

 Catalog

 1/1/ 2025-12/31/2025

 1401 Commercial Way Suite 220- Bakersfield, CA 93309

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Dear Students, Families, and Community Members,

Welcome to Kern Valley Medical College!

I am honored to introduce myself as the CEO and Founder of this institution, which I proudly established in March 2019 with a vision to transform healthcare education in our community. With a background in nursing from Bakersfield College and a master’s degree in organizational leadership, I have dedicated my life to bridging the gap between quality education and real-world healthcare opportunities.

My experience in the emergency room at Adventist Health and my ongoing role as an adjunct professor at Bakersfield College have shaped my understanding of what it truly takes to succeed in the healthcare industry. I founded Kern Valley Medical College to create a space where students from all backgrounds can receive rigorous, hands-on training in a supportive and empowering environment.

Since our founding, we have grown from one program to five, developed strong partnerships with healthcare organizations, and proudly celebrated the graduation of over 100 students in the past two years. These achievements reflect our unwavering commitment to academic excellence, workforce readiness, and student success.

At Kern Valley Medical College, our mission is not only to educate but to inspire. We believe in equipping our students with the knowledge, skills, and confidence they need to make a meaningful impact in the lives of others. Through a modern curriculum, expert faculty, and a focus on practical experience, we prepare future healthcare professionals to thrive in a dynamic and ever-changing field.

Thank you for considering Kern Valley Medical College as your educational home. Whether you are just beginning your journey or returning to expand your career, we are here to support you every step of the way.

With gratitude and commitment,

**Choanice “Shar” Cole, MSOL**
CEO & Founder
Kern Valley Medical College

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| Prospective Students |

**Institutional Approval**

Kern Valley Medical College is a private institution approved by the Bureau for Private Postsecondary Education to operate. The approval to operate means compliance with state standards as outlined in the CEC and 5, CCR. An institution may not imply that the Bureau endorses its programs, or that Bureau approval means the institution meets or exceeds minimum state standards.

(CEC §94909(a)(2) and §94897(l)(1)(2))

**Bankruptcy**

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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.

(CEC §94909(a)(12))

**Prospective Students**

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

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

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| ***Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818*** |
| ***Website Address: www.bppe.ca.gov*** |
| ***Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897*** |
|  ***(916) 574-8900 or by fax (916) 263-1897*** |

**Catalog Update Policy**

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

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| Mission Statement |

**MISSION**

Kern Valley Medical College is committed to delivering high-quality allied health education within a safe, inclusive, and supportive academic environment. Our mission is to prepare compassionate and skilled healthcare professionals who are dedicated to serving their communities. We aim to make healthcare education accessible and economically feasible for individuals in the surrounding areas.

**OBJECTIVES**

In support of our mission, Kern Valley Medical College strives to achieve the following objectives:

* To address the educational needs of students and faculty while preparing graduates to meet the demands of the healthcare industry.
* To provide students with the resources, faculty expertise, and administrative support necessary to complete their educational programs successfully.
* To cultivate a culture of lifelong learning and continuous professional development.
* To deliver up-to-date and comprehensive instruction that reflects current practices and trends within each discipline.
* To utilize assessment tools that encourage students to demonstrate the application and integration of acquired knowledge and skills.
* To foster a diverse and inclusive learning environment that respects individual backgrounds, abilities, and perspectives.
* To offer a curriculum that promotes critical thinking, analysis, and problem-solving—essential skills for professional success.

**CAMPUS FACILITIES**

All classes are conducted at the Kern Valley Medical College main campus, located at 1401 Commercial Way, Suite 220, Bakersfield, CA 93309. Conveniently situated near Truxtun Avenue, with direct access to the Westside Parkway and the 99 Freeway, the campus provides a central and accessible location for students.

The college spans approximately **1,555 square feet** and includes:

Three classrooms

* One nursing skills laboratory
* One administrative office
* One Laboratory
* Outdoor restrooms
* Two classrooms

The facility features both front and rear entryways, is fully air-conditioned, well-lit, and compliant with all federal, state, and local regulations regarding safety and accessibility. The campus is ADA-compliant, offering wheelchair access, accessible restrooms, designated parking spaces, and barrier-free entryways.

Instruction is delivered using institution-owned equipment and learning technologies, including hospital beds, mannequins, and simulation tools within the nursing lab.

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| **FOREIGN STUDENT & ENGLISH PROFICIENCY REQUIREMENTS** |

Kern Valley Medical College does not offer visa services and is not authorized to enroll international students requiring an F-1 visa. All instruction is conducted in English, and the college does not offer support for English as a Second Language (ESL).

**English Language Proficiency Requirement:**
Applicants must demonstrate proficiency in reading, writing, and speaking English at a level equivalent to that of a U.S. high school graduate. This can be evidenced by one of the following:

* Completion of a high school diploma or equivalent in an English-speaking country
* Successful completion of an accredited program conducted in English
* Other acceptable documentation as determined by the school director

For accommodation or language-related support, applicants may contact the school’s administrator before enrollment.

**ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS**

Kern Valley Medical College requires all students to demonstrate proficiency in the English language, as all instruction is delivered exclusively in English and the college does not offer English as a Second Language (ESL) support. This requirement is especially essential for students whose first language is not English and for foreign applicants.

Proficiency may be demonstrated through any of the following:

* A minimum score of **400** on the TOEFL **Paper-Based Test**, or at least **65** on the TOEFL **Internet-Based Test (iBT)**
* **Successful completion of an intermediate ESL course** at an accredited institution
* A **high school diploma or GED** earned in the United States
* A **foreign high school or college diploma** from a country where English is the primary language of instruction (evaluated by a credentialing agency to confirm U.S. equivalency)
* **Completion of college-level English courses** at a U.S.-accredited institution
* A **score of at least 15 on the Wonderlic Scholastic Exam**

Additionally, all applicants must achieve a **minimum of 70% on the entrance exam**, which includes the Ability to Benefit (ATB) assessment when applicable. For more information, please visit the [California Department of Education website](http://www.cde.ca.gov/ta/tg/gd/).

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| **REQUIREMENTS FOR LICENSURE OF PROGRAMS OFFERED** |

Kern Valley Medical College is a private institution approved by the **Bureau for Private Postsecondary Education (BPPE)** under the California Private Postsecondary Education Act of 2009. The following certificate programs have the goal of certification or licensure, and are offered through on-campus lectures, lab instruction, and clinical site placements:

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| Program resulting in Licensure or Certification | Clock Hours |
| Phlebotomy Technician | 120 Hours |
| Nurse Assistant (NA) | 160 Hours |
| Medical Assistant (MA) | 320 Hours |

**Requirements for Eligibility for Licensure**

Medical Assisting Certification is a goal of this program. The program can prepare students to take one or more state or national certification exams, like the Medical Assistant Certification (CMA) through the American Medical Certification Association (AMCA) or the National Certified Medical Assistant (NCMA) exam through the National Center for Competency Testing (NCCT).

Phlebotomy Certification is a goal of this program. To gain licensure as a Certified Phlebotomy Technician (CPT1) through the California Department of Public Health, Laboratory Field Services Division, the student must have completed an approved Phlebotomy Training program and successfully pass an approved certifying exam.

Nurse Assistant Certification is a goal of this program. The program prepares students to take the Nurse Assistant Certifying Exam from a CDPH-approved testing vendor and apply for their certification through the California Department of Public Health. The student must have completed an approved training program and successfully pass an approved certifying exam.

**DRESS CODE POLICY**

Professional attire is required for all programs:

* **Uniform:** Designated scrubs and KVMC name tag
* **Shoes:** White or black, non-skid nursing/sports shoes (no logos, no Crocs)
* **Grooming:** Hair tied back, nails short and clean (clear polish only)
* **Jewelry:** Minimal—small earrings and wedding band only
* **Tattoos:** Arm tattoos must be covered with long-sleeved white thermals

\*\*\*\*Students who are not in compliance will be dismissed from class.

