

# CURAM COLLEGE

## 2023 Catalog

January 1 2023 – December 31 2023



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## SCHOOL HISTORY

Working for many years as a nursing consultant, developing curriculum and designing programs for many local schools, Dr. Williams decided to establish Curam College "CC". Curam College was inaugurated on July 9, 2009, at its present location: 4433 Florin Rd. #200, Sacramento, California 95823. Initially only two programs were offered at the college. The Nurse Assistant Training and Home Health Aide Programs laid a solid foundation enabling the college to grow. In the latter part of 2010, CC submitted a proposal to start a Vocational Nursing Program with the Board of Vocational Nursing and Psychiatric Technicians "BVNPT". The BVNPT granted CC the approval to initiate a Vocational Nursing Program commencing on July 5, 2011. Our approval to offer a Vocational Nurse program ended May 2022. We currently do not offer a Vocational Nurse program.

In June 2021, Curam College was granted a five-year approval by the California Bureau for Private Postsecondary Education. Approval dates: June 09, 2021, through May 26, 2026.

Curam College is a Private S-Corporation in the State of California, and the shareholders are Dr. Charles Wayne Williams and Justin Ramel.

### CORPORATE OFFICERS:

1. Dr. Charles Wayne Williams PhD., DHA, RN, President & CEO
2. Justin Ramel, Vice President
3. Frank Neff, Vice President

## MISSION STATEMENT

We provide adult learners the skills and technical knowledge necessary to be successful in their chosen vocational field. We provide quality educational programs that integrate curriculum with professional skill development, thus empowering our students to achieve their professional goals and become an integral part of the health care delivery system.

## ACCREDITATION AND APPROVAL

Curam College is a private institution "approved to operate" by Bureau for Private Postsecondary Education. "Approved to operate" means compliance with state standards as set forth in "The California Private Postsecondary Act of 2009." School Code: 41462859. Contact information for BPPE is: 1747 North Market, Suite 225, Sacramento, CA 95834, Telephone Number: (888) 370-7589, (916) 431-6959, Fax (916) 263-1897. [www.bppe.ca.gov](http://www.bppe.ca.gov)

Curam College's Intravenous Therapy/Blood Withdrawal program is approved by the Board of Vocational Nursing and Psychiatric Technician. School Code: US0400800. Contact information for BVNPT is: 2535 Capitol Oaks Drive, Suite 205, Sacramento, California, 95833, Telephone Number (916) 263-7800. [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov).

The Nurse Assistant Training Program and Home Health Aide at Curam College are approved by California Department of Public Health Services. School Codes: S1249, S1264, HHP742. P.O. Box 997416, MS 3301, Sacramento, CA, 95899-7416. Fax (916) 324-0901. [www.cdph.ca.gov](http://www.cdph.ca.gov).

## FACILITY DESCRIPTION

Our campus occupies 2,100 square feet of the existing building at 4433 Florin Rd. in Sacramento, CA. All theory classes are held at this address. The school consists of a classroom, skills lab, conference room and the lobby area.

## CONSUMER PROTECTION

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento,

CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), Telephone Number: (916) 431-6959, Toll Free: (888) 370-7589, Fax: (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling the toll-free telephone number (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

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

If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Curam College does not participate in Title IV funding or state financial aid programs; however, we do accept funds from WIOA and various California rehabilitation programs.

Curam College does not have a pending bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.).

Curam College does not enter into an articulation or transfer agreement with any other colleges, universities, or other schools.

## EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

Curam College is an equal opportunity employer/program and auxiliary aids, and services are available upon request to individuals with disabilities.

## WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or

Director  
Civil Rights Center  
U.S. Department of Labor  
200 Constitution Avenue, NW, Room N-4123  
Washington, DC 20210; or

electronically as directed on the CRC website at [www.dol.gov/crc](http://www.dol.gov/crc).

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Reference under 29 CFR Part 38.35

Disclaimer

Updated: June 16, 2017

## STUDENTS' RIGHT TO CANCEL

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

After the end of cancellation period, the student also has the right to stop school at any time; and has the right to receive a pro-rata refund if the student has completed 60 percent or less of the program less the registration fee.

The refund is to be paid within 45 days after cancellation date.

To cancel your program enrollment agreement email [info@curamcollege.com](mailto:info@curamcollege.com). Make sure to include your full name, name of program to cancel, and personal contact information.

## STUDENT TUITION RECOVERY FUND DISCLOSURES

### 76215 (A)

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

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

### 76215 (B)

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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (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.
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 noncollection 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.

## FOREIGN STUDENTS/VISA SERVICES

Curam College does not accept foreign students in any of its programs and therefore will not vouch for student status. We do not provide any student visa services and do not participate in the I-20 Immigration program.

## ACCREDITING AGENCY PARTICIPATION

Curam College is not accredited by any accrediting agency which is recognized by the United States Department of Education. Therefore, students who are enrolled in our education programs are not eligible for federal financial aid programs.

Students who graduate from our Nurse Assistant Training Program are eligible to sit for the State of California Department of Public Health examination and upon passing this examination become a Certified Nurse Assistant.

Students who graduate from our Home Health Aide Program are eligible for certification by the California Department of Public Health, no state examination is required for this certification.

Students who graduate from our Intravenous Therapy/Blood Withdrawal program are eligible to be certified by the California Board of Vocational Nursing and Psychiatric Technicians, no state examination is required for this certification.

## ENGLISH LANGUAGE PROFICIENCY

Curam College conducts all its programs in English and offers no English Language Services. Students must be able to read and write at a Grade 12 level.

Students are expected to have completed Grade 12 in the US and met the graduation requirements for English.

Students who graduated from Grade 12 in a foreign country are required to have their transcripts evaluated to determine if they meet the US equivalent of Grade 12 education including English Language and English Composition.

If a student does not have a command of the English language, we will refer them to an outside agency that provides English as a Second Language training. Upon the successful completion of an ESL course, we will reevaluate admitting them to our programs.

## COLLEGE HOLIDAY CALENDAR

The following holidays are observed by Curam College and classes will not be held on these dates.

DATE	HOLIDAY
FEBRUARY 20	President's Day
MAY 29	Memorial Day
JULY 4	Independence Day
SEPTEMBER 4	Labor Day
NOVEMBER 23-24	Thanksgiving
DECEMBER 25	Christmas

## ADMINISTRATION & OWNERSHIP

### OWNER, CEO, COO, CFO

#### DR. WAYNE WILLIAMS PHD, DHA, MSN, CNS, PHN, RN. (FULL-TIME)

- Doctor of Philosophy, Nursing (Concordia University, New York, 1999)
- Doctor of Healthcare Administration (Virginia University at Lynchburg, Lynchburg Virginia, 2021)
- Master of Science, Nursing (San Jose State University, San Jose, CA, 1992)
- Bachelor of Science, Nursing (University of Lethbridge, Lethbridge Alberta, Canada, 1989)
- Associates Degree Nursing (George Brown College of Applied Arts and Technology, Toronto, Canada, 1977)
- Clinical Nurse Specialist
- Public Health Nurse
- Registered Nurse

Dr. Williams brings 35 years of nursing experience to the school and is the Principal Owner (95%) and Administrator of Nursing Practice and Education Consultants INC. DBA Curam College Inc. Dr. Williams manages the daily operations of the school and oversees the curriculum development and design; he is also responsible for the selection and training of the instructors. Dr. Williams is the liaison between the California Department of Public Health and the California Board of Vocational Nursing and Psychiatric Technicians. In addition, Dr. Williams is directly involved with the selection of nursing facilities and ongoing evaluation of the student's educational activities at each contracted nursing facility. Dr. Williams is also the Program Director for the Nursing Programs and Continuing Education courses offered at the college.

### VICE PRESIDENT OPERATIONS, NETWORK ADMINISTRATOR

#### JUSTIN RAMEL AAS, MCP (FULL-TIME)

Associate of Applied Science, Computer Technology

Associate of Applied Science, Networking Technology  
Microsoft Certified Professional

Justin currently holds two Associate Degrees from Heald College of Technology in Computer Technology and Networking Technology and is a co-owner (5%). He was previously employed in the business sector in position of accounting and management.

### VICE PRESIDENT STUDENT AFFAIRS/COMPLIANCE, CUSTODIAN OF RECORDS

#### FRANK NEFF (FULL-TIME)

Frank is the Campus Manager and is responsible for the day-to-day operations of the campus. In addition, he holds the position of Corporate Compliance Officer and in this position, he is responsible for ensuring the college adheres to the rules and regulations of governing agencies. Frank adds experience to CC in office management and personnel management skills obtained from previous work experiences.

## FACULTY

#### DR. WAYNE WILLIAMS PHD, DHA, MSN, CNS, PHN, RN. (FULL-TIME)

- Doctor of Philosophy, Nursing (Concordia University, New York, 1999)
- Doctor of Healthcare Administration (Virginia University at Lynchburg, Lynchburg Virginia, 2021)
- Master of Science, Nursing (San Jose State University, San Jose, CA, 1992)
- Bachelor of Science, Nursing (University of Lethbridge, Lethbridge Alberta, Canada, 1989)
- Associates Degree Nursing (George Brown College of Applied Arts and Technology, Toronto, Canada, 1977)
- Clinical Nurse Specialist
- Public Health Nurse
- Registered Nurse

Dr. Williams is a Registered Nurse who obtained his degree at the University of Lethbridge, Canada. He also attended San Jose State University for a Master of Science in Nursing, the Concordia College & University in New York where he earned his Doctor of Philosophy in Nursing. Recently, 2021, he received a Doctor of Healthcare Administration from Virginia University at Lynchburg. Wayne has an extensive nursing background having served in a variety of positions that includes Director of Nursing, Officer in Medical Corps, Nurse Practitioner, Nursing Professor and Program Director. Among all the responsibilities he assumed, being an instructor is what he enjoys most. His goal is to train nursing students to become excellent nurses, to uphold the highest standards in patient care and by doing so, be instrumental in alleviating the growing shortage in the healthcare industry.

