Career Care Institute

Student Catalog
June 1, 2026 – May 31, 2027

MEDICAL ASSISTING
DENTAL ASSISTING
LIMITED PERMIT X-RAY TECHNICIAN
VOCATIONAL NURSING
ASSOCIATE DEGREE NURSING

Revised July 2020, May 2021, June 2022, December 2022, June 2023, June 2024, April 2025, November 2025, March 2026

Career Care Institute
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FROM THE FOUNDER AND CEO

Greetings from Career Care Institute! On behalf of our faculty and staff, thank you for taking time to consider CCI.

Since Career Care Institute (CCI) was established in 1998 as a private institution, it has been our endeavor to meet the growing needs of the healthcare industry and our community. CCI became a corporation in 2001. Since then, the school has expanded to include two additional campuses in Ventura (2004) and Moreno Valley (2008). In addition, the school has seen employment growth as well as improved its course offerings and student services considerably to help meet the student's educational and employment needs.

In 2017 we relocated our Ventura campus to the city of Oxnard. The new facility is larger and offers more classrooms and labs to better serve our students. Our Lancaster - Main Campus also received approval from the California Board of Registered Nursing to offer the Associate Degree Nursing program. We started our first cohort October 2017. We are looking forward to the continued growth that both these changes will bring to our institution.

We are keenly aware of the needs in the healthcare industry. We believe that providing students with the necessary tools to meet the demand of well trained and qualified professionals in the community is essential for the Institute's success. It would be our privilege to have you join us in our endeavor to provide our communities with committed healthcare professionals!

Sincerely,



Edmund S. Carrasco,
FOUNDER & CEO

MISSION, VISION, AND VALUES

Our Mission
Career Care Institute is dedicated to preparing students for a rewarding career through exceptional training and an outstanding experience.

Our Vision
To be recognized in our community as a leader in career-oriented training.

Our Values
We accomplish our mission by living our values, aiming to achieve the highest levels of:

- **Integrity**: Our personal and professional behavior is guided by honesty and ethical principles.
- **Service-oriented**: Through instruction and guidance, we serve the needs of our community, promote self-discipline and put others before ourselves.
- **Innovation**: We are continuously evaluating and ensuring content is relevant and engaging.
- **Passion**: Passionate to change the life of others.
- **Excellence**: Highest standards to help students beyond their expectations

QUESTIONS	CATALOG REVIEW	COMPLAINTS
Any questions a student may have regarding this student catalog that have not been satisfactorily answered by the institution may be directed to the **Bureau for Private Postsecondary Education** at **1747 N. Market Blvd, Ste. 225 Sacramento, CA 95834 P.O. Box 980818 West Sacramento, CA 95798-0818.** www.bppe.ca.gov **Toll-free telephone # (888) 370 – 7589 or by fax (916) 263-1897 or Telephone # (916) 574-8900 or by fax (916) 263-1897**	As a prospective student, you are encouraged to review this student catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.	A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

*Career Care Institute is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. This approval means that Career Care Institute complies with state standards as set forth in the CEC and 5, CCR; it does not imply that the Bureau endorses Career Care Institute's programs. Bureau approval does not mean that the institution exceeds minimum state standards.

This Student Catalog is a general reference guide and is designed to be in harmony with school policy. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance. It is updated annually, and although every effort has been made to ensure the accuracy of the information contained herein, students and others who use this student catalog should note that laws, rules, and policies change from time to time and that these changes might alter the information contained in this publication. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

This Student Catalog may refer to rights established through law or school policy, but it does not create any additional rights for students. It does not, nor is it intended to, create contractual or legal rights between the student and the institution. If you have questions about any of the material in this catalog, please contact your instructor, Program Director, or Student Services.

General Information

HOURS OF OPERATION (All Campuses)

Office Hours:
8:00 AM to 6:00 PM Monday–Thursday
8:00 AM to 4:30 PM Friday (hours vary by campus)
**Office Hours may vary on School Holidays*

CAMPUS INFORMATION

General Information (All Campuses)
All classrooms are heated and air-conditioned and have ample space to accommodate all enrolled students. Each classroom is equipped with enough supportive materials to enrich and broaden the student's knowledge and training in their respective fields of study. Facilities are spacious, clean, and simulate the professional environment in which students will eventually work. The facilities and equipment utilized by CCI fully comply with federal, state, and local ordinances and regulations, including those requirements pertaining to the fire safety, building safety, and health.

Lancaster Campus (Main Campus)
Campus Director, Evelyn Orellana
Career Care Institute's main office is located at 43770 15th Street West, Suite # 115, Lancaster, CA 93534. Our Main Office, Student Breakroom, and Computer Lab are located on the first floor of the two-story building. The classrooms, laboratories, clinical rooms, and library are on the first and the second floors. An additional computer lab is located on the second floor. The campus is within easy access of the 14 Freeway.

Oxnard Campus (Affiliate Campus)
Affiliate Campus Director, Carolina Olivares
The Oxnard Campus is located at 2051 North Solar Drive, Suite 100, Oxnard, CA 93036. The campus is within easy access of the 101 Freeway. It is a two-story building with the Main Office and Computer Lab located on the 1st floor and the classrooms, laboratories, clinical rooms, and Student Breakroom located on the second floor.

Moreno Valley Campus (Affiliate Campus)
Affiliate Campus Director, Gabriela Villanueva
The Moreno Valley Campus is located at 22500 Town Circle, Suite 2205, Moreno Valley, CA 92553. Our Main Office is located on the 2nd floor of the two-story mall to the right of JC Penney. The campus is conveniently located inside the mall with access to all the necessary amenities the mall has to offer. Additionally, the campus is within easy access of the 60 freeway.

Please visit our website at: https://ccicolleges.edu/

ACCREDITATION AND APPROVALS

Career Care Institute is accredited by the **Commission of the Council on Occupational Education (COE)**. COE is an accrediting agency recognized by the U.S. Department of Education. Additionally, Career Care Institute is institutionally accredited to offer the following non-degree programs:

- ***Medical Assisting*** (All Campuses)
- ***Dental Assisting*** (Lancaster and Oxnard)
- ***Limited Permit X-Ray Technician*** (All Campuses)
- ***Vocational Nursing*** (All Campuses)

Career Care Institute offers the following degree granting program, approved by the Department of Education and accredited by the Council on Occupational Education:

- ***Associate Degree Nursing*** (Lancaster only)

Career Care Institute has approval from appropriate State agencies to provide training in the following:

- ***Dental Radiation Safety***, approved by the Dental Board of California. (Lancaster)
- ***Coronal Polishing,*** approved by the Dental Board of California. (Lancaster)
- ***Vocational Nursing Program***, approved by the Board of Vocational Nursing and Psychiatric Technicians. (All Campuses)
- ***Limited Permit X-Ray Technician Program***, approved by the California Department of Public Health, Radiologic Health Branch. (All Campuses)
- ***Associate Degree Nursing Program***, approved by the Board of Registered Nursing. (Lancaster)

Career Care Institute has approval from the U.S. Department of Education to offer Title IV Federal Student Financial Aid, and offers financial aid for the Medical Assisting, Dental Assisting, Vocational Nursing, Limited Permit X-Ray Technician, and Associate Degree Nursing programs. (See Education Financing for more information.)

Accreditation and Approval Contact Information:

U.S. DOE (United States Department of Education)
400 Maryland Ave., SW
Washington, D.C. 20202
Phone: (800) 872-5327
www.ed.gov

COE (Council on Occupational Education)
Address: 7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone: (800) 917-2081/ (770) 396-3898
Fax: (770) 396-3790
www.council.org
Type of Accreditation: Institutional
Degree type: Non-degree, Associate Degree

BPPE (Bureau for Private Postsecondary Education)
1747 N. Market Blvd., Suite 225
Sacramento, CA 95834
P.O. Box 980818 West
Sacramento, CA 95798-0818
Phone (916) 574-8900 or Toll Free (888) 370-7589
Fax (916) **263-1897**
www.bppe.ca.gov
Type of Approval: License to Operate - Institutional approval (Lancaster Campus)
Degree type: Non-degree

California BRN (Board of Registered Nursing)
P.O. Box 944210
Sacramento, CA 94244-2100
Phone: (916)322-3350
Fax: (916)574-7699
http://www.rn.ca.gov/

BVNPT (Board of Vocational Nursing and Psychiatric Technicians)
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA
Phone: (916) 263-7843
Fax: (916) 263-7859
www.bvnpt.ca.gov
Programmatic Approval for the Vocational Nursing Program

DCA (Dental Board of California)
2005 Evergreen Street, Suite 1550
Sacramento, CA 95815
Phone: (916) 263-2300
Fax: (916) 263-2140
www.dbc.ca.gov

CDPH (California Department of Public Health)
Radiologic Health Branch, MS 7610
P.O. Box 997414
Sacramento, CA 95899-7414
Phone: (916) 327-5106
www.cdph.ca.gov
Programmatic approval for the Limited Permit X-Ray Technician Program.

ASRT (American Society of Radiologic Technologists)
15000 Central Ave. SE
Albuquerque, NM 87123-3909
Phone: (505) 298-4500
Type of Approval: Continuing Education Units

Certificates of accreditation, approval, and licensure are available for public viewing in the lobby at each campus.

COURSE OFFERINGS BY CAMPUS

Lancaster: Main Campus
Career Care Institute's Main Campus has received license to operate in the State of California from the BPPE, based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.
The Lancaster Campus offers the following programs:

- Medical Assisting (US Dept. of Labor SOC 31-9092)
- Dental Assisting (US Dept. of Labor SOC 31-9091)
- Limited Permit X-Ray Technician (US Dept. of Labor SOC 29-2034)
- Vocational Nursing (US Dept. of Labor SOC 29-2061)
- Associate Degree Nursing (US Dept. of Labor SOC 29-1141)

The Lancaster Campus has approval from appropriate State agencies to provide training in the following:

- The Dental Assisting Courses, Radiation Safety, 8-hour Infection Control, and Coronal Polish are approved by the Dental Board of California.
- The Limited Permit X-Ray Technician Program is approved by the California Department of Public Health, Radiological Health Branch.
- The Vocational Nursing program is approved by the Board of Vocational Nursing and Psychiatric Technicians.
- The Associate Degree Nursing program is approved by the Board of Registered Nursing.

Oxnard: Affiliate Campus
Career Care Institute's Oxnard campus has received license to operate in the State of California from the BPPE, based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

The Oxnard Campus offers the following programs:

- Medical Assisting (US Dept. of Labor SOC 31-9092)
- Limited Permit X-Ray Technician (US Dept. of Labor SOC 29-2034)
- Vocational Nursing (US Dept. of Labor SOC 29-2061)

The Oxnard Campus has approval from appropriate State agencies to provide training in the following:

- The Limited Permit X-Ray Technician Program is approved by the California Department of Public Health, Radiological Health Branch.
- The Vocational Nursing program is approved by the Board of Vocational Nursing and Psychiatric Technicians.

Moreno Valley: Affiliate Campus

Career Care Institute's Moreno Valley campus has received license to operate in the State of California from the BPPE, based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

The Moreno Valley Campus offers the following programs:

- Medical Assisting (US Dept. of Labor SOC 31-9092)
- Vocational Nursing (US Dept. of Labor SOC 29-2061)
- Limited Permit X-Ray Technician (US Dept. of Labor SOC 29-2034)

The Moreno Valley Campus has approval from appropriate State agencies to provide training in following:

- Vocational Nursing, approved by the Board of Vocational Nursing and Psychiatric Technicians.
- The Limited Permit X-Ray Technician Program is approved by the California Department of Public Health, Radiological Health Branch.

GENERAL ADMISSION REQUIREMENTS

Career Care Institute is open to individuals who possess a sincere desire to learn. As such, we encourage all prospective students to review our admissions requirements prior to enrollment to determine enrollment eligibility.

- All applicants will have a personal interview with an Admissions Representative.
- All applicants must have a tour of the school campus.
- All applicants will be required to pass an entrance exam. Please refer to admissions requirements per program for passing scores.
- All applicants must have a high school transcript (from an approved institution), GED, or its equivalent. The Admissions Representative may refer applicants that have not attained a high school transcript, GED, or its equivalent to an agency where they may obtain one. (**)
- A valid ID and social security card are also required.
- Students must submit a negative tuberculin-screening test prior to the first day of class. Students may be given no more than a one-week extension beyond their first day of class by the Campus Director. (Students whose TB tests expire before they complete their program will be expected to produce evidence of a new TB test before they can go to externship. The negative TB test must remain current throughout enrollment at CCI.).
- All applicants enrolled in any of our programs must have all financial obligations completed before class begins. A nonrefundable registration fee is due upon enrollment.
- Re-entry students must follow the Re-Entry Process prior to starting class and complete a new enrollment agreement.
- All students must participate in school orientation.

See Admission Requirements by program:

- Medical Assisting
- Dental Assisting
- Limited Permit X-Ray Technician
- Vocational Nursing
- Associate Degree Nursing

Students MUST produce a high school transcript (from an approved institution) or its equivalent **prior to their first day of class.

For Non -US Citizen Applicants

Students must provide the following:

- A government issued identification such as residence card, social security card for work only, or TIN documents.
- A certified translation and evaluation of their high school transcript.

- A certified translation and evaluation of any college education for which they would like credit.

CCI refers prospective students to the members of the National Association of Credential Evaluation Services (NACES) for certified transcript evaluations. Please check their website for current information regarding individual services. www.naces.org

*Career Care Institute does not offer visa services for non-US citizens, nor does it vouch for student status.

DISABILITY SERVICES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act prohibit discrimination on the basis of disability in programs or activities that receive Federal financial assistance from the U.S. Department of Education.

Career Care Institute complies with the ADA and Section 504 of the Americans with Disabilities Act. The ADA/Section 504 Coordinator can be contacted by submitting a written request to the Student Services office. Student Services will contact the ADA/504 Coordinator (for all campuses). Alternatively, students may reach out directly to the ADA/504 Coordinator at the contact information below.

Students have the opportunity to request accommodations at the time of enrollment, which allows for support from the beginning of their enrollment. However, students with disabilities may request accommodations at any time during their enrollment. Each student's needs are evaluated and accommodated on a case-by-case basis.

All campuses have reserved handicapped parking and wheelchair access to the building.

Additional information may be found on our website at: https://ccicolleges.edu/wp-content/uploads/2025/12/CCI-Website-Disability-Services-12-24-2025.pdf

ADA/Section 504-Disability Act Coordinator:

Dr. Carol Dykehouse, PhD
43770 15th St. West, Suite 115
Lancaster, CA 93534
Phone: (661) 942-6204
cdykehouse@ccicolleges.edu.

ABILITY-TO-BENEFIT (ATB) TESTING

CCI only admits ATB students who have documentation that they were enrolled in a postsecondary educational program under ATB prior to July 1, 2012. ATB applicants must meet the admissions requirements for the program in which they seek to enroll. Students seeking enrollment in programs that require a license to practice should consult with the relevant licensing board (BRN, BVNPT, CDPH-RHB) prior to enrollment regarding the need for a high school transcript or its equivalent for licensure.

LANGUAGE PROFIENCY REQUIREMENT

All courses at Career Care Institute are offered in English. English proficiency should be at a Grade 12 level and is determined by the applicant's performance in the language portion of the entrance exam (SLE® for Medical Assisting and Dental Assisting; Wonderlic® for Limited Permit X-ray Technician and Vocational Nursing; and NLN-NEX® for Associate Degree Nursing).

*Career Care Institute does not offer training in English as a Second Language.

STUDENT BODY DIVERSITY

Career Care Institute enjoys an ethnically and racially diverse student body. Our students identify themselves as follows:

- Hispanic/Latino – 57.2%
- Asian – 8.3%
- Black or African American – 13.3%
- White – 10%
- American Indian or Alaska Native – <1%
- Native Hawaiian or other Pacific Islander – <1%
- Two or more races – 1.1%
- Unknown – <1%
- Male – 19.7%
- Female – 80.3%

This information reflects enrollments for the period July 1, 2023 to June 30, 2024 and includes a total of 986 students enrolled (source IPEDS).

RIGHT TO REFUSE OR CANCEL SERVICE

Career Care Institute reserves the right to refuse or cancel service for violating financial agreements, violation of student conduct policies, failure to maintain satisfactory attendance, and failure to maintain satisfactory academic progress.

CLASS SIZE

Lancaster

The lecture class is 40 students in the Vocational Nursing Program; in the Associate Degree Nursing Program, the

approved class size is 32 students. A typical class size for other programs is approximately 25 students. Instruction is in residence with facility occupancy level accommodating 180 or more students.

Oxnard
The lecture class size is 40 students in the Vocational Nursing Program. A typical class size for other programs is approximately 25 students. Instruction is in residence with facility occupancy level accommodating 180 or more students.

Moreno Valley
The lecture class size is 30 students in the Vocational Nursing Program. A typical class size for other programs is approximately 20. Instruction is in residence with facility occupancy level accommodating 65 or more students.

HOUSING

Lancaster
Career Care Institute does not offer housing assistance or dormitory facilities, and it is not responsible for finding or assisting students in finding housing. Students can find housing near the campus. A one-bedroom apartment starts at the rate of $1,600 to $2,000 per month.

Oxnard
Career Care Institute does not offer housing assistance or dormitory facilities, and it is not responsible for finding or assisting students in finding housing. Students can find housing near the campus. The rate for a one-bedroom apartment starts out at $2550 per month.

Moreno Valley
Career Care Institute does not offer housing assistance or dormitory facilities, and it is not responsible for finding or assisting students in finding housing. Students can find housing near the campus. A one-bedroom apartment starts at the rate of $1,600 to $2,000 per month.

CAMPUS SECURITY & SAFETY

Career Care Institute takes the safety of all students and staff very seriously. CCI provides campus security for all campuses. Students, staff, and faculty are encouraged to contact the Campus Security Officer by going to Student Services in the event that any emergencies or conflicts arise during school hours. Students who feel threatened must contact law enforcement immediately and file a police report. Medical and other serious emergencies need to be reported by dialing 911 and then informing the Campus Security Officer.

The Campus Security Officer is responsible for ensuring the safety of all students, CCI personnel, and visitors on campus. As such, students are expected to assist in creating a safe environment for each other, conducive to learning, by adhering to CCI's conduct policy and reporting in a timely manner any incidents (i.e. accidents, spills, fights, illegal activity, anything which may adversely affect the student's educational experience). Any student complaints or incident reports received will be followed up and investigated by CCI staff. During the course of its investigation, CCI has the right to suspend any student at its own discretion to protect student safety.

The Campus Security Officer provides some of the following services to all CCI personnel and students: courtesy escort to transportation (if necessary and upon request); enforce student conduct policies and inform Student Services and Campus Director if policies are violated; may assist in facilitating school emergency and safety drills in order to further ensure a prepared and safe learning environment.

Anyone who witnesses a crime or was a victim of one while on campus may visit the Student Services Office anytime during school hours to fill out an incident report. CCI personnel will be happy to assist. The Campus Security Officer will assist if necessary.

For more detailed information, see our Campus Safety and Security Policy on the CCI website at http://ccicolleges.edu/general-disclosures/?

Guests of Students Visiting the Campus
In an ongoing effort to further ensure students and CCI personnel safety, Campus Security must be able to identify every person visiting the campus.

Students who invite their friends and/or family on to the campus for classroom educational purposes (e.g. classroom lab assignments) must first visit the Student Services Office, or Campus Security to sign in and obtain a visitor's pass. Students' guests who do not visit the Student Services Office or Campus Security and obtain a visitor's pass may be asked to leave. The student is primarily responsible for ensuring their guests obtain a visitor's pass. Students may be given a written warning or be referred to the Campus Director (for continued infractions) by security for failing to obtain a visitor's pass for their guests.

Campus Security Office Locations
Lancaster – Contact our Campus Security Officer by going to the Student Services Office.

Oxnard – Contact our Campus Security Officer by going to the Student Services Office.

Moreno Valley – Campus Security Officer is provided by Mall Security, Mall Public and Safety Office, and the Moreno Valley Mall Police department.

Reporting Incidents and Crime Statistics
Anyone witnessing a crime, or being the victim of one, has the responsibility to report the crime. If a crime occurs on or around campus, report it immediately to the police.

Crimes in progress and crimes that have just occurred should be reported by dialing **9-1-1** from any phone. Whenever possible, the actual victim or witness of the crime should call directly. First-hand information is always more accurate and complete. If someone merely gives you the information and leaves, please include this information. In emergency situations a phone is available at the administrative offices of the school.

When calling to report a crime or incident, please be ready to give information such as: a brief description of the occurrence, when and where the incident occurred, weapons the suspect(s) carried, where and when the suspect(s) was last seen, description of the suspect(s) (including gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars) and any other relevant information.

In addition to the importance of reporting, timely information assists in developing information and warnings for the campus. Many crimes can be prevented. Students can prevent crime by being alert and aware of their surroundings at all times.

Please visit our website for a full downloadable copy of our Crime Disclosures and Campus Safety and Security Report at https://ccicolleges.edu/wp-content/uploads/2025/09/2025-Campus-Safety-and-Security-Policy-8-8-2025-v2.pdf

A downloadable version of our Campus Safety & Security Policy can be found at the same link. For information regarding registered sex offenders, visit the registry websites at http://www.sexoffender.com. and http://www.nsopw.gov.

Notification of Crime Statistic Reporting
The school compiles crime statistics and inspects campus grounds regularly to identify and address future security and safety needs. These statistics are kept and regularly updated by the administration. CCI reports crime statistics on October 1st of every year to students and faculty via school memo as required by the U.S. Department of Education. Updated CCI Crime Statistic information is made available on our website at https://ccicolleges.edu/wp-content/uploads/2025/09/2025-Campus-Safety-and-Security-Policy-8-8-2025-v2.pdf (PDF file is available for download), in student break rooms and/or by requesting a copy from the Student Services Office. Students and faculty will be notified via school memo or school publication when updated Crime Statistic reports are made available.

EMERGENCIES

An emergency is a condition, situation, or event that presents an immediate and definite risk of bodily harm to students, faculty, and staff. Examples of emergencies include but are not limited to unforeseen circumstances, earthquakes, fire, hazardous incidents, or any other natural disaster within school grounds. In the case of an emergency, students are to remain calm. A determination must be made by Administration and Faculty as to the nature of the emergency. In the case of an immediate and definite risk of bodily harm (i.e. fire), the instructor is to evacuate the class from the school building.

Once the class is in a safe area, the Campus Security Officer, Administration, and Faculty will work with the Campus Director or Office Manager to determine the nature of the emergency. The Campus Director or Office Manager will make a determination of what action to take and whether to dismiss the class.

More detailed information is available in CCI's Campus Safety & Security Policy, which can be found on the school website at http://ccicolleges.edu/general-disclosures/?

Temporary Class Postponements and Early Dismissals
The school reserves the right to close during emergencies. Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program. The calendar day length of the programs may be extended to accommodate longer postponements.

Students will not be marked absent for appropriate early dismissal that results from an emergency condition. Instructors generally are not permitted to dismiss classes early without reasonable knowledge that an emergency situation may exist. To maintain the integrity and the quality of education at CCI, instructors may not arbitrarily and freely dismiss classes early.

TITLE IX COORDINATOR

The Title IX Coordinator is available to aid students, faculty, and staff when needed to file complaints of violation of Title IX provisions, which protect people from discrimination based on sex in education programs or activities that receive federal financial assistance. Institutions are prohibited from retaliating against any complainant. Anonymity is maintained to protect the identity of the student, faculty, and staff. Inquiries about the application of Title IX may also be addressed to the Department of Education's Office for Civil Rights (OCR). As required by Title IX, Career Care Institute does not discriminate against any student on the basis of pregnancy or related conditions. Students who need changes to our policies, practices, or procedures due to their pregnancy or related condition(s) will be provided with reasonable modifications to protect their health or educational access. Absences will be excused for as long as deemed medically necessary by a student's healthcare provider and students will be given the opportunity to make up missed work. For assistance with modifications, time off, lactation breaks/space, discrimination issues, or other related needs, contact the Title IX Coordinator named below for your campus.