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| **ADMISSION REQUIREMENTS & PROCEDURES** |

**General Admissions Procedure**

Prospective students, including students with special needs, may apply for admission to the college by making an appointment to visit the Admissions person after filling out an admissions application. Applicants will be interviewed by an Admissions person to ascertain their interests and previous educational and professional experience. Prospective students will then receive a tour of the facility and have an opportunity to ask any questions they may have. If a prospective student should choose to seek enrollment in one of the college's programs, he/she will be required to verify high school or equivalent graduation

Upon completion of the entrance examination, the test will be graded. If the prospective student achieves a passing grade per the requirements of the chosen program and all other entrance requirements are satisfactorily completed, the applicant will be admitted to the program at the next available start date, depending on space availability. Seats are assigned on a first-come, first-served basis to all qualified students based upon the student's total admissions points score.

**General Admission Requirements**

To be considered for admission, applicants must:

* Be 18 years or older, or turn 18 by the completion of the program
* Demonstrate English language proficiency
* Provide proof of education: minimum of 12th grade, high school diploma, or GED
	+ *Foreign graduates must submit evaluated transcripts to verify U.S. equivalency*
	+ *Applicants without a high school diploma or GED must score above 12 on the Wonderlic SLE*
* Present a valid government-issued photo ID and Social Security Card
* Pass the Entrance Examination (Math and English) with a minimum score of 70%
* Have no criminal convictions, or provide clearance from the California Department of Health Services
* Be physically able to lift 20–50 lbs. occasionally, 10–25 lbs. frequently, and 10 lbs. constantly
* Submitting a background check conducted by a third party.
* Provide proof of good health, including a physical examination, medical history, and a negative PPD test or chest X-ray
* For the Phlebotomy Technician Program, a high school diploma or GED is mandatory

**Program Transfer and/or Re-Admit Students**

Students who transfer from one program to another must meet satisfactory progress and, maximum time frame requirements of the new program. A student who withdraws or terminates and is accepted for readmission must meet maximum time frame requirements for completion, with all periods of attendance counted regarding credits attempted versus credits earned. Students who are readmitted into the same program within six months of the last date of attendance will receive academic credit for all previously completed courses.

**Admissions Notification**

Kern Valley Medical College has not entered into an articulation or transfer agreement with any other college or university.

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| **ACADEMIC POLICIES** |

**Language of Instruction**

All instruction is conducted in English. Kern Valley Medical College does not offer ESL courses.

**Visa Related Services**

This institution does not admit students from other countries; no visa related services are offered.

**Language Proficiency**

A student must have a score of 500 on the TOEFL exam. or the student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam.

**Satisfactory Academic Progress (SAP)**

Students must demonstrate satisfactory progress in all components of their program—didactic, lab, and clinical—to remain in good academic standing. SAP is measured through:

**Qualitative Measurement (GPA)**

A minimum cumulative GPA of 2.0 (C average) is required

* GPA is based on **quality points** calculated using final grades and course clock hours
* Grades are recorded as letter grades, and course withdrawals (“W”) do not impact GPA

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| Letter Grade | Score Range | Description | Quality Points |
| A | 90–100% | Excellent | 4 |
| B | 80–89% | Good | 3 |
| C | 75–79% | Satisfactory | 2 |
| D | 65–74% | Unsatisfactory | 1 |
| F | 0–64% | Failure | 0 |
| P | — | Pass (Clinical) | — |
| F (Clinical) | — | Fail (Clinical) | — |
| W | — | Withdrawn | — |
| I | — | Incomplete | — |
| R | — | Repeat | — |

*Note: “P”, “F” (Clinical), and “W” grades are included in progress measurements but not in GPA calculations.*

**Re-enrollment Review Factors Include:**

1. **Academic Performance** – Past grades, attendance, and any academic probation or dismissal
2. **Conduct & Behavior** – Adherence to student conduct and institutional policies
3. **Program Availability** – Space availability in the requested program
4. **Compliance** – Fulfillment of financial obligations and administrative requirements
5. **Supporting Documentation** – Submission of required records and forms

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| **GRADING POLICIES: INCOMPLETE & REPEAT GRADES** |

Students must maintain a 75% or better cumulative GPA to successfully pass the classroom portion of the program. The grading policy includes In-class labs, homework assignments, quizzes, midterm and final exams, participation, attendance and externship. Students will be evaluated throughout the program. The student’s final grade will be calculated by the following grading scale

**GRADING SCALE**

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| In-Class Labs | 20% |
| Homework Assignments | **10%** |
| Quizzes | **20%** |
| Midterm and Final Exam | **40%** |
| Participation/Attendance | **5%** |
| Externship | **5%** |
|    | **100%** |

Students who receive less than 70% on the midterm or final exam may retake the exam at the consent of the instructor. Students who are permitted to retake an exam will receive a maximum grade of 70% on the exam.

Students will be warned that they are in jeopardy of failing the program if their cumulative grade point average falls below 70%. If a student is dropped from a program for low grades or for failing the final exam, the student will not be allowed back to class and will not be eligible to take any state licensing exam if applicable.

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|  **ATTENDANCE, TARDINESS, AND MAKE-UP POLICY** |

Students are expected to attend all classes as scheduled. Consistent attendance is imperative to facilitate adequate learning. Students must meet the minimum required attendance standards of 80% to graduate from the program.

Attendance will be taken at the beginning of each class session. Students who are not present when attendance is taken will be considered absent.

Students who fail to officially withdraw and have missed 14 consecutive calendar days of attendance are assumed to have withdrawn.

**Tardiness**

Students are considered ‘tardy’ if they arrive 15 minutes or later at the start of class. Time absent is counted toward total class hours missed. A student who exhibits consistent tardiness shall meet with the Director of Education and show cause as to why he/she should not be placed on an attendance warning. The Director of Education will specify the required conditions of the warning issued in writing.

**Early Departure**

An ‘early departure’ is defined as the departure from a class 15 minutes or later from the scheduled end of class. A student who exhibits consistent early departure shall meet with the Director of Education and show cause as to why he/she should not be placed on an attendance warning. The Director of Education will specify the required conditions of the warning issued in writing. Chronic or excessive late arrivals or early departures may lead to disciplinary action up to and including expulsion from the course or program. Time absent is counted toward total class hours missed.

**Make-Up Time**
Missed hours must be made up outside normal class hours through instructor-approved activities. To receive credit:

* Obtain a **Make-Up Slip**
* Complete time with assigned instructor
* Return the signed slip to your regular instructor

Students in the **Nurse Assistant and Phlebotomy** programs must complete **100% of board-approved hours** to graduate.

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| **ACADEMIC PROBATION POLICY** |

Students earning less than a **“C”** in any course will be placed on **Academic Probation**. A probationary plan will:

* Identify areas for improvement
* Define specific goals and deadlines
* Be developed jointly with the instructor and program director

This plan does **not count as extra credit** and must be completed to regain satisfactory standing. Upon successful completion, the probation status is removed, and a final grade is issued.

**DISCIPLINARY PROBATION**

Students may be placed on **Disciplinary Probation** for violations of school policies, including:

* Disrespectful behavior
* Academic dishonesty
* Inappropriate dress

This is a formal warning to improve conduct. Further violations may result in **termination**. Academic and disciplinary probations are separate and may occur simultaneously.

**LEAVE OF ABSENCE POLICY**

Kern Valley Medical College does **not permit leave of absence**. Students who need to pause their education must **withdraw and reapply**.