#### HELEN SANTOS BSN, RN (FULL-TIME)

- Bachelor of Science, Nursing (Santo Thomas University, Manilla, Philippines, 1980)
- Registered Nurse

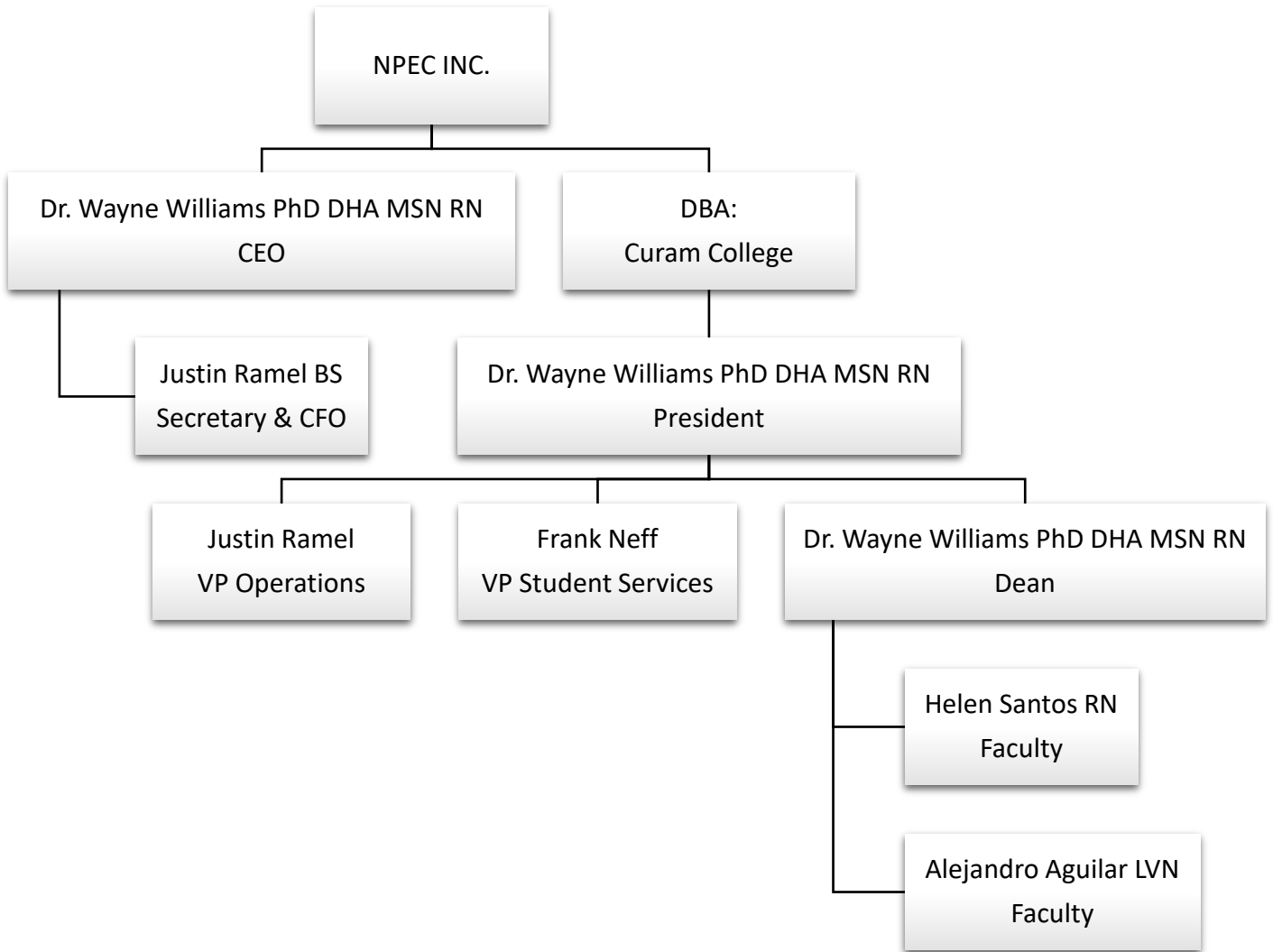
Helen holds a Bachelor of Science Nursing degree from Santo Tomas University in the Philippines and has many years of experience in a variety of different nurse practice areas. She has held several management positions and has vast knowledge in Medical Surgical Nursing.

#### ALEJANDRO AGUILAR LVN (FULL-TIME)

- Licensed Vocational Nurse (Curam College, Sacramento, CA, 2012)

Alejandro Aguilar, our primary Nurse Assistant Program instructor, graduated of Curam College's first Vocational Nursing Program and prior to that he completed a Medical Assistant Training Program. Since graduation, he worked in skilled nursing facilities in the local area. Alejandro recently completed a second year of medical school at the University of Guadalajara in Mexico and is currently taking a sabbatical from his studies to work at Curam College. He brings a wealth of knowledge to students who enroll in the Nurse Assistant Program.

**ORGANIZATIONAL CHART**



## HOME HEALTH AIDE PROGRAM - HHA100

### DISCLOSURES

1. No transfer credit accepted for this program.
2. Students must have a valid CNA certification number for the school to submit their proof of completion to CDPH.

### PROGRAM DESCRIPTION

This program prepares the Certified Nurse Assistant to become certified as a Home Health Aide by the California Department of Public Health. Students acquire the skills necessary to provide services to clients in the home setting. The number of students per class, taught by an RN approved by the California Department of Public Health, shall maintain a maximum instructor-student ratio of 1:15. Content is delivered via lectures and demonstrations exposing students to actual nursing procedures and techniques while in the clinical setting.

### PROGRAM LENGTH

40 hours of instruction:

- 20 Theory hours
- 20 Clinical hours

### PROGRAM REQUIREMENTS

None

### GRADUATION REQUIREMENTS

Completion of the HHA101 course

### GRADUATION REWARD

A certificate of completion

### COURSE DETAILS

Title: Home Health Aide

Code: HHA101

Length: 1 week

Schedule: Monday – Friday: 0800-1630

### COURSE DESCRIPTION

This course will enable the CNA to identify the needs of clients which are essential in maintaining a good quality of life and attain the optimum level of functioning. The areas highlighted by the course will also train the CNA to make sound decisions with regards to the provision of care in all areas expected of a Home Health Aide.

Knowledge validation is evaluated on an ongoing basis through written examination and skill demonstration. Grading for this course will be as follows: Theory: Quizzes x 3 (33.3% each), Total 100%. Clinical: Students will receive a Pass/Fail grade for their clinical experience. Students can rewrite any failed exam once. Failing the second attempt results in dismissal from the course.

### COURSE FEES

The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program

AMOUNT	FEE	NOTE
\$100.00	Registration	Nonrefundable
\$0.00	CA STRF	Nonrefundable

\$400.00	Tuition	
\$50.00	Book	Refundable if new*
\$550.00	TOTAL	

### COURSE BOOK

The Home Health Aide Handbook, 5th Ed.

### TRAINING LOCATION

Curam College, 4433 Florin Rd. #200 Sacramento, CA 95823

### COURSE COMPLETION REQUIREMENTS

1. Attend 20 hours of Theory
2. Attend 20 hours of Clinical
3. Day 1 Assignment
4. Day 3 Assignment

## INTRAVENOUS THERAPY BLOOD WITHDRAWAL - ITBW100

### DISCLOSURES

1. This program does not directly lead to employment.
2. Students required to perform at least three (3) supervised venipunctures and at least three (3) supervised skin punctures on live human subjects (students enrolled in this course are the human subjects and required to sign a liability waiver).

### PROGRAM DESCRIPTION

Prepares students to start and superimpose intravenous fluid via primary or secondary infusion lines, and blood withdrawal.

Content is delivered via lectures and demonstrations, including hands-on practice, charting exercises, concept mapping, critical thinking, and supervised punctures.

### PROGRAM LENGTH

36 hours

- 27 Theory hours
- 9 Clinical hours

### PROGRAM REQUIREMENTS

None

### GRADUATION REQUIREMENTS

Completion of the ITBW101 course

### GRADUATION REWARD

A certificate of completion will be awarded to students meeting the program requirements. Students must successfully complete a 36-hour course consisting of 29 hours of classroom instruction, and 7 hours of clinical training. Students must pass a "Clinical Performance Evaluation."

### COURSE DETAILS

Title: Intravenous Therapy & Blood Withdrawal

Code: ITBW101

Duration: 1 week

Schedule: Monday – Friday 0800-1630

## COURSE DESCRIPTION

The course will cover psychological preparation of the patient, legal aspect in IV therapy, infection control, indications for IV therapy, types of venipuncture devices, delivery systems, intravenous fluids, venipuncture sites, observation of the patient, regulation of the fluid flow, selection of equipment, complications of IV therapy, method selection, safety measures, complications, and preparation of withdrawal sites. Students will perform simulated and actual intravenous catheterizations.

