



## Professional Medical Careers Institute

920 Hampshire Road, Suite S. Westlake Village, Ca

805-497-4064 [WWW.pmcicareers.com](http://WWW.pmcicareers.com) (Feb 21, 2018)

### SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2015 and 2016

#### Psychiatric Nurse Assistant -4 hour CE course for Certified Nurse Assistants

#### On-Time Completion Rates (Graduation Rates)

*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2015	25	25	25	25 (100%)
2016	5	5	5	5 (100%)

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.



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## Job Placement Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2015	*	*	*	*	*
2016	*	*	*	*	*

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training.

*(\*) Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.*

## Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

### Part-Time vs. Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2015	*	*	*
2016	*	*	*

### Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2015	*	*	*
2016	*	*	*

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### Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2015	*	*
2016	9	9

### Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2015	*	*
2016	*	*

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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#### IF the majority of graduates from this program obtain jobs in self-employment or freelance work add:

This program may result in freelance or self-employment. (Most graduates are employed by facilities, hospitals, clinics, or health care agencies)

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Only initial after you have had sufficient time to read and understand the information.

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2015	*	*	*	*	*
2016	*	*	*	*	*

This Program (CE class) does not require a state licensing exam.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual salary and wages reported for graduates employed in the field.**

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001	\$35,001	\$40,001	\$45,001	No Salary Information Reported
			- \$25,000	- \$40,000	- \$45,000	- \$50,000	
2015	*	*	*	*	*	*	*
2016	*	*	*	*	*	*	*

A list of sources used to substantiate salary disclosures is available from the school. The student can ask to have a copy of the most recent employer wage history.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

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**Cost of Educational Program**

Total charges for the program for students completing on-time in 2016: **\$29,900**. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Federal Student Loan Debt**

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

Students at Professional Medical Careers Institute are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

\_\_\_\_\_  
Student Name - Print

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **Definitions**

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## STUDENT'S RIGHT TO CANCEL

Cancellation disclosure from Enrollment Agreement shall be provided on a separate document in 12 point type and 1.15 spacing.

Caption shall state "STUDENT'S RIGHT TO CANCEL" in bolded 14 point type

### STUDENT'S RIGHT TO CANCEL

Each student has the right to cancel/voluntarily terminate the program and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. If a student wishes to cancel/terminate the enrollment agreement or withdraw from the institution, the student must notify PMCI. Notice may be hand delivered or mailed. Verbal, telephone or email withdrawals are also acceptable. The withdrawal letter may be mailed to:

**Professional Medical Careers Institute  
Attention: Director of Nursing/Administration  
920 Hampshire Road, Suite S, Westlake Village, CA 91361**

**Last Acceptable Date of Withdrawal for Full Refund:** (7 Days after enrollment or first class session – whichever is later) \_\_\_\_\_

**If the student withdraws from a course after instruction has started, the student may receive a pro-rated refund for the amount of instruction paid for but not received. *Refund calculations will be based on the day a withdrawal letter or notice is received. NOTE: A student is charged for an entire week not by the day. An instructional week is approximately \$450. If books are purchased for a student and they cancel after books are ordered for them they will be charged a handling/return fee of \$100 to ship and return unused books.***

**No refunds will be given if the student has attended more than 75% of the course and the student concerned will still be liable for any tuition due.** Also, if the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.

The school reserves the right to cancel or reschedule a class start date due to insufficient enrollment. If this occurs, the student may request a full refund of all money paid less the application fee, or apply all money paid to the next scheduled class start date.

**PLEASE NOTE: The "Itemization of Fees and Charges" on pages 1- 2 has detailed information on refundable and non-refundable items. All refunds will be paid within 30 days from receipt of cancellation or withdrawal letter.**

**If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of the refund.**

Student Initial \_\_\_\_\_