



PROFESSIONAL MEDICAL CAREERS INSTITUTE

VETERANS INFORMATION BULLETIN

2023 - 2024

Professional Medical Careers Institute (PMCI)

Physical and Mailing Address:

920 Hampshire Road, Suite S

Westlake Village, CA 91361

VA Facility code: 25188305

Office: (805) 497-4064 or **Toll Free:** (866) 500-6274

eFax: (805) 497-4224 or **Fax:** (805) 906-2011

Approval Information

PMCI is approved to operate and provide instruction for both the Vocational Nursing Program and the Nursing Assistant Program through the Bureau of Private Postsecondary Education (BPPE).

The Nursing Assistant course (Provider ID# S-1104 & S-1105) is approved to operate under the California Department of Public Health (CDPH) as of 2010 and was renewed as of April 14th, 2022.

The Vocational Nurse program is approved to operate under the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) as of February 2011 and was renewed on January 19th, 2023.

PMCI is approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.

Bulletin Effective Dates

This bulletin is effective from July 19th, 2023 through July 19th, 2024.

The information contained in this bulletin is true and correct in both content and policy.

X



07/19/2023

Signature of School Official

Date:

PMCI Governing Body and Administrators

Helen Taylor - Owner and Program Director

Joshua S. Taylor - Controller and SCO

Cindy Long - Admissions

Brandon Hammond - Project Manager

Mindy Anderson - Administrator

Yvette Pierson - Administrator

PMCI Instructors

Anna Maj Lis Aasa, RN – Instructor

Mindy Anderson, LVN – Instructor

Jennifer Casano, VN – Instructor

Cheryl Glaus, RN, BSN, MSN – Instructor

Josie Huber, RN, MSN – Instructor

Celina Kamaka, VN – Instructor

Tiana Lee, RN, BSN – Instructor

Lisa Lopez, RN, BSN – Instructor

Jeanine Maurer, RN – Instructor

Anne O’Neil, RN, BSN – Instructor

Judy Panczak, RN, MA – Curriculum Coordinator/Instructor

Marcus Taylor, VN, BS – Instructor

Jenny Taylor, RN, BSN – Instructor

Kim Washburn, RN – Instructor

Haley Weissenfluh, VN – Instructor

Instructional Facilities

PMCI’s physical address is 920 Hampshire Road, Suite S, Westlake Village, CA 91361. All classes are held at this location. The school consists of 6,580 square feet of classrooms and offices. There are five administrative offices and three separate classrooms with a maximum occupancy capacity between 10 and 30 students. The school also has a lab used for clinical training, a library for student use and cafeteria/ break room area. There are two restrooms located outside the facility within 30 feet of the entrance to the school.

Course Capacity

The maximum capacity for each course is as follows:

Vocational Nursing—30

Nursing Assistant—15

Licensure Information

Training at PMCI leads to positions in the nursing profession which require licensure and certification in the State of California. Licensure and certification in the nursing profession is only offered by the respective bodies of the California State Government. Students who complete the vocational nursing program at PMCI will receive a certificate of completion and be eligible to sit for the licensure exam (NCLEX-PN) through the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Students who complete the nursing assistant program at PMCI will receive a certificate of completion and be eligible to sit for the (NNAAP) state exam required to become certified in the state of California through the California Department of Public Health (CDPH)

Entrance Requirements

General Admissions

Applicants desiring to attend any program or class at PMCI must meet all the following criteria prior to the first day of the program or class.

1. Fill out and submit a program/class application.
2. Provide proof of a high school diploma or equivalency, and other necessary certificates/documents as applicable to the course.
3. Sign a respective program/class Enrollment Agreement.
4. Pay the program/class application fee and provide a Certificate of Eligibility (COE) after submission of either VA forms 22-1990, 22-1995, or 22-5490 as applicable for chapter 33.
5. Pay the appropriate program/class payment or down-payment (this is required to secure a spot in the program/class) or sign the filled-out VA form 22-1999 enrollment certification (after provision of the COE) if a veteran or other qualifying individual claiming post 9/11 Gi-Bill benefits under chapter 33.

Entrance Requirements (continued)

VN Program Admissions Policy

Applicants to the Vocational Nursing Program must meet the general admission requirements. Applicants must be at least 17 years old.

In addition to the general admission requirements applicants to PMCI's Vocational Nursing program must meet the following requirements:

1. The student must be a high school graduate or have completed a GED. This must be verified by an official transcript or GED transcript. All college transcripts must also be submitted.
2. Students who qualify for admission must provide evidence which indicates good physical and mental health. A Professional Medical Careers Institute physical form must be completed and signed by a qualified health care provider and submitted to the school on or before the designated date of admission. This must include proof of immunizations and/or titers for Polio, Measles, Mumps, Rubella, Hepatitis B, Varicella (Chicken Pox vaccine) or proof of having the disease and a current TB skin test. Students must also show proof of current influenza vaccination prior to the first day of clinical.
3. The student must submit (2) two letters of reference. The letters of reference should be sent to the Vocational Nursing Program Director from teachers, professors, clergy or past employers. Letters of reference should not be obtained from friends or relatives. They should be in a sealed envelope.
4. Applicants must participate in a personal interview with PMCI faculty and staff.
5. Students must have current certification in CPR BLS provider. (A class is provided at PMCI)
6. Students must sign an agreement to abide by Professional Medical Careers Institute's Dress Code, Honesty Code, Attendance Code, Confidentiality Agreement and Honor Code.
7. Those accepted must have a clear criminal background check by live scan prior to the first day of clinical experience.