## COURSE FEES

The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program

AMOUNT	FEE	NOTE
\$100.00	Registration	Nonrefundable
\$0.00	CA STRF	Nonrefundable
\$450.00	Tuition	
\$550.00	TOTAL	

## COURSE BOOK

None

## TRAINING LOCATIONS

Curam College, 4433 Florin Rd. #200, Sacramento, CA 95823

## COURSE COMPLETION REQUIREMENTS

- Attend 27 Theory hours
- Attend 9 Clinical hours
- Successfully perform a minimum of three (3) supervised venipunctures on live human subjects.
- Successfully perform a minimum of three (3) supervised skin punctures on live human subjects.

## NURSE ASSISTANT TRAINING PROGRAM - NA100

## DISCLOSURES

- No transfer credit accepted for this program.
- Students must complete the requirements for completion within 12 calendar months from the start scheduled training period, after this time students must repeat the program for credit.

## PROGRAM DESCRIPTION

The Nurse Assistant Training Program is to prepare students for state certification and subsequently function as an efficient and knowledgeable Certified Nurse Assistant.

Consisting of one-hundred-sixty hours (160), the theoretical portion has sixty (60) hours of classroom instruction, and the clinical portion has one hundred (100) hours. The number of students per class, taught by an RN or LVN approved by the California Department of Public Health, shall maintain a maximum instructor-student ratio of 1:15. Content is delivered via lectures and demonstrations exposing students to actual nursing procedures and techniques while in the clinical setting.

CC anticipates offering this program 12 times per year, with 15 students per class, totaling 180 students per year. Our three-year projection is 240 students.

## PROGRAM LENGTH

Day version is 24 days over 5 weeks

Evening version is 36 days over 8 weeks

## PROGRAM REQUIREMENTS

- Completed Live Scan for CDPH
- Physical – completed within 12 months of start date
- 2-step PPD – TB test completed within 12 months of start date

## GRADUATION REQUIREMENTS

Completion of either:

- NA101
- NA102

## GRADUATION REWARD

A certificate of completion

## COURSE DETAILS

Nurse Assistant 101 (NA101)

- 24 days over 5 weeks
- 60 theory hours taught on campus from 0800-1630
- 100 clinical hours taught at facility from 0600-1430

Nurse Assistant 102 (NA102)

- 36 days over 8 weeks
- 60 theory hours taught on campus from 1500-2000
- 100 clinical hours taught at facility from 1500-2000

## COURSE DESCRIPTION

This course covers the following topics: patients' rights, interpersonal skills, prevention management of catastrophe, body mechanics, medical and surgical asepsis, weights and measures, patient care skills, patient care procedures, vital signs, nutrition, emergency procedures, long-term care patient, rehabilitative nursing, observation and charting, death and dying.

## COURSE FEES

The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program

FEE	DESCRIPTION	COMMENT
\$100.00	Registration	Nonrefundable
\$0.00	CA STRF	Nonrefundable
\$1200.00	Tuition	
\$55.00	Textbooks	Refundable if new*
\$45.00	Uniform	Refundable if new*
\$1400.00	TOTAL	

All prices include applicable taxes.

\* New items must be: In new condition, unused, in original packaging, undamaged, able to be sold without posing a health risk.

## COURSE BOOK

Hartman's Nurse Assistant Care: The Basics - 6th Ed.

## TRAINING LOCATIONS

Theory – Curam College 4433 Florin Rd. #200 Sacramento, CA 95823

Clinical – Double Tree Post Acute 7400 24<sup>th</sup> St. Sacramento, CA 95822



## COURSE COMPLETION REQUIREMENTS

- Attend 60 Theory hours
- Attend 100 Clinical hours
- 8 Exams – 75% minimum
- Successful performance of all clinical skills

## EQUIPMENT REQUIREMENTS PER PROGRAM

Quantities of items are based on 15 students per class. All equipment, both disposable and non-disposable, are owned by Curam College.

### HOME HEALTH AIDE PROGRAM – HHA100

Bed	Emesis basin	Mouthwash	Soap
Bed pan	Fitted sheet	Nail clippers	Sphygmomanometer
Blanket	Flat sheet	Non-skid socks	Stethoscope
Blood pressure cuff	Fracture pan	Orange stick	Thermometer
Denture Cup	Gait belt	Pans	Toothpaste
Dentures	Kitchen with stove	Pillowcase	Towels
Dishes	Linen protectors	Pillows	Urinal
Draw sheet	Lip lubricant	Pots	Wash basin
Emery board	Lotion	Shaving Cream	Wheelchair

## NURSE ASSISTANT TRAINING PROGRAM – NA100

<p><b>DIETARY SUPPLIES</b></p> <p>Soup bowl 4 oz.</p> <p>Coffee cup 6 oz.</p> <p>Coffee pot 270 oz.</p> <p>Dietary Tray card</p> <p><b>DISPOSABLE MEDICAL EQUIPMENT</b></p> <p>4 x 4 sponges adult briefs</p> <p>Alcohol wipes</p> <p>Bed protectors x 3</p> <p>Clean catch kit x 3</p> <p>Cotton balls</p> <p><b>EQUIPMENT AND MATERIAL LIST</b></p> <p>3x5 Index Cards</p> <p>4x6 Index Cards</p> <p>Name Badges</p> <p>Dry Erase Markers</p> <p>Dry Erase Board</p> <p>3 Large sets of Clothing Markers</p> <p>Food Model</p> <p>Food Wheel</p> <p>Handheld battery-operated light</p> <p>Masking Tape x 3</p> <p>Pencils x 15</p> <p>Pens x 15</p> <p>Videos</p> <p>Analog Watch</p> <p>Dentures</p> <p>Lip Lubricant</p> <p>Linen</p> <p>Protectors x 3</p> <p>Mouthwash</p> <p>Shaving Cream</p> <p>Toothpaste</p> <p>Linen Hamper</p> <p>Hand rolls</p>	<p><b>FORMS</b></p> <p>ADL Flow sheet</p> <p>Decubitus assessment sheet</p> <p>Height and weight</p> <p>Incident report patient</p> <p>Incident report employee</p> <p>Intake/Output worksheet</p> <p>Personal items inventory</p> <p>Isolation door signs</p> <p>Nurse Assignment sheet</p> <p>Transfer sheet</p> <p><b>LINENS</b></p> <p>Bath Blankets x 3</p> <p>Bedspreads x 3</p> <p>Blankets x 3</p> <p>Cloth isolation gowns x 3</p> <p>Draw sheet</p> <p>Hand towels</p> <p>Hospital gowns x 3</p> <p>Pillowcases x 6</p> <p>Fitted Sheets x 6</p> <p>Towels x 8</p>	<p><b>MEDICAL EQUIPMENT</b></p> <p>Adaptive eating equipment</p> <p>Bedside commode</p> <p>Regular bedpans</p> <p>Liquid soap</p> <p>Urinal x 2</p> <p>Wash basins</p> <p>Waste basket with lid</p> <p><b>ONE RESIDENT ROOM</b></p> <p>Bed with side rails</p> <p>Over bed table</p> <p>Nightstand</p> <p>Chair</p> <p>Denture Cups</p> <p>emesis Basin</p> <p>Fracture pan</p> <p>Handheld mirrors</p>	<p><b>OTHER</b></p> <p>Red bags x 3</p> <p>Dual head stethoscope x 3</p> <p>External catheter</p> <p>Leg bags</p> <p>Nail equipment</p> <p>Gait belts x 4</p> <p>Nasogastric tube</p> <p>Safety vest x 3</p> <p>Sphygmomanometers &amp; adult cuffs</p> <p>Stethoscopes x 8</p> <p>Hand sanitizer</p> <p>Dental Floss</p> <p>Clothing protector</p> <p>Gloves S-XL</p> <p>Disposable Razor</p> <p>Lemon Glycerin swabs</p> <p>Sharps container</p> <p>Lotion</p> <p>Powder</p> <p>Toothbrush</p> <p>Alcohol wipes</p> <p>Paper towel</p> <p>Non-skid slippers</p> <p>Diet trays w/ dishes and condiments</p> <p>Glass 4 oz.</p> <p>Glass 6 oz.</p> <p>Ice cream cup 3oz.</p> <p>Medicine cup 30 cc</p> <p>Paper cups 5 oz.</p> <p>Pitcher 780 cc</p> <p>Pitcher top 200 cc</p> <p>Cane</p> <p>Fire extinguisher</p> <p>Upright scale</p> <p>Walker</p> <p>Wheelchair</p>
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## POLICIES

### PREAMBLE

The following policies are aimed to ensure the safety and fair treatment of all students, patients, instructors, staff, and Curam College.

Students who do not follow school policies will be subject to suspension or dismissal and are required to make up any loss of credit hours prior to completion/graduation from the course/program:

- 1st Occurrence: written warning and dismissed from class for the day or 1-day suspension.
- 2nd Occurrence: written probation and 3-day suspension.
- 3rd Occurrence: dismissed from course/program.

**Students involved in illegal activities, subjecting a patient to life-threatening risk, or are engaged in malicious conduct shall be dismissed without written warning, or suspension.**

### GENERAL SCHOOL POLICIES

#### CHARACTER AND REPUTATION

Students engaging in bribery, cheating, deception, fabrication, fraud, impersonation, plagiarism, professional misconduct, sabotage, or theft regarding any student, instructor, staff member or clinical site staff is grounds for dismissal.

#### CHEWING GUM

No chewing gum is allowed inside Curam College. To keep our walkways clean, please dispose of your gum in a proper trash container prior to entering the building.

