



**DE BRABANDER
CALIFORNIA
COLLEGE OF NURSING, LLC
(DBCCN)**

CATALOG

Jan 1, 2025 - Dec 31, 2025

6 West Main St. Suite K-1
Stockton, CA 95202
Phone: (209) 898-4274
(209) 910-2466
www.dbccnursing.com

To Students:

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. It is the responsibility of the student to know the content of this catalog, its rules, regulations, and policies to which students agree to abide by. The agreement at the end of this document to abide by the policies, rules, and regulations of the school must be signed.

TABLE OF CONTENTS

A Message from the Administrator	3
Organizational Chart	4
Staff Members	5
Class Schedules and Calendar	5
Holidays	6
General Information	6
Mission and Objectives	6
About the School	6
Approval	6
Acceptance of Credits Earned at Our and Other Institutions	7
Academic Programs	7
Certified Nurse Assistant	7
Home Health Aide	8
School Policies and Procedures	8
Screening and Admission Standards	8
Method for Screening Individual Criminal Background	9
Physical Exam	9
School Behavior	9
Cellular / Electronic Device Use Policy	9
Dress Code/Uniform Regulations	10
Student Dismissal	10
Absenteeism/Make-up Work	11
Drop Out / Refund	11
Grading / Skills Assessment	11
Graduation Requirements	12
Student Complaint Procedure	12
Instructor Evaluation	13
Office of Student Assistance and Relief	13
Student Tuition Recovery Fund (STRF)	13
Loan Repayment	15
Review of the School Policies and Procedures	15
Educational Record Retention Policy	15
Catalog Accuracy	15
Student Policy Agreement	16

A Message from the Administrator

Dear Students,

Welcome to the **De Brabander California College of Nursing**. The school is dedicated to train students to become Nursing Assistants and Home Health Aides.

I am a Registered Nurse, Public Health Nurse, and have earned a master's degree as a Nurse Educator from San Jose State University. I know your needs are to be **knowledgeable and competent in caring** for your clients, patients, and residents and it is my goal to provide you these needs as our students here at **De Brabander California College of Nursing**.

It is a pleasure to offer this valuable catalog for your use. We believe it is important for you to know about the school, the courses, the standards, and the expectations. Please note that forms required to enroll are available at the end of this catalog.

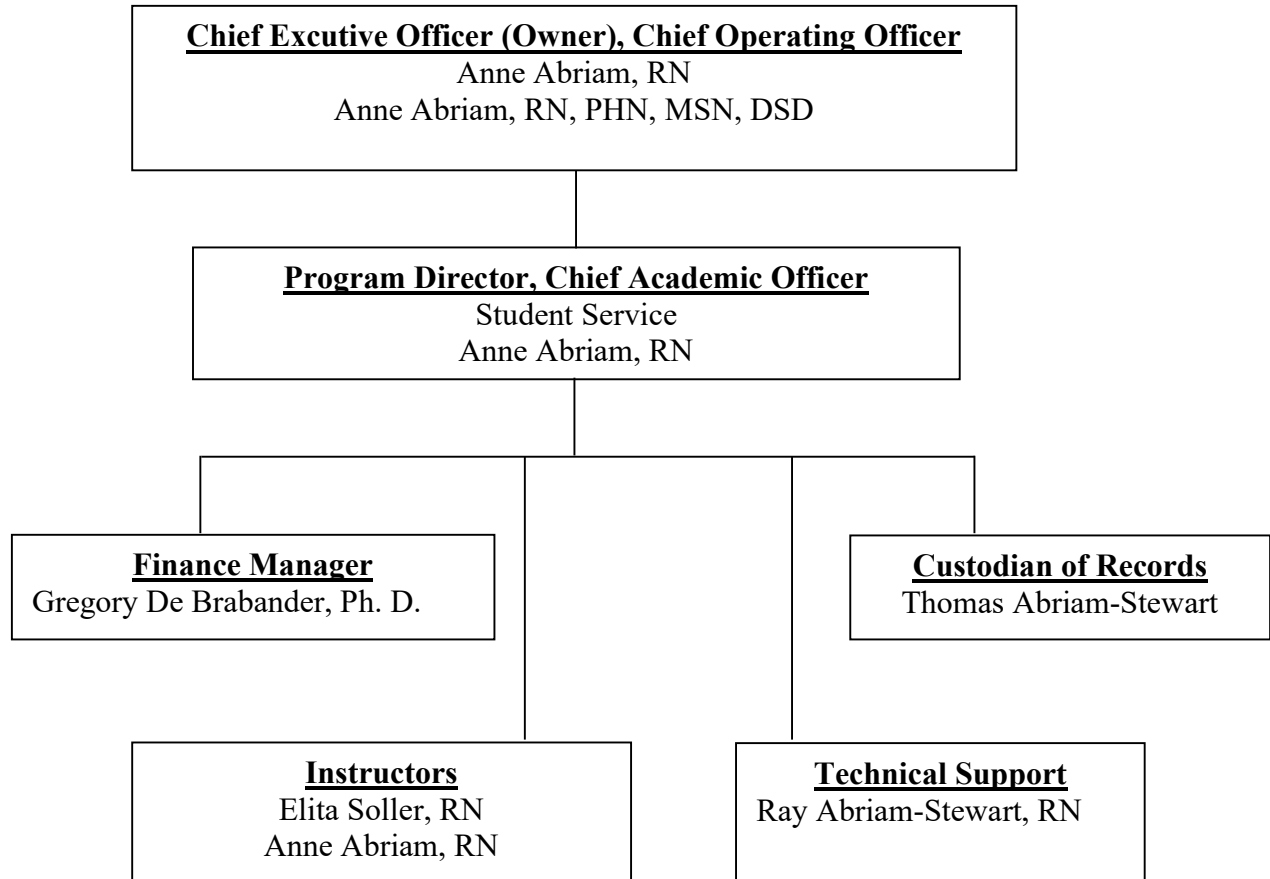
Our school seeks to graduate **knowledgeable** students **competent** to **care** for their patients. We will ensure that we provide only the most appropriate and current training programs for you, our students, so that you will demonstrate excellence in caring for your patient.