VN Program Admissions Policy (continued)

Professional Medical Careers Institute maintains an open admissions policy and does not discriminate in any way. The number of nursing students that can be accepted is limited by California requirements for faculty/student ratios and the availability of appropriate clinical instruction facilities. PMCI reserves the right to refuse admission to any applicant whose application is deemed unsatisfactory or incomplete per the admissions criteria.

A committee of faculty and administrators will select students for the VN program based on the following:

- High School or GED GPA
- Past College GPA
- Results of personal interview and essay response
- Completion of the entire application packet

The Board of Vocational Nursing states that a person convicted of a felony that relates to the duties and responsibilities of a Licensed Vocational Nurse may be disqualified from obtaining licensure as a Licensed Vocational Nurse. **The Board may not license such a person and may upon conviction of a felony, suspend or revoke the license of a person previously licensed.** Students may seek additional clarification from the Director of the Nursing Program. Students with felonies will not be excluded from PMCI, but they may not be able to obtain a VN license upon completion of the program or passage of the licensing exam.

Potential students must be in good health and have the physical, social and psychological ability to perform the duties of a vocational nurse which will include walking, lifting and caring for, at times, severely ill clients; bathing, dressing and feeding patients; exposure to bio-hazards and infectious waste; writing, talking and interacting with clients; performing physical assessments and administering invasive treatments and medications and any other potentially strenuous and demanding task associated with the nursing profession.

Admissions policy Addendum for Veteran Students

In accordance to the provisions set forth in Title 38 U.S.C § 3679 (e)

Information for students Using Vocational Rehabilitation and Employment benefits (CH31) or Post-9/11 G.I. Bill® (CH33)

A student using Vocational Rehabilitation and Employment benefits (CH31) or Post-9/11 G.I. Bill® (CH33) will be allowed to enroll in and attend courses and access campus resources and facilities pertaining to the program/ course of enrollment while the school awaits payment for tuition and fees from the VA.

This waiting period begins upon the date the student provides a certificate of eligibility for entitlement to the benefits under chapter 31 or 33 of title 38 United States Code, and ending on the earlier (whichever date is sooner) of the two following dates: (I) the date funds are received from the VA, (II) or until 90 days after the School Certifying Official has certified the student's enrollment for tuition and fees following of the student's certificate of eligibility.

While awaiting receipt of funds from the United States Department of Veteran Affairs (VA), Professional Medical Careers Institute of California (hereinafter referred to as "PMCI") will not impose any penalty, assessment of late fees, deny the covered individual access to classes, library, or other institutional facilities/ resources offered by the school pertaining to the course the student is enrolled.

Furthermore, in the event a covered individual is unable to fulfil his or her financial obligations to PMCI due to delayed disbursement of payment from the VA, PMCI will not require an eligible student to borrow additional funds to cover tuition or fees.

In the event an individual is unable to fulfil their financial obligations to PMCI due to the delayed disbursement of payment from the VA for chapters 31 or 33 of title 38, and the amount of the disbursement once received is less than anticipated, the school is not prohibited from requiring additional payment or imposing a fee for the amount that is the difference between the amount of the disbursement and the amount of the financial obligation, as allowed by the rule of construction Pub. L. 115-407, title I, §103(c), Dec. 31, 2018, 132 Stat. 5370.

To demonstrate current eligibility and intent to use Chapter 31 or 33 benefits, a student must provide the following documents:

1. VA Form 28-1905 (Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status); or
2. Certificate of Eligibility (COE) or Education Enrollment Status form (printed from the VA website).
3. A written request to use either VA Vocational Rehabilitation or Post 9/11 G.I. Bill benefits; and
4. All additional information requested by the School Certifying Official to properly certify enrollment to the VA, such as veteran/ covered individual's social security number and the social security number of the student if different from the Veteran's for transferability cases.

Please refer to our admissions policy on the school catalog and page 4 of the Veterans information bulletin for additional information on our admissions policies and procedures.

NA Program Admissions Policy

Applicants to the Nursing Assistant Program must meet the general admission requirements. Applicants who have not completed high school or have not earned a General Education Diploma (GED) must show proof of completion of at least the 10th grade in accordance with the requirements set forth by the CDPH. Applicants must be at least 16 years old.

In addition to the general admission requirements applicants must meet the following requirements:

1. Students who qualify for admission must provide evidence which indicates good physical and mental health. A Professional Medical Careers Institute physical form must be completed and signed by a qualified health care provider and submitted to the school on or before the designated date of admission. This must include proof of immunizations and or titers for Polio, Measles, Mumps, Rubella, Hepatitis B, Varicella (Chicken Pox vaccine) or proof of having the disease and a current TB skin test. Students must also show proof of current influenza vaccination prior to the first day of class.
2. Students must have current certification in CPR BLS provider. (Class is provided at PMCI)
3. Students must sign an agreement to abide by Professional Medical Careers Institute's Dress Code, Honesty Code/Honor Code and Attendance Policy.
4. ***While NA's work in many areas, all nursing assistant training must be completed in skilled nursing facilities pursuant to California Department of Public Health (CDPH) guidelines.***
5. Those accepted must have a clear criminal background check prior to the first day of clinical experience. Any applicant with a past conviction must submit a clearance form to the CDPH and will be required to receive clearance from the CDPH before they will be allowed to sit for the state certification test. The clearance form and instructions can be obtained from PMCI's admissions office.

Professional Medical Careers Institute maintains an open admissions policy and does not discriminate in any way. The number of nursing students that can be accepted is limited by California requirements for faculty/student ratios and the availability of appropriate clinical instruction facilities. PMCI reserves the right to refuse admission to any applicant whose application is deemed unsatisfactory or incomplete per the admissions criteria.