#### CLEAN WORK AREA

Whether working in a classroom or eating lunch in the lounge, when you are finished, keep your area free of clutter, return any used equipment, wipe down any minor spills, and dispose of all trash.

#### ENGLISH

Students are required to speak English in the classroom and at their clinical sites. Students are free to speak any language they choose outside the classroom before school, while on break, or after school.

#### FOOD AND BEVERAGES

No food or liquids are permitted in any classroom, skills lab or clinical work area. Water is permitted in Curam College classrooms if in a translucent container which has a securable lid.

Other than water, all food and beverages shall be consumed in the Student Lounge in suite #304. Please clean up after yourself, wipe up any small spills and discard your trash. In the event of a large spill, please contact the Front Office for assistance.

#### LEARNING ENVIRONMENT

Students are required to create an environment that is conducive to education and learning, including but not limited to respecting other student's values and faculties, beliefs, and culture.

#### PARKING

Students may park in any vacant spot located in sections 1-8 on the following map. Please refrain from parking in other sections as they are reserved for Curam College staff or other business suites.



#### PRIVACY

Respect the personal business of the Faculty/Staff. Do not contact Faculty/Staff outside of school activities or engage in "trolling" them on social media etc. Students shall not have any contact with Faculty/Staff on any social media/gaming sites or other electronic activities.

#### RESPECT

Respect others space and privacy. Do not engage in name calling or other derogatory language any other offensive behavior to others. Strive to create an environment that is conducive to education and learning, including but not limited to respecting other student's values and faculties, beliefs and culture. Show respect to others in the classroom and clinical setting by keeping the noise level to a minimum. Keep voices low and never in a high pitch or shouting manner.

#### SLEEPING

Sleeping in class is never acceptable.

#### SMOKING

Smoking is referred to as the use of any cigarette, cigar, or Electronic Nicotine Delivery System (ENDS). ENDS include but are not limited to, vapes, vaporizers, vape pens, hookah pens, e-cigs, and e-pipes.

Smoking not permitted anywhere inside Curam College or within 150 feet of any entrance or exit. If you choose to smoke, please dispose of any smoking paraphernalia in the proper trash container.

#### CONFIDENTIALITY

##### HIPPA

Confidentiality is both a legal and ethical concern in nursing practice. Confidentiality is the protection of private information gathered about a client during provision of health care services. It is the nurses' responsibility to safeguard the client's right to privacy by protecting information of a confidential nature.

Curam College expects that all students and faculty will not:

- Discuss the care of clients with anyone not involved in the client's direct care.

- Discuss the care of clients in any public setting.
- Remove any actual/copied client records from the clinical settings (this includes but is not limited to computer printout information.)
- Use the client's name on any written form or notation (initials only.)
- Take any photographs of the clients or facility using cameras or any other device capable of capturing a client's image.

It is expected that students and faculty will comply with the guidelines set forth in The Health Insurance Portability and Accountability Act 1996 (HIPPA.)

Students who violate the client's right to confidentiality will be dismissed from the course/program. Faculty members who violate the client's right to confidentiality will be terminated from their teaching position at Curam College.

Furthermore, all students are to maintain the highest level of confidentiality related to their school, instructors, staff and fellow students personal and business information.

A student who is in breach of confidentiality will be dropped from Curam College in accordance with the Dismissal policy.

### **FERPA**

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

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

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school corrects records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

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

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

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **COPYRIGHT**

Any sharing of copyrighted material without proper licensing or permission from the owner/author/software manufacturer is prohibited by law, and is not condoned by Curam College. Any faculty member, staff or students accused of copyright violation or infringement will be required to resolve matters on their own without involvement from Curam College.

#### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please visit the U.S. Copyright Office web site, especially the FAQs section.

### **DISCRIMINATION, HARASSMENT, RELATIONSHIPS**

Curam College strives to create and maintain an environment in which people are treated with dignity, decency, and respect. The environment of the school should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. Student should be able to study and learn in a safe yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of the school. For that reason, Curam College will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of students, the company will seek to prevent, correct, and discipline behavior that violates this policy.

All students, faculty and staff are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any student who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination from the program.

#### **DISCRIMINATION**

It is a violation of Curam College's policy to discriminate against administrative staff, faculty, clinical site personnel or fellow students, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

#### **THE AMERICANS WITH DISABILITIES ACT (ADA)**

*Reference: The Americans with Disabilities Act of 1990*

The Americans with Disabilities Act of 1990 (ADA) provides a clear and comprehensive mandate to end discrimination against individuals with disabilities and to bring them into the economic and social mainstream of American life. Educational settings are expected to establish eligibility

requirements and to provide accommodations to assist with the educational process.

Curam College has established the eligibility requirements of students using key concepts such as critical thinking, interpersonal skills, communication, mobility, motor skills, sensory, and behavior. Each of these concepts is detailed in the appendix A. Identified Nursing Competencies for Americans with Disabilities Act.

Every student is required to perform without exception the required nursing competencies as outlined in this document.

Each student with an identified disability that requires accommodation from the school and faculty is expected to follow these guidelines.

Patient safety is our primary concern; it is also the right of every patient/client to refuse care from any health care provider.

The patient/client is not required to disclose their reason for not accepting care from any health care provider.

Students Responsibilities:

- Students who are requesting accommodations are required to disclose their needs at the beginning of the course/program.
- Student are required to provide documentation to support their request for special accommodations prior to the first day of class.
- Students are responsible to seek assistance and to make their needs known.
- Disabilities may include but are not limited to: Visual impaired, hearing impaired, learning disabilities, orthopedic disabilities, attention deficit disorder, chronic health conditions.

#### IDENTIFIED NURSING COMPETENCIES FOR THE AMERICANS WITH DISABILITIES ACT

##### 2.1 CRITICAL THINKING

It is mandatory that each student demonstrate sufficient ability in the area of critical thinking which involves judgement and the sufficient power of assimilate, integrate, apply, synthesize, and evaluate information in order to solve problems.

Critical thinking must be demonstrated in the following areas:

- 1) Able to identify cause and effect relationships and correlational situations in the clinical practice area; intellect to acquire.
- 2) Develop nursing diagnoses and implement a nursing plan of care congruent with the nursing process.
- 3) Demonstrate ability to instantly, judiciously, and prudently respond to emergency situations.
- 4) Prioritize and adapt policy in relation to level of practice.

##### 2.2 INTERPERSONAL

Each student must possess and demonstrate interpersonal abilities sufficient to interact with individuals, families, groups, and communities from a variety of emotional, religious, sociocultural/ethnic, and intellectual backgrounds. Discrimination against individuals according to race, color, political, cultural, religion, gender, or health state/disability is prohibited.

Students are expected to demonstrate the following interpersonal interactions with clients/client's families, faculty, agency staff, and peers:

- 1) Establish rapport with clients/client's families and demonstrate a willingness to listen and act upon concerns.
- 2) Develop collaborative relationships with peers while practicing team nursing.
- 3) Demonstrate courteous/attentive behavior towards faculty/agency staff.

##### 2.3 COMMUNICATION

Students accepted into upper division nursing courses must demonstrate communication abilities in a variety of modalities. Content of verbal and written messages must be easily understood, accurate, and timely.

Communication skills must be sufficient for but not limited to performance of the following:

- 1) Explain treatment, procedures, and initiate health teaching.
- 2) Document and interpret nursing actions and client responses.
- 3) Communicate information effectively (in a variety of modalities) with other departments.
- 4) Evaluate verbal and written orders, written requisitions for laboratory and radiographic procedures, care plans, and treatment requests.
- 5) Assess client's health status and past medical/surgical history and communicate this information in a timely manner through appropriate mechanisms. Examples: Client record, nursing care plan, and admission data sheet.

##### 2.4 MOBILITY

Students accepted into upper division nursing courses must be physically capable of successfully performing activities in both practice and laboratory and clinical practice area. Sufficient physical health and stamina is needed to carry out all required procedures. It is also necessary for each student to determine their physical capabilities and report to the nursing department any physical limitations that would restrict or interfere with satisfactory clinical performance.

Everyone must have the physical abilities and mobility sufficient to perform all but not limited to the following activities:

- 1) Be able to move around a client's room, workspaces, and treatment areas.
- 2) Lift, move, position and transport clients without causing injury, undue pain, or discomfort to the client or oneself.
- 3) Transport and manipulate into a proper position all fixed and mobile equipment in a timely and cautious manner.
- 4) Be able to respond instantly and in an independent fashion to emergency situations that may otherwise jeopardize a client's physical state if care is not administered immediately.

##### 2.5 MOTOR SKILLS

Each student must demonstrate fine motor abilities sufficient to provide safe and effective nursing care.

Proficiency is required but not limited to the following areas:

- 1) Able to use, manipulate, and calibrate all electronic monitoring equipment utilized in client care.
- 2) Able to set up, install, and operate all adjunct equipment utilized in client care.
- 3) Able to apply properly any appliances, protective devices, or therapeutic adjuncts during client care.
- 4) Able to perform all required invasive or non-invasive procedures involving the use of supplies or equipment in providing nursing care.

##### 2.6 SENSORY

It is necessary, in order to observe, assess, and evaluate clients effectively, for each student to have sufficient use of the following senses: vision, hearing, touch, and smell. Sensitivity must be demonstrated in the classroom, laboratory, and clinical area.

Everyone must possess acuity in the following senses:

- 1) The sense of vision sufficient for inspection and assessment of clients and for monitoring client activities/responses in relation to safety needs.
- 2) The sense of vision sufficient for reading all documentation and monitoring devices.