Career Care Institute complies with Title IX provisions. Students, faculty, and staff can seek assistance with Title IX concerns by contacting the office of the Title IX Coordinator. Title IX Coordinators are trained using webinars and other training materials provided by the Clery Center and the Department of Education's Office for Civil Rights (OCR).

Title IX Coordinators: Lancaster
Ms. Evelyn Orellana
43770 15th St. West, Suite 115
Lancaster, CA 93534
Phone: 661-942-6204
Email: eorellana@ccicolleges.edu

Dr. Carol Dykehouse
43770 15th St. West, Suite 115
Lancaster, CA 93534
Phone: 661-942-6204
Email: cdykehouse@ccicolleges.edu

Title IX Coordinator: Oxnard
Ms. Carolina Olivares
2051 North Solar Drive, Suite 100
Oxnard, CA 93036
Phone: (805) 477-0660
Email: colivares@ccicolleges.edu

Title IX Coordinators: Moreno Valley
Ms. Gabriela Villanueva
22500 Town Circle, Suite 2205
Moreno Valley, CA 92553
Phone: (951) 214-6446
Email: gvillanueva@ccicolleges.edu

Dr. Carol Dykehouse
43770 15th St. West, Suite 115
Lancaster, CA 93534
Phone: 661-942-6204
Email: cdykehouse@ccicolleges.edu

NON-DISCRIMINATORY POLICY

Career Care Institute is an equal opportunity institution providing an educational and working environment free from discrimination for students and employees. Under the provisions of Title IX of the Higher Education Act, the Institute does not discriminate and prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity, parental, family, or marital status; pregnancy or related conditions; religion, disability, or age in its admissions practices, educational programs and activities, and in its employment policies. As such, all students are provided equal educational opportunities regardless of race; color; national origin; sex; sexual orientation; gender; gender identity: parental, family, or marital status; pregnancy or related conditions; religion; disability; or age. The Institute applies its policy consistently and uniformly. Students or employees may contact the Title IX Coordinator at each campus with any inquiries or complaints regarding the Non-Discrimination Policy.

STUDENT RIGHT-TO-KNOW ACT

Students seeking graduation, placement, and licensure data as required by the Student Right-to-Know Act of 1990 should consult the School Performance Fact Sheet they were provided with at the time of their enrollment or review it on our website at http://ccicolleges.edu/general-disclosures/?

Information regarding retention rates of first time, full-time students can be found on the Department of Education's College Navigator website at https://nces.ed.gov/collegenavigator/?q=career+care+institute&s=all&id=446118#retgrad.

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, option #5, or by visiting https://osar.bppe.ca.gov

STATE OF CALIFORNIA 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." (Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.)

Additionally, "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 N, Marked Blvd, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection 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." (Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.)

STATEMENT REGARDING BANKRUPTCY

Career Care Institute has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five (5) years,

nor has it had a petition in bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

MEDIA RESOURCES & REQUIREMENTS

Students have access to a number of electronic study resources and may be required to complete assignments using a computer with internet connection.

Career Care Institute has a computer lab at each campus that is available for students' use during the posted hours.* Students are not required to have a computer and internet access at home, but due to the amount of work required in some programs, it is recommended that students obtain computer and internet access at home.

CCI subscribes to the JSTOR Library. The JSTOR library is accessible through students' email accounts. They simply go to https://www.jstor.org/ and use their student email login and password to access articles. Additionally, each program has different requirements that students should review prior to enrollment. Please review the requirements carefully.

*The school may find it necessary to transition to an online format in times of emergency, so it is essential that students have computers and reliable internet connections at home.

Medical Assistant, Dental Assisting, and Limited Permit X-Ray Technician

Students are required to be able to check and send emails daily. Additionally, each of these programs has electronic resources that are available to students through the textbook publishers. Access can be obtained through any electronic device that has access to the internet. Assignments and lesson plans may be sent electronically.

Vocational Nursing & Associate Degree Nursing

All courses in the Vocational Nursing and Associate Degree Nursing programs require assignments to be submitted using Microsoft Office®. Assignments created using other applications, such as Microsoft Works® or WordPerfect® are not acceptable. Macintosh files created using applications other than the MS Office® suite must be converted to Word or the assignment will not be accepted by the instructor.

Additionally, these programs may use Canvas® and/or Google Classroom® to provide students with assignments and lecture notes and for students to submit assignments and take tests. Students who do not have access to these platforms may use school computers during normal business hours.

ATI®

Career Care Institute has contracted with ATI® to provide additional support and assistance throughout the Vocational Nursing program for our students to prepare them to take and successfully pass the NCLEX-PN® licensure exam. We recommend that our VN students use ATI® as a resource throughout their program.

Wolters-Kluwer & CoursePoint+®

The Associate Degree Nursing program has adopted electronic textbooks through Wolters-Kluwer and has implemented CoursePoint+® for review and NCLEX-RN® preparation. Students who prefer print copies of their textbooks may purchase those separately.
For optimal testing experience, we recommend a wired network connection and these preferred browsers:
Windows:

- Mozilla Firefox® (latest and updated version)
- Microsoft Edge® (latest and updated version)
- Google Chrome® (latest and updated version)

Mac:

- Mozilla Firefox® (latest and updated version)
- Google Chrome® (latest and updated version)

Other Software:

- Adobe Acrobat® Reader DC or higher

VOTER REGISTRATION

CCI encourages all students to register to vote. In California, the deadline to register to vote for any election is 15 days before Election Day, so please register early! Typically, voter registration is completed online at the State of California Voter Registration website: https://www.sos.ca.gov/elections/voter-registration

Those who prefer to complete the voter registration with a paper form may pick one up at their county elections office, any public library, Department of Motor Vehicles offices, the U.S. Post Office. Voter registration applications be filled out completely and be postmarked or hand-delivered to the county elections office at least 15 days before the election.

Student Services

STUDENT SERVICES OFFICE

The role of the Student Services Office is to help the students gain access to CCI services and to provide a forum to process special requests. Students seeking redress from CCI policies and procedures must do so in writing to the Student Services office.

Student Services Department

The Student Services Department provides assistance to the CCI student body through various campus support systems and services. Services to students include completing student written requests; providing access services for disabled students; and providing for the needs of the student through the assistance of various CCI departments.

Additionally, Student Services can provide information about a variety of community services including assistance with food, shelter, child-care, and respite from domestic violence.

Student Services Department Staff per Campus:

Lancaster: Main Campus
(lstudentservices@ccicolleges.edu)

- Sierra Imperial - Lead Student Services Representative, Ext. 124
- Thea Devereaux - Student Services Representative, Ext. 125
- Kindra Garrison - Student Services Representative
- Rina Hernandez – Student Services Representative

Oxnard: Affiliate Campus
(ostudentservices@ccicolleges.edu)

- Alexandra Han – Student Services Representative, Ext. 308

Moreno Valley: Affiliate Campus
(mvstudentservices@ccicolleges..edu)

- Agustina Mendoza – Lead Student Services Representative, Ext. 234
- Allyson Gimenez – Student Services Representative

Educational Support

CCI provides remedial services for all programs offered. This includes one-on-one tutoring by appointment, Math and English remediation, theory remediation for each program, clinical/lab remediation for each program, access to CCI's library, and access to online learning resources.

Student Guidance and Advising

The staff at Career Care Institute is available to assist students with issues that could have an adverse effect on their ability to successfully complete their course of study. In some cases, when Career Care Institute staff may not have the expertise to handle a particular issue, the student may be referred to agencies specializing in that particular area. To help the student achieve their full personal development and make the best use of the instruction offered, the institution offers guidance and advice beginning at their first Admissions interview. All students can expect to receive continuing advice and guidance as needed from the faculty as well as the administrative staff. *Students experiencing academic difficulty are encouraged to inform their instructor, who will work with the Program Director and/or the Dean of Academics to assist the student in achieving academic success.*

Resource Center

Career Care Institute has on-site resource centers located at each campus with learning resources consisting of books, handouts, virtual library, and videos. The purpose of these resources is to promote study habits with additional resource materials other than what is presented in the classroom. Each student is encouraged to use the resource center.

Students may check out books, periodicals, and any other learning materials available to check out by placing a request with the Student Services Department. In Lancaster and Oxnard, the Dean of Academics maintains the library and retrieves books for students. Students may check out books for two (2) weeks and return them to Student Services. The Dean of Academics then sends the student an email confirmation that the books have been returned to the library. In Moreno Valley, the Program Directors check out books to students.

Additionally, students should be aware that CCI is located a short distance from the City of Lancaster, Moreno Valley, and Oxnard public libraries. The libraries are an enormous resource for students requiring additional or supplementary learning materials. Students are encouraged to visit the library and learn of materials and resources available to them.

Computer Lab

Career Care Institute has computer labs at each campus available for student use. Each lab is equipped with computers that enable students to use email, web browsers, Microsoft Office, a variety of software programs specific to each program, and more.

Computer lab users must be active students or participating in the job placement program in order to access lab computers. Documents can be saved to student-acquired USB drives or documents can be attached to and sent via email. Students cannot save files onto computers in the computer labs. Any data saved on a lab computer will be deleted nightly or anytime the computer is restarted or turned off for any reason. Students must have their Student ID with them when using the computer lab. Children and visitors are not allowed in the computer lab at any time.

Computer Lab Hours:

- ***Lancaster Campus***: M-Th 8 AM – 9 PM and Fridays 8 AM – 2 PM. Schedule may vary on holidays or when campus is closed early. Exceptions will also occur when classes are in session in the computer lab.
- ***Oxnard Campus***: M-Th 8 AM – 9 PM and Fridays 8 AM – 2 PM. Schedule may vary on holidays or when campus is closed early. Exceptions will also occur when classes are in session in the computer lab.
- ***Moreno Valley Campus***: M-Th 8 AM – 9 PM and Fridays 8 AM – 2 PM. Schedule may vary on holidays or when campus is closed early. Exceptions will also occur when classes are in session in the computer lab.

Information Technology

- *Email Services:* Each student at Career Care Institute is assigned an email account. Students can use this email account anywhere they have internet access on or off campus. Student email accounts not only serve as tools for effectively communicating with CCI personnel, but they also provide access to important current and future school resources.

- *Internet Services:* Internet access is available in the computer labs and student break rooms. For more information on internet connectivity, students may contact the Student Services office.

Financial Aid

Career Care Institute's Financial Aid Office strives to heighten awareness of financial aid opportunities and to ensure availability of financial aid for students who, without such assistance, would be unable to pursue their educational goals. The Financial Aid office is here to assist students and graduates with any questions and concerns regarding Title IV grants and loans.

Disability Services

CCI's policy provides reasonable accommodations to students meeting the criteria established by the Americans with Disabilities Act. The ADA defines an individual with a disability as a person who: a) has a physical or mental impairment that substantially limits one or more of the person's major life activities, b) has documentation of such an impairment, or c) is regarded as having such an impairment.

The Student Services Director and the ADA/504 Coordinator are the primary institutional officers responsible for the coordination of services for students with disabilities. Information and/or services are available to prospective and enrolled students, their parents, and/or sponsors.

CAREER SERVICES

Joining the work force is one of the most exciting and rewarding aspects of completing education. At Career Care Institute, job placement assistance is offered and is easily accessible on campus for current students and graduates. Career Services offers assistance in mock interviews, creating a resume and cover letter, professional attire advice, locating job leads, application assistance, and career advisement to assist in obtaining and beginning a new career. Career Services will assist with faxing, printing, and technology needs. Appointments are preferred, but walk-ins are also welcome.

Career Services Department Staff by Campus:

Lancaster: Main Campus

- Martha Hoang – Career Services Director, Ext. 105

Oxnard: Affiliate Campus

- Martha Hoang – Career Services Director, Ext. 105

Moreno Valley: Affiliate Campus

- Martha Hoang – Career Services Director, Ext. 105

Job Placement Assistance Program

A graduate may continue to utilize job placement assistance services as long as they comply with the Career Services Office's requests for current information (e.g., current employment and contact information, job search activity information, etc.). CCI strongly recommends that all graduates hold current CPR or BLS certification, as most employers in the medical field require it. The submission of a resume to the Career Services Department and participation in the mock interview before program completion is required for each student; a passing score of 75% allows the student file to continue

toward completion. A graduate may sign a waiver of job placement assistance if they choose not to participate.

Job placement assistance includes *assistance with resume writing, interviewing techniques, job search techniques and job referrals*. All graduates are encouraged to participate in the job placement assistance program.

Job Placement Assistance Disclaimer

Career Care Institute offers job placement assistance to all graduates at no additional cost. Although we cannot ethically make job placement promises or guarantees, the Career Services Office will attempt to place every graduate. Graduates are reminded that naturally more employment opportunities exist in metropolitan areas than in rural areas.

ACCESS TO STUDENT FILES AND INFORMATION

Students or a parent/guardian (if the student is a dependent minor) may have access to each student's files by contacting the Student Services office for an appointment with the Student Services Director/Representative. Records of attendance, financial, and academic progress are maintained at the Main Campus.

Under the terms of the Family Educational Rights and Privacy Act (FERPA), students have the following rights:

- Inspect and review his/her education records
- To seek to amend the records,
- To consent to disclosure of personally identifiable information from the records (except in certain circumstances), and
- To file a complaint with the Student Privacy Policy Office in the Department of Education regarding an alleged failure by the school to comply with FERPA (FERPA Guidance for Eligible Students, April 2020). *

Thus, in accordance with the Family Educational Rights and Privacy Act (FERPA), CCI will release no information regarding a student without the prior written consent of the student or parent/guardian (if the student is a dependent minor) unless required to do so by a government agency. Active students are eligible to receive unofficial transcripts at no cost. Requests for official transcripts from another school in which a student seeks to enroll will be honored without notifying the student. Physical copies of student records are maintained for five (5) years at the campus where each student was enrolled. Digital copies of students' records are maintained indefinitely, as are student transcripts.

Under the provisions of the Solomon Act (10 U.S.C. 983), upon request, schools receiving Title IV funding must provide military recruiters with certain personally identifiable information that might otherwise be protected under FERPA. Such information may include name, address, telephone, email address, age and date of birth, place of birth, level of education, academic major, degrees received, the educational institution in which the student was most recently enrolled. The student's written consent is not required for this.

A Consent to Disclosure of Personally Identifiable Information (PII) can be found in this catalog on page 96.

*The complete FERPA Guidance for Students document is online at https://studentprivacy.ed.gov/resources/ferpa-general-guidance-students.

CPR OR BLS TRAINING

CCI does not offer CPR or BLS training as a separate course. However, CCI does offer this course as part of each program. A CPR card is given upon completion. No credits are awarded for CPR training.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at Career Care Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or degree that you earn in the educational program offered is also at the complete discretion of the institution to which you seek to transfer. If the credits, degree, or certificate you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Career Care Institute to determine if your credits, degree, or certificate will transfer" (CEC §94909(a)(15).

CCI does accept credits from other similarly accredited institutions; however, each prospective student will be evaluated (e.g., transcripts evaluation, written examination, and demonstrated lab skills) for eligibility and acceptance. Each prospect must meet with the program director for further consideration and acceptance. There is no fee to transfer credits from another institution, however, there is a $60.00 exam fee per assessment for students transferring into the Limited

Permit X-ray Technician and Vocational Nursing programs. Effective January 1, 2026, for the Associate Degree Nursing program, there is a $100.00 exam fee for each nursing course transferred.

*Students seeking transfer credit for coursework completed while serving in the military should submit military transcripts for that coursework.

***All requests for transfer credit must be submitted before the enrollment contract is signed; once the contract is signed, there shall be no further review.**

For the Medical Assisting, Dental Assisting, Limited Permit X-Ray Technician, and Vocational Nursing programs, Career Care Institute has not entered into any credit transfer agreement with any college or university.

Effective June 2021, CCI has entered into an articulation agreement with West Coast University (WCU) in which WCU agrees to accept for transfer credit the General Education courses included in CCI's Associate Degree Nursing program curriculum. ADN graduates seeking to enroll in RN-BSN and/or RN-MSN programs at West Coast University are guaranteed the transfer of these CCI credits.

Transfer of Credit between Programs

The Dental Assisting, Limited Permit X-Ray Technician, and Vocational Nursing programs are independent, and no transfer credits are available between these programs. Students who have successfully completed the Medical Assisting program at Career Care Institute or any other similarly accredited institution and have received a Certificate of Completion may choose to enroll in the LPXT program and receive credit for the Medical Assisting Basic Back Office course. Each student will be evaluated (e.g. official transcripts/Certificate of Completion, written examination, and demonstrated lab skills) for eligibility and acceptance. Prospective students seeking to attain credit for Medical Assisting must meet with the Program Director and/or Dean of Academics for evaluation of eligibility.

Students who choose to change their program of study at CCI may do so. However, students who are on **any** disciplinary status (suspension and/or probation) will remain on such disciplinary status for the amount of time stated on their original disciplinary notice(s), or thirty (30) days, whichever is longer. Additionally, the student's financial obligations must be satisfactory at time of program change.

Advanced Placement Policy/Experiential Learning

Career Care Institute accepts credits from other similarly accredited institutions (for the VN, ADN and LPXT programs only). Prospective students who would like consideration for advanced placement (VN, ADN, and LPXT programs only) are required to provide documentation such as official transcripts and course descriptions evidencing successful completion from an accredited institution recognized by the Department of Education. The documentation provided will be evaluated to determine eligibility for advanced placement. Each prospect must meet with the Program Director and/or Dean of Academics for evaluation of eligibility.

VN Advanced Placement Policy

According to Article 5, Section 2535 of the California Code of Regulations for Vocational Nursing Programs, Career Care Institute will grant transfer credit for related previous education courses completed within the last five years. Official transcripts of previous education must be submitted.

Courses include:

- Accredited vocational or practical nursing courses
- Accredited registered nursing courses
- Accredited psychiatric technician courses
- Armed services nursing courses
- Certified nurse assistant courses
- Other courses the school determines are equivalent to courses in the program

Students seeking credit granting will be tested for competency including an evaluation of basic clinical skills and testing of didactic knowledge through comprehensive level testing. If a student is found to be deficient in knowledge/skills, they may be denied credit for the courses they are requesting credit for.

Competency-based credit may be granted for knowledge and/or skills acquired through experience if education courses have been completed within the last five years. Official transcripts of previous education must be submitted. Credit will be determined by written and/or practical examinations by the Program Director.

ADN Advanced Placement Policy

Licensed Vocational Nurses Previous Education

"An approved nursing program shall have a process for a student to obtain credit for previous education or for other acquired knowledge in the field of nursing through **equivalence**, **challenge examinations**, or **other methods of evaluation**. The program shall make the information

available in published documents, such as college catalog or student handbook, and online" (CCR 1430).

The program maintains a process, which is to **grant credits**, and/or advanced placement to an individual with prior education or experience in the nursing discipline. *In addition to transcripts, valid documentation includes but is not limited to military documents or supervisor verification on letterhead of the particular entity or certificates indicating successful completion of a course. Students may challenge NUR 160 Beg. Medical-Surgical Nursing, NUR 220 Int. Medical-Surgical Nursing, NUR 200 Labor & Delivery Nursing Care, and NUR 230 Pediatric Nursing Care. **A $500 non-refundable processing fee** is charged for each course challenged, which includes the written exam, the skills evaluation, and a dosage calculation examination. Student must pass the written exam, the skills evaluation, and the dosage calculation examination to obtain credit.

LVN Advanced Placement and Course Sequence

An applicant may achieve advanced placement if space becomes available. Requirements in addition to the application requirements are as follows:

- An active application to the nursing program on file at the nursing office.
- A passing score on the NLN-PAX entrance exam.
- A copy of an active unencumbered California LVN license and IV and blood withdrawal certification.
- Evidence of at least one year of paid direct patient contact experience as an LVN within the past 5 years.
- Completion of **ALL program general education coursework** with a grade of C or better as evidenced on required transcripts (a grade of B or better is required for science courses)(an applicant may transfer general education courses).

*Successful completion of **all four (4)** challenge exams once the first four (4) criteria above have been met.

**** For students who meet all of the above requirements except completion of the science courses:**

- Complete science courses in Terms 1 and 2 with a grade of 80% (B) or better.
- Challenge exams will be administered during the last 2 weeks of Term 2.
- Students who are not successful with any challenge courses will continue with their current cohort.
- Students who successfully challenge any nursing courses will be granted credit for those courses and will continue in Term 4 with the previous cohort (if space is available). This will allow them to finish four months earlier than originally scheduled.

*Only students who successfully complete **all four (4)** challenge exams will be considered as Advanced Placement; however, **all** students who pass challenge exams (and are thus exempt from one or more nursing classes) must take **NUR 221 Nursing Transitions**.

Under this option, students must wait until the required courses are offered but if admitted are assured a place in the program when the required courses occur. The following is the order of curriculum for **LVN advanced placement:**

- **Term 1: ADN 150**: Study Skills (1 Unit)
- **Term 2**: No classes – Challenge exams are administered during Term 2
- **Term 3**: **ADN 152**: Pharmacology Prep (1.5 Units)
  No Nursing courses if challenge exam is successful.
- **Term 4**: **NUR 221**: Nursing Transitions (1 Unit)
  NUR 200: Labor & Delivery Nursing Care (4 Units) *if challenge is unsuccessful.
  NUR 220: Int. Medical-Surgical Nursing (8.5 Units) *if challenge is unsuccessful.
- **Term 5**: **NUR 230**: Pediatric Nursing Care (4 Units) *if challenge is unsuccessful.
  NUR 250: Psychiatric Nursing Care (4.5 Units)
- **Term 6**: **NUR 260**: Adv. Medical-Surgical Nursing II (10 Units)
  ADN 154: NCLEX Preparation (1.5 Units)

LVN Non-degree Option (30-Unit Option) and Course Sequence

California LVNs holding a current unencumbered California Vocational Nursing License may choose the 30 Unit Non-Degree Option. **The LVN 30-Unit Option Non-Degree Program does not lead to an Associate Degree in Nursing**. This non-graduate status entitles the candidate to take the NCLEX-RN® for licensure as a

registered nurse only in the state of California. This permanent non-graduate status may hinder employment and further educational opportunities (hospitals are currently showing preference to RNs with BSNs) and may prohibit endorsement as a registered nurse in other states.

Admission is based on space availability. The following courses are required:

Term 1: **BIO 112**: Human Physiology (4 Units)
ADN 150: Study Skills (1 Unit)
Term 2: **BIO 120**: Microbiology (5 Units)
Term 4: **NUR 221:** Nursing Transitions (1 Unit)
NS 254: Psychiatric Nursing Care (4.5 Units)
Term 6: **NS 260**: Adv. Medical-Surgical Nursing (10 Units)
ADN 154: NCLEX Preparation (1.5 Units)

Individuals seeking the non-degree 30-unit option are required to take **NS 221 Nursing Transitions**.

***Students enrolling under the 30-unit option are not eligible for federal financial aid.**

***Applicants for advanced placement LVN or non-degree option are admitted ONLY if space is available**.

Military Personnel and Veterans
Military Personnel and Veterans may be eligible for enrollment into the ADN Program based on the following requirements:

1. Recent education and experience within the last five years prior to application is recommended. However, competency may be verified for each course per program policy.
2. Education and experience meet the basic requirements per individual college guidelines.
3. Honorable discharge (DD214) or current active honorable service required (letter from supervisor).