We welcome you to the **De Brabander California College of Nursing** and we wish you success in all your educational endeavors!

Sincerely,

Anne Abriam, RN, PHN, MSN, DSD
Administrator

Organization Chart



STAFF MEMBERS

Anne Abriam, RN, MSN, PHN – Chief Executive Officer (Owner) / Chief Operating Officer / Program Director & Chief Academic Officer

Anne is a Registered and Public Health Nurse with a Master of Science degree in Nurse Education from San Jose State University, San Jose, CA. Anne also holds a Bachelor of Arts Degree in Psychology with minor in Industrial Technology from San Jose State University. She is a Basic Life Support Instructor certified by the American Heart Association in Los Angeles, California. Anne was a Vocational Nursing Program Director for 4 years and has taught Vocational Nursing, Certified Nursing Assistant, Restorative Nurse Assistant, Acute Care Nurse Assistant, Director of Staff Development, Continuing Education, and NCLEX-RN/PN Reviewer classes for 5 years. She worked as an FNP Intern at several hospitals in the Bay Area and as a Charge Nurse at Acute/Sub Acute Care in Pediatrics, Adult, Mental Health and Long-Term Care facilities and hospitals.

Elita Soller, RN, DSD – Clinical Instructor

Elita is a Registered Nurse who worked for 8 years as a staff nurse in Little Rock, Arkansas, 18 years as a staff nurse at Dameron Hospital, Stockton, and 4 years at Meadowood Health and Rehabilitation Center, Stockton as charge nurse.

Thomas J. Abriam-Stewart – Custodian of Records

Thomas has a bachelor's degree in nursing from Panpacific University North Philippines, Urdaneta, Pangasinan, Philippines. He is trained and approved by the American Heart Association to teach Basic Life Support.

Ray B. Abriam-Stewart, RN – Technical Support

Ray is a Registered Nurse (RN) who graduated from Panpacific University North Philippines, Urdaneta, Pangasinan, Philippines. He is currently working as an RN at a Long-Term Care Facilities at the Bay Area.

Gregory De Brabander, Ph. D. – Financial Manager/Consultant

Dr. Greg De Brabander works as a manager and engineer in Research and Development in a Silicon Valley technology business. He has several inventions granted by the United States Patents.

Class Schedules and Calendar

Nursing Assistant Morning Program (167 hours)

Monday to Friday – 7:00 AM to 3:30 PM (includes lab)

Nursing Assistant Nursing Evening Program (167 hours)

Monday to Friday – 3:00 PM to 8:00 PM (includes lab)

Nursing Assistant Nursing Program Weekend Program (167 hours)

Saturday and Sunday – 7:00 AM to 3:30 PM (includes lab)

Home Health Aide

Monday to Friday – 7:00 AM to 3:30 PM

Monday to Friday – 3:00 PM to 8:00 PM

Saturday and Sunday – 7:00 AM to 3:30 PM

Holidays

De Brabander California College of Nursing is closed on the following holidays.