- 3) The sense of hearing sufficient for monitoring alarms and emergency signals and for detecting clients' request for assistance or cries for help. Hearing must also be sufficient for the assessment of auscultatory sounds.
- 4) The sense of touch sufficient for conducting and performing a physical assessment on a client and interpreting the results. Assessment includes but is not limited to the following:
  - a. Performing the functions of a physical examination (e.g., palpation and percussion).
  - b. Performing functions related to therapeutic interventions (e.g., insertion of catheters).
  - c. Detecting the presence of abnormal or pathological phenomena or detecting any physical changes/deviancy from normal client health status.
- 5) The sense of smell sufficient for detection of any unusual odor emanating from client or client's body fluids.

## 2.7 BEHAVIORAL

Each student is expected to possess and exhibit sufficient psychic equilibrium, motivation, and flexibility to function in new and stressful environments.

Appropriate behavioral responses include but are not limited to the following:

- 1) Acceptance of possible changes in client behavior/response or health status and ability to demonstrate caring/empathetic responses to client behavior.
- 2) Acceptance of assignment/schedule changes in the classroom, practice laboratory, and clinical setting.
- 3) Compliance with all departments of nursing and agency policies.
- 4) Ability to respond appropriately to constructive criticism and direction from faculty/agency staff during the learning experience.
- 5) A progressive increase in classroom/clinical workload, nursing responsibilities, and client assignments.

## DISCRIMINATION IN VIOLATION OF THIS POLICY WILL BE SUBJECT TO DISCIPLINARY MEASURES UP TO AND INCLUDING DISMISSAL FROM THE PROGRAM.

### **HARASSMENT**

Curam College prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate, or coerce administrative staff, faculty, clinical site personnel or fellow student of Curam College. Verbal taunting (including racial and ethnic slurs) that, in the student's opinion, impairs his or her ability to perform his or her studies is included in the definition of harassment.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability, or appearance, including epithets, slurs and negative stereotyping.

Nonverbal harassment includes distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.

### **SEXUAL HARASSMENT**

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.

Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and Internet postings; or other form of communication that is sexual in nature and offensive.

Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing and fondling and forced sexual intercourse or assault.

### **CONSENSUAL ROMANTIC OR SEXUAL RELATIONSHIPS**

Curam College strongly discourages romantic or sexual relationships between students, administrative staff, faculty and/or clinical site personnel. Such relationships tend to create compromising conflicts of interest. If there is such a relationship, the parties need to be aware that one or both must be dismissed from Curam College.

### **ETHICS AND CONDUCT**

#### **AMERICAN NURSES ASSOCIATION (ANA) – CODE OF ETHICS**

The following provisions are excerpts from the American Nurses Association-Code of Ethics web page, [www.nursingworld.org](http://www.nursingworld.org).

#### PROVISION 1

The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

#### PROVISION 2

The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

#### PROVISION 3

The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

#### PROVISION 4

The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

#### PROVISION 5

The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

#### PROVISION 6

The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

#### PROVISION 7

The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

#### PROVISION 8

The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

#### PROVISION 9

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain integrity of the profession, and integrate principles of social justice into nursing and health policy.

### **STUDENT NURSES' CODE OF ACADEMIC AND CLINICAL CONDUCT**

Nursing students do have a responsibility to society in learning the academic theory and clinical skills needed to provide quality, professional, safe, competent nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

#### A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate, and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold college policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per college grievance policy.

### **ACADEMIC DISHONESTY**

Every student at Curam College is expected to always act professionally in their behavior and representation of the school.

Any student who is suspected of cheating on any coursework, skills testing, or examinations will be dropped from the course/program without any further notice.

If dropped from the course/program for academic dishonesty the student will not be given credit for the coursework completed.

Students are required to sign in for classes, skills labs and clinical experiences; in addition, signing out upon completion of these activities. Students are to sign their own documents and any students who engage in signing in or out for any other student will be subject to dismissal from the course/program.

Students who are dropped for academic dishonesty will not be readmitted to Curam College for any course/program.

### **COVID-19**

Curam College students shall:

- Adhere to the guidelines provided by the Center for Disease Control, the California Department of Public Health and Curam College's clinical affiliates policies and procedures related to COVID-19.
- Follow universal precautions, masking recommendations, and social distancing while attending any school activities.
- Be fully vaccinated according to the CDC for COVID-19.
- Obtain weekly COVID-19 testing and submit a negative COVID-19 test result to attend clinical rotations.

Students who test positive for COVID-19 shall quarantine according to CDC guidelines.

For students to return to school, the student must no longer have any active symptoms and shall produce a negative COVID-19 test result AND get clearance from the Curam College Director of Nursing before returning to any school activities.

### **ADMINISTRATIVE APPOINTMENTS**

The administrative staff have many different functions and may not be able to help you immediately. Please be understanding as they may be involved completing tasks for another student or faculty member. The staff will address you and your concerns as soon as possible. The following procedure is used to schedule appointments.

- Administrator / Program Director –
  - Appointment is required.
- Faculty / Instructors –
  - Appointment is required unless they agree to speak with you before or after class hours.
  - Please check with them regarding their appointment schedule.
- Administrative Office Staff –
  - The front office staff is usually available, and no appointment is necessary.
  - Please be aware that when you approach them, they could be engaged in completing tasks for other students and/or staff and cannot immediately help you. Please be patient.

All administration appointments are to take place either before class, on break, or after class.

### **DOCUMENTS & FORMS**

Many documents and forms required to fulfill theory, skills lab, and clinical experiences will be emailed to students in ".pdf" format. As such, students will be required to have a working email address for their use throughout the program and on file with the Administration Office. Students are also responsible for notifying the Administration Office of any changes to this email address.

Most cellular phones, tablets, and personal computers have software preinstalled on them that will enable you to view and print “.pdf” files. If you do not have the software on your phone, tablet or personal computer, you can download the software for free. Open your computer’s browser or your mobile devices “store/marketplace” and search for “Adobe Acrobat Reader”. Please make sure the Publisher of the software is “Adobe” to avoid downloading any malware.

Curam College assumes no liability for any software students install on their devices. If you need assistance, please contact the Front Office with your concerns.

## **DRUG & ALCOHOL**

Curam College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and/or employees on its property or as part of any of its activities. Such prohibition specifically includes, without limitation:

- Possession or use of any controlled substance, including heroin, barbiturates, cocaine, LSD, hallucinogens, and marijuana.
  - This includes nursing students who have a valid California medical marijuana card.
- The sale of any controlled substance which is in violation of local, state, or federal statutes.
- Giving alcohol to any person under the age of twenty-one (21) or the use of alcohol on campus, unless at a specifically authorized school activity.
- Any other conduct which involves a drug-related violation of local, state, or federal statutes is included in this prohibition.
- Violations of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes, or both.
- Violations of this policy also constitute grounds for dismissal from Curam College.
- Students suspected to be under the influence of alcohol or prohibited drugs will not be allowed inside the classroom or clinical training.

## **RANDOM DRUG TESTING**

Our students will graduate and go on to take care of elderly clients, as well as others in the community. This great responsibility cannot be taken lightly. Therefore, we must ensure the integrity and professionalism of the school and our graduates. Keeping this in mind, the Curam College has the following policy related to the use of drugs or alcohol by its staff and students.

- Random Testing: Any staff member or student is subject to drug/alcohol screening for any suspicious activity or behavior.
- Suspension: Any staff member or student who is suspected of using drugs or alcohol while on duty, classroom or clinical, will be required to complete a drug/alcohol screening and may face suspension.
- Positive Results: Any staff member or student who completes a drug/alcohol screening test which has a positive return will be terminated from the course/program/employment, no exceptions.
- School Rights: The school reserves the right to test its staff, faculty, and students at any time without any prior notice.

Any violation of this policy will lead to the termination of employment or dismissal as a student at Curam College.

## **WEAPONS**

### **PURPOSE**

“Weapon” means an instrument, article or substance that is designed, used or likely to be used to cause bodily harm or property damage. Weapons include the following items: firearms, including rifles, shotguns, handguns; bowie, dirks, and knives (other than kitchen knives) with blades four (4) inches or longer, explosives, swords, nunchakus, throwing stars and other martial arts weapons, crossbows, compound bows, recurve bows, long bows, pepper spray (except for small, personal protection dispensers), BB guns, paintball guns, ammunition and non-functioning replicas that could be confused with actual firearms.

“Campus” means the facilities and land owned, leased by or under the primary control of Curam College and passenger vehicles owned, leased or otherwise under the control of the college.

## **POLICY**

No student may carry or possess a weapon, regardless of whether the person has a permit to carry a concealed weapon, on Campus.

## **PERSONAL ELECTRONIC DEVICES**

Since the inception of cellular phones, educators have been battling the ringing, buzzing, and attention these devices take from their classrooms. As such, Curam College has defined a Personal Electronic Device Policy specifically designed to protect the classroom, students, and patients.

- The use of cellular devices in the classroom, skills lab, or clinical setting is not tolerated at any time.
- Any disruption caused by a student’s personal electronic device shall be a violation.
- Students who leave the instructional setting to attend to an electronic device will not be permitted to return to the class or lab setting until after the next class break.
- Students who leave an examination due to a cellular call/ringing/vibrating will be dismissed from the examination and be given a score of “zero”.
- Students who may need to be reached for emergencies are encouraged to give the school phone number, (916) 427-4400, to anyone who may need to contact them with an emergency. If the Front Office receives an emergency call for a student, they shall be notified immediately by Curam College staff.