CCI's policy is to assess each Military/Veteran/Medical Tech on an individual case-by-case basis and determine where they will fit within the curriculum of the ADN program. The following pathways have been established to assist with obtaining nursing credit for previous education and experience:

Pathway I- Including but not limited to Basic Medical Technician (Navy Hospital Corpsman) or USAF Basic Medical Service Technician or Army Medical Specialist.

a) Challenge exam per college policy for the first term of the ADN program.
   i. CCI allows a maximum of four courses that can be challenged.
   ii. The course(s) challenged are based on the needs and prior experience of the individual requesting.
   iii. Candidates must meet the same eligibility requirements for admission into the ADN program as other applicants, including completion of prerequisites.

Pathway II- Including but not limited to Basic Medical Technician (Navy Hospital Corpsman) or USAF Basic Medical Service Technician or Army Medical Specialist with an active California LVN license (Licensed Vocational Nurse) either through challenge (BVNPT Method 4) or successful completion of an LVN program.

a) Admissions credit given to applicants as an LVN to RN candidate per school admission policies.
b) An LVN to RN transition course is required and must be completed with a passing grade of 75% or higher.
c) See the text above, ***LVN Advanced Placement,*** for required courses.
d) Admission to the program is on a space available basis as any LVN to RN student.
e) Applicants need to demonstrate theory and clinical competency in Fundamentals, Medical-Surgical Nursing I, Obstetrics, and Pediatrics. Criteria for determining competency are described in the ADN Guidelines under ***Challenge Credits Nursing Courses***. Credit for these specialties is posted on the official transcript if the applicant successfully demonstrates competency.
f) All ADN prerequisites must be completed prior to the LVN to RN transition course.

Also applicable for some military applicants is BRN regulation CCR 1418, which states, "An applicant who presents with relevant military education and experience, and who presents documentation from a board-approved registered pre-licensure nursing program of equivalency credit evaluation that provides evidence of meeting, in whole or in art, the minimum standards for competency set forth in Section 1443.5 and minimum education requirements of licensure listed pursuant to Sections 1426 (c)(1) to (3), utilizing challenge examination or other evaluative methods, will be considered to meet, in whole or in part, the education requirements for licensure."

Students for whom this regulation applies will be allowed to challenge all applicable nursing courses following the requirements for passage above.

*Students seeking transfer credit for coursework completed while serving in the military should submit military transcripts for that coursework. Military records and transcripts must be reviewed by the ADN Program Director or designee and the applicant must have a DD214 showing completion of military coursework and service/discharge under honorable conditions.
*The transfer of nursing credits from other institutions is allowed only as explained above and as required by state regulation (CCR 1430) for Licensed Vocational Nurses seeking Advanced Placement and military personnel who received nursing training while on active duty.

Career Care Institute does not offer credit for experiential learning.

STUDENT INQUIRIES AND REQUESTS

To better assist students and to make sure students get their requests answered, students inquiring to confirm data from the Student Services Office (such as attendance, academics, externship hours, etc.) or who would like to request a conference with administrative staff, may do so by completing the Student Inquiry/Request Form. Should a student present an inquiry in person or by phone they will be instructed to complete a Student Inquiry/Request Form.

Students may receive a copy of this form by asking their instructor or by visiting the Student Services Office where the forms are available. The completed form may be submitted to the Student Services Office for a response. This form will ensure that student requests are addressed appropriately and in a timely manner. It will also provide a mechanism for follow-up on requests and monitoring of the staff responsiveness. Students who wish to have their requests or inquiries answered accurately and within a reasonable time frame are encouraged to use this form.

STUDENT COMPLAINT AND GREIVANCE PROCEDURE

Students with school-related concerns or complaints should review their Student Catalog to become familiar with the school policies before initiating a complaint. All students are required to follow the Complaint Resolution Process and work with the institution to arrive to an amicable resolution.

How to Address your Concerns and Complaints

Students are encouraged to seek resolution with the direct person involved first. If the attempt to resolve the concern or complaint through discussion with the person directly involved is unsuccessful, student is encouraged to schedule an appointment to meet and discuss the concern or complaint with the Program Director. If the matter is unresolved through the Program Department, the student should schedule an appointment to meet and discuss the complaint with the Student Services Department. If resolution is not met, the student is encouraged complete a Student Complaint Form.

For emergencies, or otherwise important educational issues that cannot wait to be addressed, the student may request to meet with the Student Services Director.

Student complaints and concerns are reviewed and addressed on an individual basis. A student ***may not*** represent another student or a group of students regarding a student complaint or concern. Each student must follow the appropriate steps to get assistance with their complaint or concern. **All student concerns and complaints are kept confidential**.
***Career Care Institute does not acknowledge anonymous complaints**.

Submitting your Concerns/Complaints

Written Concerns/Complaints must be submitted within sixty (60) days of the alleged occurrence. Students may request a Student Complaint Form from the Student Services Office and submit a complaint to the Student Services Department or Campus Director. The student should receive confirmation of receipt of the form or of the request for a conference within seven (7) working days. The Student Services Department will assist in facilitating final resolution of the complaint or concern. Should a student need to have a concern or complaint reviewed and considered, they may refer to the following personnel:

Lancaster Campus:
43770 15th Street West, Suite 115
Lancaster, CA 93534
(661) 942-6204

Campus Director
Evelyn Orellana - Ext. 248

Assistant Campus Director
Sarah Pramono – Ext. 143

Student Services Representatives
Sierra Imperial - Ext. 124
Thea Devereaux - Ext. 125
Kindra Garrison
Rina Hernandez

Moreno Valley Campus:
22500 Town Circle, Suite 2205
Moreno Valley, CA 92553
(951) 214-6446

Campus Director
Gabriela Villanueva - Ext. 203

Student Services Representatives
Agustina Mendoza - Ext. 234

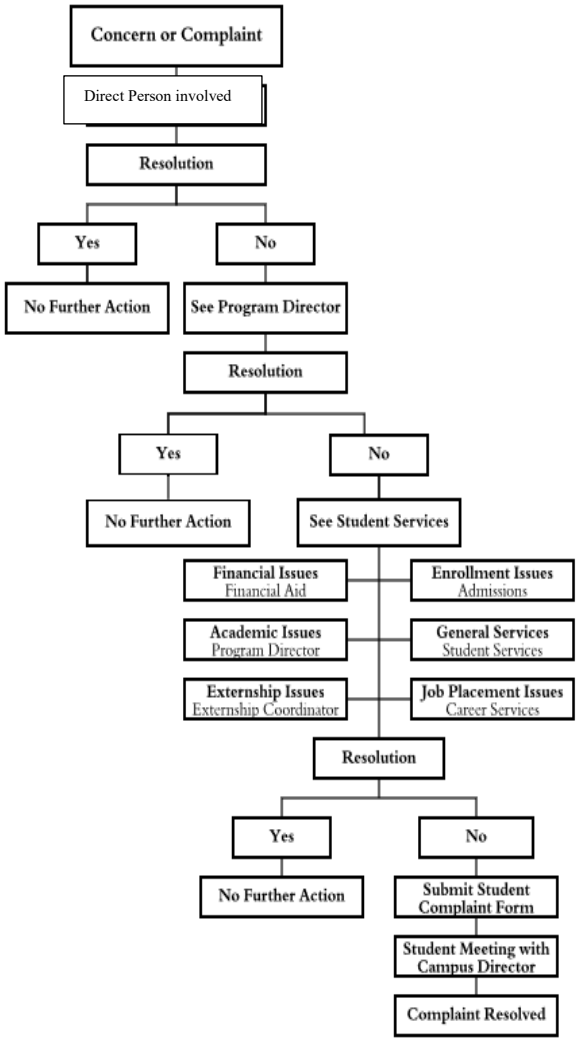
Oxnard Campus:
2051 North Solar Drive, Suite 100
Oxnard, CA 93036
(805) 477-0660

Affiliate Campus Director
Carolina Olivares - Ext. 301

Student Services Representatives
Alexandra Han – Ext. 308

COMPLAINT RESOLUTION PROCESS

This procedure is in place to bring a quick resolution to students' concerns and complaints and to keep to a minimum any disruption to the students' training in which the concern/complaint may present during the resolution process.



In accordance with the requirements issued by the U.S. Department of Education, any student who has followed the Student Complaint and Grievance Procedure and feels that their complaint or concern is unresolved may submit a complaint to our accrediting agencies. Any student or member of the public may file a complaint about this institution with the Bureau for Private Post-Secondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the Bureau's internet website at www.bppe.ca.gov; or to the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, www.council.org., or by telephone: 770-396-3898/ 800-917-2081.

Institutional Policies

STUDENT RESPONSIBILITIES

The CCI student is responsible for:

1. Being aware of and abiding by institutional and classroom rules and policies. Institutional policies are available in the Student Catalog. The student is responsible for and has agreed to comply with all rules and regulations of the Institute as set forth in the Student Catalog and program guidelines. ***Students are also responsible for revisions and/or addenda provided by the Institute throughout their enrollment**.
2. Completing out-of-class assignments. The assignments include, but are not limited to reading, projects, research assignments, ATI® homework, presentations, etc. A student can anticipate out-of-class activities that equal to two (2) hours for every one (1) hour of lecture.
3. Not participating in nor conducting acts of academic dishonesty (i.e., cheating, plagiarism, etc.) (See Academic Honor Code).
4. Upholding the standards of academic performance established by each course in which they are enrolled.
5. Learning the content and demonstrating the competencies of any course of study in which they are enrolled. Students are expected to dedicate a minimum of one (1) study hour per every hour of theory or lecture.
6. Maintaining the standard of classroom, clinical, or externship conduct deemed appropriate by the institution.
7. Complying with procedures regarding tardies, leaving early and absences as explained in the student catalog.
8. Reviewing academic progress periodically for completeness and accuracy.
9. Conducting themselves in an appropriate manner while on campus or while functioning as a representative of CCI at clinical or externship.
10. Adhering to and complying with the problem resolution process or student complaint procedures.
11. Keeping current with financial responsibilities (See Financial Information and Refund Policy).
12. Checking CCI issued e-mail on a regular basis.

Students who violate the Student Responsibilities will be subject to the Program Exclusion Policy.

CLASSROOM POLICIES

- Abide by the Student Responsibility Policy.
- Abide by the Student Conduct Policy.
- Abide by the Dress Code Policy.
- Abide by the Sexual Harassment Policy.
- Food and drink items *are not allowed* in the classroom or laboratories. Chewing gum is not allowed.
- Mobile phones, smart watches, or any other electronic device with recording capabilities (including eyeglasses and/or frames) *may not be used* during classroom sessions and must be silenced at all times.
- Students *may not* leave the regular classroom session to use phones. Exceptions will be in cases of emergency with permission of instructor.

Students who violate classroom policies will be subject to the Program Exclusion Policy, which may lead to program termination.

ADMINISTRATIVE OFFICE POLICIES

- All students are to enter the administrative office with a CCI employee escort or administrative authorization.
- Student use of the copier, telephone, or other office equipment is prohibited.
- Except for clear medical emergencies, the Student Services Office is not permitted to take telephone messages for students who are in class.
- The break room will be emptied every night and any contents will be discarded.
- Students should not obstruct the entrances to other offices or the common areas, including walkways, stairways, or building entrances by congregating.
- Students are not allowed to have visitors or children on campus during school hours.
- Students should also be considerate of other classes by keeping their noise levels at a professional tone.

STUDENT CONDUCT POLICY

Students are expected to adhere to the highest of standards of conduct with school personnel, other students, clients, and the public. Students must obey the law (local, state, and federal), show respect for properly constituted authority, maintain integrity in scholastic activities, and observe adult standards of conduct. Violations of the Student Conduct Policy may result in conduct termination of enrollment. See also (Student Responsibilities).

Extreme Conduct Violations:

Conduct that may result in immediate termination includes but is not limited to the following:

- Carrying a concealed or potentially dangerous weapon.
- Making threats to harm students, self, or the school.
- Vandalism or destruction of school or campus property.

- Sexual Harassment misconduct.
- Shouting or yelling at an instructor, administrative staff or student; or any show of hostility towards an instructor, administrative staff or other student.
- Stealing school, patient/client, or student property.
- Failure to abide by the rules and regulations of all clinical or externship sites.
- Entering the school premises while under the influence or effects of alcohol, drugs, or narcotics of any kind.
- Bringing alcohol, drugs, or narcotics of any kind onto school grounds.
- Testing positive during any drug screening. Failure to comply with CCI's Drug Policy will result in a Program Exclusion for Extreme Conduct and may result in termination.
- Insubordination or refusing to follow the directions of administration or faculty.
- Reckless driving or speeding in the campus parking lot (e.g. over 5 miles per hour)
- Misuse or damage of campus property
- Conduct that interferes with the normal operations of the school
- Disruptive or disorderly conduct, obscene actions and/or disrespect for the rights and privileges of others
- Misrepresenting the institution while in school uniform (e.g., engaging in inappropriate behavior or using inappropriate or offensive language in public while in CCI uniform).
- Causing patient, student, or staff endangerment
- Participating in, conducting, and/or encouraging any type of bullying – **this includes any kind of bullying activity conducted through social media or via text messaging and email**.
- Blatant violations of the Academic Honor Code (e.g., cheating, plagiarism)
- Submission of forged, falsified, or altered documents.
- Hazing as defined in the Campus Hazing Policy https://ccicolleges.edu/wp-content/uploads/2025/09/CCI-Hazing-Policy.docx

Other Conduct Violations:

Conduct that may result in receiving a Program Exclusion Notification includes but is not limited to the following:

- Not wearing school uniform during school hours.
- Failure to complete out-of-class (homework) assignments by the due date.
- Discussing explicit or inappropriate topics (i.e. sex, illegal drugs).
- Excessively loud music in the parking lot or on campus.
- Failure to sign Student Advisement Notice.
- Voicing inappropriate negative personal opinions about a student, instructor, or administrative staff on campus.
- Demeaning or sarcastic comments towards other students, faculty, or administrative staff.
- Profanity spoken on school grounds and/or clinical externship sites.
- Disorderly conduct, which interferes with the learning process of any other student, the classroom presentation by the instructor or the progress of the class in general.
- Soliciting support for a personal agenda on campus.
- Making false statements to faculty or staff of a material fact.
- Failure to comply with the Program Exclusion Policy may result in conduct termination.
- Smoking or vaping outside the designated smoking area.

Under extreme circumstances the Instructor, Student Services, or Campus Director has the authority to dismiss the student from class until the Appeals Committee has had the opportunity to review the incident which led to the student's dismissal from class.

SCHOOL DRESS CODE POLICY

Career Care Institute policy requires that students maintain the dress code for each day of training. These requirements are similar to policies and practices in the healthcare industry. Following the dress code will help maintain a safe, clean, and professional environment. Students who violate school dress code will be subject to disciplinary actions.

Personal Hygiene Requirements:

- Students must maintain clean personal hygiene.
- Students must bathe daily and use deodorant.
- Oral hygiene is to include brushing and flossing of teeth.
- Hair must be put up (off the shoulders) when in uniform, look neat and clean in appearance, and be free of ornamentation including ribbons, barrettes, beads, scarves, head wraps, etc. Students may wear hair bands no wider than two

(2) inches to keep shorter hair off the face (black, white, or uniform color only). Hair must be natural in appearance. No other colors will be allowed (red, blue, green, purple etc.).

- Only complimentary, conservative make-up should be worn. Heavy make-up including false eyelashes, eyelash extensions or bright eye shadow is inappropriate in the medical field and in-school training.
- Nails must be only fingertip length, as your hands must be kept clean for hygienic reasons.
- Acrylic nails, gel nail polish, and regular nail polish are not permitted.
- Students must keep hair and facial hair trimmed and looking professional at all times. Facial hair must be kept clean-cut and no longer than half (1/2) an inch.
- Extreme personal presentation of any type (e.g., body piercing, hairstyle, etc.) is not allowed.
- Tattoos should be covered to the fullest extent possible. Tattoos that are offensive, suggestive, obscene, sexually explicit, vulgar, political, racial, or demonic must be covered with appropriate clothing. This list is not exclusive and is at the discretion of the instructor or Administrative Staff.
- Chewing tobacco is not appropriate for healthcare professionals and is **not** allowed on campus.

CCI Uniform Requirements:

- Students are required to wear a clean school uniform while in school. The uniform consists of school scrub top, pants, jacket, and badge issued by Career Care Institute.
- **The school uniform is required at all times whenever a student is on campus.** Partial compliance with the dress code policy will not be allowed at any time, whether the student is attending a scheduled class or not.
- Shoes must be white and leather or leather-like materials with rubber soles that enclose the entire foot; nursing clogs that enclose the entire foot are acceptable. No sandals or open-toed shoes; no Crocs® or similar style shoes. OSHA guidelines require students to wear white socks or hosiery.
- For all students, the only allowable undergarments that can be visible under the uniform top are white t-shirts or thermals. They may be either short- or long-sleeved.
- A white or black thermal or long-sleeved shirt with no marking, logos, or designs may be worn under the uniform for warmth.
- The CCI uniform jacket or a generic white zippered or buttoned sweater or sweatshirt with no markings, logos, or designs may be worn *over* the uniform for warmth. **Hoodies are not permitted**.
- Undergarments should not be visible below the hem of the uniform.

Accessories:

- Jewelry is not a part of the professional uniform, with the exception of a wedding ring and wristwatch.
- Earrings must be small studs; no hoops, and no more than one per ear.
- Nose rings, tongue rings, and other facial piercings must be removed while in class for safety and hygienic reasons. Ear spacers of any size are not allowed.
- Dermal piercings of any kind must be covered at all times.

Students not in compliance with the above dress code may be sent home. Students sent home will be marked absent for the day and will be subject to disciplinary actions (See also Student Responsibilities). Each program is further governed by the program guidelines.

PERSONAL PROPERTY

All personal property including textbooks, tablets, cell phones, uniforms etc. purchased by the student is the sole responsibility of the student. The school does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name. The Institute is not responsible for theft or damage that occurs to vehicles parked in the parking lot. Vehicles should always be locked to avoid theft. Lost items that are returned will be kept in the Student Services Office for thirty (30) days.

ATTENDANCE POLICY

Career Care Institute believes that learning is comprehensive when the student attends all scheduled classes. It is expected that all students attend all scheduled classes and maintain satisfactory attendance at all times. **Satisfactory attendance** is determined when a student is present in class in his or her assigned classroom and has no more than one absence per module/semester/term. **Unsatisfactory attendance** occurs when a student receives more than ***one*** absence in a module/semester/term.

General Attendance Information (All Programs)
Attendance is recorded **daily**. Students failing to maintain satisfactory attendance are subject to a warning, final warning, and/or Program Exclusion Notification. Just as would be required of employees at any workplace, it is the responsibility of the student to notify the school in advance (e.g., Student Services Office, Class Instructor) if he/she will be absent or late, although calling in won't excuse the absence or tardy.

Medical Assistant, Dental Assistant, and Limited Permit X-Ray Technician Attendance
The Medical Assisting, Dental Assisting, and Limited Permit X-Ray Technician programs use a modular system, and attendance is monitored daily throughout each ***module*** **of study**. Students are scheduled to attend classes according to the clock hours defined for each course of study. A student with one (1) absence within a module will be subject to a warning. A student with two (2) absences within a module will be issued a final warning. A student with three (3) absences in a module will receive a Program Exclusion Notification (PEN). Program Exclusion Notifications may result in termination (see Program Exclusion Policy). All missed hours resulting from absences must be made up as described in the Attendance Make-Up Policy.

1 absence in one module = Warning
2 absences in one module = Final Warning
3 absences in one module = Program Exclusion Notification

Eight (8) consecutive absences will result in immediate termination from the program.

Vocational Nursing Attendance
Vocational Nursing student attendance will be monitored closely during each **semester**. Attendance for Theory and Clinical will be monitored separately. The student is afforded two (2) absences in each category (Theory and Clinical) before a Program Exclusion Notification is issued on the third absence in either Theory or Clinical. For shorter courses, only one (1) absence is allowed.

No absences for any reason are allowed during Med-Pass (weeks 14-15 of semester 1). Students who are absent during these weeks will be placed on a leave of absence and will join the next cohort in week 14. There are no exceptions to this policy.

Students will be subject to termination upon receipt of the second PEN for Theory Attendance or second PEN for Clinical Attendance (see Program Exclusion Policy). All missed hours resulting from absences must be made up as described in the Attendance Make-Up Policy.

Theory Absences
1 absence = Warning
2 absences = Final Warning
3 absences = Program Exclusion Notification

Clinical Absences
1 absence = Warning
2 absences = Final Warning
3 absences = Program Exclusion Notification

Eight (8) consecutive absences will result in immediate termination from the program. **Consecutive absences may be consecutive theory days, consecutive clinical days, or a combination of theory and clinical days; thus, students who miss eight (8) consecutive clinical days even when they have continued to attend theory class may be terminated**.

Associate Degree Nursing Attendance
Theory Attendance
ADN faculty believe learning is comprehensive when the student attends all scheduled classes. It is expected that **all** students attend **all** scheduled theory classes and maintain satisfactory attendance and academic progress at all times. Because it is essential that nursing students attend all classes, ADN students will be **allowed one (1)** theory absence per term **with documented extenuating circumstances.**

Documentation of any extenuating circumstance must be provided to the ADN Program Director and to the Student Services Department **within seven (7) days of the absence**; failure to produce documentation will result in termination from the ADN program. More than one absence in the same term will result in termination from the ADN program.

Following a health alteration or diagnosed infectious disease that would prevent the student from safely attending class (theory and clinical), the student must submit verifiable documentation from primary health care provider allowing the student to return to class. A student who becomes pregnant during the program must have signed documentation from her health care provider that it is safe for her to continue in the program, including clinicals; once the baby is born, they need a medical clearance to return to class.

Under no circumstances will any children/ dependents/significant others (regardless of age) be permitted in the theory classroom during class.

Students will be provided with a calendar for theory at the beginning of the course.

Clinical Attendance and Tardiness

Punctual attendance is required at all scheduled clinical experiences including, but not limited to:

- Clinical/Facility Setting
- Clinical Conference
- Skills Lab
- Simulation Lab
- Simulation or Competency Testing
- Field Trips

Faculty believes learning is comprehensive when the student attends all scheduled clinical rotations. It is expected that all students attend all scheduled clinical rotations and maintain satisfactory attendance and academic progress at all times. **Satisfactory attendance** is determined when a student is present at clinicals as scheduled.

No absences are allowed for clinical classes or rotations. Absences from clinical classes or rotations may result in termination from the ADN program.

Attendance at scheduled assigned clinical experiences is essential to meeting course and program objectives. Students are scheduled to attend clinical rotations that may include week-end and evening timeframes. If a student is absent for any reason from a scheduled clinical experience, **they may be terminated from the program**.

Students are expected to be prompt in attendance for assigned clinical experiences. Failure to be prompt, or leaving early from scheduled assigned clinical experiences, may result in failure and dismissal from the program. Students will be provided with a clinical schedule at the beginning of the course.

Tardiness and Early Departure

Tardiness is a disruption of the learning environment for everyone and is highly discouraged. Students arriving more than five (5) minutes late either at the start of class or upon returning from break will receive a tardy on their attendance record. Every three (3) tardies will accumulate one additional absence on the student's attendance record. Students arriving fifteen (15) minutes late will be marked absent and may be allowed to stay in class at the instructor's discretion but will still be marked absent on the attendance record.

Tardiness on quiz, test, or proctored exam days will not be permitted.