**TERMINATION POLICY**

Students may be suspended or dismissed for:

* Substance use on campus or externship site
* Violent or disruptive behavior
* Academic or clinical failure
* Chronic attendance issues
* Non-payment of tuition
* Violations of software piracy laws

**Catalog Update Policy**

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| **STANDARDS OF CONDUCT** |

Students are required to always be courteous and respectful to fellow students, instructors, school personnel, patients, clients, visitors, and externship personnel. Students should always conduct themselves professionally, regardless of the circumstances. A student may be dismissed from a program for any reason, including but not limited to, if the student:

* Commits any safety violation that may endanger or harm the campus, students, administrators, or staff.
* Commits an obscene act or engages in habitual profanity, vulgarity, or behavior that could be perceived as sexual harassment.
* Causes or attempts to cause damage to school or private property.
* Takes medical supplies or removes equipment from the classroom or externship site.
* Causes, attempts to cause, or makes threats to cause physical injury to another person.
* Commits or attempts to commit a sexual assault or battery
* It is found to have (including selling, buying, or furnishing) any firearms, knives, explosive devices, dangerous devices, or other weapons, even if they are considered imitations.
* Unlawfully possesses, uses, sells, or otherwise furnishes any controlled substance, alcoholic beverage, or intoxicant of any kind.
* Is under the influence of alcohol, drugs, or intoxicants of any kind
* Unlawfully possesses, or unlawfully offers, arranges, or negotiates the sale of any drugs or paraphernalia.
* Knowingly receives stolen school property or private property.
* Violation may result in **immediate termination**.

**Alcohol, Drug, and Smoking Policy**

* Kern Valley Medical College is committed to providing a safe and productive learning environment. The use, possession, sale, or distribution of alcohol or illegal drugs on school premises or affiliated externship sites is strictly prohibited. Violators will be subject to disciplinary action, including possible dismissal from the program.

Smoking, including vaping, is not allowed inside the building or within 20 feet of any school entrance or window. Designated outdoor smoking areas may be available. Students must comply with posted signage and dispose of waste properly.

**Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees based on race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran’s status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operating Officer, who is assigned responsibility for assuring that this policy is followed.

**Dishonesty Policy**

Dishonesty will not be tolerated. Examples of dishonesty include:

* Cheating
* Plagiarism
* Assisting another student in cheating or plagiarism
* Giving false information to the school, program personnel, externship personnel or potential employers

Dishonest behavior will result in disciplinary action, including:

* Issuance of a failing grade of “0” for an assignment or quiz
* Issuance of a failing grade for the program
* Denial of externship placement
* Dismissal from the program

**Classroom Cameras**

Classrooms may be equipped with a camera or cameras. Cameras are not monitored continuously under normal conditions, but may be monitored for legitimate safety, security, cheating, disciplinary, or other purposes.

**Academic Freedom**

Kern Valley Medical College is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval**.**

Kern Valley Medical College encourages instructors and students to engage in discussion and dialogue. Students and faculty members alike are encouraged to freely express views, however controversial, if they believed it would advance understanding in their specialized discipline or sub-disciplines.

**Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexual degrading or graphic words to describe an individual or an individual’s body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

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| **RETENTION OF STUDENT RECORDS** |

Student records are stored in physical formats. Academic records are managed by department directors and the registration officer, while oversight during a student’s enrollment is provided by the Department of Student Services.

Students may access their records during normal business hours by submitting a request at the school office or by scheduling an appointment with the administration. Appointments should be made within 48 hours of the request. Access is limited to the student and the school administration. External access is only granted when legally mandated (e.g., subpoenas or regulatory reviews).

In compliance with the **Family Educational Rights and Privacy Act (FERPA) of 1974**, students may inspect their records upon submitting a written request.

**TRANSCRIPT POLICY**

Students may request copies of their academic transcripts at any time. Official transcripts include:

* All programs in which the student was enrolled
* All attempted courses, grades earned, and credits received
* Year and quarter of completion

Transcripts will be issued within **15 business days** of receiving a written request. The college reserves the right to limit the number of official transcripts issued without a processing fee.

All records mandated by the **California Reform Act of 1989** are stored at the main administrative office for at least five years. Transcripts are maintained permanently.

"**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"**

The transferability of credits a student earns at Kern Valley Medical College is at the complete

discretion of the institution to which the student may seek to transfer. Acceptance of the certificate a student earns in the educational program is also at the complete discretion of the institution to which the student may seek to transfer. If the certificate earned at Kern Valley Medical College is not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all of his or her coursework at that institution. For this reason, students should make certain that their attendance at this institution will meet their educational goals. This may include contacting an institution to which a student may seek to transfer after attending Kern Valley Medical College, to determine if credits or a certificate will transfer.

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| **STUDENT GRIEVANCE PROCEDURE** |

Kern Valley Medical College is committed to maintaining a fair, respectful learning environment. Students with concerns should follow this grievance process:

**Informal Resolution Steps:**

1. Define the issue.
2. Explore acceptable solutions.
3. Attempt to resolve the issue with an instructor or administrator.

If unresolved, the student may proceed to the formal grievance process.

**Formal Grievance Procedure:**

* Submit a **written complaint** to the School Director outlining:
	+ The nature of the complaint
	+ Desired resolution
	+ Supporting documentation

The School Director will review the matter, conduct any necessary investigation, and issue a written response to the student. If the students remain unsatisfied or do not wish to go through the institution’s formal grievance procedure, they may file a complaint with the following agencies:

**Bureau for Private Postsecondary Education (BPPE)**
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).
1747 North Market Blvd., Suite 225
Sacramento, CA 95834
Phone: (888) 370-7589 | Fax: (916) 263-1897
Website: [www.bppe.ca.gov](https://www.bppe.ca.gov)
Email: bppe@dca.ca.gov

**California Department of Public Health (CDPH)**
Licensing and Certification Program – Aide and Technician Certification Section
P.O. Box 997416, MS 3301
Sacramento, CA 95899-7416
Phone: (916) 327-2445 | Fax: (916) 324-0901

**CDPH Laboratory Field Services**
850 Marina Bay Parkway, Bldg P, 1st Floor
Richmond, CA 94804-6403
Email: lfsphlebotrainingschool@cdph.ca.gov

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| **STUDENT SERVICES AND ACTIVITIES** |

**Academic Counseling**

Students receive academic and personal guidance from instructors, directors, and school administrators. The college maintains an open-door policy. If necessary, students are referred to professional counseling services in the Bakersfield area.

**Library and Resource Center**

Learning resources provided include access to books and to specially selected internet sources of information which support the learning objectives of the programs offered. Students may access learning resources by asking any staff member during normal business hours. Staff members are also available to provide research assistance**.**

* **https://www.nhanow.com/**
* **https://www.amcaexams.com/**
* **https://www.ncctinc.com/**
* **https://www.cdph.ca.gov/**

**Placement Services**

This institution does not provide job placement assistance. Kern Valley Medical College does assist students with the following:

* Resume and cover letter development
* Interview preparation and professional conduct coaching

**Student Housing**

This institution has no responsibility to find or assist a student in funding housing. This institution does not operate dormitories or other housing facilities. This institution does not assist, nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two-story walkups and garden apartments. Monthly rent for a one-bedroom unit is approximately $1,200 a month. (www.apartmentguide.com)

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, Option #5, or by visiting, www.https://osar.bppe.ca.gov/).

**Privacy Act**

 This institution intends to carefully follow the rules applicable under the Family Education Rights and Privacy Act. We intend to protect the privacy of a student’s financial, academic, and other school records. We will not release such information to any individual without having first received the student’s written request to do so, or unless otherwise required by law.

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| **SCHEDULE OF CHARGES** |

The following is a detailed breakdown of the total cost for each certificate program offered at Kern Valley Medical College. All fees are presented per program and are applicable for the entire period of attendance from the start date to graduation.