## **THEORY & SKILLS LAB**

Students are advised to place their cellular phones in the “phone hotel” and turn them “OFF.”

## **CLINICAL ROTATIONS**

Personal Electronic Devices are not allowed in the clinical setting.

## **TRANSFER CREDIT**

Curam College accepts credits earned at other institutions or through challenge examinations and achievement tests. The school does not have any agreements between the institution and any other colleges, universities or other schools that provides for transfer of credits earned in the program of instruction.

Curam College may grant credit for previous nursing education that has been completed within five years prior to admission.

Transfer credit shall be given for related previous education completed within the last five (5) years.

Competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations. Credit will be granted through evaluation of course work (official transcripts) by the Program Director.

Official transcripts documenting that a prerequisite course has been taken and received a passing grade from the issuing institution shall be given credit at Curam College.

The Program Director will determine if any theory or clinical credit will be granted, and that determination will be final.

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

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

## CREDIT HOURS

Our hands-on instructional strategies are designed to engage all students in their own learning and are only effective when students attend class regularly. Therefore, it is expected that all students will strive to maintain 100% attendance. Regular attendance is a critical factor of successful employment. There are no excused absences; all clock hours for theory, skills lab and clinical must be completed in accordance with State laws and regulations.

No student will be permitted to complete the course/program unless all theory, skill and clinical hours have been completed and certified by the Program Director.

The first occurrence of absenteeism or tardiness will be noted in the student's file. Formal counseling by the instructor and/or Program Director will be implemented after a second occurrence, at which time, a decision shall be made by the instructor to either retain or dismiss the student from the course/program. This decision will be based on a student's overall performance in the class, and reason for absence/tardiness. A third occurrence will automatically result in dismissal.

## EARNING CREDIT HOURS

### ATTENDANCE

- A) All courses at Curam College are based on credit hour attendance. Students must attend each hour of a course/program to receive credit. Any time a student is outside the classroom, for any reason, no credit will be granted. All missed credit hours shall be amended following the "Making up Credit Hours" policy and procedure below.
- B) Students are expected to report for theoretical classes at the time designated by the instructor and/or Program Director; For clinical rotations, students are expected to be present 20 minutes prior to the clinical start time.
- C) Students who are unable attend any portion of their training must call and notify the appropriate staff and/or faculty (see Section F & G below.)
- D) Absence of more than one theory, skills lab or clinical day may require the student to repeat the entire course if the student fails to arrange makeup hours with the Program Director.
- E) Planned or Unplanned Absence
- Planned - when a student has a planned absence for an upcoming theory, skills lab, or clinical session.
    - Students must notify the Front Office and their instructor at least one day prior to their planned absence.
  - Unplanned Absence / Emergency - when the student has no previous knowledge of an upcoming absence
    - Students must notify the Front Office, as soon as possible.
- F) How to contact the school for absence reporting. (This communication should be made by the student. If the student is unable to initiate this communication a family member may contact the school on their behalf.)
- Accepted forms of absence reporting include:
    - Email (info@curamcollege.com)
    - Filing a "Student Absence Report Form" (available from the Front Office or Instructor)
    - Phone (916) 427-4400, followed up by an email to the Front Office or Student Absence Report when time permit (within reason)
- G) "No Call No Show"
- If the student fails to give the school prior notification, their attendance will reflect a "no call no show" on the date of the absence.

## H) Tardy

- Students who arrive late to theory, skills lab or clinical experience will be marked as tardy.
  - There is no grace time allotted, as such, students should strive to arrive a few minutes early to their scheduled sessions.
    - Theory: Students arriving late for lectures will be required to remain outside the classroom until the next class break. (Make up of missed credit hours and coursework shall be required.)
    - Clinical: Students arriving late for clinical experiences will be dismissed for the day by the instructor and no credit hours will be earned.

## I) Missed Credit Hours

- Students who miss time in theory or clinical have the option of making up their time in the next cohort. They may make up the time provided that a future cohort has no more than 15 students. Students will be required to pay the current rate per credit hour as the cohort they are making time up in.

## J) Dismissal Criteria- related to attendance

- Nine (9) periods tardy for any type of class or session.
- Three (3) consecutive days of absenteeism without contacting the school or faculty.
- Taking excessive breaks in the clinical area.
  - Clinical breaks
    - Two (2) x Fifteen (15) minute breaks.
    - One (1) x thirty (30) minute lunch.

Students may quietly exit the instructional area at any time to attend to personal needs. Please understand and adhere to the following points:

- Inform the instructor when you are leaving the class for personal reasons.
- Exit and reenter the classroom quietly as to not disrupt the instructor and your classmates.
- Understand that instructors will not review any missed information.
- If you are on a clinical rotation and must attend to personal matters, make sure all your patients are protected by informing your instructor. Do not leave a clinical site early without notifying your instructor.
- If you have any medical condition which will require leaving the class on a semi-regular basis
  - This must be documented in your student record by a doctor's note
- Emergencies; As students are not allowed the use of personal electronic devices during instructional periods, students are encouraged to give family/friends Curam College's Front Office phone number. In the event an emergency should arise, and the student needs contacted, family/friends are able to call the school and the Front Office will relay the message to the student in a timely manner.

Student will not get any credit for any time they are outside of classroom.

Please use your break time wisely and maximize your time inside the classroom.

### SKILLS LAB / CLINICAL / EXTERNSHIP ATTENDANCE

Students must attend a skills lab prior to a clinical/externship experience.

The following policy will apply to Skills Lab Hours affecting Clinical Attendance.

- Students must attend the related skills lab prior to any clinical experience to practice skills that will be applied in that next clinical experience.
- Students who miss a skills lab experience will not be allowed to participate in the next clinical experience in which the newly acquired skills will be



applied. This may put a student at risk for dismissal as attending clinical is required to advance through the program.

## **MAKING UP CREDIT HOURS**

### **POLICY**

Students who have missed credit hours for their course/program shall complete each hour before they are eligible for completion.

- All makeup assignments must have the prior approval of the Program Director.
- All assignments must be completed under the supervision of an approved and consented instructor.
- Assignments for missed instruction shall be directly related to the content missed.
  - Examples of acceptable theory assignments:
    - Reading pertinent periodicals and writing a summary
    - Attending lectures, conferences, or workshops related to the missed material. Writing a summary and orally presenting to the cohort.
  - Examples of acceptable clinical assignments:
    - Attending an actual clinical rotation. The facility with dates and times will be scheduled by the Program Director.
    - A Satisfactory performance evaluation in the skills lab.

### **PROCEDURE**

All other courses and programs can makeup time in the next cohort if there is space and students are required to pay for any time beyond 1-day at the current hourly rate for the new cohort.

Students shall contact the Front Office for payments, scheduling guidance, and finally referring them to the faculty to schedule dates and times for makeup completion.

## **SAP, EVALUATION, GRADING**

### **SAP**

All student progress will be assessed at 25% intervals throughout each course/program. Students who have not maintained a 75% grade average shall meet with the Director of Nursing and placed on an academic probation contract.

#### **The Academic Probation Contract shall include:**

- A plan for preparation to rewrite failed exam(s)
- Consequences should the student fail a rewrite or violate the probation contract.
- Grievance policy, for students electing to grieve or appeal the probation contract.
- Start and End dates for the contract.
- Scheduled dates for rewrites
- List of resources and a study plan
- If the student rewrites and is unsuccessful in attaining a minimum of 75%, address the possibility of readmission to a future program.

### **EVALUATION & GRADING**

The evaluation of all coursework at Curam College will adhere to the following standards:

- A minimum of 75% is required to receive course/program credit.
- All students must achieve no less than 75% on each exam for credit.
- All course/program assignments shall be weighted by the requirements set forth in their respective catalog sections.
- Students are permitted 2 attempts per exam. After which the course/program/content shall be repeated, at the students' expense, to receive credit.
  - Students repeating content are required to reenroll and pay all applicable fees.

## **NA100 – NURSE ASSISTANT PROGRAM**

Students who achieve a grade of 74% or below – the exam must be rectified before attending clinical rotations.

### **RETAKING A FAILED EXAM**

Students who fail a subject exam shall be required to complete remediation training prior to rewriting an exam. The remediation training shall be outlined in a remediation contract by an Instructor or the Program Director.

### **ELDER AND ADULT DEPENDENT ABUSE**

All students who are required to complete this written examination must do so with 100% accuracy.

### **MATH FOR MEDICATION**

Students who pass an entrance exam with a mathematics score of 75% or better are not required to write a "Math for Medication" exam during their respective program.

## **PROBATION**

### **ACADEMIC**

A student can be on probation only once during the program. A student can be put on probation for no more than 30 days at a time for the following reasons:

- Failure to maintain satisfactory academic progress
- Failure to maintain satisfactory attendance
- Failure to meet financial obligations

If a student fails to achieve a cumulative grade point average of 75% or "C", the student will be placed on Academic Probation until a cumulative grade point average of 75% or "C" is attained.

During that probation period, the student must maintain, at a minimum, a grade point average of 75% or "C" on all course work.

If a student maintains a grade point average of 75% or "C" and/or achieves a cumulative grade point average of 75% or "C", probation will be removed.

Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the Grievance Policy.

### **ADMINISTRATIVE**

- Violation of any school policies after 2<sup>nd</sup> Occurrence.
- Students on administrative probation who receive another violation shall be dismissed from Curam College.