Students may not leave early. Students who leave early without authorization from their instructor are subject to disciplinary action. Instructors can allow a student to leave early in case of emergency but will mark the student absent for the day.

Tardiness and Early Departure for ADN Program

Tardiness and Early Departure Tardiness is a disruption of the learning environment for everyone and is highly discouraged. Students are expected to be **in class 10 minutes before the start of class**. Students arriving more than five (5) minutes late, either at the start of class or upon returning from break, will receive a tardy on their attendance record. Two (2) tardies accumulate one absence on the student's attendance record. Students arriving 15 minutes late will be marked absent and will not be allowed into the classroom.

Tardiness on quiz, test, or proctored exam days will not be permitted nor will the student be allowed to make up the quiz, test, or proctored exam, thereby receiving a grade of zero. Students may not leave early. Students who leave early without authorization from their instructor are subject to disciplinary action. An instructor can allow a student to leave early in case of emergency but will mark the student absent for the day.

Attendance Probation

Students who accumulate three (3) absences or more in a module/semester/term will be subject to Appeal (See Program Exclusion Policy). After meeting with the Appeals Committee, if the school determines that the student is permitted to remain in the program, the student will be placed on attendance probation for a minimum of thirty (30) days. Students are notified of probationary status by the Student Services Office through the issuance of a Plan of Action, which includes the terms of the probation.

While on probation, the student will be required to report for weekly scheduled appointments with the Student Services staff to discuss their progress. A student on attendance probation must maintain perfect attendance for the length of the probationary period. Students failing to maintain the terms of their Plan of Action will receive a Final Warning, which may result in program termination.

Extenuating Circumstances

An extenuating circumstance is a situation that prevents a student from attending a regularly scheduled class for a reason that is beyond their control; the student could not have planned for it, and it is a circumstance that will not likely be repeated. The following circumstances are considered extenuating:

1. Death of immediate family member. The following are considered immediate family

members: parent, child, sibling, spouse, or grandparent.
2. Medical emergency of the student or immediate family member.
3. Military duty.
4. Unexpected and severe life conditions which require a brief period of adjustment (i.e., loss of housing, loss of employment).
5. Mandatory court appearances.
6. Jury duty.

***A documented child's medical emergency is evaluated on a case-by-case basis.**

**** Absences that are due to a health alteration such as a diagnosed infectious disease or a student who becomes pregnant during their enrollment (ex, COVID or pregnancy complications) must have signed documentation from their health care provider to cover any additional absences outside of the permitted number**.

Documentation for absences due to extenuating circumstances will be considered during the appeal hearing when valid documentation has been submitted; **documentation must be submitted within seven (7) days of absence**. All absences must be made up according to the Attendance Make-Up Policy. Students may request that Program Exclusion Notifications due to the extenuating circumstances listed above be reviewed for dismissal. The documentation will be reviewed by the Campus Director, and if found valid, the Program Exclusion Notification may be voided. See Program Exclusion Policy for more information on Voided Program Exclusion Notifications.

The number of absences covered under this provision is limited as follows:

- Dental Assisting – 1 absence per module
- Medical Assisting – 1 absence per module
- Limited Permit X-Ray Technician - 2 absences per module
- Vocational Nursing - 2 absences per semester
- Associate Degree Nursing - 1 absence per term

ATTENDANCE MAKE-UP POLICY

Certificate Programs

To ensure that students complete their studies within the 150% timeframe for completion set by the Department of Education, students are required to make up all absences. Students will have seven (7) calendar days to make up any theory absences. Students who do not make up their absences within the required timeframe will receive a suspension, which will incur an additional make-up day.

MA, DA, and LPXT Programs Make-Up Days
All absences must be made up on the assigned make-up day with Instructor's approval.

VN Program Theory Make-Up Days

1. Instructor creates an advisement which the student signs indicating the need to complete the theory hours missed. Make-up hours may be completed as follows:
   - Students may be required to complete a make-up packet or project assigned by the instructor,
   - or they may be required to make up the missed hours on campus.
2. Student must complete make-up packet/project to receive credit. Student may not use theory or clinical time to complete theory make up packet/project.
3. Student submits hand-written make-up packet/project to instructor within one week.
4. The instructor reviews the packet/project for completeness and accuracy, and returns with remediation signature, final completed signature, and completed time card from student and instructor.
5. The Student Services Department will enter the missed hours.
6. Students have one week from the date of absence to complete and submit assignments.
7. If not submitted within the timeframe provided, a final warning will be issued requiring student to submit make-up packet/project within twenty-four (24) hours of warning.
8. **If student fails to submit the make-up packet/project within twenty-four (24) hours, a Program Exclusion Notification for conduct will be issued for insubordination.**
9. The student is responsible for making up the theory hours before moving to the next semester.

VN Program Clinical Make-Up Days
In the event a student is absent or suspended on a clinical day, the student will be required to complete all missed clinical objectives on the first day back to clinicals. It is the responsibility of the student to inform the instructor which clinical objectives were missed during the absence(s). The student must also notify the assigned instructor prior to the start of the clinical shift, so that the instructor can assign the appropriate patients to ensure that the objectives can be met. All clinical objectives must be complete prior to the start of clinical make-up week.

In the event a student is absent or suspended on a clinical day, the student will **also** be assigned a clinical make up day at the discretion of the school. Every attempt needs to be made to complete make-up clinical hours prior to make-up week. If a student fails to attend the scheduled make-up day (s), the student is issued a Conduct PEN. All make-up hours must be completed prior to the start of the next semester. **Students who fail to complete the required hours for the semester will not progress to the next semester**. Clinical make-up week begins on Sunday and ends on Saturday. The student may be assigned any day of the week, any shift, and any facility. If the student believes there is a discrepancy in the number of days he or she is scheduled, the student must meet with Student Services for discussion. **Failure to attend the scheduled make-up day and failure to notify the appropriate staff if unable to attend will result in the issuance of a Program Exclusion Notification for Conduct.**

Holiday hours must be made up within the month the holiday occurred as scheduled by the Clinical Coordinator.

Degree Programs

ADN Program Student Responsibilities for Absence or Tardy

1. It is the responsibility of the student to telephone in advance to inform the instructor via phone call, text message, or voice mail on the faculty telephone if he/she will be absent or late. **Students missing clinical are required to contact their clinical instructor at least 2 hours in advance.**

2. If the instructor is not available, after leaving a message on the instructor's contact number, the student shall contact the Assistant Director. If the Assistant Director is unavailable, after leaving a message, the student shall email the Assistant Director.

3. Calling the instructor and clinical site does not necessarily excuse the student from being absent or late even though calling is expected.

4. Students may not leave the clinical unit early. Students who leave early without authorization from their instructor are subject to disciplinary action. The instructor may allow a student to leave early in case of an emergency but will mark the student absent for the day.

5. Any scheduled clinical experiences missed by the student will be considered a clinical absence. Clinical experiences include simulations, orientations, and field trips.

6. Missing a simulation and/or pass-off is considered a clinical absence and the student advisement/Plan of Action process will be followed appropriately at the discretion of the Assistant Director, faculty, and/or Program Director.
7. Failure to complete the required clinical and simulation activities and/or competencies within any course will result in failure of that course.

8. All clinical absences will be noted on the clinical evaluation form.

9. Clinical tardiness is defined as arriving **later than one (1) minute** after the designated clinical start time or upon returning from break.

10. Tardy occurrences will be noted on the student's clinical performance evaluation and may impact successful completion of the clinical component of the course.

11. The second tardy occurrence will result in an absence on the student's evaluation, which will result in termination from the program.

12. A student arriving more than five (5) minutes after the designated start time for any clinical experience will be marked absent and may be sent home.

13. Following a health alteration or diagnosed infectious disease that would prevent the student from performing his/her duties, the student must submit verifiable documentation from primary health care provider allowing the student to return to full duty without accommodation in the clinical unit.
14. A student not calling in to inform of an absence or tardy is "No Call, No Show." A student having one (1) "No Call, No Show" will be dismissed from the program immediately. Students dismissed from the program may be eligible to apply for the Re-Entry process.

15. In the event an instructor must send a student off of the unit or simulation, including but not limited to illness, inappropriate dress, inappropriate behavior, lack of prep for the clinical experience, lateness, or for compliance

issues, the student will be marked absent for the day.

16. In the event a student has received a subpoena to appear in court, is selected for jury duty, is on leave due to bereavement or has required military service, the student will need to meet with the Director, Assistant Director, or designee to discuss the situation at hand on an individual basis. The student must be able to provide a copy of the subpoena, court documents or military orders.

17. Clinical absences must be made up before the end of the term according to the student development plan.

ADN Program Clinical Make-up Days

1. The instructor initiates a student advisement and in collaboration with the Clinical Coordinator schedules the make-up clinical rotation(s).
2. The clinical make-up rotation(s) must correspond with the clinical absence. (If an OB rotation is missed, the make-up rotation must be in OB).
3. Assignments and evaluations are to be completed according to the syllabus or instructor.
4. If a student becomes pregnant or has an extended illness or injury (more than 2 days/absences), medical clearance is required from the student's primary health care provider prior to attending clinical assignments.

LEAVE OF ABSENCE POLICY

If an emergency situation arises and the student is unable to continue their education due to a medical condition, family tragedy, or military obligation, the school, at its discretion, may approve a leave of absence (LOA). The following criteria are required:

1. At least ten (10) business days prior to the expected LOA, the student needs to complete a Leave of Absence Request Form. Students may obtain this form in the Student Services Office. Documentation validating the reason for the LOA must be submitted at the time of the request to the Student Services Representative.
2. A student cannot request a leave of absence until they have been in the class for at least sixty (60) calendar days. Exceptions to this criterion may be approved by the Campus Director if an extenuating circumstance can be documented.
3. The reason for the request must provide enough assurance that the student will be able to return at the end of the LOA.
4. Requests MUST receive approval prior to the requested leave date. Academics, attendance, and financial records will be considered prior to approving the leave of absence.
5. A leave of absence will extend the contract period and the 150% maximum time frame by the number of days taken during the leave of absence.
6. The **maximum** amount of time allowed for a leave of absence is **180 days**.
7. Once the student has received written approval from Student Services that the leave of absence has been approved, the student may begin leave.
8. The Program Director may require the student to complete some items prior to their LOA return date. The student will be advised of any deadlines.
9. The student must return to class on the scheduled LOA return date documented on the initial request. Failure to return on the scheduled date may result in program termination.

Administrative Leave of Absence

If there is an interruption in the student's schedule due to non-module/semester availability for a period of at least four (4) consecutive days and up to ninety (90) days, the student will be placed on an administrative leave of absence (ALOA). Extensions may be considered and must be approved by the Campus Director. The following qualify as valid circumstances:

1. Class consolidation
2. Change in the student's class sequence

The Leave of Absence Request Form must be filled out and the student must receive written notice from Student Services that the leave of absence has been approved before the student may begin leave.

STUDENT AWARDS

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find that these awards can be a great asset when seeking employment.

Awards and recognitions include, but are not limited to:

- Academic Achievement
- Perfect Attendance
- Lamp Lighter Award (Mentor Recognition)
- Most Improved (Overall Academic Achievement)
- The Director's Award
- Valedictorian
- Salutatorian

- Student Excellence Recognition
- Student Mentor Award

ACADEMIC POLICY

Academic Honor Code

Career Care Institute acknowledges the importance of honest academic behavior. The objective of the Academic Honor Code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, and responsibility, and to recognize the importance of being accountable for one's academic behavior.

An academic environment has expectations of both students and faculty. Academic honesty requires a shared commitment to the highest standards of learning.

Student responsibilities include:

1. Being fully knowledgeable of the Academic Honor Code
2. Producing their own work
3. Encouraging honesty among their fellow students

Faculty responsibilities include:

1. Reviewing classroom expectations of academic honesty
2. Informing the student directly about any charges of academic dishonesty
3. Referring students to the Program Director's Office in a consistently applied manner

Acts of Academic Dishonesty Include:

- **Cheating**: Intentionally using or attempting to use unauthorized materials, information, or study aids; use of any unauthorized assistance, resources, materials, or electronic devices in taking quizzes, tests or examinations and the acquisition of a test or other academic material belonging to Career Care Institute.
- **Plagiarism**: The reproduction of ideas, words, or statements of another person as one's own without acknowledgement or use of an agency engaged in the selling of term papers or other academic materials. This also refers to the student's re-use of his/her own work without providing documentation.
- **Unauthorized Collaboration**: Intentionally sharing or working together in an academic exercise when such actions are not approved by the course instructor.
- **Falsification and Fabrication**: Intentional and unauthorized falsification or invention of any information or citation furnished to any college official, faculty member, or office.
- **Facilitation of Academic Dishonesty**: Permitting or attempting to help another to violate the academic honor code; alteration or sabotage of another student's work, such as tampering with laboratory experiments.
- **Paying another student to do homework/class work**: Students may not pay someone else to do their assignments for them.
- **Unauthorized Use of Artificial Intelligence**: see the Artificial Intelligence Policy below.

Academic Misconduct

Plagiarism and cheating are serious educational offences. If a classmate asks another student to cheat or participate in plagiarism, that student is to notify the instructor immediately. Cheating, including plagiarism, will result in a grade of "F" for the assignment or test. The cheating student will be subject to the Program Exclusion Policy, which **may** result in termination from the program. (See also, Academic Honor Code).

Artificial Intelligence Policy

Career Care Institute strives to continuously incorporate technology into healthcare practice to remain relevant in the development of our employable, safe healthcare workers. This policy outlines acceptable uses of Artificial Intelligence (AI) tools for students, aiming to enhance their learning while upholding academic integrity. For the purposes of this policy, Artificial Intelligence (AI) is defined as digital tools that use language models or machine learning to generate, assist with, or evaluate text, information, or data. Examples include ChatGPT, Grammarly, Bard, Quizlet, among others. Among these remains a plethora of other unauthorized resources that some have used for entertainment but are, however, inappropriate in an educational context for students.

Healthcare workers in all roles are accountable for decisions made and actions taken in the course of their practice. Systems and technologies that assist in clinical practice are adjuncts to, not replacements for, the worker's knowledge and skill (adapted from ANA *Code of Ethics for Nurses*, p. 15). Career Care Institute's faculty acknowledges that AI should not replace clinical judgment or assessment skills. Instead, AI tools should complement a student's knowledge and understanding rather than serve as substitutes. Students are encouraged to rely on their developing clinical knowledge, faculty feedback, and evidence-based practices to make clinical decisions rather than relying solely on AI recommendations for assignments. This

policy applies to all students and encompasses all educational settings, including classrooms, learning labs, and clinical environments.

Students may use AI tools to:

- Initiate Concept Maps
- Reinforce concepts and improve understanding
- Brainstorm ideas
- Find references or information on assignments
- Drafting an outline to organize your thoughts
- Check grammar
- AI tools that assist in literature searches are allowed; however, **students must critically evaluate the sources and information provided by AI to ensure accuracy and relevance. Those sources must be accurately cited**.
- The use of AI is at the instructor's discretion.

AI as an Unauthorized Resource
AI should not be used for:

- Plagiarism or in the undisclosed use of another's intellectual property (IP)
- Examinations or quizzes
- Impersonating a student in classroom contexts, such as using the tool to compose discussion board prompts.
- Completing group work unless it is mutually agreed upon by faculty that you may utilize the tool.
- Writing entire sentences, paragraphs, or papers to complete assignments. This includes appeal letters for PENs.

How to give credit to AI:

- Students must give credit to AI tools whenever used, even if only to generate ideas.
- When using AI tools on assignments, add an appendix showing:
    - The entire exchange, including which AI tool was used highlighting the most relevant sections.
    - An explanation of how the tools were used (to generate ideas, provide an illustration, refine an idea develop study tools, etc.).
    - Students must cite sources provided by AI.

- **How to cite using APA**:
    - Author: The author of the model is OpenAI.
    - Date: The date is the year of the version used.
    - Title: The name of the model is "ChatGPT"; this is the title and is italicized in the reference. (Note) other AI software may use versions; in that case, include the versions in parentheses after the model name.
    - Brackets: If additional information is needed to describe the model, it can be placed in brackets after the model name.
    - Source: If the publisher and author are the same, do not repeat the publisher's name. move directly to the URL. This is the case with ChatGPT.
    - Example: OpenAI. (2023). ChatGPT (Mar 14 version) [Large Language Model]. https://chat.openai.com/chat

Faculty Responsibility

- Faculty are expected to comply and to actively participate if tasked to contribute as part of an Academic Ethics Committee.
- At the instructor's discretion, more substantial restrictions on the use of AI tools are permitted and must maintain transparency and fairness in grading.
- Faculty members are responsible for educating students on the appropriate use of AI tools in nursing education.
- Faculty will monitor student use of AI tools to ensure compliance with this policy.

Consequences for Misuse
If a student submits work created by AI as their own, it is considered academic dishonesty. Violating this policy will trigger the PEN process, referral to an Academic Ethics Committee, and will result in a grade of "F" for the course *(Policy adapted from Neosho County Community College – Mary Grimes School of Nursing and Adventist University of Chile)*.

Academic Progress
If the student's performance measurements are below the minimum required percentage, the student will be placed on academic probation and required to attend remediation. If the student is unable to reach the minimum grade requirement, the student will be subject to the Program Exclusion Policy, which may result in termination.

The Veterans Affairs Office will be notified of VA qualifying students not meeting Student Academic Progress.

TEST MAKE-UP POLICY

Medical Assistant and Dental Assisting

Make-up/Re-take tests are permitted for the benefit of students. One of the objectives of CCI's policies is that students have a positive educational experience while here, which will in turn, spark students' desires to continue learning and adopt a lifestyle of ongoing educational activities. A student who may have been absent on the day of the test is permitted ONE make-up test per module. All make-up tests are administered only on Fridays between 9am – 2pm and are supervised by an appointed staff/faculty member. Exceptions may be made if the student provides a written request that expresses an extenuating circumstance(s) that would prevent them from making up the exam on the approved day (Friday). Requests will be reviewed by the Program Director. The deadline for taking make-up tests is no later than the following Friday from the day the test was originally given (i.e., one week).

Limited Permit X-Ray Technician

Students must take all written tests and quizzes at the scheduled time in order to be eligible to earn full credit. Students who miss a test due to an absence will receive a zero on the test. Students who score below 77% can make up one test per course by attending the next scheduled make-up session, which is the following Friday at 10:00am. Students who take a make-up test are eligible to receive a maximum grade of 77% on that test. Students arriving tardy to a test may take it that day during the remaining time allowed and be eligible to earn full credit or they may make up one (1) test per course on the next scheduled make-up day and be eligible to receive a maximum grade of 77% on that test.

Students who miss any competency tests or score below 77% may repeat the competency once at the time assigned by the respective Program Official, and they will be eligible to receive a maximum grade of 77% on that competency test.

Vocational Nursing Program

In all semesters, students who miss a **quiz** due to extenuating circumstances and notify the instructor **in advance** of the missed class, will be allowed to take the quiz within the same week of the absence and/or as instructor's schedule allows. Students who are absent without notice or extenuating circumstances will not be allowed to make up the **quiz**.

For make-up **exams**:

- Students must notify their VN instructor and Student Services of their need to miss class on exam day. **Notification via email two hours before the start of class is required**.
- The make-up exam for students who provide advance notice will be altered by as much as 75%. The retake exam for students who do not earn a passing grade will be altered by 100%.
- Students who fail to notify their VN instructor and Student Services of their need to miss class on exam day two hours before the start of class will take a more challenging exam covering the same material. Students will be allowed one take of this exam; there will be no retake if they do not earn a passing grade.

If a student is aware of the need to be absent on the scheduled test date and provides appropriate and dated documentation about the absence prior to the test date, the student may make arrangements with the instructor to take the test prior to the scheduled date. The need for an absence must be an extenuating circumstance. Students will receive the grade they earn.

Associate Degree Nursing Program

In all courses, if a student misses a weekly exam or quiz due to documented extenuating circumstances, the student must take the weekly exam or quiz within the same week of the absence at the instructor's convenience and will begin the weekly exam or quiz at a 10 percent reduction (90% of the questions). If there are no documented extenuating circumstances, students will take the weekly exam or quiz at a 20 percent reduction (80% of the questions).

If the student is absent on the day of a **final exam or midterm**, they may take the exam within the same week and will begin the exam at a 10 percent reduction (90% of the questions).

If a student is aware of the need to be absent and provides appropriate and dated documentation about the absence prior to the scheduled exam date, the student may arrange with the instructor to take the exam prior to the scheduled date. The need for an absence must be an extenuating circumstance. The student will receive the grade they earn.

*For all programs, students may request an individual review of their test or quiz with their instructor outside of class time. Quizzes and tests will NOT be reviewed in groups.

LIMITED PERMIT X-RAY TECHNICIAN GRADING POLICY

All students are required to achieve a passing score of 77% or higher in each course; also, each exam must be passed with a score of 77%. Any student scoring 76.9% or lower will be issued a Program Exclusion Notice for Extreme Academic Failure and must repeat the course; this will result in additional out-of-pocket expenses. Please refer to the LPXT Guidelines for more details regarding the grading policy.

LPXT REMEDIATION REQUIREMENTS

A student who fails a quiz or exam will meet with their instructor to develop a plan of action for remediation. At this time, the instructor will provide a written plan of correction, improvement, or guidelines in a development plan with time frames for compliance. Students that do not adhere to the Remedial Development Plan may be subject to the Program Exclusion Policy. Students will be re-evaluated for successful completion of remediation. Students who fail to meet Satisfactory Academic Progress will be subject to the Program Exclusion Policy. For detailed information on Academic Remediation for the LPXT program please refer to the LPXT Guidelines.

VOCATIONAL NURSING GRADING POLICY

All students are required to achieve a passing score of 75% or greater in each category in order to progress to the next semester in Semesters 1 – 3 and in each subject to progress through Semester 4. A student scoring 74.9% and below will be issued a Program Exclusion Notice for Extreme Academic Failure and must repeat the semester. **Please refer to the VN Guidelines for more details regarding the grading policy.**

***Vocational Nursing students whose grades are below 75% after the initial take of the midterm in any course will be issued a Program Exclusion Notification for Academics and may be placed on academic probation with mandatory tutoring for the remainder of the semester. This may also be applied any time a student's grade falls below 75%.**

VN REMEDIATION REQUIREMENTS

A student who fails a quiz, midterm, or final (or whose overall GPA is below 75% after the midterm exam) will meet with their instructor to develop a plan of action for mandatory remediation. At this time, the instructor will provide a written plan for correction, improvement, or guidelines in a development plan with specified time limits for compliance. Students who do not adhere to the Remedial Development Plan may be subject to the Program Exclusion Policy. Students will be re-evaluated to ascertain successful completion of remediation. Students who fail to show Satisfactory Academic Progress will be subject to the Program Exclusion Policy. For detailed information on Academic Remediation for the VN program please refer to the VN Guidelines.

ADN PROGRAM GRADING POLICY

All students are required to achieve a passing score of 75% or higher in each course (80% or higher for science courses) in order to progress to the next term. A student scoring 74.9% and below (79.9% or lower for science courses) will be issued a Program Exclusion Notice for Extreme Academic Failure and must repeat the course. **Please refer to the ADN Guidelines for more details regarding the grading policy.**

ADN REMEDIATION REQUIREMENTS

A student who fails a quiz, midterm, or final (or whose overall GPA is below 75% [80% for science courses] after the midterm exam) will meet with the instructor to develop a plan of action for remediation. At this time, the instructor will provide a written plan for correction, improvement, or guidelines in a development plan with specified time limits for compliance. Students who do not adhere to the Remedial Development Plan may be subject to the Program Exclusion Policy. Students will be re-evaluated to ascertain successful completion of remediation. Students who fail to show Satisfactory Academic Progress will be subject to the Program Exclusion Policy. For detailed information on Academic Remediation for the ADN program, please refer to the ADN Guidelines.