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

General Information

Mission and Objectives

De Brabander California College of Nursing trains motivated adult students for health care careers by providing them with the **knowledge** necessary to be **competent** when **caring** for their patient and enables them to pass their mandated exams. The College's flexible schedule accommodates working students to continue their education.

About the School

De Brabander California College of Nursing is a private, for-profit school focusing on providing the educational training necessary to acquire **knowledge** and **competence** when providing **care** to the citizens of the community. Classes are taught at 6 West Main Street, Suite K-1, Stockton, CA 95202. Instruction is in English, and the school does not offer English language services. In lieu of a library the school has an internet connected computer / printer. The school does not now and has never had a pending petition in bankruptcy and is not operating as a debtor in possession. The school is not accredited and does not participate in federal financial aid programs. No assistance is provided to students to find housing; nearby budget motels cost \$360-500 per week.

Approval

Graduates of the Nursing Assistant Program in De Brabander California College of Nursing are approved by the California Department of Public Health Services to take the National Nurse Aide Assessment Program test (NNAAP). Home Health Aide Graduates receive a Home Health Aide

Certificate from the California Department of Public Health. The school is approved to operate by the Bureau for Private Postsecondary Education in compliance with state standards.

Acceptance of Credits Earned at Our and Other Institutions

This school has no articulation or transfer agreements with other colleges or universities. The school does not accept credits earned at other institutions or grant it through challenge examinations or from prior experience.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the De Brabander California College of Nursing (DBCCN) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work 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 the institution to which you may seek to transfer after attending DBCCN to determine if your certificate will transfer.

Academic Programs

Certified Nursing Assistant (CNA) (167 hours)

The Certified Nurse Assistant training program is designed to prepare students for state certification with the Department of Health Services (DHS). The CNA program consists of 63 hours theory and lab, and 104 clinical hours practice in a long-term care facility. Training is to provide care for residents in long-term care as well as rehabilitative nursing. After successful completion of the program, the student will be qualified to take the State Exam for certification. The method of theory instruction is a lecture in English, watching videos, written homework, quizzes, and final exam. For clinical, the method of instruction is skills demonstration by instructor, return demonstration by the student, and hands-on clinical experience at a long-term care facility. The clinical experience, presided over by an instructor, maintains a small class of 15 or less. U.S. Department of Labor Job Classification Code 31-1131. Course objectives include acquiring the following skills / knowledge: the CNA roles and responsibilities; patient rights; preventing abuse; interpersonal skills; using good body mechanics; preventing and controlling infection; taking vital signs; provide basic care; physical comfort; treating bowel and bladder problems; dealing with elimination problems; understanding digestion; chronic respiratory disorders; promoting personal hygiene; proper documentation; caring for residents with tubing; applying nonsterile bandages and dressings; following safety and emergency procedures; understanding nutrition and serving food; recognizing emotional and social needs; understanding body systems; dealing with confusion; caring for people with diabetes, heart disease, and stroke; responding to seizure; promoting independence in activities of daily living; assisting with range of motion exercises; and caring for someone who is dying.

The school trains with three axis hospital beds, mannequins, height and weight scale, wheelchair, vital sign equipment, and patient care supplies like that encountered in long term care facilities.

The estimates total charges for the entire educational program are \$1880. This includes the registration fee, book, uniform, tuition, and the estimated costs for the physical exam, livescan, CPR training, and state exam.

Home Health Aide (40 hours)

The prerequisite for Home Health Aide Course is CNA. The program contains 20 hours of theory and 20 hours of clinical practice. Building on the CNA framework, it presents basic concepts of home care nursing including light housekeeping, preparing meals, vital signs, and personal care. Students are trained to provide care in the home setting working for an agency or on their own. Continuing Education Unit (CEU) credit: 26. U.S. Department of Labor Job Classification Code 31-1121.

Course objectives include acquiring the following skills / knowledge: the role and responsibility of the home health aide; understanding home health care; maintaining a healthy and safe home; clients rights; communication with the care team; infection prevention; client's culture and family; human development; maintaining mobility; disabilities; mental illness; special client conditions such as asthma, arthritis, dementia; stroke; and supporting a healthy client environment through housekeeping, laundry, bedmaking, and proper nutrition.