Probationary details will be written into a probation contract by the instructors, approved by the Program Director and delivered to the student in a meeting with both parties.

## **DRESS & UNIFORM REGULATIONS**

Uniforms are to be worn each day to theory, lab skills and at clinical settings. There are no substitute uniforms or colors allowed. Name badges, printed by Curam College, are a required part of every uniform.

Students who are not in compliance with the dress code will be dismissed from any theory, skills lab or clinical setting.

Students are required to adhere to uniform standards and dress code appropriate to the clinical setting. The complete student uniform must always be worn. Students must also maintain and have available any required equipment for theory, lab skills or clinical setting.

### **UNIFORMS:**

- Scrub Top

- No undershirts may extend past the hem line on the arm. Undershirts that extend past the hem line at the waist must be tucked into the scrub pant.
- Scrub Pants
- Shoes/Socks/Hose
  - Black shoes (no colored stripes, etc.)
  - No open-toed shoes
  - Socks or hose must always be worn.
- Name Badge (printed by the school)
  - If appropriate, clinical agency identification badges must always also be worn while in the clinical facility.
  - Students who present themselves in the clinical setting without a name badge will be dismissed until they have the appropriate name badge on their uniform.
  - Lost, misplaced or damaged badges are to be replaced at the students' expense (\$15.00).
- Lab Coat (optional)
- Wristwatch (Analog: with second hand)
- Ink pen (nurses should always have a working ink pen on their person!)
- Any other required equipment.
- Faded, Blemished, Stained, Bleached Uniforms & Badges
- Students are required to keep their uniform professional. Replacements can be purchased from the school at the students' expense.
- Cosmetics, Makeup, Deodorants, Antiperspirants should be used in moderation.
- Perfume/Aftershave must NOT be worn while in client-contact situations.
- Deodorants and/or antiperspirants are to be used daily.
- Fingernails
- Must be worn short, clean, and trimmed neatly.
- Acrylic/False nails and colored nail polish are not permitted while in the clinical setting.
- Hair, Beards & Moustaches must be well groomed and neatly trimmed.
- No spiking of the hair is permitted.
- Hair must be worn up off the collar. Medium length hair can be pulled back; long hair should be worn up.
- Jewelry, Body Piercings & Visible Tattoos
- Rings
  - One ring per hand. (Wedding bands count as one)
  - Earrings must be small, non-dangling, and inconspicuous. One per ear.
- Necklaces must not be excessively dangly and must be worn inside the scrub top.
- No visible tattoos or body piercings are appropriate in the clinical setting, except 1 small earrings per ear. (The only exception is piercings of religious significance)
- One Watch, ID, medical or religious band is authorized: no more than one per arm.

Curam College may have days/events throughout the year which are regarded as dress down. During these events students may not be required to wear their daily uniform and have an opportunity to wear business casual attire.

#### **BUSINESS CASUAL DRESS REGULATIONS**

- Mended clothes and unprofessional logos on clothes are unacceptable.
- Shirts must have a collar, (e.g., polo or button-down), with short or long sleeves. (No T-shirts)
- No stretch tops, deep-cut front or back neck lines or bare midriffs.
- Slacks must be neutral colors, (e.g., brown, black, khaki, gray, and green).
- Jeans, high-waters, pedal-pushers, knickers and shorts are not allowed.
- Skirts and dresses hemlines must be no shorter than two (2) inches above the knee.
- No open-toed, open-heeled, sandals or flip-flops are permitted.
- Upper and lower undergarments are required.
- No texture hosiery is allowed. Plain white- or natural-colored stockings are recommended.

Students who have completed a course/program at Curam College and were granted permission to practice their skills on campus, must maintain adherence to the Dress & Uniform Code.

## **PAYMENTS**

### **TUITION**

All tuition payments are payable promptly on the dates specified in a student's financial agreement. Students are to have payment arrangements made outside of class time. Therefore, students are not permitted to miss any class time to make payments or to have other dealings with the Front Office.

Students paying with credits cards shall be assessed a 3.5% surcharge fee per transaction.

### **NON-PAYMENT OF TUITION**

Students whose tuition are past due according to their financial agreement with Curam College:

- May have their grades, transcripts, certifications, diplomas, and applications held.
- May not participate in theory, skills lab, or clinical assignments.
- May not participate in examinations.
- May be subject to suspension from class and clinical assignments until their account is paid and no longer past due.
- May be subject to "Intent to Drop"; dismissal from the course or program.

### **GRACE TIME**

- There is no grace period for tuition payments.
- All payments are due promptly on the dates in students' financial agreement.
- Students who pay after their obligatory financial agreement dates will be assessed a 5% penalty per month for the amount past due (future penalties shall not calculate.)

## **DISMISSAL/WITHDRAWAL**

### **DISMISSAL**

#### POLICY

Placing a patient in jeopardy or violating the Patients code of rights shall result in automatic dismissal from the course or program.

Noncompliance with any Curam College policies is grounds for dismissal.

The following examples constitute grounds for dismissal:

- Repeated tardiness and absences
- Failure to schedule and complete make up credit hours.
- Failure to achieve minimum exam scores
- Overdue tuition or other school related financial obligations

#### PROCEDURE

Students who do not follow school policies will be subject to suspension or dismissal and are required to make up any loss of credit hours prior to completion/graduation from the course/program:

- 1st Occurrence: written warning and dismissed from class for the day or 1-day suspension.
- 2nd Occurrence: written probation and 3-day suspension.
- 3rd Occurrence: dismissed from course/program.

***STUDENTS INVOLVED IN ILLEGAL ACTIVITIES, SUBJECTING A PATIENT TO LIFE THREATENING RISK, OR ARE ENGAGED IN MALICIOUS CONDUCT SHALL BE DISMISSED WITHOUT WRITTEN WARNING, OR SUSPENSION.***

### **WITHDRAWAL**

#### POLICY

To qualify for a pro-rata tuition refund, students shall submit a written notification of their intention to withdraw from the training. Students have a right to a full

refund of the tuition fee if they cancel on or before the first day of instruction, or the seventh day after enrollment. The registration fee is non-refundable. The student maybe eligible for a pro-rated refund after instruction has begun if the student has completed 60% or less of the course less the cost of the books, uniforms, equipment issued.

**PROCEDURE**

To withdraw from a current course/program students shall email info@curamcollege.com and include their full name, name of program to withdraw from, and current personal contact information.

**LEAVE OF ABSENCE**

If a "Leave of Absence" is needed, a student must submit in writing to the Program Director, the basis of the request, the expected return date and include the student's signature and the date of the request.

Requests should be submitted in person or by mail to: Curam College, Attn: Program Director, 4433 Florin Rd. #200, Sacramento CA, 95823.

Submission of the request does not automatically reflect the school's approval. The request shall be made in advance unless unforeseen circumstances prevent the student from doing so.

In addition, if unforeseen circumstances prevent a student from submitting any prior official written request, the school may grant the student's request for leave of absence and collect the written request later. In this case the student should submit a short email to the school indicating that a leave of absence is required.

An initial leave of absence may be considered for up to 180 days, based upon the reason(s) provided by the student. For financial aid recipients' leaves are limited to a total of 180 days "Leave of Absence" within a 12-month period that begins on the first day of the initial leave of absence.

If the leave of absence is approved, the student may return prior to or at the end of the leave of absence and resume training without paying any additional tuition and shall retain all credit for clock hours and academic progress status they held.

Students requesting leave of absences must understand that upon return, a revised course completion date shall be established, and the student shall be permitted to complete the course work they began prior to the leave of absence. They will not be able to complete with their current cohort and they will be assigned to a later cohort.

If the student's leave of absent is not approved, the student will be considered to have withdrawn from the school.

A Leave of Absence will only be granted if the student is within 15 consecutive absences from their last date of attendance, otherwise they will be terminated from the school and will not be allowed to take a leave.

**REFUND**

The student has a right to a full refund of all charges less the amount of \$50.00 for the registration fee if he/she cancels this agreement on the first day of instruction, or the seventh day after enrollment, whichever is later. In addition, a student may withdraw from the course after instruction has begun and receive a pro-rata refund for the unused portion of the tuition if the student has completed 60% or less of the course less the registration fee, cost of books and uniforms (books and uniform must be in "new condition").

\* New items must be: In new condition, unused, in original packaging, undamaged, able to be sold without posing a health risk.

Refund shall be processed within 45-days of dismissal or withdrawal. Refer to the following example to understand how the refund computations are employed.

**EXAMPLE CALCULATION:**

If a student completes 18 hours of a 54-hour course and paid \$425.00 the refund will be computed as follows:

\$425.00 Paid Tuition	X	$\frac{36 \text{ clock hours paid for, but not attended}}{54 \text{ clock hours of paid instruction}}$	=	\$283.33 refund amount
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**STUDENTS FUNDED BY VETERAN AFFAIRS**

Students not accepted by the school and students who cancel the contract by notifying the school within three business days are entitled to a full refund of all tuition and fees paid. If any student withdrawals after three business days, but before commencement of classes, he/she is entitled to a full refund of all tuition and fees paid including the registration fee in excess of \$10.