MA and DA GRADING RUBRIC

Grades are computed as follows:
A+ = 97 - 100% B+ = 87 – 89.9% C+ = 76% – 79.9%
A = 94 - 96.9% B = 83 – 86.9% C = 73% - 75.9%
A- = 90 - 93.9% B- = 80 – 82.9% C- = 70% - 72.9%
69.9% or below = failure

LPXT GRADING RUBRIC

Grades are computed as follows:
A+ = 97 - 100% B+ = 87 - 89.9% C+= 77% - 79.9%
A = 94 - 96.9% B = 83 - 86.9%
A- = 90 - 93.9% B- = 80 - 82.9%
76.9% or below = failure

VN GRADING RUBRIC

Grades are computed as follows:
A+ = 97 - 100% B+ = 87 - 89.9% C+= 77% - 79.9%
A = 94 - 96.9% B = 86.9 - 84% C = 75 - 76.9%
A- = 90 - 93.9% B- = 80 - 83.9%
74.9% or below = failure
***See VN Grading Policy for more details.**

ADN GRADING RUBRIC

Grades are computed as follows:
A = 90 - 100%
B = 80 - 89.9%
C = 75 - 79.9%
74.9% or below = failure

***Science courses require a grade of 80% or higher to pass.**

CHALLENGING A GRADE POLICY

Test scores or grades may be challenged for accuracy, but the challenge must be initiated within seven (7) days of notice of the score or grade.

INCOMPLETES, WITHDRAWALS & EXPIRATION OF CREDIT, AND FAILURES

Incompletes

Students that are approved for a leave of absence may receive an incomplete grade in their student record for the module/semester/class. An incomplete grade will not count in the calculation of the overall grade point average. The student must make up assignments and tests or may be required to repeat module/semester/class in order to achieve a passing grade.

Withdrawals

Students who withdraw or cancel their enrollment will receive a notation of "W" indicating a withdrawal from a specific module/semester/class. A grade of "W" (Withdrawal) indicates that the module/semester/class was not successfully completed and will not count in the calculation of the overall grade point average.

Failures

Grades lower than 70% for Medical Assistant and Dental Assistant, lower than 77% for Limited Permit X-Ray Technician, and lower than 75% for Vocational Nursing and Associate Degree Nursing will not be considered as a successful completion of the module/semester/class. A student earning less than the minimum grade requirement must repeat and satisfactorily pass the module/semester/class coursework prior to his/her graduation. ADN students who fail a Nursing course will be terminated and must go through the re-entry process to repeat the course with the next cohort. VN students who fail a course will be terminated and must go through the re-entry process to repeat the course with a different cohort.

REPEAT POLICY

Vocational Nursing

If the Institution determines that a student is required to repeat any portion of his/her training, the student must wait until the course/semester is offered again within the program. The Vocational Nursing program does not allow students to repeat a semester within the same enrollment. For students who fail a semester, the current enrollment will be closed (either as a termination or a drop), and the student may apply for re-entry to repeat the failed semester from the beginning when it is offered again.

Any student who fails a course/semester of his/her training and is required to repeat will incur additional tuition costs for repeating the semester failed in addition to the semesters for which they have already contracted to pay. Students who rely on financial aid for their tuition must wait 180 days to re-enter the program. Students must see the Financial Aid department to discuss costs for repeating and their financial aid options, including Sallie Mae® loans.

Medical Assisting, Dental Assisting, Limited Permit X-Ray Technician

If the Institution determines that a student is required to repeat any portion of his/her training, he/she must wait until the module/course is offered again within the program. Students who are repeating a module/course will be required to fill out an Administrative Leave of Absence Request Form to remain in good standing. Students may qualify to repeat a maximum of **two (2) modules/courses** per enrollment; exceptions may be made for mitigating circumstances at the sole discretion of the Campus Director /Program Director and will be determined on an individual basis. The 150% timeframe for program completion will be reviewed prior to approving the ALOA.

Any student who fails any module/course of his/her training and is required to repeat will incur additional tuition costs for repeating the failed module/course in addition to the modules/courses for which they have already been obligated to pay. Students must see the Financial Aid department to discuss repeating costs.

Associate Degree Nursing

Currently, the ADN program does not allow students to repeat a course within the same enrollment. Students who fail a course will be terminated and must go through the re-entry process to repeat the failed course when it is offered again with the next cohort, providing there is a space available in the next cohort. See ADN Guidelines for details.

RE-ENTRY POLICY

Former students seeking to re-enter a Career Care Institute program must begin the Re-Entry Process at least **thirty to forty-five (30-45) calendar days** prior to the projected start date.

The student must contact the Admissions Office and make an appointment to begin the re-entry process. The student will meet with Student Services to appeal. The Program Director will state which semester/module/term the student is eligible to return to and issue a Program Director Recommendation. Student Services will create a Plan of Action based on feedback from the Program Director and other departments. The Plan of Action may include items that must be completed before the re-entry applicant may be accepted to re-enter into the program. The Admissions department will ensure that students have all required Admissions documents to begin class. When the student has been approved to return, he/she must meet with the Admissions Department and sign a new enrollment agreement.

*Students who request re-entry after a lapse of five (5) years must restart their chosen program from the beginning.

Requests to re-enter do not guarantee that a student will be accepted into the program. Students who have been dismissed for academic dishonesty, clinical misconduct, or any other extreme conduct violation may be denied re-entry. Students may not exceed two (2) enrollments into Career Care Institute. Exceptions may be made upon Campus Director's approval.

Associate Degree Nursing

Currently, the ADN program does not allow students to repeat a course within the same enrollment. Students who fail a course will be terminated and must go through the re-entry process to repeat the failed course when it is offered again with the next cohort, providing there is a space available in the next cohort. Students seeking re-entry are not eligible for Advanced Placement. See ADN Guidelines for details.

DEFICIENCY COURSES (ADN & LPXT)

Students enrolling in either program to complete hours needed for licensure or certification will receive, upon completion of the required course, one (1) official transcript, one (1) unofficial transcript, and if applicable, one (1) certificate of completion.

VIDEO CONFERENCING ETIQUETTE

When it is necessary to conduct classes or meetings via video conference, the following rules apply:

1. The entire school Dress Code Policy applies to all classes and meetings conducted via a video conferencing platform.
2. Microphones should remain muted until students are called upon to participate vocally.
3. Cameras must be aligned to include the student's full face and chest. The top of the head is not acceptable. The student's face must be visible at all times; photos or other images are not allowed.
4. Students must be seated in well-lit rooms.
5. Students should try not to talk when someone else is speaking (use the raise hand function).
6. Be polite, respectful, and professional.
7. Family members should not be present on camera or in the room.
8. If there is an unavoidable interruption, turn off the camera, send the instructor a private chat, take care of the interruption quickly, and return to class or meeting with camera on. Otherwise, cameras are to remain turned on at all times.
9. Screen names should include the student's legal name (first and last names; no nicknames).
10. Virtual backgrounds are prohibited as they make the size of the recorded file too large.
11. Students should be seated at a desk or table that mimics the classroom setting.
12. Lying down is inappropriate and is strictly prohibited.
13. Driving while participating in a meeting or class via video conference is dangerous and illegal and, therefore, is strictly prohibited.
14. Students are to be seated quietly; they are not to be engaged in activities that will distract themselves or the class while class is in session (e.g., no grocery shopping or visits to tattoo parlors during class).
15. Students who fail to abide by the above rules will be removed from the session and marked absent for the day. Video meetings will be cancelled and rescheduled.

STUDENT SEXUAL OR SEX-BASED HARASSMENT POLICY

(For information on reporting instances of sexual assault and domestic violence, please see the CCI Campus Safety

& Security Policy at http://ccicolleges.edu/general-disclosures/?)

Career Care Institute is committed to providing a school environment that ensures the equality, dignity, and respect of every student. In keeping with this commitment, CCI strictly prohibits discriminatory practices, including sexual or sex-based harassment, and will not deny or limit the ability of any student to participate in, or benefit from, any CCI school program on the basis of sex, pregnancy or related conditions. Sexual or sex-based harassment, whether verbal, physical, or environmental is unacceptable and will not be tolerated, whether it occurs on school grounds or at outside school-sponsored activities. This policy applies to all CCI employees and students. All CCI employees have a duty to ensure that no student is subjected to sexual or sex-based harassment and to help maintain a school environment free of such harassment. Students who violate the Sexual Harassment Policy will be subject to the Program Exclusion Policy, which may result in termination. Please see page 14 for Title IX Coordinator contact information.

I. Definition of Sexual/Sex-Based Harassment: Sexual harassment is unwelcome conduct of a sexual nature. Conduct is unwelcome if the student did not request or invite it and/or regarded the conduct as undesirable or offensive. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

Additionally, sex-based harassment is a form of sex discrimination that includes sexual harassment and other harassment on the basis of sex, including harassment based on pregnancy or related characteristics, and parental status.

A. **Quid Pro Quo.** The type of harassment traditionally referred to as quid pro quo harassment occurs if a teacher, employee, or other person authorized by the school to provide an aid, benefit, or service under a school educational program or activity conditions the provision of such aid, benefit, or service on a person's participation in unwelcome sexual conduct. Whether the student resists and suffers the threatened harm or submits and avoids the threatened harm, the student has been treated differently, or the student's ability to participate in or benefit from the school's program has been denied or limited, on the basis of sex in violation of Title IX.

B. **Hostile Environment**. By contrast, sex-based harassment is defined as unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive, and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the schools education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles in the school's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the schools' education program or activity.

C. **Retaliation.** Retaliation is another form of discrimination that occurs when an individual who files a complaint, or those who support the individual in filing the complaint or who are witnesses in the investigation, are treated negatively because of their participation in the complaint process. A retaliation claim can stand on its own, even if the underlying claim is unsubstantiated.

D. DVSAS. Sexual harassment also includes the following acts as defined by the Jean Clery Act as amended by the Violence Against Women Reauthorization Act of 2013. DVSAS acts include domestic violence, dating violence, sexual assault and stalking. Please see CCI's Campus

Safety and Security Policy for detailed definitions of these terms.

E. **Who Can Be Involved?** Teachers and other employees can engage in harassment. Students and third parties are not generally given responsibility over other students and, thus, generally can only engage in hostile environment harassment. Harassment can be peer to peer, teacher (or employee) to student or third party to student, (e.g., where an independent contractor or member of the public engages in harassment on school grounds or at a school-sponsored event).

II. Prohibited Conduct and Behavior: Any conduct by an employee, student, or third party that can deny or limit the ability of another student (of the same or opposite sex) to participate in, or to receive the benefits, services, or opportunities of any CCI school program on the basis of sex is prohibited and will not be tolerated. This includes any circumstance where:

- An educational decision or benefit is conditioned on a student's submission to unwelcome sexual conduct;
- A student's submission to, or rejection of, unwelcome sexual conduct is used to deny the student the ability to participate in or benefit from any school program;
- The conduct has the purpose or effect of unreasonably interfering with, denying or limiting a student's ability to participate in or benefit from any school program;
- The conduct alters a student's educational environment to the degree that it adversely affects the student's ability to participate in or benefit from any school program whether or not that student is the target of the harassment;
- The sex-based conduct is sustained and nontrivial;
- There is a pattern and practice of sex-based harassment;
- A teacher, administrator, or other person in a position of authority engages in sex-based harassment of a student; or
- One student or a group of students engages in sex-based harassment of another student or students.

Additionally, the following behaviors are *strictly prohibited*:

- unwelcome sexual flirtations, advances or propositions;
- derogatory, vulgar, or graphic written or oral statements regarding one's sexuality, gender or sexual experience;
- unnecessary touching, patting, pinching or attention to an individual's body;
- physical assault;
- unwanted sexual compliments, innuendoes, suggestions or jokes; and
- Display of sexually suggestive pictures or objects.

III. Sexual Harassment Training

Students and staff shall receive annual training on Sexual Harassment Policy. The training also includes information on when, how, where and to whom to report and grieve incidents of sexual harassment. Title IX Coordinators received additional training offered by the Clery Center. Administration keeps records of every training session.

IV. Sexual Harassment Grievance Procedures

A. **How to File a Complaint.** All complaints of suspected, observed, or experienced sexual harassment shall be reported and filed immediately with the Campus Director who serves as the Title IX Coordinator. A complaint may be verbal or written and need not be on a particular form. Any teacher or employee of the school who, either reasonably believes a student has been harassed based on sex or who receives a complaint or notice of harassment, must immediately report the alleged behavior or notice to the Title IX coordinator.

B. **Initial Review of Allegations.** The Title IX Coordinator will discuss with the complainant the alleged harassment and the actions the complainant is seeking in response to the harassment within two (2) school days of the filing of the complaint. If a school employee has directly observed sexual harassment of a student, the Title IX Coordinator shall immediately contact the student who was harassed and explain that the school is responsible for taking steps to correct the harassment.

C. **The Investigation.**

1. **In General.** Every instance of sexual harassment of which the school has notice shall be promptly investigated by the Title IX Coordinator and may be reported to the local police department for independent investigation depending upon the nature, frequency, and severity of the alleged harassment. If deemed appropriate based on the circumstances, the Title IX Coordinator may take interim measures during the investigation to protect the alleged victim of harassment including, but not limited to, segregating the respondent (alleged harasser) from the complainant (alleged victim). Responsive measures will be designed to minimize, as much as possible, the burden on the alleged victim. The investigation will be grounded in reasonableness, and the school will have flexibility to determine appropriate responses. In every instance, the Title IX Coordinator shall maintain on-going contact with the complainant and the respondent throughout the course of the investigation.

2. **Limited Confidentiality**. The Title IX Coordinator will make every effort to keep the investigation and the parties thereto, including witnesses, confidential, except as necessary to carry out the investigation.

3. **Factors for Consideration.** Factors that may be considered during the investigation include the following:

- *The degree to which the conduct affected one or more students' education*. A hostile environment can occur even if the harassment is not targeted specifically at the individual complainant. For example, if a student, group of students, or a teacher regularly directs sexual comments toward a particular student, a hostile environment may be created, not only for the targeted student, but also for others who witness the conduct.
- *The type, frequency, and duration of the conduct*. The more severe the conduct, the less the need to show a repetitive series of incidents; this is particularly true if the harassment is physical. A single or isolated incident of sexual harassment may create a hostile environment.
- *The number of individuals involved*. Sexual harassment may be committed by an individual or a group.
- *The size of the school, location of the incidents, and context in which they occurred*. Sexual harassment committed outside of the school premises but during school hours will be treated in the same manner.
- *Incidents of gender-based, nonsexual harassment*. Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, including harassment based on sex stereotypes, sex characteristics, pregnancy or related characteristics, sexual orientations, or gender identity, which do not involve sexual activity or language, can be considered in combination with incidents of sexual harassment to determine if the incidents of harassment create a sexually hostile environment.

D. **Relevant Information for Investigation**. The Title IX Coordinator may collect and consider the following types of information:

- Statements by any witnesses to the alleged incident;
- Evidence about the relative credibility of the allegedly harassed student and the alleged harasser;
- Evidence that the alleged harasser has been found to have harassed others;
- Evidence that the allegedly harassed student has made false allegations against other individuals;
- Evidence of the allegedly harassed student's reaction or behavior after the alleged harassment;
- Evidence as to whether the student claiming harassment filed a complaint or took other action to protest the conduct soon after the alleged incident occurred; and
- Other contemporaneous evidence of the harassment (e.g., reporting conduct to parents, friends, etc.)

V. **Report and Communication of Finding and Recommendations to Parties.** Within ten (10) school days or as soon thereafter as practicable

based on all of the facts and circumstances, the Title IX Coordinator will provide written notice of his/her findings simultaneously to the complainant and accused harasser ("Parties"). The findings will include, but not be limited to, whether the allegations of sexual harassment were substantiated, and, if so, the disciplinary and remedial measures recommended to address and to rectify the substantiated sexual harassment claim.

If the Title IX Coordinator determines that the sexual harassment claim is substantiated, he/she will recommend immediate action to end the harassment and prevent its recurrence. The recommended action will depend upon the degree of control the school has over the harasser and the nature, frequency, and severity of the substantiated sexual harassment. In all instances, the Title IX Coordinator must follow up and communicate with both the complainant and the respondent at the conclusion of the investigation. The recommended action may be subject to but not limited to a Program Exclusion Notification, which may result in termination.

- If the alleged harasser is another student or students, the Title IX Coordinator will recommend discipline commensurate with the substantiated violation, up to and including immediate termination.
- If the alleged harasser is a third party over which the school has some control, such as an independent contractor working for the school, the Title IX Coordinator may recommend immediate termination of the relationship and steps to prohibit entry onto school grounds or at school-sponsored activities.

VI. **Title IX Coordinator Implements Final Findings and Recommendation.** Final finding and recommendation will be implemented upon completion of the appeal and closure of the investigation.

VII. **Prohibition against Retaliation.** The school will not tolerate discrimination or retaliation against any student who files a good-faith sexual harassment complaint, even if the investigation produces insufficient evidence to support the complaint or if the allegations cannot be substantiated. Likewise, the school will not tolerate discrimination or retaliation against any individual who participates in the investigation of a sexual harassment complaint. Any perceived retaliation should be immediately reported to the Title IX Coordinator for investigation.

CCI will take all steps that are necessary to ensure strict enforcement of this Sexual Harassment Policy.

Please see the CCI Campus Safety & Security Policy for more detailed information. It is available online at http://ccicolleges.edu/general-disclosures/?

DRUG POLICY

Drug-Free Campus and Workplace Policy Statement
Anti-Drug Abuse Certification for Federal Financial Aid Recipients: Beginning with the 1989-90 award year, students must certify compliance with the Omnibus Drug Initiative Act of 1988. As a grant recipient from a federal program, a student who wishes to receive a Pell Grant is required to certify that he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity in connection with the grant. (Note that the act gives courts the authority to suspend eligibility for federal student aid when sentencing an individual convicted of possession or distribution of a controlled substance.)

Also, under the Omnibus Drug Initiative Act, schools that receive campus-based funds will be required to certify that they will provide a drug-free workplace. As part of the omnibus drug legislation, this statute requires contractors and grantees of federal agencies to certify that they will provide drug-free workplaces. Making the required certification is a pre-condition for receiving a contract or grant from a federal agency. Federal grant recipients who fail to comply with the 1988 Drug-Free Workplace Act could be suspended or barred from receiving federal funds for up to five years.

There are two provisions of this law that affect students and employees directly:

1. CCI is required to give each employee and student a written statement of its policy concerning drug and alcohol use in the workplace and specify the actions that will be taken against employees or students for violation of such prohibition.

2. Under this law, students and employees must abide by the terms of this policy and notify CCI of any criminal drug statute conviction for a violation that occurs in CCI's workplace no later than five days after the conviction.

The problems caused by substance abuse have now reached epidemic proportions, creating overwhelming pain, suffering, and expense for individuals, their families, and employers. Anyone suffering with the problem of substance abuse is strongly encouraged to seek assistance from the services provided at work or from local community agencies.

Career Care Institute is committed to providing a campus environment free of the abuse of alcohol and the illegal use of alcohol and other drugs. In order to promote a safe and efficient educational as well as work environment, the Drug-Free Campus and Workplace Policy Statement has been adopted to supplement existing school policies, practices, and procedures. Implementation of this policy statement is subject to restrictions contained in all local, state, and federal laws. This policy statement is in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989. Students may be required to submit to random, for-cause, or post-accident drug testing.

*Refusing to test, tampering with samples, or using synthetic samples during the drug screening process is strictly prohibited and will result in a failed test result, which will render applicants ineligible for enrollment in the current cohort for which they have applied.

Likewise, a failed drug test will render him/her ineligible for enrollment in that cohort. Actively enrolled students may be terminated. Applicants/students with two failed drug tests are permanently ineligible for enrollment in any program at CCI.

Standards of Conduct

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol by students or employees is prohibited at any time on any school property or at any school activity. No employee who is impaired by an illegal drug or by alcohol will report to work or will work or be present in the workplace. No student who is impaired by illegal drugs or alcohol will attend classes or any school activity.

***Students who test positive for any drugs that have been legalized by the State of California but are illegal under Federal law will be in violation of the CCI Drug Policy. Violation of this policy may lead to immediate termination from the program.**

Disciplinary Sanction

The school will impose sanctions (consistent with local, state, and federal law) upon all employees and students who violate these standards of conduct. Such sanctions may include but are not limited to referral for prosecution; probation; suspension or expulsion of students; denial of Federal benefits such as student loans; suspension or termination of employees.

Types of Drugs & Possible Effects

Alcohol: Alcohol is a powerful depressant. Alcohol use decreases alertness and inhibition. Accidents and/or risky behaviors occur with negative consequences to health such as disease transmission. Long-term, heavy drinking is linked to cancer, gastrointestinal problems, heart and liver damage, birth defects, and psychological dependence develops.

Tobacco: Tobacco use in the form of cigarette smoking is linked to emphysema, lung cancer, heart disease, and other illnesses. Physical and psychological dependence can develop. Smokeless tobacco use leads to cancer of the head and neck areas. Passive smoking increases upper respiratory illness. **Due to the risks associated with smoking, all Career Care Institute campuses are smoke-free.**

Anabolic Steroids: Anabolic Steroids may produce behavior effects including aggressiveness, irritability, impaired judgment, impulsiveness, mania, and paranoid delusion. Sexual functioning is frequently impaired. Serious health problems include liver and heart disease, cancer, and death.

Stimulants: Stimulants increase the action of the central nervous system. Amphetamines (uppers) and methamphetamine (ice) cause hallucinations. Tolerance as well as psychological and physical dependence develops. A continued high dose causes heart problems, malnutrition, and death.

Cocaine or Crack: Cocaine or crack use causes confusion, depression, and hallucinations. Tolerance and physical dependence develop. Effects are unpredictable; convulsion, coma, cardiac arrest, and death are possible. Nasal membranes may be destroyed. Smoking causes lesions in the lungs. Brain damage may occur.

Phencyclidine (PCP): Phencyclidine causes depression, hallucinations, confusion, and irrational behavior. Tolerance develops. Overdoses cause convulsion, coma, and death.

Depressants: Depressants relax the central nervous system. Barbiturates, tranquilizers, and methaqualone may cause confusion and loss of coordination. Tolerance as well as physical and psychological dependence develops. Overdoses cause coma and death. These drugs are especially dangerous when taken in combination or with alcohol due to their combined effects.

Cannabis: Cannabis alters mood and perception. Marijuana may cause confusion and loss of coordination. Long-term use leads to tolerance and psychological dependence. Users frequently begin using other drugs. Long-term use causes damage to lung tissue and other illnesses. ***Although the use of cannabis is now legal in California, it is still illegal federally and its use is therefore forbidden for CCI students**.

Hallucinogens: Hallucinogens temporarily distort reality. Lysergic Acid Diethylamide (LSD) causes hallucinations and panic. Effects may recur ("flashback") even after use is discontinued. Tolerance and psychological dependence develop. Birth defects occur in users' children.

Mescaline, Ecstasy, and other Designer Drugs: "Designer Drugs" cause anxiety, depression, paranoia, illusion, and hallucination. Impaired perception occurs. Irreversible brain damage may occur.

Narcotics: Narcotics lower perception of pain. Heroin, morphine, codeine, and opium cause lethargy, apathy, loss of judgment and self-control. Tolerance as well as physical and psychological dependence develops. Overdoses cause convulsions, coma, and death. Risks associated with use include malnutrition, hepatitis, and AIDS.