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| --- | --- |
| **Program of Study** | **Cost Breakdown** |
|  | **Registration Fee\*** | **STRF Fee****($0 per $1000 institutional charges)\*\*** | **CPR Training Fee\*\*** | **Textbook Rental** | **Tuition Fee** | **Total Institutional Charges** |
| Phlebotomy Technician | $250.00 | $0.00 | *N/A* | *N/A* | $1,650 | $1,900 |
| Nursing Assistant | $250.00 | $0.00 | $75 | $35 | $1,640 | $2,000 |
| Medical Assistant | $250.00 | $0.00 | $75 | $45 | $3,130 | $3,500 |
| Medical Billing and Coding | $250.00 | $0.00 | $75 | *N/A* | $3,675 | $4,000 |

\*Non-refundable.

\*\*Non-refundable after the cancellation period.

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| *Explanation of Fees* |
| Registration Fee | A one-time, non-refundable fee that covers the processing of admission paperwork. By California law, this fee does not exceed $250. |
| STRF Fee | See Student Tuition Recovery Fund Disclosure in this catalog for full explanation of this fee. \* Effective April 1, 2024, the STRF assessment rate is **$0.00 per $1,000** in institutional charges. While the STRF fee is currently waived, institutions are still required to report STRF-eligible students and maintain specified records as outlined in **5 CCR Section 76120**. |
| CPR Training Fee | All programs include CPR Certification with a $75 nonrefundable fee for the CPR Training Card. *This applies to all programs except Phlebotomy Technician, where this training and associated fee are optional.*  |
| Book Purchase or Rental | Textbooks may either be rented from the institution or purchased directly from a bookseller, depending on the program.  |
| Tuition Fee | This is the cost of tuition for your program |
| Total Cost | This is the total of charges paid to this institution for the period of attendance beginning from your start date to your graduation date.  |

**Other Institutional Fees**

$35 fee for failed credit card transactions/bounced checks

**Noninstitutional Fees**

These fees are required to participate in the program but are paid to entities other than the institution.

Phlebotomy Technician

Textbook Purchase range, $85-$110 Paid to book vendor of student’s choice

Certifying Exam $130 Paid to exam vendor

Nursing Assistant

Certifying Exam $110 Paid to test vendor Credentia

LiveScan Fingerprinting range, $35-$85 Paid to vendor of student’s choice

Immunizations, *if needed* range, $0-$150 Paid to health provider of student’s choice

Medical Assistant

Certifying Exam $125 Paid to test vendor AMCA

Medical Billing and Coding

Textbook Purchase range, $250-$350 Paid to book vendor of student’s choice

**TOTAL CHARGES**

*Total charges means the sum of institutional and noninstitutional charges.*

**Phlebotomy Technician**

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE $2,140

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM $2,140

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT $250

**Nursing Assistant**

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE $2,345

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM $2,345

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT $250

**Medical Assistant**

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE $3,625

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM $3,625

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT $250

**Medical Billing and Coding**

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE $4,350

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM $4,350

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT $250

**Financial Aid Disclosures**

The school does not participate in either State or Federal financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. The school does provide financial assistance directly to its students in the form of a monthly payment plan. Students using this option authorize their credit card to be charged equal monthly payments until the balance is paid in full.

**Payment Plans**

Students on a tuition payment plan will be billed each month according to the Payment Plan Agreement. All billing is carried out by Kern Valley Medical College and will be noted as such on the credit card statement or bank account associated with the student’s Enrollment Agreement.

**Failed Transactions & Late Payments**

Students are required to make payments according to their payment plan. If a payment fails, the student will be placed on academic probation immediately. Students are required to make up the failed payment within 10 business days or they will be dropped from the program. There is a $35.00 fee for failed transactions. The failed transaction fee will be charged the same day the failed transaction occurs. For more information on program fees, please refer to your Enrollment and Payment Plan Agreement.

**Accreditation Status**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education.

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| **STUDENT TUITION RECOVERY FUND (STRF)** |

**STRF Disclosure**

**Student Tuition Recovery Fund Disclosures.**

* “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.
1. The institution, 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
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 more than 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 noncollecting 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.

For questions, contact: **Bureau for Private Postsecondary Education (BPPE)**
1747 North Market Blvd., Suite 225, Sacramento, CA 95834
Phone: (888) 370-7589 | Website: [www.bppe.ca.gov](https://www.bppe.ca.gov)

|  |
| --- |
| **PAYMENT POLICY, CANCELLATION & REFUND POLICIES** |

Kern Valley Medical College does **not participate in federal or state financial aid programs**. Students are responsible for the **full payment of tuition and fees**, which may be arranged through installment payment plans.

**Payment Guidelines**

* No interest will be charged on installation plans
* Payments must be made **by the 1st of each month**
* Accepted payment methods: **Cash, VISA, MasterCard, Debit Card**
* **Personal checks are not accepted**

**Delinquent Accounts**

Students with past-due balances:

* Will be contacted by the college to create a resolution plan
* May be dismissed from class until balances are paid in full, and the account is sent to collections.

**CANCELLATION & REFUND POLICIES**

**Student’s Right to Cancel**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid (less the non-refundable registration fee) through attendance at the first class session, or the seventh day after enrollment, whichever is later.

To cancel, a written notice must be submitted to: **Kern Valley Medical College**
1401 Commercial Way, Suite 220, Bakersfield, CA 93309
Tel: (661) 843-7711 | Fax: (661) 843-7744- kernvalleymedicalcollege@gmail.com
Email or in-person submissions are also accepted.
If mailed, the postmark date is considered the official cancellation date.

**Withdrawal and Refund Policy**

If a student withdraws **after the cancellation period** but before completing **60% of the program**, a **pro-rata refund** is issued for the unused portion of instruction. Refunds are calculated based on the last date of recorded attendance and will be processed within **45 days** of withdrawal.

A student is considered withdrawn if any of the following occurs:

* Notification of withdrawal by the student.
* Dismissal for policy violations or unsatisfactory progress
* Absence from class for **30 consecutive days**
* Failure to return from a leave of absence

**60% of 4.5 months is 2.7 months.** So, if a student **drops after 2.7 months or more**, they are **not eligible** for a refund under a pro-rata policy that applies **only up to 60%** of program completion.

**Example:**

|  |  |
| --- | --- |
|  Item | Amount |
| Total Tuition | $3,500.00 |
| Registration Fee (non-refundable) | $250.00 |
| Refundable Tuition | $3,250.00 |

**Medical Assistant Program Overview**

* **Program Duration**: 4.5 months
* **Tuition (Refundable)**: $3,250 *(after subtracting the $250 non-refundable registration fee)*
* **Students dropped out at**: 2.5 months
* **Time not attended**: 4.5 - 2.5 = **2 months remaining**

### **Pro-Rated Refund Calculation**

If the student completed 2.5 months out of 4.5 months, they used:

2.5/4.5​=0.5556 or 55.56%

So, the unused portion is: 100%−55.56% =44.44%

Now apply that percentage to the refundable tuition:

$3,250×44.44% =$**1,444.30​**

### **Refund Owed to Student: $1,444.30**

|  |
| --- |
| **Phlebotomy Technician Program**  |

**Total Clock Hours:** 120 (80 classroom hours + 40 clinical externship)

SOC: Lab Asst; Patient Service Technician PST; Phlebotomist; Medical Lab Assistant; Registered Phlebotomist-Part Time (SOC 31- 9097.00).

The Phlebotomy Technician Program at Kern Valley Medical College prepares students for employment as Certified Phlebotomy Technicians, meeting requirements set by the California Department of Public Health (CDPH). The program includes 40 hours of didactic instruction and 40 hours of clinical training, incorporating at least 50 venipunctures, 10 skin punctures, and observation of arterial punctures.