Policies

Enrollment Policy

Students may enroll on any day school is in session and/or the administrative offices are open.

Credit Evaluation Policy

Professional Medical Careers Institute will consider accepting credit from other schools accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation. Credits allowed will be recorded on the enrollment record and the length of the course shortened proportionately. In addition, the student and the DVA shall be notified. (NOTE: ALL PRIOR TRAINING MUST BE EVALUATED)

Each student must provide the school with an official transcript with all previous postsecondary education and the student's military discharge document DD-214 form in a timely fashion not to exceed before program commencement.

Whether credits earned at PMCI can be transferred to other institutions is dependent upon the credit granting policy of each individual institution. At this time, PMCI has not entered into an articulation or transfer agreement with any other college or university. Transfer credit shall be recognized by PMCI for related previous education completed within the last five years. This includes the following courses:

- Accredited vocational or practical nursing programs.
- Accredited registered nursing courses.
- Accredited psychiatric technician courses.
- Armed services nursing courses.
- Nurse Assistant courses.

Attendance Policy

Absence Policy

Regular attendance is mandatory for satisfactory achievement and is the responsibility of the student. Vocational nursing students are allowed a total of 3 absences per semester. Nursing Assistant students are allowed a total of 3 absences per program. Students in either program will be given written notice after 2 absences and be placed on attendance probation. A student in either class that exceeds the allotted number of absences will be suspended. All absences require makeup. Any clinical absences must be made up on a day set aside for clinical make-up. The theory absence can be made up only by completing an assignment equal to the time spent in the theory session at the discretion of the Director. Additional absences may be allowed for extenuating circumstances (death in immediate family, extended illness or surgery, etc.) but only after appropriate documentation and good academic performance as reflected on the student's current grade record, and a meeting with the instructors or director.

Attendance Policy (continued)

Absenteeism can seriously affect a student's grade. Both the BVNPT and the CDPH require a minimum number of theory and clinical hours be met before a student can sit for the prospective exams.

Leave of Absence Policy

Certain circumstances may require a leave of absence. If a student requires such an absence a written request must be given to the Director for consideration. Such leaves may be granted to students at the discretion of the school. Continuation of programs after a leave can be discussed with the Director.

Tardiness Policy

Tardiness in the clinical and lab area is not professional behavior and will not be tolerated. Tardiness will be recorded in the Clinical Evaluation Tool in relation to the outcome on professional behavior/responsibility. The first incident of tardiness will be recorded on the evaluation tool. The second incident of tardiness will result in attendance probation. The third incident of clinical tardiness will result in a need for clinical makeup. In the classroom area, late arrival of five (5) to fifteen (15) minutes will be considered a tardy. After 15 minutes, it will be considered an absence and a makeup assignment will be given. Students are encouraged to arrive at least five minutes BEFORE class starts to avoid a tardy. Points towards the clinical grade will be deducted for each tardy and absence. A late arrival is 1-4 minutes late. Three late arrivals equal one tardy. Three Tardy incidents equals one absence.

Make-Up Work Policy

Students who fall below the acceptable passing mark will be given remediation on a weekly basis. Remediation will also be given to students who have fallen behind in clinical skills on a weekly basis. Remediation sessions will be held on Fridays or after class. All homework must be completed before a test re-take, including study guides handed in before the test is taken. Students who fail an exam may re-take the test after remediation once. The highest grade available on a repeat exam is 75%, a grade of C, or the lowest passing score on an exam. If the lowest passing score was 78% and the student received a 98% on retake – the highest score obtainable would be 78%. This allows students an opportunity to go back and study the material again to be successful on exams. Test re-takes must be completed within 7 days of the exam.

Satisfactory Progress Policy

Vocational Nursing Grading System—Theory

Students will be given a series of tests for each theory subject. Students must earn a 77% or better to pass all theory exams. Students falling below this standard will be required to repeat the level. Remediation will be offered to all students who have difficulty meeting this standard. Students may re-take up to 5 quizzes and one final exam. The maximum grade on a retake is 77%. The method of evaluation will include exams, quizzes case studies and instructor observations. Homework must be completed and is checked weekly. Students may not retake an exam without showing proof of homework completion. Students receive 2 points per chapter for completed homework in each module and an additional point for completing the chapter terms and acronyms.

The following procedures will be implemented by PMCI's Vocational Nursing Program:

- Students can view their grades through the PMCI eLearn website/ app at any time.
- No indication of grade status, such as pass/fail will be given over the telephone to a student or to any other person under any circumstance.
- For all levels a grade average below 75% in any nursing or clinical course may result in dismissal from the program. Those at or below 75% will be placed on academic probation. If the grade average for the next semester falls below 75% the student will be dismissed from the program but will be allowed to re-take it later with another Cohort.
- The student may be placed on a probationary period and counseled on the status of their grades at the discretion of the instructor.

VN Theory Grading Scale

A=91% - 100%

B= 82% - 90.9%

C= 75% - 81.9%

D=73% - 74.9% (Academic Probation)

F= 72.9% and below

Vocational Nursing Grading System—Clinical

A letter grade will be earned in clinical through means presented in the objectives outline and will be based on attendance, safety, technical skill, time management, case studies, medication cards, lab cards, nursing process, professionalism and completion of assignments. Students must achieve at least a grade of “C” to successfully complete the course. **A total of about 500 points will be awarded each level for clinical performance and attendance as follows:**

- 150 points for attendance – 5 points awarded per day (based on 30 days of clinical) a *minimum of 140 points for attendance is necessary for advancement. All missed clinical days must be made up on a day assigned for clinical make-up.*
- About 190 points for assignments - points will be deducted for late work (maximum of one day). A case study is worth 60 points – there are two due each semester; Medication and lab value cards are due each week and are worth ½ point each – a total of 20 points. A level medication test on common drugs is worth 30 points per semester. Students are required to participate in two group presentations – these are worth 20 points per semester.
- 20 points for leadership; each student will have a team leading experience every semester.