Fentanyl: A potent synthetic opioid drug that is approximately 100 times more potent than morphine and 50 times more potent than heroin as an analgesic. It produces effects such as relaxation, euphoria, pain relief, sedation, confusion, drowsiness, dizziness, nausea, vomiting, urinary retention, pupillary constriction, and respiratory depression. Overdose may result in stupor, changes in pupillary size, cold and clammy skin, cyanosis, coma, and respiratory failure leading to death (www.getsmartaboutdrugs.com).

Deliriants: Deliriants cause mental confusion. Aerosol products, lighter fluid, paint thinner, amyl nitrate and glue cause loss of bowel and bladder control, confusion, and hallucinations. Overdoses cause convulsions, cardiac arrest, and death. Psychological dependence develops. Permanent damage to lungs, brain, liver, and immune system may occur.

LEGAL SANCTIONS

California Laws: No person may sell, furnish, give, or cause to be sold, furnished, or given away, any alcoholic beverage to a person under age 21 or to any obviously intoxicated person. No person under age 21 may purchase alcoholic beverages or possess alcoholic beverages on any street or highway or in any place open to public view. It is illegal to sell alcohol without a valid liquor license or permit. It is unlawful for any person to drink while driving, to have an open container of alcohol in a moving vehicle, or for adults to drive with a blood alcohol content (BAC) of 0.08% or higher. Drivers under age 21 are prohibited from operating a motor vehicle if they have a BAC of 0.01% or greater. It is also illegal to operate a bicycle, water vessel, water ski, or aquaplane while intoxicated.

Penalties for a first drunk-driving offense include attending a 3-month alcohol/drug program, fines up to $1,000 plus administrative costs up to one year in jail, and driver's license suspension up to one year. Second offenses are punishable by fines up to $5,000, imprisonment up to one year, driver's license revocation for three years, and a required drug/alcohol program of up to 30 months. Third and fourth offenses carry similar sanctions, plus three- to five-year revocations of driver's license. Driving privileges are suspended for one year for refusing to submit to a blood alcohol content test, for two years if there is a prior offense within seven years, and for three years with three or more offenses within seven years.

Under California law, first offenses involving the sale or possession for sale of amphetamines, barbiturates, codeine, cocaine, Demerol, heroin, LSD, Mescaline, Methadone, Methamphetamine, morphine, PCP peyote, Quaalude, or psilocybin, are felonies punished by imprisonment in the state prison. Manufacture of illegal drugs will result in more severe prison terms and fines. Penalties are severe for offenses involving manufacture or distribution of illegal drugs by convicted felons and for distribution within 1,000 feet of a school or university, including distribution near recreational facilities, to anyone under 18, or to someone in prison. Personal property used in drug transactions is subject to seizure. The mere possession of most of these drugs is a felony carrying severe prison sentences.

SUBSTANCE ABUSE RESOURCES

24-Hour Alcohol and Drug Referral Network
(888)304-9797

A New Vision for You II
Counseling, alcohol and substance abuse services
Lancaster (661) 941-4874
315 W Pondera St # A, Lancaster, CA 93534

Alcohol/Drug Treatment Referral
(800)454-8966

Alcoholics Anonymous
Lancaster (661)945-5757
Moreno Valley (951) 653-9312
Oxnard (805) 389-1444

National Referral (800)347-8998

National Council on Alcoholism & Drug Dependence
(800)622-2255 https://ncaddms.org/.

Center for Substance Abuse Treatment and Referral
(800)662-HELP

Center for Substance Abuse Prevention
(800)967-5752

Substance Abuse and Mental Health Services Administration

- For support – http://www.samhsa.gov/find-support
- Treatment locater – http://www.findtreatment.gov/locater

Resources are also available for students through Student Services.

Externship Policies

MEDICAL ASSISTING, DENTAL ASSISTING, & LIMITED PERMIT X-RAY TECHNICIANS

No amount of classroom instruction can replace the experience of working in a healthcare facility. The extern will work in the capacity of entry-level personnel in the field of their training. Externs are not paid workers. Externship is a ***required*** part of student training at CCI and takes place in the last phase or module of training after the last classroom day (i.e., the Monday following the last classroom day). Externs are afforded the opportunity to apply their acquired knowledge and training in real work situations and to gain valuable experience in exchange for providing the externship affiliate with trained, readily available staff at no cost. The Vocational Nursing and Associate Degree Nursing programs do not have externship programs; however, Vocational Nursing students and Associate Degree Nursing students gain the required training at various clinical training sites over the course of their studies.

Students entering externship must participate in a mandatory externship meeting where they will receive more information concerning the requirements of externship and agree to them. Students who do not attend the externship meeting when scheduled automatically waive priority placement opportunities and may be placed on student conduct probation. Students must contact the Externship Coordinator if they are unable to attend due to unforeseen circumstances.

Student Extern Requirements and Guidelines
The student is expected to approach externship as if it is a job and exhibit adequate skill, responsibility, initiative, and independence. As such, the same level of commitment and responsibility afforded to a paid work place is expected and required when attending externship site(s). This includes but is not limited to:

- The required use of school issued scrubs.
- Current TB skin test results on file prior to entering the externship program. If PPD is positive, a current chest x-ray must be on file.
- Arrive on time and provide timely notification if unable to attend the clinical site.
- Professional personal grooming appropriate to the medical field.
- No personal phone calls made at any externship site unless the supervisor has given permission.
- Professional language and behavior must be used at all times. The use of foul, disrespectful and inappropriate language and behavior will not be tolerated.
- Completion of all classroom training. All courses must be passed with a minimum grade of 70% (77% for LPXT).
- A valid CPR card/certificate on file.
- Clear background check and drug screen.
- Completed **résumé** on file and submitted to Career Services.
- All tuition payments must be up to date.
- Prior to externship, participate in an in-school meeting with the Clinical Coordinator or Program Director.
- Agree to and sign the clinical training Release and Hold Harmless form.
- Agree to provide own transportation to and from clinical training sites. Sites can be up to sixty (60) miles from the school.
- Expenses associated with traveling to and from the site are the student's responsibility.
- Be available to participate in clinical externship training for no less than twenty-four (24) hours per week. ***LPXT students are required to complete forty (40) hours of externship per week.**

The attendance rules concerning classroom hours also apply to externship. Participation in any illegal activity will result in dismissal from the program. Students who are unable to go to their extern sites must call their supervisor at the extern site and the Externship Coordinator. Failure to provide ample and adequate notice may result in adverse disciplinary action (e.g., suspension and/or Program Exclusion).

Required Timeframe to Complete the Externship Program
The maximum time frame that a student has to complete his/her program, including externship, is 150% of the regular length of the program. Students who do not complete externship within the maximum time frame of a program will not receive a certificate of completion.

Required Hours and Time Cards
All students must complete the required hours of externship according to the program of enrollment. Any missed hours due to absences must be made up. Externship hours can be earned only at CCI approved externship facilities.

All students entering externship are required to complete a minimum of twenty-four (24) hours per week, except for the Limited Permit X-Ray program, which requires students to complete a minimum of forty (40) hours per week. Students failing to maintain the minimum required externship hours may be subject to the Program

Exclusion Policy. Students are required to turn in time cards on a weekly basis. The time card must be signed off by the on-site supervisor in order for students to receive credit for the completed hours. Time cards that are not signed will not be accepted. *Forgery or falsification of time sheet hours will result in dismissal from the program.* Students who do not submit weekly time cards are considered absent without leave and are subject to the Program Exclusion Policy.

Externship Site Placement and Availability

Students are required to interview with a supervisor at the externship site before being accepted for externship training. Employers may choose to accept or not accept the extern. Externs will be placed at health or medical facilities such as hospitals, physicians' offices, chiropractors' offices, outpatient clinics, ambulatory care centers, or dental offices related to their field of study. Each student will be scheduled for an externship interview, usually with two weeks' notice. The interview will take place at least one week before the scheduled start date. Placement location depends on site availability and schedules; most facilities accept externs only during regular day-shift hours. A student may be required to travel to an externship site up to ***60 miles*** from the campus. Once placed, externs may **NOT** change sites.

The employer may offer to hire the extern at completion of externship if the extern is deemed suitable for the position. CCI currently has approved sites in various locations in and around the Antelope Valley, in Moreno Valley, Oxnard, and the surrounding areas. The Externship office assigns students to available approved sites. Any student with a severe hardship regarding externship placement may contact their externship coordinator. Students enrolling in night classes are reminded that they will be required to complete externships during regular day-shift hours.

Refusal and Dismissal from Assigned Externship Site

Students who decline any assigned externship site or appointment or who are dismissed by their hosts may be responsible for their own externship placement at an alternate site. The alternate site must be approved prior to attending the extern facility. Violation of the Externship Program Policy may result in a Program Exclusion Notification.

For LPXT students – Students who decline any assigned externship site or are dismissed from an externship site will be issued a Program Exclusion Notice (PEN) for Extreme Conduct. Students are reminded that they will not be eligible to continue with externship until the PEN process is complete. Violation of the policy could result in the school waiving externship site placement assistance; therefore, the student would be responsible for finding his/her own clinical site to complete the clinical requirements. All clinical sites must be approved by the Radiologic Health Branch prior to the student starting externship.

Successful Completion of the Externship Program

During the student's externship experience, the student will receive regular evaluations of his/her performance. Upon completion of the student's required hours, an appointed staff member from the student's assigned externship site will administer a final evaluation of the student's performance. The extern must receive a satisfactory evaluation to successfully complete externship; students who do not fulfill externship requirements will not be eligible to receive their certificates. A student may forfeit Title IV eligibility if he/she does not document at least half-time attendance.

Students with questions concerning these guidelines or externship must contact the Externship Coordinator in accordance with the complaint resolution process (see Student Complaint and Grievance Procedure).

Disciplinary Procedures

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DISCIPLINARY ACTIONS

Disciplinary actions may be taken against a student found to be in violation of school policy. These actions include warning, probation, suspension, Program Exclusion Notification (PEN), and termination. The determinant of the disciplinary action is the severity of the infraction. Suspension or Program Exclusion Notifications may result from multiple attendance infractions, misconduct, academic failure, or breach of financial agreement. The following will provide a general description of the disciplinary actions.

Warning: Students may be issued warnings for violation of the academic, attendance, conduct, and financial aid policies; these are given for initial or non-severe violations.

Probation: Students who are issued Program Exclusion Notifications (PEN), have been through the appeal hearing process and who are approved to continue in the program will be issued a plan of action. This plan of action will outline the probationary terms for the student. Probation periods can range from thirty (30) days to the remainder of the student's enrollment, depending on the severity of the infraction.

Suspension: Issued to students who have violated the Attendance Make-Up Policy, failed to meet financial obligations, and/or failed to appeal (See Appeal Hearing). While the student is suspended, the school is released from responsibility for providing instruction to the student, but the student is not released from any financial or academic requirements. As a result, in order to continue in the program, all missed assignments, tests and hours resulting from suspension must be made up according to the Attendance Make-up Policy upon student's return to school (see Attendance Make-Up Policy).

Immediate Dismissal: An instructor or staff member may dismiss a student from class or campus for reasons that may include but are not limited to continued violation of classroom rules, disorderly conduct, leaving class early without adequate reason or notification, not returning to class from breaks or excused rest periods, academic misconduct, or as instructed by administration. Security may be notified to assist in escorting the student safely off campus. The Student Services Office will be notified immediately of the incident and action will be taken in a timely manner, depending on the severity of the infraction. The student will receive notice of any further action taken; he/she will be marked absent for the day and will be required to make up the hours for the day (see Attendance Make-Up Policy).

Termination: A student may be terminated from the program when the school discontinues the student's training. Termination may result from continued violation of school policy, failure to maintain terms of probation, student conduct violations, or eight (8) consecutive days of absences. ***Consecutive absences may be consecutive theory days, consecutive clinical days, or a combination of theory and clinical days; thus, students who miss eight (8) consecutive clinical days even when they have continued to attend theory class may be terminated**.

PROGRAM EXCLUSION POLICY-All Programs

Program Exclusion Notification (PEN)

A Program Exclusion Notification is issued when a student violates Career Care Institute's policies. The four violation categories include **academic, attendance, conduct, and financial**.

Students may receive only one Program Exclusion Notification per category (academic, *attendance, financial and conduct), but must not exceed three (3) PENS per enrollment. Students may be terminated upon issuance of the second PEN in the same category or issuance of a fourth (4th) overall PEN.

*Attendance for Vocational Nursing students and Associate Degree Nursing students is monitored separately for theory and clinical. VN and ADN students will be subject to termination upon receipt of the second PEN for theory attendance or the second PEN for clinical attendance.

Once a student receives a PEN, he/she will be scheduled for an appeal hearing with an Appeals Committee to determine his/her status and ability to continue in the program. The findings of the hearing will be evaluated by Faculty and Administration. If the decision of the Faculty and Administration is to allow the student to continue in the program, the student will be issued a plan of action with terms of probation. If the appeal is denied due to continued infractions or the severity of the infraction, the student may be terminated from the program. *Failure to comply with the Program Exclusion Policy may result in conduct termination.

Appeals Committee

The Appeals Committee assists in bringing a fair resolution to the student after receiving a Program Exclusion Notification or being terminated from the program. The committee is comprised of a minimum of three (3) school officials.

Appeal Hearing
The appeal hearing is the process that allows students to appeal the PEN/termination and to justify why they should be permitted to remain in the program.

The student will state in writing why the minimum requirements were not met, explain any extenuating circumstances resulting in the PEN, and provide steps to improve future performance. Extenuating circumstances include:

1. Death of immediate family member. The following are considered immediate family members: parent, child, sibling, spouse, or grandparent.
2. Medical emergency of the student or immediate family member.
3. Military duty.
4. Unexpected and severe life conditions which require a brief period of adjustment (i.e., loss of housing, loss of employment).
5. Mandatory court appearances.
6. Jury duty.

All documents required for the appeal hearing must be submitted 24 hours prior to the hearing. The student must be present, in correct school uniform and without children present, for the appeal scheduled by the Student Services Department following receipt of the PEN.

Students unable to attend the appeal hearing must contact Student Services before the scheduled hearing with a valid reason for why they are unable to attend their scheduled appeal. The student must provide supporting documentation by no later than 5:00 pm of the following scheduled class date validating their inability to appeal. Failure to call or make arrangements with Student Services may result in termination. A new appeal date must be set by no later than two (2) calendar days from the first scheduled hearing.

The student will be allowed to attend his/her regular class schedule during the appeal process, except when the circumstances could jeopardize the safety of other students, instructors, a clinical site, or when the student is experiencing extreme academic failure.

Following the Appeal Hearing
After the appeal hearing, the Student Services Director/Representative will gather feedback from all departments to create an individualized plan of action approved by the Campus Director. If it is determined that the student is ineligible to continue in the program, a termination letter approved by the Campus Director will be issued by the Student Services Department.

Plan of Action
The plan of action will include all the requirements needed for the student to continue successfully in the program. The student will be granted a minimum of thirty (30) days probation, during which the student must demonstrate evidence of improvement. Failure to abide by the plan of action may result in termination from the program.

One of the requirements of the plan of action is attendance at mandatory weekly scheduled appointments with the Student Services Director/Representative. In this meeting, the student and Student Services Director/Representative will discuss the student's progress during their probationary period. Failure to appear at weekly appointments is a violation of the probation and may result in termination from the program.

PROBATIONARY CATEGORIES IN PLAN OF ACTION

Academic Probation
Students failing academically may be subject to a Program Exclusion Notification. After the appeal process, if the school determines that the student is permitted to remain in the program, the student will be placed on academic probation for a minimum of thirty (30) days.

A Plan of Action may include remediation, tutoring, retaking of exams, completing homework etc. Failure to complete remediation plans or achieve required grades will result in additional disciplinary actions which may result in program termination.

Attendance Probation
For the MA, DA, and LPXT programs, any student who accumulates three (3) absences within a module will receive a Program Exclusion Notification. VN student's attendance for theory and clinical will be monitored separately. The student is afforded two (2) absences in each category (theory and clinical) before a Program Exclusion Notification is issued on the third absence from either theory or clinical.

After the appeal process, should the school determine that the student is permitted to remain in the program, the student will be placed on attendance probation for a minimum of thirty (30) days.

The student on attendance probation must maintain perfect attendance for the length of his/her probation as established in the student's plan of action. Failure to

maintain perfect attendance during probation will result in additional disciplinary actions, which may result in program termination.

Conduct Probation
Any student who violates the Student Conduct Policy will receive a Program Exclusion Notification. After the appeal process, should the school determine that the student is permitted to remain in the program, the student will be placed on conduct probation for a minimum of thirty (30) days.

A student on conduct probation will receive a plan of action with the requirements for continuation in the program. Failure to meet the terms of the plan of action will result in additional disciplinary actions, which may result in program termination.

Financial Probation
Any student failing to meet financial obligations may be subject to a Program Exclusion Notification. After the appeal process, should the school determine that the student is permitted to remain in the program, the student will be placed on financial probation for a minimum of thirty (30) days.

A student on financial probation will receive a plan of action outlining the financial obligations the student must meet in order to continue in the program. Failure to meet the terms of the plan of action will result in additional disciplinary actions, which may result in program termination.

Violation of Probation
Any student who fails to meet the requirements of the plan of action will receive a Probation Violation Notice, which will be a final warning of termination from the program. Any further violations after receipt of the Probation Violation Notice may result in immediate termination.

Student Financial Information & Refund Policies

TITLE IV FUNDING

Career Care Institute is eligible to participate in Federal Department of Education Title IV Programs or Financial Aid. Information about these programs is available from the Financial Aid Department. Brochures and pamphlets regarding student loan programs include information on specific loan types and repayment conditions, the availability of federal and state grants, and the requirements for loan eligibility.

Students can also find information regarding federal student aid online at https://studentaid.gov.

Financial Aid Policies and Procedures

Career Care Institute has developed the following policies and procedures to guide students applying for financial aid. A Free Application for Federal Student Aid (FAFSA) must be completed and submitted to the Financial Aid department by the prospect/student prior to the start date of class. For those students selected for verification, the school will use the current Verification Form provided by the R. Gonzalez Management (RGM), a third-party servicer used by Career Care Institute. Any supporting documentation required for the application must be submitted to the Financial Aid Department no later than seven (7) days after notification.

The Free Application for Federal Student Aid may be found online at https://fafsa.gov.

Title IV Funds will not be disbursed to a student with an unverified FAFSA application. If a student provides inaccurate information or false documentation and fails to correct it after being counseled, the school must refer the case to the Department of Education for resolution. No further financial aid will be disbursed (unless the Department of Education specifically allows such disbursement prior to resolution) until the verification process is complete, and the student will be liable for repayment of any Title IV Funds already disbursed. Students are encouraged to seek tuition assistance from other sources such as private agencies, community grants, etc.

*Career Care Institute does not provide student information to the National Student Loan Data System (NSLDS); the NSLDS acquires student information directly from the student's FAFSA.

Student Aid Eligibility

Eligibility for federal student aid is based on financial need and on several other factors. The Financial Aid Administrator will determine a student's eligibility.

To receive aid to attend our programs, the student must:

- Demonstrate financial need.
- Have a high school transcript (from an **approved** institution) or a General Education Development (GED) certificate. **Students MUST provide a high school transcript or its equivalent prior to their first day of class.**
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number.
- Register with the Selective Service, if required.
- Maintain satisfactory academic progress.
- Certify that he/she is not in default on a federal student loan and certify that he/she is not in overpayment with Federal Pell grants.
- Certify that he/she will use federal student aid only for educational purposes
- Comply with the federal verification program; if requested, provide information to resolve any discrepancies identified as a result of Department of Education interfaces with the Social Security Administration, the Department of Homeland Security, or the National Student Loan Data System (NSLDS);
- Complete the Direct Loan entrance and exit counseling as required.

Career Care Institute is certified to participate in the following federal financial aid programs: Federal Pell Grant, Federal Direct Student Loan/Stafford Loan (e.g. Subsidized, Unsubsidized, and Parent-Plus Loans). Career Care Institute offers financial aid for the following programs: Medical Assisting, Dental Assisting, Vocational Nursing, Limited Permit X-Ray Technician, and Associate Degree Nursing.

Students and parents seeking additional information regarding Financial Aid may contact the following:

Lancaster and Moreno Valley
Lucia Torres – letorres@ccicolleges.edu
Phone – (661) 942-6204

Oxnard
Jonathan Morales – jmorales@ccicolleges.edu

DISBURSEMENT OF TITLE IV FUNDS

Pell Grants

Students are notified of the amount of their Pell Grant through an offer letter. With the offer letter, the student

receives documentation stating how funds are to be disbursed.

The Financial Aid Director will not disburse Pell Grant funds until **at least one week** after the start date. At that time, the actual amount of Pell Grant award is disbursed to the school and is posted to the student's account. Disbursement occurs only when the student's Financial Aid file is complete, and all necessary documents are collected by the Financial Aid Office.

Pell Grant awards are recalculated when there is a change in the Student Aid Index (SAI), when the enrollment status changes between terms within the same award year, and when the cost of attendance changes. Students must submit the FAFSA and have electronic data submitted for each academic year prior to starting the new academic year in order to allow time to process the award.

Students who submit eligible Student Aid Reports (SARs) or have electronic Pell Grant data submitted to Career Care Institute after the end of an enrollment period for which they met all the necessary criteria will receive a retroactive (late) award provided their files are complete prior to the last day of classes for the academic year.

Payment
Pell Grant funds are disbursed to students' accounts on the first day of the week beginning after the start date (a minimum of seven days) for those students who have an official valid offer letter. Before disbursement, a compliance computer match is performed to ensure the student remains eligible for the grant and is registered for the appropriate program.

Pell Grant funds are disbursed through electronic transmission to the Common Origination and Disbursement (COD) website.

Over-Awards
In the event of an over-award, the student's account is placed on hold until the overpayment is rectified. The student is notified and changes are made to offer letters and Student Payment Plans.

Direct Loans/Stafford Loans
Students are notified of the amount of their Stafford Loan/Direct Loan eligibility through an offer letter. Stafford Loan/Direct Loan recipients must sign an electronic Master Promissory Note before the loan funds can be disbursed to their school accounts.

Certification of Loan Applications
All of the loan certifications occur electronically through the RGM software. Loan certification will not be completed until:

- An ISIR (Institutional Student Information Record) is received from FPS (FAFSA Processing System).
- Documentation of dependency status is on file.
- Verification is complete.

Payment
Federal Student Loan funds are disbursed to students thirty (30) days after the first day of classes for those students who have a valid offer letter. Before disbursement, a compliance computer match is performed to ensure that the student remains eligible for the loan and is registered for the appropriate program.

Over-Awards
Once the entire Federal Student Loan proceeds have been released to the student, an over-award does not exist. If however, the student becomes ineligible between certification and receipt of the loan funds, the over-awarded amount is returned electronically to COD.

Student Rights and Responsibilities

Students receiving financial aid should be aware that they have certain rights and responsibilities. The rights and responsibilities of students receiving financial aid are listed below:

- Application process must be followed (incomplete applications will not be considered).
- Criteria used to determine eligibility.
- Career Care Institute refund and repayment policy.
- Policies about satisfactory academic progress.
- Special accommodations and/or services available for disabled students.
- Textbook and supply disbursement is the same for all students, including Pell Grant recipients.

Satisfactory Financial Responsibility Requirements
Violation of the conditions set forth in the Enrollment Agreement and Financial Payment Plan may lead to the Program Exclusion Policy. Career Care Institute reserves the right to withhold transcripts and certificates of completion for students with outstanding balances. Additionally, students with outstanding balances are not eligible to participate in the program commencement ceremony.

Students are responsible for the following:

- Completing all forms accurately and by the published deadlines.