**Course Objectives**

1. **Mastering Phlebotomy Techniques**: Master venipuncture and capillary puncture techniques to ensure accurate and efficient blood specimen collection.
2. **Understanding Anatomy and Physiology**: Acquire a solid foundation in anatomy and physiology pertinent to phlebotomy, including knowledge of vascular structures and the circulatory system.
3. **Infection Control and Safety**: Learn and implement industry-standard infection control practices and safety protocols to minimize exposure risks to bloodborne pathogens and ensure a safe working environment.
4. **Patient Interaction and Communication Skills**: Develop effective communication skills for interacting with patients, explaining procedures, and alleviating anxieties related to blood collection.
5. **Hands-On Clinical Experience**: Apply theoretical knowledge in a practical clinical setting during 40 hours of training, gaining exposure to various healthcare environments and diverse patient populations.
6. **Legal and Ethical Considerations**: Understand the legal and ethical dimensions of phlebotomy practice, including patient confidentiality, informed consent, and compliance with relevant state regulations, particularly focusing on California requirements.
7. **Completion Outcomes**: Upon successful course completion, students will meet the educational eligibility criteria for California Certified Phlebotomist licensure and will possess the confidence and skills required to thrive as phlebotomy technicians.

**Program Requirements**

* Must be 17 years or older
* High school diploma, HiSET, or equivalent
* No felony history (misdemeanors may impact license eligibility)
* Physical exam (within 12 months of externship)
	+ Must include vision and color blindness test
* Background check and drug screening
* Immunizations:
	+ TB test or chest X-ray
	+ Flu shot or signed declination (after 10/31)
	+ Blood titters: MMR, Tdap, Hep B, Varicella
	+ COVID-19 vaccine (may be required)
* CPR certification from the American Heart Association
* O**ne official and one unofficial transcript (order through parchment.com)**

You must have passed a national certification examination from one of the certifying organizations approved by the California Department of Public Health:

* **American Medical Certification Association (AMCA)** – Approved since June 30, 2017
* **American Medical Technologists (AMT)** – Approved since April 22, 2003
* **American Society of Clinical Pathology (ASCP)** – Approved since June 10, 2003
* **National Center for Competency Testing (NCCT/MMCI)** – Approved since February 6, 2003
* **National Healthcareer Association (NHA)** – Approved since February 4, 2005

**Attendance and Grading Policy**

Attendance for both lectures and labs is mandatory. Students are only allowed to miss up to **8 hours** of the entire program. Any missed time must be made up with the instructor's approval. Students who miss more than 8 hours will be dismissed from the program.

Grades are based on:

* Class participation
* Practical skill assessments
* Weekly written examinations
* Clinical training performance

A **minimum score of 75%** is required to pass the course.

By enrolling in the program, students acknowledge their understanding and agreement to these policies.

**Grading scale**

| **Percentage** | **Letter Grade** | **Description** |
| --- | --- | --- |
| 90 – 100% | A | Excellent |
| 80 – 89% | B | Good |
| 70 – 79% | C | Satisfactory |
| 60 – 69% | D | Needs Improvement |
| Below 60% | F | Failing |

**Clinical Training Provider Requirements**

Students must complete 40 hours of phlebotomy practice in a clinical setting that includes:

* At least 50 venipunctures
* At least 10 skin punctures
* Observation of arterial punctures

Training must be completed at a site approved by the **California Department of Public Health**.

Students are provided with **one externship site**. If a student is terminated from their site, they are responsible for securing a replacement within **14 days**. Failure to do so will result in dismissal from the program. Students may be required to **purchase malpractice insurance** before beginning clinical training.

**Program Structure and Modules**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course | Title | Lecture Hours | Lab Hours | Clock Hours |
| PT101 | Phlebotomy Practice and Healthcare Settings | 8 | 0 | 8 |
| PT102 | Basic Anatomy and Physiology | 8 | 0 | 8 |
| PT103 | Circulatory System & Equipment | 8 | 0 | 8 |
| PT104 | Phlebotomy Technique | 8 | 0 | 8 |
| PT105 | Venipuncture Lab & Clerical Functions | 8 | 0 | 8 |
| PT106 | Pediatric Phlebotomy | 8 | 0 | 8 |
| PT107 | Sample Considerations and Special Procedures | 8 | 0 | 8 |
| PT108 | Sample Handling & Customer Service | 8 | 0 | 8 |
| PT109 | Compliance and Ethics | 8 | 0 | 8 |
| PT110 | Practical Assessment & Final Exam | 8 | 0 | 8 |
| PT Clinical | Clinical Externship | 0 | 40 | 40 |
|  | **Program Total** | **80** | **40** | **120** |

**Sequence of Instruction**

• Basic Phlebotomy

• Advanced Phlebotomy

• Clinical (40 Hours) 40-hour practical instruction in phlebotomy in a clinical setting.

**Dress Code**

* Black scrubs
* Black or white lab coat
* Closed-toe, non-skid shoes (no Crocs)
* No long acrylic nails: long hair tied back
* Visible tattoos must be covered

**Payment Structure**

* **Total Tuition:** $1,900 (includes lab equipment and materials)
* $250.00 – Due at enrollment (non-refundable)
* $825.00 – Due Thursday of the first week of class
* $825.00 – Due Thursday of the third week of class

**Graduation Requirements**

* Complete all course modules and externship
* Pass final skill test and achieve a minimum of 75%
* Fulfill all financial obligations

**Additional Notes**

* KVMC does not guarantee an externship placement with a specific facility
* All externship hours must be completed to sit for the national exam
* KVMC will assist in identifying potential employers, but does not offer formal job placement
* The program must be completed within the maximum allowed timeframe per state regulations

**Note:** KVMC reserves the right to dismiss students from class if it is determined, through observation or interaction, that the student cannot benefit from the course. This may include limitations due to language barriers, mental instability, or other physical or psychological conditions. In such cases, a full refund will be issued. The decision will involve input from multiple instructors and executive staff.

**Important:** KVMC does not offer formal job placement assistance. However, we are available to consult with students regarding potential employment opportunities in their area. No guarantees are made regarding wage, salary, or specific job placement outcomes.

* KVMC does not guarantee an externship placement with a specific facility
* All externship hours must be completed to sit for the national exam
* KVMC will assist in identifying potential employers, but does not offer formal job placement
* The program must be completed within the maximum allowed timeframe per state regulations

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| **Nursing Assistant Program** |

**Program Delivery:** Residential
**Instructional Format:** Lecture and Lab
**Occupational Code:** SOC 31-1131 – Nursing Assistants

The Nursing Assistant Training Program at Kern Valley Medical College provides students with the knowledge and skills needed for entry-level employment as nursing assistants. The program is designed to prepare students for the California Nurse Assistant Competency Evaluation (NNAAP). Instruction includes both classroom theory and hands-on training at contracted clinical facilities.

**Admission Requirements**

* At least 16 years of age
* Valid Social Security Number or ITIN
* Proof of required immunizations

### Program Objectives

Upon completion of the Nursing Assistant Training Program, students will be able to:

1. **Demonstrate basic patient care skills**, including bathing, grooming, feeding, and toileting residents, while maintaining patient dignity and privacy.
2. **Communicate effectively** with patients, families, and healthcare team members using both verbal and nonverbal communication techniques.
3. **Adhere to infection control standards** by implementing proper hand hygiene, personal protective equipment (PPE) usage, and aseptic techniques.
4. **Measure and record vital signs**, including temperature, pulse, respiration, and blood pressure accurately and report abnormalities.
5. **Identify and uphold resident rights**, recognizing the legal and ethical responsibilities of a certified nursing assistant.
6. **Assist with mobility and safe transfer techniques**, including ambulation and the use of assistive devices while applying proper body mechanics.
7. **Document observations and care provided**, maintaining accurate, clear, and confidential records in accordance with healthcare regulations.
8. **Recognize signs of abuse or neglect** and follow the appropriate steps to report according to facility policies and state laws.
9. **Support the emotional and psychological needs** of patients by showing compassion, empathy, and patience in a culturally sensitive manner.
10. **Prepare for state certification**, demonstrating knowledge and competency in both theory and clinical performance as outlined by CDPH standards.