Instructors will use their individual discretion and observation to determine daily points. Instructors may add to the list of assignments or medication cards if they desire.

- 450 points for clinical performance; up to 2 points are given daily for each of these performances:
 1. Time management – finishes work and nursing care on time and uses time wisely to accomplish training objectives
 2. Dress and grooming – wear clean, pressed and appropriate uniform, clean-cut appearance, professional behavior
 3. Work ethic and attitude – has a positive attitude, actively engages in work assignments, helpful and polite to team, instructor and staff, accepts assignments and direction from instructor
 4. Competency of nursing skills – performs skills according to standard of nursing practice with minimal assistance, demonstrates coordination and knowledge of clinical procedure, practices all skills and training objectives.
 5. Rules and safety – keep work area safe and clean, uses good infection control and handwashing, checks patient ID before care, parks in designated areas, wears name badge appropriately, follows all clinical rules
 6. Communication skills – uses appropriate terminology, asks appropriate questions, settles conflicts in a professional manner, uses therapeutic communication techniques when talking with patients and uses positive body language.
 7. Pursuant to HIPPA regulations and the facility policies of most Clinical Sites, cell phone use at a clinical site is strictly prohibited.

VN Clinical Grading Scale

A = 92-100%

B = 82-91.9%

C = 77-81.9%

D= 73.0 – 76.9%

F= 72.9% and below

At least 140 points must be earned from attendance. Points will be deducted for absences, late arrivals, late or missing homework and assignments, improper conduct, violation of any established PMCI rule or code of conduct, improper uniform, being unprepared for class or returning late after breaks. Each instructor will be given guidelines for awarding and subtracting points. Students can be assessed a \$50 makeup fee for multiple clinical absences.

Since patients, co-workers, and others can be sensitive or allergic to strong odors, employees who smoke must take care to avoid smelling of smoke while on duty. PMCI's nursing program dress code will be in accordance with these general guidelines. (See uniform code section)

Nursing Assistant Grading System—Theory

The following procedures will be implemented by PMCI's Nursing Program:

- No grades will be posted in a manner to violate student confidentiality.
- No grades will be given over the telephone to a student or any other person under any circumstances
- No indication of grade status, such as pass/fail, will be given over the telephone to a student or any other person under any circumstances.
- A grade average below 75% in any nursing or clinical course may result in dismissal from the program. Those at 73-74% will be placed on academic probation for one week only. If the grade average for the next week falls below 75% the student will be dismissed from the course but will be allowed to re-take the course at a later date at the discretion of the Director.
- The student may be placed on a probationary period and counseled on the status of their grades at the discretion of the instructor.

Nursing Assistant Theory Grading Scale

A: 90 – 100 **B:** 81 – 89 **C:** 75 – 80 **D:** 74 – 73 **F:** 72.9 and below

Nursing Assistant Grading System—Clinical

A letter grade will be earned in clinical through means presented in the objectives outline and will be based on attendance, safety, technical skill, time management, case studies, professionalism and completion of assignments. Students must achieve at least a grade of "C" to successfully complete the course. A total of 250 points will be awarded each level for clinical performance and attendance as follows:

Nursing Assistant Grading System—Clinical (Continued)

- 70 points for attendance - 5 points awarded per day (based on 14 days of clinical) a minimum of 65 points for attendance is necessary for advancement. Two make-up clinical days will be held during week 8 and week 9 for those with approved absences.
- 25 points for assignments- there will be five to ten assignments worth 2.5 - 5 points each. A deduction of up to 2 points for assignments turned in late (maximum of one day late or at instructor's discretion)
- 28 points for professionalism: on time, dressed and groomed appropriately, helpful, polite professional behavior and use of appropriate language, and always keeps patient information confidential. (2 points per day) - (students who are not in the appropriate uniform will be sent home, those late or tardy will lose points).
- 28 points for safety: keeps patient and clinical surroundings safe, checks identification bands, practices aseptic technique and appropriate hand washing and gloving, uses appropriate body mechanics, utilizes safety equipment and lifting equipment. (2 points per day)
- 28 points for technical skills: performs nursing skills with minimal assistance, demonstrates coordination and knowledge of patient procedures and patient care (2 points per day)
- 28 points for time management: finishes patient care on time, performs all necessary patient care in a timely manner, uses time wisely and appropriately, answers call lights (2 points per day)
- 14 points for keeping all patient information confidential (one point per day)
- 10 points for case study. In addition to attending clinical makeup an additional case study will be assigned to students missing more than one clinical day and will be worth 10 points
- 17 points for completing all DHS modular requirements - must include dates and instructor's signature (one point per completed module [there are 16] and one point for neatness)

Nursing Assistant Clinical Grading Scale

Those with 250 to 225 points will receive a grade of A; 224 to 200 points earn a grade of B; 199 to 187 points earn a C. Those with 186 points or less fail. At least 65 points must be earned from attendance. Points will be deducted for absences, late arrivals, late or missing homework and assignments, improper conduct, violation of any established PMCI rule or code of conduct, improper uniform, being unprepared for class or returning late after breaks. Each instructor will be given guidelines for awarding and subtracting points.

Conditions for interruption for unsatisfactory progress (VN Program):

When the grade average of a VN student falls below 77% for a semester level the student may be placed on academic probation. Those at and below 76% for a semester level will be placed on academic probation for one semester only. If the grade average for the next semester falls below 77% the student will be dismissed from the program, and the VA will be promptly notified.