- Submitting information requested by Financial Aid staff in a timely manner.
- Keeping the Financial Aid staff informed of any changes in address, name, marital status, financial situation, or any change in student status.
- Reporting to the Financial Aid staff any additional assistance from non-Institutional sources such as scholarships, loans, fellowships, and educational benefits.
- Notifying the Financial Aid staff of a change in enrollment status.
- Maintaining satisfactory academic progress.
- Re-applying for aid each year.
- Participating in Constitution Day on September 17th.

Satisfactory Academic Progress
All students must complete all courses and requirements for graduation within 150% of the total number of clock hours in the program of study. To help students meet these requirements, Career Care Institute checks periodically that students are meeting Satisfactory Academic Progress (SAP).

SAP is measured at evaluation points based on the program of study. The SAP table below indicates what cumulative grade point averages (CGPA) and rate of progress benchmarks a student must have at the evaluation points to be meeting SAP.

Satisfactory Academic Progress Evaluation Points and Benchmarks

Program of Study	Evaluation Point	Benchmarks CGPA and %
MA	20 Weeks	Minimum of 70% & 361 Hours
	20 Weeks	Minimum of 70% & 720 Hours
DA	20 Weeks	Minimum of 70% & 361 Hours
	20 Weeks	Minimum of 70% & 720 Hours
Program of Study	**Evaluation Point**	**Benchmarks CGPA and %**
LPXT	25 Weeks	Minimum of 77% & 451 Hours
LPXT	40 Weeks	Minimum of 77% & 901 Hours
VN Semester II	Semester 2 Week 3	Minimum of 75% & 451 Hours
VN Semester III	Semester 3 Week 5	Minimum of 75% & 901 Hours
VN Semester IV	Semester 4 Week 4	Minimum of 75% & 1233 Hours

Program of Study	Evaluation Point	Benchmarks CGPA & % credit hours attempted
ADN Term 1	Term 1 Week 15	Minimum of 75% in all classes
ADN Term 2	Term 2 Week 15	Minimum of 75% in all classes
ADN Term 3	Term 3 Week 15	Minimum of 75% in all classes
ADN Term 4	Term 4 Week 15	Minimum of 75% in all classes
ADN Term 5	Term 5 Week 15	Minimum of 75% in all classes
ADN Term 6	Term 6 Week 15	Minimum of 75% in all classes

Attendance Progress Evaluations
Effective January 1, 2026, Career Care Institute measures the quantitative standard of Satisfactory Academic Progress (SAP) based on **actual clock hours earned** rather than scheduled hours. This ensures that students are evaluated only upon the successful completion of the curriculum required for each payment period. Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. For example: 350 (accrued hours) divided by 450 (scheduled hours) = 78%). At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course, which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame
The maximum time frame in which a student must complete the educational course does not exceed 150% of

the Department of Education approved length of the education course based on 75% attendance schedule, measured in clock hours completed. This will allow students to complete each course and avoid withdrawal from school. No student will be allowed to go over the maximum time frame. A leave of absence will extend the contract period and the maximum time frame by the same number of days taken during the leave of absence.

Students not meeting these benchmarks are not meeting Satisfactory Academic and/or Attendance Progress. The first time a student does not meet SAP, he/she is placed on academic warning by the Financial Aid Department. Students on academic warning/financial aid warning will be notified in writing by means of a financial aid warning letter.

At the next evaluation point, if a student on academic and/or attendance warning meets or exceeds the benchmark, the student is taken off academic/attendance warning status. If, however, a student does not meet SAP, the student will be subject to the Program Exclusion Policy and will be placed on academic and/or attendance probation. Students on academic and/or attendance probation/financial aid probation will be notified in writing with a financial aid probation letter. **Students placed on financial aid probation must appeal in order to continue receiving financial aid** (see Appeal Procedures). Failure to appeal will result in the loss of financial aid including VA benefits.

Students on academic and/or attendance probation have until the next evaluation point to meet or exceed the SAP benchmark. If they do so, they are taken off academic and/or attendance probation. If a student does not meet SAP, the student will lose financial aid eligibility (including eligibility for VA benefits). Failure to comply will result in a Program Exclusion; please see Program Exclusion Policy.

Effective January 1, 2026, in accordance with federal electronic disclosure standards, SAP reports and status notifications (Warning, Probation, or Dismissal) are delivered to the student's official CCI email address. **A physical "wet" signature is no longer required to acknowledge these reports;** the timestamped electronic delivery to the institutional email serves as official notification of a student's academic standing and financial aid eligibility. Students may request a paper copy of any SAP report by contacting the Financial Aid Office.

VA BENEFITS

CCI is an approved educational institution recognized by the Department of Veterans Affairs. Eligible veterans and their dependents seeking educational training at CCI may qualify to receive educational benefits under the following programs:

- Chapter 30: Montgomery G.I. Bill® – Active Duty
- Chapter 31: Vocational Rehabilitation
- Chapter 32: Veterans Educational Assistance Program (VEAP)
- Chapter 33: Post 9/11
- Chapter 35: Dependents and Educational Assistance (DEA)
- Chapter 1606: Montgomery G.I. Bill® – Selected Reserve.
- Chapter 1607: Reserve Educational Assistance Program (REAP)

Under the provisions of the Colmery Act, Section 103, "a ***Covered Individual*** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post 9/11 GI Bill® benefits."

Any covered individual may attend or participate in the course of education during the period beginning on the date on which the individual provides to Career Care Institute (CCI) a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a certificate of eligibility can also include a Statement of Benefits obtained from the Department of Veterans Affairs (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to CCI.
2. Ninety (90) days after the date CCI certifies tuition and fees following the receipt of the eligibility.

Career Care Institute will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or require that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the VA under chapter 31 or 33.

To determine eligibility for benefits under any of the above programs, check the DVA's Web site at www.gibill.va.gov/education/benefits.htm or call 1-888-442-4551 (1-888-GIBILL-1).

Students receiving VA educational benefits must maintain satisfactory academic progress (SAP) to continue receiving benefits.

*Students seeking transfer credit for coursework completed while serving in the military should submit military transcripts for that coursework.

SALLIE MAE® LOANS

CCI is also approved to participate in the Sallie Mae® student loan program. Students can apply for Sallie Mae® loans online at http://www.salliemae.com.

STATE FINANCIAL AID PROGRAMS

In addition to applying for federal financial aid, Career Care Institute's students may also qualify for financial aid through a number of state programs.

Cal Grant B – is for high-potential students from disadvantaged or low-income families who otherwise would not be able to pursue a postsecondary education. During the first year, students can use the $1,648 access award amount as a living allowance to help pay for books and other college costs. Students are encouraged to follow up with the financial aid office to inquire about other grants they may qualify for that can help cover the base tuition cost. The award available during the second year is $5,648. This amount includes the access amount (described above) and the additional amount provided for tuition and fees. ($1,648+$4,000= $5,648). This option is only available for students enrolling in degree-granting programs.*

Cal Grant C – helps vocationally oriented students acquire marketable job skills within a short time period. Students attending a year-round private technical/vocational school may qualify for a $3,009 award ($2,462 + $547 = $3,009). The $2,462 is applied directly to tuition and fees. The $547 is an amount designated for books and supplies. A Cal Grant C may not be used to pursue a four-year degree program, graduate study, course prerequisites, or general education.*

California Dream Act – The California Dream Act Service Incentive Grant Program (DSIG) encourages California Dream Act Applicant (CADAA) Students with a Cal Grant A award that met Cal Grant B eligibility or a Cal Grant B award to perform community or volunteer service. The California Student Aid Commission (CSAC) will award up to $4,500 per academic year (up to $2,250 per semester or up to $1,500 per quarter) to 1,667 eligible students. The grant will be available to the student for up to 8 semesters or up to 12 quarters while they have an active Cal Grant A or B award. Students must also meet Satisfactory Academic Progress and complete any necessary verification for their Cal Grant award.*

California Chafee Grant - The California Chafee Grant for Foster Youth (Chafee Grant) awards up to $5,000 a year to eligible foster youth. The Chafee Grant may be used at any eligible California college or university, or career or technical school. Students attending schools in other states may also qualify. A student's receipt of a Chafee Grant award shall not exceed five years (whether or not consecutive).*

*The final award amount issued for these grants is determined by the California Student Aid Commission (CSAC) based on information provided in the student's FAFSA; CCI's Financial Aid department does not make those determinations.

STUDENT PAYMENT OPTION PLAN

Terms and Conditions

CCI will extend a no-interest payment option plan for students. The Student Payment Plan is intended as an option for students to pay any out-of-pocket expenses for their education at CCI. Payment Plans range between one and two years depending on the length of the program of study. **The school reserves the right to decline this option.**

Policy and Procedures

Students whose accounts are past due five (5) days will receive a notice that their regularly scheduled payment(s) is past due, after which the student will have five (5) additional days to make their past due payment. If payment is not made within the five (5) additional days after the initial past due notice, the student will receive a notice to report to the Financial Department. The notice will state "your payment is now ten (10) days past due" and will result in suspension with a $25 late fee applied to the student's ledger. If the student makes their payment that day, he/she will not receive a suspension. If a student falls behind with their payment plan more than one (1) month, the school will initiate the Program Exclusion policy. If the student is allowed to continue in the program, a plan of action will be issued by Student Services. The plan of action will state what items need to be completed for the student to remain in the program. CCI would recommend that the student apply for a personal loan with another financial institution (e.g., their own personal bank or credit union).

Payment Deferral Request

Students experiencing financial difficulties may request a payment deferral on their regularly scheduled payments with CCI. This option is only available for those students who have demonstrated financial responsibility with the school such as: communication with administration, on-time payments and no previous warnings or probations relating to financial responsibility. Additionally, students requesting a deferral may only use this option twice during the length of their program and they may not be taken consecutively.

Please note that this does not extend the student's scheduled monthly payments. At the end of the deferral period the current payment and the deferred payment are due. This request **must** receive approval before it is put into effect. If a student fails to meet the terms of the payment deferral request, he/she will become ineligible for any subsequent payment deferral request and may be placed on probation for failure to comply with the terms and conditions of the student payment deferral request. If the student's account becomes past due after the deferment period, then the student falls under the provisions of the Policy and Procedure Guidelines and will receive notices and actions under those provisions.

Third Party Collections Disclosure

If a student is terminated for being thirty (30) days past due and has a cash balance that has not been satisfied, CCI will refer his/her delinquent account to a third-party collector thirty (30) days after being terminated. Additionally, CCI imposes a fee on all accounts referred to a third-party collector. This fee will be based on the student's unpaid tuition balance outlined in the "California Student Refund Calculation Notice" and will be included in the total tuition amount owed. The third-party collector's collection activity may include the filing of a court action which may subject the debtor to incurring additional court filing fees, costs, attorneys' fees and interest.

Additional Terms and Conditions

The initial amount of the Student Payment Option Plan will be determined and agreed upon by the student and school representative. A down payment of no less than 10% of the total cash balance is required upon execution of this agreement. The down payment will be subtracted from the initial cash balance. A payment due date will be assigned on the 15th of each month. If the student does not agree to the Student Payment Option Plan within seven (7) days after the first day of class, then the student will be required to produce a full cash payment or submit evidence of an accepted loan application with another financial institution, or the school will terminate the enrollment contract.

STUDENT'S RIGHT TO CANCEL/REFUND/WITHDRAW POLICY

"The student has the right to cancel his/her enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh (7th) day after enrollment, whichever is later, as well as a pro-rata refund after that point up to and including 60% of the program" (CEC §94911(e)(1)(2)(3). You have the right to cancel the Enrollment Agreement and stop school at any time. After completion of more than sixty (60) percent of the scheduled clock hours in the period of attendance, the student is not entitled to a pro-rata refund, and any funds remaining in the student's account will be considered additional earned tuition.

"If the student receives federal financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds" (CEC §94909(a)(11). Student refund rights are further described in the enrollment agreement. If the student's signed enrollment agreement becomes lost, he/she may ask the school for a copy. The following procedures apply to students who wish to cancel the enrollment agreement or drop/withdraw from the institution:

1. Cancellation/Withdrawal is determined when either of the following occurs: a) the student provides a written notice of cancellation/ withdrawal at the following address: 43770 15th St. W., Suite 115, Lancaster CA, 93534 or 2051 North Solar Drive., Suite 100, Oxnard CA, 93036 or 22500 Town Circle, Suite 2205 Moreno Valley, CA 92553. This can be done by mail, hand delivery, and/or email. The timeframes outlined above will determine whether it is a cancellation or withdrawal; b) the student communicates their intent to cancel or withdraw **verbally**, by stating they are canceling or withdrawing, or **by conduct**, such as not attending class. In the case of a student not attending any class, after eight consecutive days the school will designate the student as a *no-show*, which is the equivalent of a cancellation. If the student attends class for a day or more, but less than seven, the student will be classified as a *cancellation/withdrawal.* If the student attends class for more than seven (7) days and then incurs eight (8) consecutive absences, the student will be classified as a *termination.* Please refer to the Attendance policy.
2. The notice of cancellation/withdrawal is effective when communicated to administrative personnel, but in no event will it exceed the eighth (8th) consecutive absence.
3. The notice of cancellation/withdrawal need not take any particular form and, however expressed, is

effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

4. If the Enrollment Agreement is *cancelled*, the school will refund the student any money he/she paid, minus a registration or administration fee not to exceed $80.00 and STRF fee.

5. If the Institution cancels a class, 100% of the tuition and fees collected will be reimbursed within 45 days of the first day of class.

If the student *drops/withdraws or is terminated*, the student will receive a pro-rata refund if he/she has completed sixty (60) percent or less of the scheduled clock hours in the payment period, minus a registration or administration fee not to exceed $80.00 and STRF fee. If the student drops/withdraws or is terminated after completing sixty (60) percent of the scheduled clock hours in the payment period (period of attendance), any additional funds remaining in the student account will be considered additional earned tuition. **Refunds, when due, will be made without requiring a request from the student.** Refunds are processed within **forty-five (45) days** of the last day of attendance if written notification has been provided to the institution or from the date the institution terminates the student or determines withdrawal by student.

"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" (CEC §94909(a)(11).

After the cancellation period, the student will receive a "W" notation on their transcript. *No credit will be given for the incomplete courses.

RETURN OF TITLE IV FUNDS

A school must return Title IV funds to the program from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

- **Unsubsidized Direct Loans**
- **Subsidized Direct Loans**
- **Direct PLUS Loans**
- **Federal Pell Grants for which a return is required.**

Schools must return unearned Title IV funds for which they are responsible as soon as possible, but no later than forty-five (45) days from the determination of a student's withdrawal.

A school will be considered to have returned funds in a timely manner if the school does one of the following:

- Refund is given as soon as possible but no later than forty-five (45) days after the date when it was determined that the student withdrew.
- Deposits or transfers the funds into the school's federal funds bank account, and then awards and disburses the funds to another eligible student.
- Returns the funds to the Department of Education electronically through RGM.

ONLINE CREDIT CARD PAYMENT REFUNDS

Registration fees and monthly payments made by credit card through Authorize.net will be refunded to the same credit card used for payments. Allow 6-10 business days for the refund to post. If the credit card used to pay fees is no longer valid, it is the student's responsibility to notify the Financial Aid Department. The refund will be converted to a check refund upon proper notification.

Important: Payments made using multiple payment methods (cash, online credit card, and/or money orders) will be refunded in the form of a check.

Schedules: Start Dates, Holidays, and School Closures

SCHOOL SCHEDULES

CCI instructors are sensitive to the new student and committed to the successful integration of new students to the school schedules and classroom. The instructors understand that undertaking an education requires commitment that in turn requires rearranging schedules and accepting new responsibilities and changes. On the first day of each class, the instructor will provide an orientation to new students and work closely with them to acclimate them to the school schedule, classroom and instructional environment; review the program syllabus for the class and introduce them to their books and learning supplies; the instructor will also inform them about the current subject matter for the class and what can be expected.

THE MODULAR SYSTEM PROGRAMS

Career Care Institute uses a *modular* system for the Dental Assisting and Medical Assisting programs, which are several modules in length. Since the prerequisites for each module are the same (e.g., enrollment, passing score on entrance exam, and orientation) it is not necessary for a student to complete a particular module to progress to another module in the program or for students to wait for the first module to begin classes. New enrollees may begin training at the beginning of the current module of the current class. New students and senior students learn new subjects at the same time.

COURSE OFFERING CALENDAR

Dental Assisting Program

All Campuses	
Start Date	End Date
05/11/2026	01/29/2027
06/08/2026	02/26/2027
07/06/2026	04/02/2026
08/03/2026	04/30/2027
08/31/2026	05/28/2027
09/28/2026	06/025/2027
10/26/2026	07/232027
11/23/2027	08/20/2027
01/04/2027	09/10/2027
02/01/2027	10/08/2027
03/01/2027	11/05/2027
04/05/2027	12/03/2027
05/03/2027	01/14/2028

***Note**: Morning and night schedules available. Please see an Admissions Representative for more information.*

Please see Program Descriptions.* *(Start and end dates are subject to change).***

Medical Assisting Program

All Campuses	
Start Date	End Date
05/18/2025	01/26/2027
06/15/2026	02/23/2027
07/13/2026	03/22/2027
08/10/2026	04/26/2027
09/07/2026	05/24/2027
10/05/2026	06/21/2027
11/02/2025	07/15/2027
11/30/2026	08/16/2027
01/11/2027	09/13/2027
02/08/2027	10/17/2027
03/08/2027	11/13/2027
04/12/2027	12/11/2027
05/10/2027	01/22/2028

***Note**: Morning and night schedules available. Please see an Admissions Representative for more information.*

Please see Program Descriptions.* *(Start and end dates are subject to change).***

Limited Permit X-Ray Technician Program

Students advance through the Limited Permit X-Ray Technician Program by passing the required modules, externship, and review courses.

Lancaster: Main Campus	
Start Date	Expected Grad Date
05/18/2026	06/2027
07/20/2026	08/2027
09/14/2026	10/2027
11/09/2026	01/2028
01/04/2027	02/2028
03/08/2027	04/2028

Oxnard: Affiliate Campus	
Start Date	Expected Grad Date
05/19/2025	06/26/2026
01/27/2025	11/23/2026
02/23/2026	03/2027 - TBD

Moreno Valley: Affiliate Campus	
Start Date	Expected Grad Date
09/21/2026	10/2027 - TBD
11/30/2026	12/2027 - TBD
03/15/2027	04/2028 - TBD
07/26/2027	08/2028 - TBD

Please see Program Descriptions.* *(Start and end dates are subject to change).***

Vocational Nursing Program

Students advance through the Vocational Nursing Program by successfully passing each of the four required semesters.

Lancaster: Main Campus	
Start Date	Expected Grad Date
06/07/2026	08/2027
08/16/2026	11/2027
10/25/2026	12/2027
01/24/2027	03/2028
04/11/2027	06/2027
06/20/2027	08/2028

Oxnard: Affiliate Campus	
Start Date	Expected Grad Date
**08/10/2026	10/2027
**10/19/2026	12/2027
**01/25/2027	03/2028
**05/25/2027	07/2028

** Pending BVNPT approval

Moreno Valley: Affiliate Campus	
Start Date	Expected Grad Date
**06/08/2026	08/2027
**02/10/2027	04/2028
**04/21/2027	062028
**06/30/2027	08/2028

** Pending BVNPT approval

*Please see Program Descriptions. ***(Start and end dates are subject to change).***

Associate Degree Nursing Program

Students advance through the Associate Degree Nursing Program by successfully passing each of the required courses in each term.

Lancaster: Main Campus	
Start Date	Expected Grad Date
June 23, 2025	June 20, 2027
October 13, 2025	October 10, 2027
February 23, 2026	February 20 2028
June 22, 2026	June 18, 2028
October 12, 2026	October 8, 2028

*Please see Program Descriptions. ***(Start and end dates are subject to change).***

HOLIDAYS & SCHOOL CLOSURES

Holidays and Weather Closures (All Campuses)

Occasionally, the Institution will close due to holidays, bad weather, or other natural phenomena. Make-up days for holidays are scheduled and can be found in the student's calendar given on the first day of the semester/module/course. In the event of an unexpected closure, if possible, students will be given notice at least one (1) week in advance to make up the day so that arrangements can be made to attend. When the Institution closes unexpectedly, students should anticipate making up the time before the end of the module/semester/course. In the event of bad weather, the Institution will close if the school district that belongs to the Institution's area chooses to close.

School Holidays

CCI observes the following holidays throughout the year. The school will be closed on these dates:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Christmas

School Breaks

CCI observes the following school breaks. The office will be open during school breaks, but classes will not be in session. Office hours may vary during school breaks.

- Spring Break
  - The week before Easter Sunday
- Winter Break
  - Beginning the week of Christmas and the following week
- Thanksgiving Break
  - Campus closed Thanksgiving Day
  - No class the day after Thanksgiving (campus will be open).

Programs

MEDICAL ASSISTING

(Offered at all campuses)

Career Care Institute's Medical Assisting program is geared to adequately prepare the graduate for an entry-level position as a Medical Assistant within a healthcare setting in both front-office (administrative) and back-office (clinical) capacities (US Dept. of Labor SOC 31-9092). Our students will gain their knowledge through intense clinical, laboratory, and administrative tasks.

Successful completion of the Medical Assistant program requires an average grade of 70% or better in each module of instruction, including externship. The externship module will include 160 hours. Upon successful completion of the program, a *Certificate of Medical Assistant and EKG* is awarded as well as a *Certificate of Instruction in Venipuncture and Injection*.

CCI is an official testing center for the National Center for Competency Testing (NCCT) exam. CCI offers the NCCT test site to active CCI students and to the public. NCCT is included in each student's tuition. CCI students who do not pass the first attempt and wish to retake the exam will be responsible for paying the exam fee. CCI Medical Assisting students take the exam in their last module in class, as becoming a Certified Medical Assistant will facilitate job placement. The NCCT serves as the Senior Final for the Medical Assistant Program.

**Students who do not take their NCCT exam at the scheduled time will be charged a $25.00 rescheduling fee to take it at another time.*

ADMISSION REQUIREMENTS

- All applicants must have a personal interview with an Admissions Representative.
- All applicants must have a tour of the school campus.
- All applicants are required to take the Scholastic Level Exam (SLE). A passing score is required for enrollment. (Students must receive a minimum of 12 points in 12 minutes on the SLE exam in order to pass.)
- Students must submit a negative tuberculin-screening (TB) test prior to the first day of class. Students may be given no more than a one-week extension beyond their first day of class by the Campus Director.
- Proof of COVID-19 vaccination and booster where applicable.
- A valid ID and Social Security card are required.
- All applicants enrolled in any CCI programs must have all financial obligations completed before class begins. **A non-refundable registration fee is due upon enrollment.**
- All applicants must have a high school transcript (from an **approved** institution), or GED or its equivalent **prior to their first day of class.** The admissions representative may refer applicants that have not attained a high school transcript, GED or its equivalent to an agency where they may obtain one.
- **Students must participate in school orientation.**
- Re-entry students must follow the Re-Entry Process prior to starting class and complete a new enrollment agreement.
- Students must pass a drug screen.

The school reserves the right to deny admission to prospective students if the provisions above are not properly completed and submitted.

This program involves eight (8) modules/courses (576 hours) of classroom and lab instruction and one (1) module (160 hours) of externship. Modules/courses are briefly described below.

36 Week Program
Program Clock Hours: 720 Hours
Delivery Mode: Traditional

Students may choose one of the following schedules:
Day Class: Monday-Thursday: 8:00 AM - 12:30 PM
Evening Class: Monday-Thursday: 6:00PM – 10:30 PM

COURSE DESCRIPTIONS

Course Title: *Classroom Orientation* (MA10)

Clock hours for this course: 2 hours (applied towards total program length.) This course is integrated concurrently with current module and on the first day of each module to coincide with the first day of class for each new Medical Assisting student enrolled in the program.

