST FOR CHANGE OF INFORMATION](#)
- [ADMISSION CERTIFICATION CHECKLIST](#)

COLLEGE OF NURSING AND TECHNOLOGY
Cancelation Request

Student ID #: _____ Cohort/Batch #: _____

Last Name: _____ First: _____ MI: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____

E-mail: _____

Program: _____

Reason for Cancelation: _____

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

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

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

Student Name (Printed) _____

Student Signature: _____ Date: _____

For CNT use only: Date Received: _____ by _____

COLLEGE OF NURSING AND TECHNOLOGY

Reinstatement Request

Student ID #: _____ Cohort #: _____ Term #: _____

Last Name: _____ First: _____ MI: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____

E-mail: _____

Program: _____

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

The purpose of my termination or the personal reason for dropping was:

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

Student Name (Printed) _____

Student Signature: _____ Date: _____

For CNT use only: Date Received: _____ by _____

COLLEGE OF NURSING AND TECHNOLOGY
Request for Transcripts or Other Documents

Student ID #: _____ Cohort #: _____ Term #: _____

Last Name: _____ First: _____ MI: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____

E-mail: _____

Program: _____

TRANSCRIPTS: VN Medical Assistant

OTHER: Verification of Enrollment

Diploma

Financial Statement

Additional information or details as needed:

The College of Nursing & Technology Inc. will produce transcripts after verification of all records, which may take 30 days from the date of submission of the request.

There is no charge for the first set of transcripts.

See schedule of fees for cost of additional transcripts.

Please submit any fees along with this form or your request will not be processed.

Student Name (Printed) _____

Student Signature: _____ Date: _____

For CNT use only: Date Received: _____ by _____

COLLEGE OF NURSING AND TECHNOLOGY
Request for Change of Information

Student ID #: _____ Cohort #: _____ Term #: _____

Last Name: _____ First: _____ MI: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____

E-mail: _____

Program: _____

Additional information or details as needed:

For name change, please provide documentation.

Student Name (Printed) _____

Student Signature: _____ Date: _____

For CNT use only: Date Received: _____ by _____

COLLEGE OF NURSING AND TECHNOLOGY

Admission Certification Checklist

_____ *initials* I have received a copy and reviewed all pages of the current College of Nursing and Technology Catalog and have been given an opportunity to ask questions regarding the school's policies and procedures prior to signing an enrollment agreement. The Catalog includes name, address, phone number and website of the institution.

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

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

_____ *initials* I have read and understand the remediation procedure.

_____ *initials* I have read and understand the attendance requirements.

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

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

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

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

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

Student Name (Printed) _____

Student Signature: _____ Date: _____

For CNT use only: Date Received: _____ by _____