Conditions for interruption for unsatisfactory progress (NA Program):

Each NA student's academic record will be evaluated at 25%, 50%, 75% and 100% of program completion. When the grade average of a NA student falls below 77% at any of these stages the student will be placed on probation for two weeks only. If the grade average for the next evaluation falls below 77% the student will be dismissed from the program and the VA will be promptly notified.

The student may be placed on a probationary period and counseled on the status of their grades at the discretion of the instructor.

Condition for re-enrollment (both VN and NA Programs):

Students may be allowed to re-take a semester level for the VN Program or an 8-week course for the NA Program if placed on academic probation at the Director's discretion.

Conduct Policy

INTEGRITY STATEMENT & HONOR CODE

A fundamental quality of all successful nurses is integrity and a genuine concern for the well-being of the patient. Quality professional patient care requires a relationship built on trust. Trust requires honesty, and honesty is the foundation of integrity. Respect for those in your care and their property is essential.

Academic Integrity is expected of students and faculty at Professional Medical Careers Institute. PMCI takes a very serious view of violations of academic integrity. As members of the academic community, PMCI's administration, faculty, staff, and students are dedicated to promoting integrity essential to the educational process. Inherent in this commitment is the belief that academic dishonesty in any form violates the principles of integrity and impedes learning.

Students in PMCI's Nursing Programs have a responsibility to the public and to the nursing profession; thus, it reserves the privilege of retaining only those students who, in the judgment of the faculty, demonstrate high academic and professional standards. These academic standards include honesty, accountability, and responsibility for one's own work. Academic dishonesty is an unacceptable mode of conduct and will not be tolerated in any form. Academic dishonesty includes, but is not limited to, plagiarism, cheating, collusion, falsification, copying another student's work, and soliciting unauthorized information about an exam. Students who know about any form of cheating or academic dishonesty and do

not report it to appropriate individuals are equally guilty of academic dishonesty and may face the same consequences. Students who violate the student code of conduct or rules of academic integrity may be subject to suspension and/or dismissal from PMCI Nursing Programs.

DRESS & GROOMING CODE

PMCI Students are expected to abide by this code AND conform to all agency codes for those areas where PMCI student nurses do student work. Students are expected to look clean, professional and modest. Appropriate street clothes are allowed in classrooms and specific clinical experiences, including hospital orientation. As a nurse, you are a professional and should dress with no extremes in dress including adhering to the above dress code.

GENERAL GROOMING

- Bathe daily. Use antiperspirant that controls your body odor.
- Avoid using strong scented lotions, perfumes, or colognes as some people may have adverse reactions.
- Clean, brushed teeth.
- No halitosis (bad breath).
- No chewing gum in the clinical setting.
- Eat or drink in designated areas only.
- Areas left untidy may result in loss of privileges. Please clean up after yourself.
- No visible body art (tattoos).
- No visible body jewelry such as nose, lip or facial piercings.

HAIR

- Clean and neatly combed with no extreme styles or unnatural colors such as blue, purple, orange, pink etc.
- Hair, long or short, must be controlled so it will NOT fall forward.
- Hair should never obstruct vision or require pushing aside.
- No outrageous hair ornaments, ribbons, or colored scarves.
- Clean shaven. No extreme side burns or beards are allowed. Moustaches neatly trimmed.

UNIFORMS

Specific scrubs will be required, and information will be given to the student with the acceptance letter. Nursing Students will also be identified by mandatory badges, which reflects PMCI's Nursing Program. Students not wearing their identification badge will be asked to leave their clinical assignment until they have their badges. There will be a \$10 charge for replacement badges.

Uniforms are to be clean and wrinkle-free. PMCI students wear blue and white.

- Female students may wear a ceil blue scrub dress with white hose.
- Proper mending (use thread rather than safety pins and/or tape)
- DO NOT WEAR PATIENT GOWNS for student uniforms.
- When attending clinical facility for pre-assessments, student must wear clinical uniform or lab coat and name tag.

Appropriate Program Uniforms in special care areas include:

- Program approved scrubs
- Solid color white or ceil blue warm-up jacket or professional sweater if desired.
- White T-shirt worn underneath, if desired. No other color except for white
- Appropriate white underclothing. No patterned or colored underwear worn underneath. Must have a modest and non-revealing appearance.
- White socks with no runs, snags or holes.

SHOES

- Medical, professional footwear or athletic shoes. Must be mostly white.
- Condition and care of shoes: no cracks; no rundown heels; leather intact, and shoes and laces cleaned daily.
- Closed toe shoes required for all labs and theory classes.

ACCEPTABLE JEWELRY

- Wedding and engagement rings. (Rings with large settings are not advised.)
- Watch with a second hand. Band should be as simple as possible.
- Small earring posts may be worn in pierced ears only. Maximum of two posts per ear, no dangling earrings.
- NO other visible body pierced jewelry. NO NOSE, LIP or other facial jewelry is allowed in the clinical setting.
- No chains, bracelets, or ankle bracelets.

MAKE-UP

- Should be **conservative** and natural looking. Heavy makeup is not allowed.