**Program Participation Requirements**

* Good physical and mental health (verified by a health provider)
* Tuberculosis screening and testing
* Flu shot during flu season or wear a mask (medical exemptions require documentation)
* The COVID-19 vaccine may be required by clinical sites
* Hepatitis B vaccine or signed declination
* Live Scan background screening
* English proficiency (speaking, reading, and writing)
* Basic computer literacy (file management, communication, and navigation)

**Program Objectives**

Upon completion, students will be able to:

* Communicate verbally and in writing
* Demonstrate legal and ethical responsibilities
* Perform personal care and emergency procedures
* Understanding human anatomy and physiology
* Provide support in physical, emotional, and social domains
* Execute rehabilitative and organizational functions
* Follow the patient care plan
* Demonstrate awareness of bloodborne pathogens, including HIV/AIDS

**Curriculum Overview**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module** | **Course Title** | **Lecture Hours** | **Lab Hours** | **Clock Hours** |
| 1 | Introduction | 2 | 0 | 2 |
| 2 | Resident’s Rights | 3 | 1 | 4 |
| 3 | Interpersonal Skills | 2 | 0 | 2 |
| 4 | Prevention Management | 1 | 1 | 2 |
| 5 | Body Mechanics | 2 | 4 | 6 |
| 6 | Medical and Surgical Asepsis | 2 | 8 | 10 |
| 7 | Weights and Measures | 1 | 1 | 2 |
| 8 | Resident Care Skills | 14 | 40 | 54 |
| 9 | Resident Care Procedures | 8 | 20 | 28 |
| 10 | Vital Signs | 3 | 6 | 9 |
| 11 | Nutrition | 2 | 6 | 8 |
| 12 | Emergency Procedures | 2 | 1 | 3 |
| 13 | Long-Term Care Residents | 4 | 4 | 8 |
| 14 | Rehabilitative Nursing | 2 | 4 | 6 |
| 15 | Observation and Charting | 4 | 4 | 8 |
| 16 | Death and dying | 2 | 0 | 2 |
| 17 | Patient/Resident Abuse | 6 | 0 | 6 |
|  | **Total** | **60** | **100** | **160** |

**Grading and Attendance Policy**

* Students must maintain at least a 75% GPA
* Attendance is mandatory
* A maximum of 8 hours of excused absence is allowed
* Missed time must be made up with instructor's approval

**Grading scale**

| **Percentage** | **Letter Grade** | **Description** |
| --- | --- | --- |
| 90 – 100% | A | Excellent |
| 80 – 89% | B | Good |
| 70 – 79% | C | Satisfactory |
| 60 – 69% | D | Needs Improvement |
| Below 60% | F | Failing |

**Course Descriptions**

**NA 101: Introduction to Healthcare**
In this module, students explore the responsibilities and duties of a certified nursing assistant, along with a review of Title 22, Division 5, California Code of Regulations. Key topics include the requirements for nursing assistant certification, professionalism, ethical standards, and confidentiality.

**NA 102: Patient Rights**
Students will be educated on the rights of patients as outlined in Title 22, California Code of Regulations section 72527, as well as sections 1599.1, 1599.2, and 1599.3 of the Health and Safety Code, and Title 42 Code of Federal Regulations Part 483, Sections 483.10, 483.12, 483.13, and 483.15. This module covers proper patient observation, reporting responsibilities, patient care plans, documentation, and legal considerations related to charting.

**NA 103: Interpersonal Skills**
This module emphasizes effective communication skills, understanding defense mechanisms, recognizing social and cultural influences, attitudes towards illness and healthcare, and family dynamics.

**NA 104: Prevention & Management of Catastrophic and Unusual Occurrences**
Here, students will learn about emergency procedures, general safety protocols, fire and disaster response plans, as well as the roles and responsibilities of certified nursing assistants in ensuring patient safety.

**NA 105: Body Mechanics**
Students will acquire knowledge of essential body mechanics principles, proper techniques for patient transfer, ambulation, and effective positioning strategies.

**NA 106: Medical & Surgical Asepsis**
This module focuses on microorganisms and universal precautions for infection control, including safe handling of patients and contaminated materials. The methods outlined aim to minimize the risk of infectious disease transmission among patients and healthcare workers.

**NA 107: Weights and Measures**
Students will be trained to accurately measure intake and output, fluid balance, and the height and weight of residents using both bed and vertical scales. Instruction will include the Metric system for measuring weight, length, and liquid volume, as well as an introduction to military time on a twenty-four (24) hour clock.

**NA 108: Patient Care Skills**
In this module, students will learn the correct procedures for bathing patients, providing medicinal baths, oral hygiene for various needs, shaving, hair care, dressing and undressing, nail care, and skin care, including back rubs for residents requiring total assistance.

**NA 109: Patient Care Procedures**
Students will learn specimen collection methods for stool, urine, and sputum, as well as care for patients with several types of tubing (urinary, gastric, oxygen, and intravenous) without performing insertions or suctioning. The module will also cover intake and output monitoring, bed-making, enemas, laxative suppositories, and the management of bandages and topical ointments on intact skin.

**NA 110: Vital Signs**
This module provides instruction on measuring, recording, and reporting vital signs, including temperature, pulse, respiration, and blood pressure. Students will learn about the parameters of vital signs, nursing care management, and the importance of accurate documentation.

**NA 111: Nutrition**
Students will explore the fundamentals of nutrition, including the four main food groups, dietary restrictions based on religion, the four major types of nutrients, the significance of water, and how to assess nutritional status, distinguishing between good and poor dietary practices.

**NA 112: Emergency Procedures**
This module covers emergency protocols, safety rules, fire and disaster preparedness, recognition of medical emergencies, and the roles and responsibilities of certified nursing assistants in patient safety, including an overview of CPR and first aid techniques for residents at risk of choking.

**NA 113: Long Term Care**
Students will learn about the typical aging process, including neurological, dermatological, cardiac, pulmonary, circulatory, urological, muscular, and skeletal changes that occur over time.

**NA 114: Rehabilitation**
In this module, students will understand the importance of rehabilitation for residents with limited abilities and how to prevent complications in those who are vulnerable. They will also learn about a range of motion exercises and supportive devices that aid residents in daily activities.

**NA 115: Observation and Charting**
Students will be trained in effective patient observation, reporting responsibilities, patient care documentation, and the legal aspects of charting, as well as the relevant medical terminologies.

**NA 116: Death and Dying**
This module address the stages of grief, the emotional and spiritual needs of patients and their families, the rights of dying patients, signs indicating approaching death, patient monitoring, and post-mortem care.

**Module 17: Patient/Resident Abuse**This unit is designed to introduce nurse assistants to the topic of patient and resident abuse. It emphasizes the nurse assistant's role in preventing, identifying, and reporting instances of abuse.

**Graduation Requirements**

To receive a certificate of completion, students must:

* Complete all coursework with a minimum 75% GPA
* Satisfactorily pass all clinical and laboratory skill requirements
* Complete all required clinical/externship hours with positive evaluations

**Dress Code**

Students are expected to wear appropriate healthcare attire during both classroom and clinical hours:

* Navy blue scrubs (top and pants)
* White or black closed-toe, non-skid shoes (no Crocs or canvas shoes)
* A white lab coat (optional but recommended for clinicals)
* Long hair must be tied back
* No long acrylic nails or colored nail polish
* All visible tattoos must be covered
* No excessive jewelry (simple stud earrings and a watch permitted)

**Required Textbook: Hartman's Nursing Assistant Care: The Basics, 3rd Edition**

* **Authors**: Hartman Publishing Inc. & Jetta Fuzy, RN, MS
* **ISBN-13**: 978-1604250145
* **ISBN-10**: 1604250143
* **Publisher**: Hartman Publishing, Inc.