The school trains with CNA equipment augmented with household supplies.

The estimated total charges for the entire educational program are \$860. This includes the registration fee, uniform, book, tuition, and the estimated costs for the physical exam, livescan, and CPR training.

School Policies and Procedures

De Brabander California College of Nursing accepts students regardless of their race, color, creed, national origin, veteran status, marital status, sexual orientation, religion, sex, and age.

Screening and Admission Standards

De Brabander California College of Nursing shall not permit students to practice their clinical skills training or have contact with patients until they have completed 63 hours theory, been screened, and there is no indication they have been convicted of crimes defined in sections 220, 243.4, 261, 264.1, 273a, 288, 289, and 368 of the Penal Code.

Each candidate for admission:

- Must be able to read English at least at the Fifth Grade level.
- If a candidate does not have a U.S. high school diploma, they need to pass the entrance reading exam.
- Is required to have a valid California, USA – ID and Social Security Number or individual taxpayer identification number.
- Must be at least sixteen years old.
- Must pass a physical examination which includes TB testing.
- Must complete a live scan form.
- Must complete the De Brabander California College of Nursing catalog, registration, and enrollment agreement forms.
- For Home Health Aide, the applicant must already be a Certified Nurse Assistant.

The De Brabander California College of Nursing will not make any false or misleading statements or advertisements regarding the training that will be provided. Completion of the De Brabander California

College of Nursing Nurse Assistant Program does not lead to a student receiving a Nurse Assistant certification. The student must pass the State Exam from Credentia, and the School and Credential submit completion of the program and passage of the exam to California Department of Public Health which provides the Certified Nurse Assistant certification to the student.

For Home Health Aide after completion of 40 hr training, assignments, and exams papers will be submitted to the California Department of Public Health which provides the Home Health Aide certification to the student.

Method for Screening Individual Criminal Background

A students must apply for the Live Scan BCII 8016 with the Department of Sheriff or State-approved Live Scan Fingerprint agencies. Final clearance by CDPH must be met before the student will be issued the certificate.

Physical Exam

De Brabander California College of Nursing requires each enrollee to submit a certificate from a physician stating that they have the ability to meet the physical and mental requirements of the program and have a negative result on the Tuberculosis Screening Test (TST). If the TST is positive, the student must submit proof from their physician that their chest x-ray was clear of TB. The student must also fill out the Physical Examination Form and Health Questionnaire.

School Behavior

1. Students are allowed 10 minutes breaks on every hour of instruction and 30 minutes for lunch.
2. Smoking is not allowed during class. Smoking is allowed outside the building during break or lunch time.
3. All students are required to maintain a clean and neat learning environment by removing their trash and clutter before leaving the classroom.
4. All equipment and educational supplies used must be returned to their assigned place at the end of the day.
5. Any student under the influence of alcohol or prohibited drugs will not be allowed inside the classroom or the clinical training site and will be subject to automatic dismissal and reported to the police.
6. Leaving the classroom during class hours without proper authorization by the instructor or School Director is not allowed and may be subject the student to counseling.
7. **Cell phones*** are to be **turned off** during class time.
8. **Video or audio recording is prohibited.**
9. Talking during lecture and instructor demonstration is not allowed. The student will be sent home and be responsible for making up time.
10. Cheating is not tolerated. When a student is caught cheating, he/she must re-take the test and the highest score given will be 80%.

Cellular / Electronic Device Use Policy

*Cellular Phones are permitted on campus with the following policies:

- a. cellular devices are not permitted in the clinical area/facility.

- b. cellular devices are to be turned “**OFF**” while in the classroom.
- c. cellular devices are not to be switched to the vibrate mode, they **MUST** be turned **OFF**.

Failure to adhere to this policy will lead to the following disciplinary action.

- a. Students who have a cellular device that rings or vibrates during class lecture or clinical experience will be asked to leave the setting.
- b. Students who leave the setting to attend to a cellular device will not be permitted to return to the class or clinical in session.
- c. Students who are requested to leave a lecture or clinical setting will be required to seek the permission of the instructor before returning to a current session or future session.
- d. Students who miss a class or clinical session must make-up that session prior to moving to the next class.
- e. Students who leave an examination due to a cellular call/ringing or vibrate will be dismissed from the class and grade of 50% will be assigned for that missed examination.