FINGERNAILS

- 1/4 inch in length beyond end of finger, clean and manicured.
- Natural color polish, pink, clear or neutral.
- Artificial nails are not approved as they harbor micro-organisms

STREET CLOTHING

- Appropriate white underclothes
- No halter tops or sleeveless tops
- No short shorts or skirts
- No grubby clothing
- No tight clothing
- No bare feet
- No sheer blouses
- No bare midriffs

Refund Policy for Veteran Students

Revised: July 18th, 2023	Prepared by Helen Taylor, RN, JD, and Program Director	Date prepared: July 29th, 2019
Effective Date: July 18th, 2023	Reviewed by: Brandon Hammond, BS Joshua Taylor, LVN, and controller	Date Reviewed: July 18th, 2023
Applicable Standard: BPPE regulations and Education code 94909 and 38 CFR §21.4255.	Approved by: Helen Taylor, RN, JD, and Program Director	Date Approved: 07/18/2023 Date Revision Approved: July 29th, 2019

Policy: Refund Policy for Veteran Students or eligible beneficiaries/ recipients of the benefits provided under the Post 9/11 GI-Bill administered by the United States department of Veteran Affairs (VA) and approved by the California State Approving Agency for Veterans Education (CSAAVE).

Purpose: to give Veteran Students (or eligible beneficiaries/ recipients with transferred benefits by the veteran prior to discharge) eligible for benefits under the provisions of the post 9/11 GI Bill who cancel the program, a pro-rated refund of money paid for the unearned tuition and unused supplies of the LVN or CNA programs at Professional Medical Careers Institute of California LLC (PMCI) pursuant to **38 CFR §21.4255**.

Procedure:

1. Prior to enrollment, the institution shall provide a prospective student either in writing or electronically with the school Veterans Information Bulletin (VIB) which contains a detailed description of the institution's policies including the students' right to cancel the enrollment agreement and obtain a full refund of charges paid through attendance at the first day of class or the seventh day after enrolment whichever is later.
2. The student must notify the school in writing, email or verbally of intent to cancel.
3. The student who withdraws from a course after enrollment will receive a refund on pro rata basis for instruction and supplies paid in advance but not received. The school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length as allowed by law. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course/ program.
4. Cancellation is effective on the date that written, electronic or verbal notice of cancellation is sent or after a student has missed 5 consecutive days of training without notification.
5. ***A full refund is given minus a registration fee not to exceed \$10 when a student cancels on the first day of instruction or seven days after signing the enrollment agreement, whichever is later.***
Regarding the \$100 LVN program and \$50 CNA program registration fees, the full amount in excess of \$10 will be subject to proration.
6. If the institution sent the first lesson and materials (books, manuals or other supplies) before an effective cancellation notice was received, the institution shall make a refund within **40** days after the student's return of unused materials. Since the cost of the supplies and textbooks are included in the total charge payable to Professional Medical Careers Institute for either the CNA or LVN programs, the school will make a refund in full for the amount of the charge for unissued books, supplies and equipment.
7. Refund calculations are based on the last day of attendance. A student is charged exact proration tuition for an entire day. An instructional day is \$118.00 for the LVN program, and \$82 per day for the CNA course. No discounts of any type will be given to those who withdraw from either the CNA or LVN program.
8. Refunds will be given based on the amount calculated using our refund calculation form and determined on an exact pro rata basis, but does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length in accordance to the requirements of §21.4254 (c) (13).

9. The school reserves the right to cancel or reschedule a class start date due to insufficient enrollment. If this occurs, and a class is cancelled, the student may request a full refund of all monies paid less the application fee not to exceed \$10.00; or they may verbally or in writing, request to retain all funds paid as a credit to be applied towards the next available class.
10. All refunds will be paid within **40** days from receipt of cancellation or withdrawal notice or the date the institution terminates a student for breach of attendance, conduct, academic or financial policies.
11. *If an applicant never attends class or cancels the contract prior to the class start day, the refund will be made within 40 calendar days of the first scheduled day of class or the date of the cancellation.*
12. **Refunds are processed in the following manner:**

- 1) Using the last day of attendance, the amount of tuition owed to the school will be entered into the refund calculations worksheet.
- 2) The amount of tuition charged per day will be calculated based on the number of days the student attended the program. The amount of days attended is the time unit involved in the refund calculations of both the LVN and CNA Programs.
- 3) The amount of tuition owed per day: (about \$118/day for the LVN program, and about \$82.00 per day for the CNA program) is multiplied by the number of days the student was enrolled prior to notice of cancellation.

EXAMPLE: If a VN student dropped on day 20 they would be charged \$118/day times 20 days which equals \$2,360.00.

- 4) The invoice will reflect actual supplies received by the student. Some supplies may be returned if in perfect and unused condition at the sole discretion of administration. Cancelling students will be charged for all books, manuals, certification classes, professional services, lab fees, uniforms, insurance and other supplies provided by the institution.
- 5) If the student did not receive supplies, certification classes, professional services, uniforms or books they will not be charged for them upon cancellation. The invoice will include all tangible supplies and materials the student received and used. The school will make a full refund for the charge for unissued books, supplies and equipment when a person withdraws before completing the course.
- 6) When the invoice has been updated, or a credit memo issued to account for and reflect the pro-rated tuition and supply amounts – either a balance due to the school or a balance due to the student will remain.
- 7) If a balance is owed to the school, the student will be sent a copy of the invoice by mail and email. It is the sole responsibility of the student to pay the school or arrange a mutually agreed upon installment plan to pay any balance due within 30 days of the billing statement/ invoice notice date or before the due date of the billing statement/ invoice, whichever is later.
- 8) If a balance is due to the student, a refund will be given within **40** days of the date of cancellation.
- 9) Refunds will be given to the student via check or credit card refund.
- 10) Those cancelling before completion of the course will not be awarded scholarships or discounts. Discounts and scholarships are only given to those who complete the program. No discount or scholarship of any type will be added into the refund for those who withdraw.

Scope: Program Director, Assistant RN Program Director, Financial Administrator and Controller.