\*\*\*\*Students are responsible for purchasing the textbook before the first day of class

**Licensure Requirements**

Graduates can sit for the **California Nurse Assistant Certification Exam (NNAAP)**. The exam must be passed within **two years** of program completion. If it does not pass within two years, retraining is required. The program meets California Department of Public Health education requirements for certification and employment.

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| **Medical Assistant Program** |

**Program Delivery:** Residential
**Instructional Format:** Lecture and Lab
**Occupational Code:** SOC 31-9092 – Medical Assistants
**Total Clock Hours:** 320

The Medical Assistant Program at Kern Valley Medical College prepares students for entry-level roles in various healthcare settings, including physicians' offices, clinics, urgent care centers, and hospitals. This certificate program covers administrative and clinical skills, including anatomy and physiology, diagnostic procedures, insurance processing, bookkeeping, medical terminology, and computer applications.

This program is divided into seven independent learning modules. Students may enter the program at the beginning of any module and continue until all modules have been completed. Each module must be completed in its entirety. No externship is required for this program.

**Program Objectives**

Upon completion, students will be able to:

* Demonstrate professionalism and ethical behavior
* Communicate effectively using verbal, non-verbal, and written methods
* Understand body systems, medical terminology, and common illnesses
* Apply infection control techniques and aseptic procedures
* Perform clinical tasks including exams, specimen collection, CPR, and first aid
* Assist with minor surgical procedures
* Educate patients on health promotion and disease prevention
* Maintain accurate patient records and charts
* Execute administrative duties such as scheduling, billing, and insurance claims
* Use word processing, transcription, and medical office software
* Perform basic bookkeeping and financial procedures
* Type with acceptable speed and accuracy
* Create a resume and plan for job search and career development

**Curriculum Overview**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Num** | **Course Title** | **Lecture Hours** | **Lab Hours** | **Clock Hours** |
| MA-101 | Administrative Medical Assisting Duties | 30 | 10 | 40 |
| MA-102 | Introduction to Anatomy and Physiology | 30 | 10 | 40 |
| MA-103 | Office Environment, Safety, Infection Control | 30 | 10 | 40 |
| MA-104 | Psychology and Special Senses | 30 | 10 | 40 |
| MA-105 | Medical Management | 30 | 10 | 40 |
| MA-106 | Clinical Medical Assisting Duties | 30 | 30 | 60 |
| MA-107 | Pharmacology and Office Emergencies | 30 | 30 | 60 |
|  | **Total** | 210 | **110** | **320** |

**Course Descriptions**

**MA-101 Administrative Medical Assisting Duties**
This module will familiarize students with the evolution and practice of medicine. It will introduce fundamental principles of medical law and ethics, as well as communication skills, including verbal, nonverbal, and written methods, alongside telephone communication techniques. Additionally, the module will explore various aspects of medical assisting, including descriptions of office facilities, equipment and supplies, patient reception protocols, appointment scheduling, management of medical records, and overall medical office administration. Furthermore, professionalism will be emphasized by discussing the importance of commitment to one's role.

**MA-102 Introduction to Anatomy and Physiology**
This module provides an overview of anatomy and physiology, detailing the body's organizational levels and relevant medical terminology. Definitions of anatomical position are included, along with descriptions of body positions, planes, directional terms, cavities, quadrants, and regions. The module will delve into the skeletal and muscular systems, outlining their structures, functions, and common disorders. Basic pharmaceuticals, diagnostic tests, and laboratory procedures related to the musculoskeletal system will also be covered. Word-building skills will be integrated throughout the module. Concepts of professionalism, including the essential traits of healthcare professionals, will be discussed, with ongoing monitoring of professionalism in dress, behavior, and attitude.

**MA-103 Office Environment Safety, Infection Control, and Laboratory**
This module addresses office safety concepts, including discussions about blood-borne pathogens, universal precautions, proper body mechanics, and quality assurance measures. Infection control methods and clinical laboratory practices will also be explored. The lymphatic and immune systems will be examined as part of this module. Professionalism in interpersonal interactions will be highlighted, with dress, behavior, and attitude continuously monitored throughout the program.

**MA-104 Psychology and Special Senses**
This module introduces the nervous and integumentary systems, along with the anatomy of the eye and ear. Students will learn about the structure and function of these systems, common disorders, relevant drugs, and associated diagnostic tests. Word-building exercises will be included. Additional topics will cover psychology and patient education. Professionalism will also be discussed, focusing on the relationship between one’s personal life and professional conduct, with ongoing monitoring of professionalism in dress, behavior, and attitude.

**MA-105 Medical Management**
This module outlines principles of financial management, medical insurance types, and claims processing. It will also cover medical coding, as well as the anatomy and physiology of the digestive and urinary systems. Professionalism concerning the practicum experience will be addressed, with ongoing attention to professionalism in dress, behavior, and attitude throughout the program.

**MA-106 Clinical Medical Assisting Duties**
This module encompasses clinical medical assisting responsibilities related to vital signs, physical examinations, and medical specialties across the lifespan, along with nutrition. It will also provide insights into the anatomy and physiology of cardiovascular and respiratory systems. Discussions will include professionalism relevant to career planning and job readiness, ensuring continuous emphasis on professionalism in dress, behavior, and attitude.

**MA-107 Pharmacology and Office Emergencies**
This module explores pharmacology and responses to office emergencies. It will also cover the anatomy and physiology of the endocrine and reproductive systems. A review of professionalism will take place, alongside discussions about employment preparation forms. Professionalism in dress, behavior, and attitude will be consistently monitored throughout the program.

**Grading scale**

| **Percentage** | **Letter Grade** | **Description** |
| --- | --- | --- |
| 90 – 100% | A | Excellent |
| 80 – 89% | B | Good |
| 70 – 79% | C | Satisfactory |
| 60 – 69% | D | Needs Improvement |
| Below 60% | F | Failing |

**Graduation Requirements**

To receive a certificate of completion, students must:

* Complete all courses with a minimum GPA of 70%
* Demonstrate proficiency in administrative and clinical tasks
* Fulfill attendance and classroom performance expectations

**Certification**

Medical Assistants are not licensed in California. Certification may be required by employers or malpractice insurance providers. Common certifying bodies include:

1. **American Association of Medical Assistants (AAMA)** – Certified Medical Assistant (CMA)
2. **National Center for Competency Testing (NCCT)** – National Certified Medical Assistant (NCMA)
3. **National Healthcareer Association (NHA)** – Certified Clinical Medical Assistant (CCMA)

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| **Medical Billing and Coding Assistant Program** |

**Program Delivery:** Residential
**Instructional Format:** Lecture and Lab
**Occupational Code:** SOC 31-9092 – Medical Assistants
**Total Clock Hours:** 320

The Medical Billing and Coding program teaches students a thorough know-how of billing all insurance carriers including 3rd party payers for physicians’ charges. Claims requirements will be covered and students will be provide with the skills necessary to function as Physician-Based Medical Billers and Coders, and/or Medical Claims Reviewers. Today, there are many demands for billing specialists who can accurately code data from the medical record that meets the strict coding requirements. Coded data are used on claims for reimbursement, patient care management, and healthcare evaluation and research. The curriculum includes medical terminology, human anatomy, computer skills and C.P.T. and I.C.D. coding. Each module must be completed in its entirety. No externship is required for this program.