NO TAPE RECORDER ALLOWED IN CLASS

Dress Code/Uniform Regulations

- 1. Students must wear their uniforms and white clean shoes during clinical. Uniforms should be clean.
- 2. Shoes must be white and closed toed, have flat heels, be clean, and non-skid.
- 3. Name badges shall be always worn on the left side of the uniform.
- 4. Nails are to be kept clean and short. Clear or no nail polish is allowed.
- 5. Hair must be clean and tied up if longer than shoulder length.
- 6. Stud earrings are permitted but not hoop earrings, or body piercing jewelry.
- 7. Students must maintain personal hygiene and may be sent home if appearance and personal grooming fall below professional standards or if the student has offensive odors.

Student Dismissal

Students should note that the following behaviors could lead to a dismissal from the program:

- 1. Failure to make-up missed classes.
- 2. Property theft from the school, clinical facility, fellow students, or staff.
- 3. Constant or repeated absence from class and tardiness in class without prior notice or permission from the instructor or administrator.
- 4. Using foul language.
- 5. Possession of illegal drugs or a concealed weapon.
- 6. Sleeping in class and intoxication.
- 7. Behavior disruptive to instructors, other students, and staff.
- 8. Disrespect to instructors, school staff or failure to comply with the school and clinical site rules and regulations.
- 9. Refusal to show up for clinical training on time or in an inappropriate uniform after having been warned.
- 10. Racial, sexual, or gender harassment.
- 11. Failure to comply with school enrollment agreement.
- 12. Academic performance below standard.

Absenteeism and Make-Up Work

1. The student who is absent from theory class or clinical class will have to make up hours missed hour for hour. Makeup will cover modules / unit missed
2. The student must inform the instructor in advance of any prearranged absenteeism. The instructor schedules a date and time to make-up missed hours.
3. If the student cannot attend class on a certain day due to sickness or sudden situation, the student must notify the school one hour before the class starts. The student can leave a message on the school phone at (209) 898-4274 or (209) 910-2466. Must have doctor's excuse note upon coming back to class.
4. Punctuality is extremely important for the student. The student must attend all classes promptly and regularly.
5. Because the programs are short, leave-of-absences are not allowed.

Dropout / Refund

1. For a student to qualify for a pro-rated tuition refund, they must officially notify the school in writing that they are withdrawing from the program. The Administrator will sign the Letter of Notification to Dropout and the student will receive a copy.
2. A student will only receive a pro-rated refund based on the date the Administrator signed the Letter of Notification to Dropout. The student is responsible for the portion of the tuition on the date that they notified the Administrator in writing. If tuition will be refunded, the student will provide an address where the check will be mailed.
3. A student may qualify for full refund of the tuition fee provided he/she cancels through attendance at the first class session, or the 7th day after enrollment, whichever is later
4. The registration fee is non-refundable.

Grading/Skills Assessment

Students shall be evaluated by the instructor on the following:

1. Knowledge and proper execution of skills, procedures, and homework assignments.
2. Active participation in the theoretical portion of the class as well as the clinical practice.
3. Application of theoretical principles within the clinical setting.
4. Ability to meet all standards set by the Department of Health and the Bureau of Private Postsecondary Education.
5. Students must achieve a score of 80% on each exam and quiz. Re-take exam is allowed, and the highest score given is 80%. See graduation requirement section in this document.
6. Clinical skills are graded on a pass / fail basis. The student must satisfactorily demonstrate the skill to pass.

Grading system:

A	90% - 100%	Outstanding achievement
B	80% - 89%	Satisfactory achievement
F	79% and below	Failing

Graduation Requirements

The students must successfully complete 167 hours of theory and clinical for the **Nursing Assistant Program or 40 hours of theory and clinical for the Home Health Aide**. All students must maintain at least 80% grade in each theory test and pass clinical. A student who does not receive at least 80% on any test may retake the test. A remediation plan will be given to the student to help him/her succeed in the program. If the student is unable to bring their grade up to 80% or meet the remediation goal, he/she will be terminated from the program. Students must pass the final exam and must pass both theory and clinical skills of the program to be eligible to take the State Exam.

Student Complaint Procedure

A student may lodge a complaint by communication orally or in writing to any instructor, administrator, and DBCCN staff. The recipient of the complaint shall transmit it as soon as possible to the Program Director to resolve complaints and shall attempt to resolve complaints related to their duties.