Responsibility:

1. RN Program Director and Assistant RN Program Director and Financial Administration staff.

Vocational Nursing Cohort Schedules

Vocational Nursing Schedule

During the effective dates of this Veterans Information Bulletin (July 2023—July 2024) the following VN classes (Cohorts) will be in session:

September 2023 LVN Class

Semester (Level) 1: 09/20/2023 – 02/01/2024

Semester (Level) 2: 02/21/2024 – 06/25/2024

Semester (Level) 3: 07/10/2024 – 10/30/2024

Semester (Level) 4: 11/06/2024 - 03/13/2024

January 2024 LVN Class

Semester (Level) 1: 01/16/2024 – 05/16/2024

Semester (Level) 2: 05/28/2024 – 10/03/2024

Semester (Level) 3: 10/14/2024 – 02/20/2024

Semester (Level) 4: 03/03/2024 – 06/26/2024

June 2024 LVN Class

Semester (Level) 1: 06/16/2024 – 10/24/2024

Semester (Level) 2: 11/06/2024 – 03/20/2025

Semester (Level) 3: 04/02/2025 – 07/31/2025

Semester (Level) 4: 08/20/2025 – 12/11/2025

Vocational Nursing Class and Breaks Schedule

September 2023 LVN Class Schedule

Theory: Wed/Thurs 4:00pm – 9:00pm

Clinical: Tues 2:30pm – 9:30pm & Fri 6:30am – 2:00pm

Breaks:

I. Thanksgiving Break: 11/17/2023 – 11/26/2023

II. Winter Break: 12/19/2023 – 01/07/2024

III. Semester 1 Break: 02/02/2024 – 02/20/2024

IV. Spring Break: 03/29/2024 – 04/07/2024

V. Semester 2 Break: 06/26/2024 – 07/10/2024

VI. Summer Break: 08/16/2024 – 08/25/2024

VII. Semester 3 Break: 10/30/2024 – 11/05/2024

VIII. Winter Break: 11/22/2024 – 12/01/2024, 12/20/2024 – 01/05/2025

January 2024 LVN Class Schedule

Theory: Mon/Tue 8:30 am – 2:00 pm

Clinical: Wed/Thur 6:30am – 2:00pm

Breaks:

I. Holiday Breaks: 01/22/2024, 02/19/2024

II. Spring Break: 03/29/2024 – 04/07/2024

III. Summer Breaks: 06/19/2024, 06/28/2024 – 07/07/2024, 08/16/2024 – 08/25/2024

IV. Semester 2 Break: 10/04/2024 – 10/13/2024

V. Thanksgiving Break: 11/22/2024 – 12/01/2024

VI. Christmas Break: 12/20/2024 – 01/05/2025

VII. Semester 3 Break: 02/21/2025 – 03/02/2025

June 2024 LVN Class Schedule

Theory: Wed/Thur 8:30am-2:00pm

Clinical: Mon/Tue 6:30am-2:00pm

Breaks:

I. Summer Break: 06/29/2024 – 07/14/2024, 08/10/2024 – 08/18/2024

II. Semester 1 Break: 10/25/2024 – 11/05/2024

III. Winter Break: 11/22/2024 – 12/01/2024

IV. Semester 2 Break: 03/21/2025 – 04/01/2025

V. Spring Break: 04/18/2025 – 04/21/2025, 06/28/2025 – 07/06/2025

VI. Semester 3 Break: 08/01/2025 – 08/19/2025

VII. Winter Break: 11/26/2025 – 11/30/2025

Nursing Assistant Schedule

PMCI offers an average of 10 Nursing Assistant Classes per year. The 8-week programs will fit into one of three categories: AM class, PM class, Evening/Weekend class.

The AM class will meet an average of 4 days per week Monday—Friday. The theory classes will be held from 8:30-1:30pm with a lunch break from 11:00-11:30am. The clinical training will begin sometime after the third week of class at which point the student will begin 2 days of theory and 2 days of clinical training each week. Clinical training is held from 6:30-2:30pm with a lunch break from 11:00-11:30am.

The PM class will meet an average of 4 days per week Monday—Friday. The theory classes will be held from 4:30-8:30pm with a lunch break from 6:00-6:30pm. The clinical training will begin sometime after the third week of class at which point the student will begin 2 days of theory and 2 days of clinical training each week. Clinical training is held from 6:15-2:30pm with a lunch break from 11:00-11:30am.

The Evening/Weekend class will meet an average of 4 days per week Sunday—Saturday. The theory classes will be held from 5:30-9:00pm on weekdays and 8:00-2:00pm on weekends. The clinical training will begin sometime after the third week of class at which point the student will begin 2 days of theory and 2 days of clinical training each week. Clinical training is held from 5:00-8:00pm on weekdays and from 6:30-2:30pm on weekends. Because of the shorter in class hours per day this class can run 9-11 weeks in length.

PMCI will be closed for the following holidays:

New Year's Day

Martin Luther King Day

President's Day

Good Friday

Easter

Memorial Day

Independence Day

Labor Day

Thanksgiving

Christmas

For specific course days and times please contact our admissions office at (866) 500-6274.