**Program Objectives**

Upon completion, students will be able to:

* Describe the anatomy and physiology of the human body.
* Demonstrate proficiency in the application of medical terminology.
* Demonstrate an understanding of the fundamentals of disease process in relationship to the human body, including pharmacology.
* Demonstrate proficiency in the use of I.C.D. and C.P.T. coding systems, both manual and automated.
* Utilize medical coding references.
* Explain the basics of health information services.
* Demonstrate ethical and legal principles with regard to the use of medical records.
* Demonstrate computer skills.
* Demonstrate safety and security specific to health information.
* Demonstrate understanding of medical billing.

**Curriculum Overview**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Num** | **Course Title** | **Lecture Hours** | **Lab Hours** | **Clock Hours** |
| MBC-101 | Anatomy and Physiology | 32 | 32 | 64 |
| MBC-102 | Introduction to Computer Operations | 15 | 64 | 69 |
| MBC-103 | Medical Terminology | 17 | 32 | 37 |
| MBC-104 | Medical Billing/Insurance | 32 | 64 | 96 |
| MBC-105 | CPT/ICD Coding | 64 | 32 | 96 |
| MBC-106 | Pathophysiology | 32 | 32 | 64 |
|  | **Total** | **192** | **256** | **448** |

**Course Descriptions**

**MBC 101 Anatomy and Physiology**

This course is a basic study of the structures and functions of the human body, to include levels of organization, cells and tissues, the digestive, musculo-skeletal, respiratory, circulatory, reproductive/urinary, endocrine/lymphatic, special senses/nervous systems. Emphasis will be placed on the study of major organs, their main functions and common diseases associated with them.

**MBC 102 Introduction to Computer Operations**

Computerized Medical Insurance Billing is where you learn how to input patient information, insurance data. Generate insurance claim forms and statements, collection letters, edit lists, required forms in a business office to facilitate a productive operations. Students will actually set up a typical practice, inputting raw data from course documents. This hands-on class is recommended for working in medical facilities. This course introduces the student to the computer emphasizing word, excel and Kareo, a medical office computer software. A portion of the lab aspect of this course will allow the student to practice their bookkeeping skills using both Excel and Kareo.

**MBC 103 Medical Terminology**

This course is an intense comprehensive study of medical word roots, combining forms, suffixes and prefixes. The student is introduced to terminology used in various medical specialties, as well as common medical abbreviations. The study of medical terminology will continue throughout the program in a sequential manner until the assigned text is completed. In addition to this course students will be required to define and spell medical terms associated with each of the other courses included in this program.

**MBC 104 Medical Billing/Insurance**

Students gain experience in using the I.C.D. and the code books with emphasis place on billing correctly for the right procedures at the correct amount. Student will prepare mock insurance claims for various types of insurance providers. Emphasis for a portion of this course will be completion of Medicare claims, patient data collection, aging/collections, posting charges, posting payments, submitting claims electronically & patient statements, communicating with insurance companies and patients, and monitoring of monthly financial reports.

**MBC 105 CPT/ICD Coding**

Students gain experience of assigning diagnostic codes to patient’s conditions and procedural codes to physician’s services. Learn to us I.C.D.- and the code books with emphasis placed on billing correctly for the right procedures at the correct amount. Student will prepare mock insurance claims for various types of insurance providers. The focus of this class is learning the coding rules for the C.P.T., ICD-9-CM, and Level II (HCPCS) coding systems and then applying the rules to code patient services. In addition, a variety of payment systems are presented—D.R.G., A.P.C., RUGSIII. The medical topics of Medicare fraud/abuse, H.M.O.s, and P.R.O.s are also reviewed.

**MBC 106 Pathophysiology**

Pathophysiology is the study of the disturbance of normal mechanical, physical, and biochemical functions, either caused by a disease, or resulting from a disease or abnormal syndrome or condition that may not qualify to be called a disease. The course provides an overview of physiology concepts for each body system, followed by an overview of important pathophysiology concepts related to 'alterations' in that body system. These pathophysiology concepts provide the necessary foundation for understanding the disease or injury states.

**Grading scale**

| **Percentage** | **Letter Grade** | **Description** |
| --- | --- | --- |
| 90 – 100% | A | Excellent |
| 80 – 89% | B | Good |
| 70 – 79% | C | Satisfactory |
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3. **National Healthcareer Association (NHA)** – Certified Clinical Medical Assistant (CCMA)

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| **EKG Technician** |

KVMC is approved by the Bureau for Private Postsecondary Education to offer our EKG Technician program however, this program is not offered by this institution at this time.

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| --- |
| **Patient Care Technician** |

KVMC is approved by the Bureau for Private Postsecondary Education to offer our Patient Care Technician program however, this program is not offered by this institution at this time.

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| **DISCLOSURE STATEMENTS** |

* Kern Valley Medical College is a private postsecondary college approved to operate by the Bureau for Private Postsecondary Education. Approval to operate signifies that an institution follows the minimum standards outlined in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.
* Kern Valley Medical College is non-sectarian and does not discriminate based on race, creed, color, national origin, age, sex, disability, or marital status in any of its academic programs, activities, employment practices, or admissions policies.
* The college is approved to offer Nurse Assistant programs by the California Department of Public Health (CDPH), Licensing and Certification Program (L&C), Aide and Technician Certification Section (ATCS).
* Kern Valley Medical College is a fictitious business name of Kern Valley Medical College, LLC, a limited liability company owned by Choanice Cole.
* The college does not own or control housing facilities, nor does it provide housing assistance. Local housing costs range from $550/month and up.
* Students are encouraged to review the catalog and School Performance Fact Sheet prior to signing an enrollment agreement.
* Complaints can be filed with the BPPE at (888) 370-7589 or www.bppe.ca.gov.
* The college has not filed or had a bankruptcy petition filed against it in the past five years.
* KVMC is not approved by ICE for SEVP and cannot accept international F-1 or M-1 visa students.
* KVMC does not offer ESL courses and requires English proficiency for enrollment.
* The school is not accredited by a U.S. Department of Education-recognized accrediting agency and does not participate in federal or state financial aid programs.
* Monthly payment plans are available; no interest is charged, but late fees may apply. Scholarships may be considered on a case-by-case basis.
* The institution participates in California’s Eligible Training Provider List (ETPL).
* KVMC does not accept transfer credit, prior experiential learning, or have articulation agreements.
* The catalog is updated annually or as needed. The School Director oversees compliance and updates.
* The institution complies with Title VI and VII of the Civil Rights Act, Title IX, ADA, and other relevant laws.
* A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

**STAFF**

**Choanice Cole, MSOL, LVN**
School Director and CEO
M.S. Organizational Leadership, National University (2015)
B.A. Education, University of La Verne (2010)

**Rene Gil, MA** – Office Manager / Extern Coordinator
Bakersfield Adult School

**FACULTY**

**Stephanie Robillard, NHA** – Medical Insurance Billing and Coding
CBCS Certified, Bakersfield Adult School (2011)

**Ashley Bejarano, MA** – Medical Assistant Instructor
UEI College, Bakersfield, CA (2016)

**Rosa Sandoval, CPT1** – Phlebotomy Technician Instructor
Certified Phlebotomy Technician, Liberty College (2002)

**HOURS OF OPERATION**

**Office Hours:**
Monday through Thursday: 1:00 PM – 7:00 PM

**CLASS SCHEDULES**

**Medical Assistant:**

* Midday: 1:00 PM – 4:30 PM
* Evening: 5:30 PM – 9:00 PM

**Phlebotomy Technician:**

* Evening: 5:30 PM – 10:00 PM (Mon–Thurs)
* Externship: 8:00 AM – 4:00 PM (Mon–Fri)

**Nursing Assistant Training Program:**

* Evening: 5:30 PM – 9:30 PM (Mon–Fri)
* Externship: 8:00 AM – 4:00 PM (Mon–Fri)