If the student orally delivers the complaint, and the complaint is not resolved within a reasonable period of time, the institution shall advise the student to submit a written complaint and the institution shall provide a copy of the complaint procedure to the student.

After the student complaint is in writing, the institution shall, within 10 business days after receipt of the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition. If the complaint or relief requested by the student is rejected, the reasons for the rejection shall be furnished to the student.

The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that supports the limit or waives the student's rights and remedies is void. The custodian of records or the Administrator will be responsible to maintain and keep a log of student complaints.

Students who have questions or complaints that cannot be resolved with the school should first follow the school conflict resolution procedure by reporting to the Administrator. 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 or by completing a complaint form, which can be obtained on the bureau's Internet Web site. 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

**Bureau of Private Postsecondary Education
1747 N. Market Blvd., Suite 225
Sacramento, CA 95834**

Mailing address:
P. O. Box 980818
W. Sacramento, CA 95798-0818

**Toll-Free Number: 1 (888) 370-7589
Telephone Number: 1 (916) 574-8900**

Fax Number: 1 (916) 263-1897
Web Address: www.bppe.ca.gov

The Administrator is designated to receive and resolve student complaints. Upon receipt of a student complaint, the Administrator's responsibilities will include but will not be limited to the following:

1. Investigate the complaint thoroughly, including interviews with all the persons involved in the complaint and /or reviewing all pertinent documents.
2. Reject the complaint if, after investigation, a determination has been made that the complaint is invalid and /or unfounded; and if valid, determine a compromise towards the resolution of the complaint in a reasonable manner, including the payment of a refund.
3. A written record of the complaint together with other appropriate documents including a written resolution of the complaint shall be placed in the student's business file and will also be recorded in the log of student's complaints as required by section 73807.
4. If the complaint is valid, determine what other students, if any may have been affected by the same or similar circumstances and provide an appropriate remedy for these students.
5. Implement reasonable policies or procedures to avoid similar complaints in the future.
6. Communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution.

Instructor Evaluation

The school's administrator will hold a periodic meeting with the instructor and the staff regarding the school standard. The purpose is to discuss the needs of the instructor and to gather suggestions to maintain the quality of the school.

Students will fill the Instructor Evaluation form at the end of each course. The students are encouraged to give a frank opinion about the instructor, the program, and any other pertaining subjects. The Custodian of Records will collect the Instructor Evaluations.

The school Administrator will meet with the instructor to go through the evaluations. If there are any suggestions for improvement, the instructor should take appropriate measure for corrections. The instruction shall take the evaluation as a tool for reflection of her / his performance. The school Administrator will take into consideration student suggestions concerning the school as well. The School Administrator will go over the Instructor Evaluation on an as she sees it.

Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting www.bppe.ca.gov.

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in

the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or 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.

Loan Repayment

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

Review of the School Policies and Procedures

The school management team will conduct a meeting semi-annually to discuss the school policies and procedures. The purpose is to maintain the quality of the school in all aspects. If there are any major changes in the school policies and procedures, the school Administrator will inform the Department of Public Health Services, Licensing and Certification (L & C) – Aide and Technician Certification Section in writing promptly.

Educational Record Retention Policy

The Custodian of Records will maintain the educational records. He or she shall be responsible for completeness and accuracy of the records before storage. Records will be retained for four years starting from the date each class begins. Records for CNA will include a copy of CDPH 283B, CDPH 276A, CDPH 276C, student enrollment agreement, live scan, and physical exam with TB test results in each student's file. Records for HHA will include CDPH 283D, Home Health Aide training checklist, student enrollment agreement, live scan, and physical exam with TB test results in each student's file. A binder will contain for each cohort the instructor monitoring tool, program schedule, and CDPH approvals.

Catalog Accuracy

All information in the catalog is accurate to the best of our knowledge but is subject to change without notice. This catalog will be reviewed on an annual basis and as necessary to improve the delivery of services to students in compliance with the approval agencies.



De Brabander California College of Nursing

STUDENT POLICY AGREEMENT

I, _____ have read and understood the content of the school catalog, and agree to abide by the policies, rules, and regulations of the school. I further understand that the rules and regulations are subject to change.

Print Student's Name: _____

Student's Signature: _____

Date: _____

Witnessed by DBCCN staff (print name): _____

Signature of DBCCN staff: _____ Date: _____