Detailed Instructional Schedule

Vocational Nursing Program:

Level I	Fundamental of Nursing	5 hours per week for 15 weeks
	Professional Development	5 hours per week for 4 weeks
	Medical Terminology	5 hours per week for 4 weeks
	Nutrition	5 hours per week for 4 weeks
	Pharmacology 1	5 hours per week for 4 weeks
	Clinical externship – basic nursing	240 hours including lab
Level II	Medical Surgical Nursing 1	5 hours per week for 15 weeks
	Anatomy and Physiology 1	In conjunction with medical surgical nursing
	Pharmacology 2	5 hours per week for 10 weeks
	Geriatrics	5 hours per week for 5 weeks
	Clinical externship – medical surgical nursing, geriatrics	240 hours
Level III	Medical Surgical Nursing 2	5 hours per week for 15 weeks
	Anatomy and Physiology 2	In conjunction with medical surgical nursing
	Communicable Diseases	5 hours per week for 4 weeks
	Growth and Development	5 hours per week for 4 weeks
	Psychiatric Nursing	5 hours per week for 8 weeks
	Clinical Externship – Medical Surgical Nursing and Psychiatric Nursing	240 hours
Level IV	Maternity/Neonatal Nursing	5 hours per week for 10 weeks
	Pediatrics	5 hours per week for 10 weeks
	Leadership/ Nursing in a variety of settings	5 hours per week for 5 weeks
	NCLEX and Exit Exam Preparation	5 hours per week for 5 weeks
	Clinical Externship – Maternal, Neonatal and Pediatric, Leadership and Medical Surgical Nursing	240 hours

Detailed Instructional Schedule (continued)

Nursing Assistant Program:

Semester Credits/ Credit Hours: *OBRA Federal regulation (Sec. 483.152) requires a minimum of 75 clock hours of training. California requires 50 hours of theory and 100 hours of clinical training. Professional Medical Careers Institute provides approximately 110 hours of clinical training and 100 hours of theory for a total of about 210 hours.*

Typical Course Schedule

Week 1:

- Introduction to Health Care
- Communication
- Basic Human Needs

Week 2:

- The Human Body in Health and Disease
- Infection Control
- Lab/skills practice for infection control
- Safety and Responding to Emergencies

Week 3:

- Assisting with Mobility and Exercise
- Lab/skills practice for mobility and exercise
- Clinical Practicum begins (weeks 3-8)

Week 4:

- Bed making
- Lab/skills practice for bed making
- Measuring Vital Signs, Height and Weight

Week 5:

- Lab/skills practice vital signs

Week 6:

- Assisting with Hygiene and Grooming
- Lab/skills practice for hygiene and grooming
- Assisting with Nutrition

Nursing Assistant Program (continued):

Week 6:

- Assisting with Hygiene and Grooming
- Lab/skills practice for hygiene and grooming
- Assisting with Nutrition
- Assisting with Elimination

Week 7:

- Lab/skills practice for elimination
- Assisting with Comfort
- Death and Dying

Week 8:

- Confusion, Dementia, and Developmental Disabilities
- Special Care Concerns

Course Requirements and Fees

Vocational Nursing Program

Theory 586 hours

Clinical 960 hours

Total 1,546 hours*

-Application Fee (<i>non-refundable</i>)	\$ 100.00
- BPPE STRF (Student Tuition Recovery Fund) Fee	\$ 87.50
-Tuition Fee for all four semesters (<i>pro-rated refund upon withdrawal</i>)	\$ 30,000.00
-Lab & Insurance Fees	\$ 1,000.00
-Textbooks (<i>non-refundable if used or wrapper removed</i>)	\$ 1,300.00 T
-Equipment & Uniform Fee (<i>non-refundable if used or package opened</i>)	\$ 1,100.00 T
-ATI Books/Tests/Exit Exam (<i>non-refundable</i>)	\$ 725.00
-Graduation Fee (<i>non-refundable if student takes class and withdraws</i>)	\$ 300.00
-Sales tax (Ventura County 7/1/17)	\$ 174.01
Total Vocational Nurse Program	\$ 34,786.51

Nursing Assistant Program

Theory 68 hours

Clinical 104 hours

Manual Skills in Nursing Lab 25 hours

Total 197 hours*

-Application Fee (<i>non-refundable- separate charge for services rendered</i>)	\$ 50.00
- BPPE STRF (Student Tuition Recovery Fund) Fee	\$ 7.50
-Tuition Fee (<i>pro-rated refund upon withdrawal</i>)	\$ 2,500.00
-Books, Supplies (<i>includes all books, supplies, material, implements,</i>	\$ 370.00
-Livescan background check	\$ 70.00
-CPR Training Fee (<i>non-refundable if class taken</i>)	\$ 85.00
- Sales tax (Ventura County 7/1/17)	\$ 26.83
-Insurance Fee	\$45.67
Total Nursing Assistant Program	\$ 3,155.00

*Students will only receive VA benefits, based on their eligibility, for the published length (100%) of the program.

Vocational Nursing Program Tuition and Fees by Semester

	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester
Registration Fee	\$ 100.00			
STRF Fee	\$ 87.50			
Tuition	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
Lab Fees	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
Textbooks T	\$ 800.00	\$ 150.00	\$ 150.00	\$ 200.00
Clinical Supplies T	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Uniform T	\$ 200.00		\$ 100.00	
ATI books/Tests	\$ 725.00			
Graduation Fee				\$300.00
Sales Tax	<u>\$ 87.00</u>	<u>\$ 25.38</u>	<u>\$ 32.63</u>	<u>\$ 29.00</u>
Semester Subtotal	\$ 9,949.50	\$ 8,125.38	\$ 8,232.63	\$ 8,479.00
Total Program Price	\$ 34,786.51			

Professional Medical Careers Institute is approved by the California State Approving Agency to enroll veterans and other eligible persons.

Reimbursement to Veterans and Eligible Persons

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll-free number at 1-888-442-4551.

PROFESSIONAL MEDICAL CAREERS INSTITUTE

920 Hampshire Road, Suite S

Westlake Village, CA 91361

I have received a copy of the Veterans Information Bulletin, which contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print Name

Signature

Social Security or C-Number _____

Enrolled By: _____ Date: _____