In the case of students withdrawing after commencement of classes, the school will retain a cancellation fee plus a percentage of the tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

**REFUND TABLE FOR VETERAN AFFAIRS FUNDED STUDENT(S)**

Student entitled upon withdrawal/termination	Refund
10% of program completed	90% Refunded
20% of program completed	80% Refunded
30% of program completed	70% Refunded
40% of program completed	60% Refunded
50% of program completed	50% Refunded
60% of program completed	40% Refunded
70% of program completed	30% Refunded
80% of program completed	20% Refunded
90% of program completed	10% Refunded

- The student may cancel this contract at any time prior to close of the third business day after signing the enrollment agreement.
- The official date of termination for refund purposes is the last date of recorded attendance. All refunds will be made within 30 days from the date of termination.
- The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
- Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed with the Division of Private Occupational Schools of the Colorado Department of Higher Education. The Division shall not consider any claim that is filed more than two years after the date the student discontinues his/her training at the school.

**GRIEVANCE**

To ensure that all grievances are reviewed, investigated and a report has been compiled for the student, faculty, and school. Students are required to follow these guidelines if they have a concern with theory, clinical, skills lab, faculty, or staff:

**STEP 1:**

Always approach the student, faculty, or staff member first with any concerns, problems, or complaints that you may have. This action should be taken without delay. (This can be a verbal discussion however you should keep notes of this meeting)

**STEP 2:**

If a student is not satisfied with the response of the faculty, staff or student and still has concerns then the student is required to submit their concern in writing giving a copy to the faculty, staff or student and a copy to the Program Director. (This stage of the process must be in writing and must be no more than 3 days after initial contact with the faculty concerned)

The complaint must include:

1. Date and Time of Incident, Concern, Problem
2. Brief description of the problem

3. Indicate if it affects only the student or other students
4. Detail the contact that you have had with the faculty member and the solutions that were presented if any.

#### **STEP 3:**

Upon receiving a written formal complaint, the Program Director will review the complaint and contact the student within 5 working days. The Program Director will facilitate a meeting with the student(s) and the faculty member within 5 working days from the date of reviewing the original complaint.

The Program Director will render a final decision within 3 days after meeting with the student(s) and the faculty member.

#### **STEP 4:**

Should the student not agree with the final decision of the Program Director they may proceed with their complaint to the Bureau of Private Postsecondary Education (BPPE).

#### **Bureau for Private Postsecondary Education**

1747 North Market, Suite 225  
Sacramento, CA 95834  
Phone: (916) 431-6959  
Toll Free: (888) 370-7589  
Main Fax: (916) 263-1897  
Licensing Fax: (916) 263-1894  
Enforcement/STRF/Closed Schools Fax: (916) 263-1896  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

#### **California Department of Public Health**

P.O. Box 997377  
MS 0500  
Sacramento, California 95899-7377  
Phone: (916) 558-1784  
[www.cdph.ca.gov](http://www.cdph.ca.gov)

### **STUDENT SERVICES**

#### **COUNSELING**

When problems at Curam College, home or work interfere with academic performance, the student is encouraged to ask for a private conference with his/her program director. A student whose problems are beyond the scope of the College will be referred to outside counseling agencies. The school shall provide a list of available community counseling services in the area with their telephone numbers.

#### **DISTANCE EDUCATION**

Curam College does not offer distance education.

#### **EXPERIENTIAL LEARNING**

Curam College does not award credit for prior experiential learning.

#### **HOUSING ACCOMMODATION**

Curam College does not have dormitory facilities under its control. According to [rentals.com](http://rentals.com), rental properties in the following cities start at approximately the following rates per month: Sacramento - \$800.00, Elk Grove - \$1,000.00. Curam College assumes no responsibility in finding housing or assisting students with housing.

#### **JOB PLACEMENT SERVICES**

Curam College does not provide any placement services.

#### **LIBRARY AND STUDENT RESOURCES**

Curam College provides access to a virtual library hosted by Lippincott, Williams & Wilkins. There are variety of reference books, nursing journals, audio visual aids include CD's, VHS, DVD, and computers. We provide textbooks and other pertinent

handouts during the course of study to help meet the student's learning needs. The school shall provide a list of libraries in the area with their telephone numbers.

The students will watch videos during class time. The instructor will show the videos to the students. The instructor will also give handouts to the students during class which will aide in their learning. At the beginning of the course, the students will purchase the textbook.

The skills lab is used during class time with the instruction of the instructor. Students are also able to use the skills lab when class hours are over. Students can coordinate with the front office if they want to use the skills lab during non-class hours.

Lippincott, Williams & Wilkins allows the students at Curam College access to their libraries when they sign on to The Point [www.thepoint.com](http://www.thepoint.com). This access is available to any student from a computer terminal campus. This library is available 24 hours a day and will e-mail students copies, articles, journals, or other materials upon request. Lippincott will provide each student with:

- A current subscription to LPN Magazine with access to all previous issues.
- A current subscription to Nursing 2020 with access to all previous issues.
- Each student will be provided with a computer library access card so that they can download articles on site or on their home computers
- Virtual library with at least 10 reference books for Medical-Surgical Nursing, Obstetrics, and Pediatrics.

#### **COMMUNITY FACILITIES**

In addition to the learning resources on campus the following community resources are available to our students:

- Sacramento City College Learning Resource Center, 3835 Freeport Blvd., Sacramento, CA 95822 916-558-2461. Hours: Monday through Thursday 7:30am – 8:00pm, Friday 7:30am – 5:00pm, Saturday 9:00am – 3:00pm. Community members are required to purchase a "Public Card" for a fee of \$30.00 per year. Students may check out textbooks and other publications but are not able to check out periodicals or other magazine publications.
- University of California Davis Peter Shields Library, UCD Campus Davis, CA 530-752-1203. Hours: Monday through Thursday 8:00am – 8:00pm, Friday 8:00am – 6:00pm, Saturday 9:00am – 6:00pm, Sunday 10:00am – 6:00pm. Community members are required to purchase a "User Card" for a fee of \$100.00 a year. Students may check out up to 5 textbooks that are not on reserve. No periodicals may be checked out but can be copied in the library.
- University of California Davis Medical Library Resources, 4610 X Street Sacramento, CA 916-734-3529. Hours: Monday through Thursday 8:00am – 8:00pm, Friday 8:00am – 6:00pm, Saturday 9:00am – 6:00pm, Sunday 10:00am – 6:00pm. Community members are required to purchase a "User Card" for a fee of \$100.00 a year. Students may check out up to 5 textbooks that are not on reserve. No periodicals may be checked out but can be copied in the library. Additional information can be obtained at [www.ucdavis.edu/academics/libraries/collections.html](http://www.ucdavis.edu/academics/libraries/collections.html)

#### **REMEDIALGORITHM FOR TUTORING**

Curam College will introduce each new student to the remediation process during the first week on campus. Each student will be given examples of the working model and instructions as to how the model is placed in effect and how the desired outcomes are achieved.

Curam College will conduct a workshop with the instructors so that they will become familiarized with the remediation algorithm. They will also be given the opportunity to work with the model through examples of student situations related to theory, clinical, or general policy issues.

#### **WORKING PROCESS: SOURCES OF REFERRALS**

Students can be initially identified by numerous ways: faculty referrals, self-referral, and student referrals. Students can also be identified by traditional methods of testing, when a student falls below the acceptable grade of 75%, a remediation algorithm will be initiated.

## **TESTING LIABILITY**

Curam College assumes no responsibility for students attending a state exam for certification or licensure. Before scheduling and testing, please check the current requirements from the relevant agency and bring all required documents on your exam day.

## **RECORD RETENTION**

Educational records shall be maintained by the Custodian of Records. The custodian of records will be responsible for ensuring completeness and accuracy of the records prior to storage. The files shall be stored in filing cabinets in the school site. Student records will be maintained by the school for five (5) years after enrollment; transcripts/certificates/degrees granted will be maintained permanently. Request for release of information by the student or from outside agencies must be made in writing with student's signature. This ensures that only authorized individuals have access to specific information requested.

## **REFERENCE LETTERS**

Students interested in acquiring a reference letter from a faculty member after completion of studies at Curam College must contact the instructor directly and generate a request. Instructors are not obligated to generate a reference letter and may consider a student's performance, attendance and attitude before choosing whether to write the letter. The letter will be sent directly to the requested party or parties. The instructor also has the authority to decline composing the letter without any stated reason.

The school can distribute references as well, but since administrative staff have no interaction with students in the clinical setting, the college can only give limited information (i.e. attending the school, meeting the objectives and completing a course/program at Curam College.)

## **TRANSCRIPTS/CERTIFICATES/DIPLOMAS**

Initial copies will be provided free of charge, additional copies require the replacement fees to be paid.

- A Certificate of Completion shall be provided for Nurse Assistant Training and Home Health Aide Programs.
- A Transcript shall be provided for all courses and programs.

### **DOCUMENT REPLACEMENT FEES:**

- Transcript, issue time: 7-14 days (\$15); Expedited, same day (\$35)
- Certificate of Completion (\$15)

### **CDPH RENEWAL APPLICATIONS**

- If we are only required to sign the application, there is no charge.
- If we are required to complete the application because the student is not able to understand the requirements, we will charge the student \$20.00
- If the student has the original transcript from the course that they have taken, and it can be attached to the CDPH Application for Renewal then there is no charge.
- If the student requires another transcript there will be an additional fee of \$15.00 for the transcript that will be processed within 7-14 days. If they request same day, then the expedited fee will apply.
- Curam College does not charge a fee for the completion of CDPH 283A or CDPH 283B forms.
- Upon completion of the Nurse Assistant Training Program and Home Health Aide Program students will be provided a certificate of completion. These certificates will be in accordance with the requirements listed on form CDPH 192.

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End of Catalog