Prerequisites: Passing score on CCI entrance exam, successful admission, and student must have participated in initial school orientation.

Course Description: This course consists of a lecture with handouts reviewing CCI's Medical Assistant Program Syllabus and program description, the

employment outlook for Medical Assistants, and the general responsibilities for Medial Assistant students and Medical Assistants. Students will be required to take notes and complete an exam and acknowledge receipt of materials issued. An exam is administered and student acknowledges receipt of texts, syllabi and student handbook. Student must achieve score of 70% or higher on tests to pass the course.

Course Title: *Medical Healthcare Responsibilities* (MA11)

Clock Hours Awarded: 70

Prerequisites for this Course: Passing score on CCI entrance exam, successful admission, and student must have participated in initial school orientation and MA orientation course.

Course Description: This course covers a brief history of medicine, leaders in medicine, safety data sheets, administrative tasks such as written and telephone communications, scheduling. Medical terminology word parts, abbreviations. The students learn how to take a patient history, height/weight, temperature, pulse, respirations and blood pressure. Student lab activities include taking vital signs using various methods. Patient's subjective and objective symptoms are discussed. Course material is delivered through lectures and demonstrations.

Course material is delivered through lectures and demonstrations. Students are required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. Students are required to complete reading and assignments, to submit homework assignments, to complete weekly document progress on procedure log, and to take quizzes and weekly exams.

Method of Evaluation: Throughout this course, weekly exams are administered; students complete written assignments and homework; and clinical lab and computer lab procedures are evaluated by the instructor.

Requirements for Successful Completion: Completion of assignments, lab procedures, and exams resulting in a GPA of 70% or higher at the end of the module. Practical skills and check-offs must be completed to progress to the next module.

Course Title: *Assisting with Medical Procedures* (MA12)

Clock Hours Awarded: 70

Prerequisites for this Course: Passing score on CCI entrance exam, successful admission, and student must have undergone initial school orientation and MA orientation course.

Course Description: This course covers venipuncture, finger sticks, throat cultures, cholesterol, urinalysis, examination procedures of the eye and ear, exam positioning and draping, and blood smears. Other lecture topics include terminology regarding the anatomic reference system, major body cavities, cytology, histology, the integumentary system. Students learn how to prepare and assist with certain exams. Students use microscopes. Medical-legal highlights are discussed.

Course material is delivered through lectures and demonstrations. Students are required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. Students are required to complete reading and assignments, to submit homework assignments, to complete weekly document progress on procedure log, and to take quizzes and weekly exams.

Method of Evaluation: Throughout this course, weekly exams are administered; students complete written assignments and homework; and clinical lab and computer lab procedures are evaluated by the instructor.

Requirements for Successful Completion of this Course: Completion of assignments, lab procedures, and exams resulting in a GPA of 70% or higher at the end of the module. Practical skills and check-offs must be completed to progress to the next module.

Course Title: *Basic Anatomy of the Human Body (MA13)*

Clock Hours Awarded: 68

Prerequisites for This Course: Passing score on CCI entrance exam, successful admission, and student must have participated in initial school orientation and MA orientation course.

Course Description: The administrative topics include filing systems in the medical office, the importance of filing steps, units, supplies, paperless files, systems, alpha and numeric subject, using a chronological file, payment planning, and credit card usage. Bone structure, number of bones, functions of the skeleton, spinal column, the skull, the rib cage, long bones, bones of the hands and feet,

pelvic girdle, joints, fractures, amputation, diagnostic examination, diseases and disorders, and replacing bone will also be discussed. Muscle fuel, functions of muscle, muscle growth, types of muscle tissue, skeletal muscle action, muscle tone, muscle attachment, sheaths and bursa, major skeletal muscles, muscle strain, cramps, smooth, muscle action disorders and disease will be taught.

Students also learn anatomical descriptors and fundamental body structure; anatomy and physiology defined; language of medicine; anatomical directional terms; body cavities and organs; cells, molecules and, membranes; cell division; homeostasis; mutations, traits, genetic disorders; discoveries in human genetics, new genetic techniques; tissues, organs, and systems. Medical terminology related to the skeletal system, structure, word parts, functions, medical specialties, diseases and diagnostic tests, treatments. Medical terminology related to the muscular system, structure, word parts, functions, medical specialties, diseases and diagnostic tests, treatments. Medical-legal highlights.

Course material is delivered through lectures and demonstrations. Students are required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. Students are required to complete reading and assignments, to submit homework assignments, to complete weekly document progress on procedure log, and to take quizzes and weekly exams.

Method of Evaluation: Throughout this course, weekly exams are administered; students complete written assignments and homework; and computer lab procedures are evaluated by the instructor.

Requirements for Successful Completion of this Course: Completion of assignments, lab procedures, and exams resulting in a GPA of 70% or higher at the end of the module. Practical skills and check-offs must be completed to progress to the next module.

Course Title: *The Cardiovascular System* (MA14)

Clock Hours Awarded: 70

Prerequisites for this Course: Passing score on CCI entrance exam, successful admission, and student must have participated in initial school orientation and MA orientation course.

Course Description: Topics include preparing labels and envelopes for mailing; medical-legal highlights; methods of administering medications; injections and immunizations; understanding the PDR; common prescription abbreviations, oral medication administration; allergy testing. Clinical topics include diagnostic tests; cardiology procedures; path of electrical impulses; routine electrocardiograph leads; interference standardization; stress tests; Holter monitoring; other cardiovascular equipment; diagnostic procedures; vital capacity tests; sonographic studies; magnetic resonance imaging; assisting with minor surgical procedures; skin preparation; sterile gloves; assisting with procedures; the circulatory system; the heart; the blood vessels; the lymphatic system; the blood; cardiovascular tests; diseases and disorders. The cardiovascular system, medical terminology related to the heart, blood vessels, blood including structure, word parts, functions, medical specialties, diseases and diagnostic tests, treatments. Medical specialties, diseases and diagnostic tests, treatments.

Course material is delivered through lectures and demonstrations. Students are required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. Students are required to complete reading and assignments, to submit homework assignments, to complete weekly document progress on procedure log, and to take quizzes and weekly exams.

Method of Evaluation: Throughout this course, weekly exams are administered; students complete written assignments and homework; and computer lab procedures are evaluated by the instructor.

Requirements for Successful Completion of this Course: Completion of assignments, lab procedures, and exams resulting in a GPA of 70% or higher at the end of the module. Practical skills and check-offs must be completed to progress to the next module.

Course Title: *CPR & First Aid* (MA15)

Clock Hours Awarded: 70

Prerequisites for this Course: Passing score on CCI entrance exam, successful admission, and student must have participated in initial school orientation and MA orientation course.

Course Description: Topics include acute Illness; distinguishing severity of illness; respiratory emergencies; cardiopulmonary resuscitation (CPR) and disease transmission; first aid in accidents and injuries,

sudden illnesses and injuries, burns, first aid for common injuries, and wounds. Medical-legal, ethical highlights.

Students also learn the endocrine system, glands, gonads, interrelationship of the glands, diagnostic examinations, diseases and disorders; managing emergencies in the medical office; emergency provisions in the medical office; documenting emergency procedures; and emergency services. Overview of structures word parts and functions of the endocrine system; vocabulary related to the endocrine system; functions of the endocrine system; structures of the endocrine system; medical specialties related to the endocrine system; pathology of the endocrine system; diagnostic procedures related to the endocrine system; the pituitary gland; the thyroid gland; the parathyroid glands; the adrenal glands; the pancreatic islets; the thymus; the pineal glands; the gonads.

Overview of structure word parts and functions of the reproductive system; vocabulary related to the reproductive systems; functions of the male reproductive system; structures of the male reproductive system; medical specialties related to the male reproductive system; pathology of the male reproductive system; diagnostic procedures of the male reproductive system; treatment procedures of the male reproductive system; sexually transmitted diseases; functions of the female reproductive system; structures of the female reproductive system; medical specialties related to the female reproductive system; pathology of the female reproductive system; diagnostic procedures of the female reproductive system; treatment procedures of the female reproductive system; assisted reproduction; pregnancy and childbirth.

Course material is delivered through lectures and demonstrations. Students are required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. Students are required to complete reading and assignments, to submit homework assignments, to complete weekly document progress on procedure log, and to take quizzes and weekly exams.

Method of Evaluation: Throughout this course weekly exams are administered; students complete written assignments and homework; and computer lab procedures are evaluated.

Requirements for Successful Completion of this Course: Completion of assignments, lab procedures, and exams resulting in a GPA of 70% or higher at the end of the module. Practical skills and check-offs must be completed to progress to the next module.

Course Title: *Behaviors Influencing Health* (MA16)
Clock Hours Awarded: 70

Prerequisites for this Course: Passing score on CCI entrance exam, successful admission, and student must have participated in initial school orientation and MA orientation course.

Course Description: Topics include currency, cash and petty cash; writing checks; checks received from patients; endorsement; making deposits; deposit by mail; reconciling bank statements; petty cash and other accounts; medical office records; interpersonal communications; verbal and nonverbal messages; perception; body language; the Medical Assistant, training, and job responsibilities; employment opportunities; career laddering; career development; patients and their families: right to privacy, choice of treatment, terminal illness; office interpersonal relationships: staff arrangements, interoffice communication, career entry, employee evaluation, medical-legal ethical highlight; personal characteristics for healthcare workers; qualities and behaviors to have as a professional medical assistant, professionalism; medical assisting beginnings, history of professional organizations, professionalism, competency of programs, and becoming certified.

Students also learn about the urinary system, the kidneys, ureters, urinary bladder, urethra, dialysis, kidney transplant, diagnostic examinations, diseases and disorders; behaviors influencing health: nutrition, exercise and weight control, mobility assistance, indications for mobility devices, safety at home; behavioral adjustments: defense mechanisms, influencing behaviors, and communicating emotional states.

The Urinary System Overview: structures, word parts, and functions of the urinary system; vocabulary related to the urinary system; functions of the urinary system; structures of the urinary system; the excretion of urine; medical specialties related to the urinary system; pathology of the urinary system; diagnostic procedures of the urinary system; treatment procedures of the urinary system; medical specialties related to the urinary system; pathology of the urinary system; diagnostic procedures of the urinary system; treatment procedures of the urinary system; medical-legal highlights.

Course material is delivered through lectures and demonstrations. Students are required to take notes and perform various exercises and procedures on the

computer using a word processing program and medical billing program among other applications. Students are required to complete reading and assignments, to submit homework assignments, to complete weekly document progress on procedure log, and to take quizzes and weekly exams.

Method of Evaluation: Throughout this course, weekly exams are administered; students complete written assignments and homework; and computer lab procedures are evaluated by the instructor.

Requirements for Successful Completion of this Course: Completion of assignments, lab procedures, and exams resulting in a GPA of 70% or higher at the end of the module. Practical skills and check-offs must be completed to progress to the next module.

Course Title: *Diagnostic Procedures of the Immune & Nervous Systems (MA17)*

Clock Hours Awarded: 70

Prerequisites for this Course: Passing score on CCI entrance exam, successful admission, and student must have participated in initial school orientation and MA orientation course.

Course Description: Topics include achieving satisfaction in employment, the job search, the resume, the cover letter, classified advertisements, public employment services, private employment agencies, and career development; getting the job and keeping it, application forms, the interview, what employers want most in employees, and the job description; managing the schedule, completing an incident report, and hiring and firing; the immune system, origin of cells, and their organs; cell markers, lymphocytes, cytokines, interferons, and natural killer (NK) cells; immune responses, immune system diseases and disorders; the nervous system, membrane excitability, peripheral nervous system and spinal cord; central nervous system diagnostic tests, diseases and disorders; medical-legal ethical highlights; the lymphatic and immune system.

Overview of structures, word parts, and functions of the lymphatic and immune systems; vocabulary related to the lymphatic and immune system; medical specialties related to the lymphatic and immune systems; functions and structures of the lymphatic systems; pathology and diagnostic procedures of the lymphatic structures; functions and structures of the immune system; pathology and diagnostic procedures of the immune system; treatment procedures of the immune system; pathogenic organisms, oncology, the nervous system.

Students also study an overview of structures, word parts, and functions of the nervous system; vocabulary related to the nervous system; functions of the nervous system; structures of the nervous system; the central nervous system; the peripheral nervous system; the autonomic nervous system; medical specialties related to the nervous system; pathology of the nervous system; mental health; diagnostic procedures of the nervous system; treatment procedures of the nervous system.

Course material is delivered through lectures and demonstrations. Students are required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. Students are required to complete reading and assignments, to submit homework assignments, to complete weekly document progress on procedure log, and to take quizzes and weekly exams.

Method of Evaluation: Throughout this course, weekly exams are administered; students complete written assignments and homework; and computer lab procedures are evaluated.

Requirements for Successful Completion of this Course: Completion of assignments, lab procedures, and exams resulting in a GPA of 70% or higher at the end of the module. Practical skills and check-offs must be completed to progress to the next module.

Course Title: *The Digestive & Respiratory Systems* **(MA18)**

Clock Hours Awarded: 70

Prerequisites for this Course: Passing score on CCI entrance exam, successful admission, and student must have participated in initial school orientation and MA orientation course.

Course Description: Topics include preparing claims; the beginning of claim forms; the history of coding; ICD9 codes; coding functions; identifying the diagnosis; CPT codes; E/M services guidelines; completing the claim form; maintaining an insurance log; delinquent claims; common filing errors; electronic claim filing; accepting assignment; Medicare audit reimbursement; the future of insurance claims; medical ethics and liability; ethical and legal responsibilities; licensure requirements; professional liability; physician and patient rights; medical assistant rights; negligence; medical records.

Students learn about the digestive system; the mouth, esophagus, stomach, small intestine, large intestine; diagnostic examinations; disorders and disease; Students learn to identify the sense receptors for touch, pressure, proprioception, temperature, and pain; identify the pathway of oxygen, respiration, the lungs and the pleura; discuss the muscles of breathing and diagnostic examinations.

They also learn about the respiratory system; overview of structures and their functions; vocabulary related to the respiratory system; functions of the respiratory system; and structures of the respiratory system; medical specialties related to the respiratory system; the pathology of the respiratory system; diagnostic procedures of the respiratory system; treatment procedures of the respiratory system.

Students learn about special senses; medical terminology related to the eyes and ears; structure, word parts, functions, medical specialties, diseases and diagnostic tests, treatments.

Course material is delivered through lectures and demonstrations. Students are required to take notes and perform various exercises and procedures on the computer using a word processing program and medical billing program among other applications. Students are required to complete reading and assignments, to submit homework assignments, to complete weekly document progress on procedure log, and to take quizzes and weekly exams.

Method of Evaluation: Throughout this course, weekly exams are administered; students complete written assignments and homework; and computer lab procedures are evaluated by the instructor.

Requirements for Successful Completion of this Course: Completion of assignments, lab procedures, and exams resulting in a GPA of 70% or higher at the end of the module. Practical skills and check-offs must be completed to progress to the next module.

Course Title: *Externship* (MA19) (Module 9)

Clock Hours Awarded: 160

Prerequisites for this Course: Student must have completed all other program modules and all absences must be made up prior to starting externship.

Course Description: Externship: The student is placed at a medical or health facility performing work as an entry-level medical assistant and given the opportunity to apply classroom concepts in practical experiences. Students must complete their required externship in order to be eligible for graduation. The student is scheduled for and must participate in an interview by the health facility supervisor prior to placement. The student meets with CCI's externship officer to review the requirements for externship prior to starting externship. Students are required to sign the externship guideline agreement.

Students are placed at different facilities, which may include physicians' offices, chiropractors' offices or dental offices to complete externship. Most facilities accept externs only during regular day-shift hours. Students enrolling in night classes are reminded that they may be required to complete externship during regular day-shift hours. Externship hours are earned at approved externship sites. Students must complete externship within the maximum time frame. Students who do not fulfill the externship requirement within the maximum allowed time frame will not be eligible to receive their diploma/certificate.

Any absences during class or training *must* be made up; students are required to make up absences during externship.

Method of Evaluation: During externship, the externship coordinator/officer will follow-up with the student extern and the externship facility supervisor. At the end of externship, the supervisor will evaluate the student using an evaluation form. The grade received on the exit exam will count as 20% of the externship grade along with the clinical evaluations in the externship packet.

Requirements for Successful Completion: Completion of all required hours and satisfactory evaluation.

Schedule: Most facilities accept externs only during regular day-shift hours. Students enrolling in night classes are reminded that they may be required to complete externship during regular day-shift hours. Externship hours are earned at approved externship sites. See the Externship Policy for more information.

GRADUATION REQUIREMENTS

Upon satisfactory completion of the program, the student is awarded a Certificate of Medical Assistant and EKG and a Certificate of Instruction in Venipuncture and Injection. The following requirements must be met in order to qualify for a certificate of completion:

- Complete all required hours.
- Achieve a grade of 70% in each module.
- Achieve a grade of 75% on the resume.
- Complete the mock interview.
- Turn in all externship time cards and site evaluations.
- Take the NCCT certification exam.
- Have all financial responsibilities met.

Requesting Certificate/Transcripts
Students are awarded a certificate of completion upon satisfactory completion of the graduation requirements. Students eligible for graduation must request a certificate by submitting a Certificate Request Form to their Externship Coordinator or to Student Services. Students may obtain this form by requesting it at the Student Services office. This form is necessary for verification that a certificate was requested and that the graduate's name is correctly spelled on the certificate. The completed request form is signed off by the following departments: Externship/Clinical Coordinator, Student Services, Career Services, Admissions, Financial Aid, and the Campus Director. All departments must provide clearance before a certificate can be awarded. Certificates are available for pick up within one to two weeks of submitting the request. For any inquiries regarding the certificate of completion, students may contact the Student Services office.

One set of official and unofficial transcripts is issued with the certificate of completion. Additional student transcripts may be requested by filling out a Transcript Request Form. Students may obtain this form by visiting the Student Services office.

Fees: The fee for the first set of certificate and transcripts provided upon graduation is included in tuition. Additional official transcripts or original certificates may be requested at a minimal fee. Students who are active in the program may request official or unofficial transcripts at no cost throughout their enrollment.

Equipment used: skeleton, venipuncture arm, EKG machine, microscope, refrigerator, centrifuges, hemoglobinometer, eye wash station, glucometer, exam table, scale, venipuncture station, height bar, baby scale, nebulizer, Mayo stand, autoclave, audiometer.

Supplies used: rubbing alcohol, autoclave indicator tape, autoclave indicator strips, autoclave pouches, autoclave wrap, Band-Aids, blood glucose test strips, butterflies safety lock blood collection set, CLA seal, capes, centrifuge tubes, cotton balls, cotton tipped applicators, cover slides for microscope, urinalysis strips, drapes, EKG recording paper, elastic bandages, electrodes, exam gloves, exam table paper, gauze, hemoglobin curvettes, lancets, lens paper, micro-hematocrit tubes, needles (various gauges), oral thermometer sheaths, TAT thermometer, paper surgical tape, pipette, RTU disinfectant, replacement adult training pads, AED, sharp safety device, scalpels, Sediplast ESR, self-adhesive fasteners, sharps containers, slides for microscope, sodium chloride, sterile gloves, stethoscopes, tape measurement, thermometers, tongue depressors, tubular dressing, urine cups, Vacutainer needles.

TUITION AND FEES

Medical Assisting	
Registration[1]	$80.00
Books[3] MA Textbook $325.95 Med. Terms for Health Professionals $161.95 NCCT Interactive Review System (Online) $80.00 **TOTAL**	$567.90
Supplies[3]**: stethoscope + training supplies**	$400.00
Uniform[3]**: 1 set + Jacket**	$150.00
Exam Fee: NCCT/MMCI	$125.00
STRF[2]	$0.00
Tuition	$13,177.10
TOTAL:	**$14,500.00**
Required item not included in tuition Drug Screen[1]	$65.00

[1]*Non-refundable.*
[2]*You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1) You are a student, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1) You are not a California resident, or are not enrolled in a residency program, or 2) Your total charges are paid by a third party, such as an employer, government program or other payer and you have no separate agreement to repay the third party.*
[3] *Books, Uniform, and Supplies become student purchases once issued to student. Students who drop or have been dismissed after these have been issued will assume ownership for said items and will not be eligible for refunds.*

TUITION and FEES per ENROLLMENT PERIOD

Period 1	Costs
Registration	$ 80.00
STRF	$ 00.00
Tuition	$ 6,588.55
Supplies	$ 200.00
Books	$ 283.95
Uniform	$ 150.00
Total Period 1 Tuition and Fees	**$ 7,302.50**

Period 2	Costs
Tuition	$ 6,588.55
Supplies	$ 200.00
Books	$ 283.95
Exam Fee	$ 125.00
Total Period 2 Tuition and Fees	$ 7197.50
Total Program Fees Tuition and Fees	**$ 14,550.00**

DENTAL ASSISTING
(Offered at Lancaster Campuses only)

Career Care Institute's Dental Assisting Program provides 720 hours of theory instruction and clinical training and is designed to adequately prepare the graduate for an entry-level position in a Dental Office (US Dept. of Labor SOC 31-9091) Upon completion of the program, the student will:

1. Be eligible to apply for the California State Registered Dental Assistant examination after six-months of full-time employment have been met and are signed off by a dentist and Career Care Institute
2. Represent Career Care Institute's Dental Assisting Program in a professional manner
3. Earn a California Radiation Safety Certificate
4. Earn a California 8-hour Infection Control Certificate
5. Earn a California Coronal Polish Certificate
6. Become certified in American Heart Association Basic Life Support

The student is also required to participate in Modular Shadowing at a dental office one hour per module. Upon graduating and receiving the certificates, students may find employment in a dental office, group practice, dental specialty practice, (i.e., endodontics, periodontics, orthodontics, prosthodontics, and pedodontics). Other options for graduates are working in school clinics or laboratories, veteran's hospitals, dental supply companies, and insurance companies.

Program Length: 36 weeks
Program Clock Hours: 720 Hours
Delivery Mode: Traditional

Students may choose one of the following schedules:
Day Class: Monday-Thursday 8:00 AM - 12:30 PM
Evening Class: Monday-Thursday 6:00 PM - 10:30 PM
(Availability of evening session may vary by campus)

ADMISSION REQUIREMENTS

- All applicants must have a personal interview with an Admissions Representative.
- All applicants must have a tour of the school campus.
- All applicants are required to take the Scholastic Level Exam (SLE). A passing score is required for enrollment (students must earn a minimum of 12 points in 12 minutes on the SLE exam in order to pass).
- Students must submit a negative tuberculin-screening (TB) test prior to first day of class. Students may be given no more than a one-week extension beyond their first day of class by the Campus Director.
- Proof of COVID-19 vaccination and booster where applicable.
- A valid ID and social security card are required.
- All applicants enrolled in any CCI programs must have all financial obligations completed before class begins. **A non-refundable registration fee is due upon enrollment.**
- All applicants must have a high school transcript (from an **approved** institution), or GED or its equivalent **prior to their first day of class.** The admissions representative may refer applicants that have not attained a high school transcript, GED or its equivalent to an agency where they may obtain one.
- **Students must participate in school orientation.**
- Re-entry students must follow the Re-Entry Process prior to starting class and complete a new enrollment agreement.
- Students must pass a drug screen.

The school reserves the right to deny admission to prospective students if the provisions above are not properly completed and submitted.

This program involves 8 modules/courses (576 hours) of classroom, lab, preclinical and clinical instruction and 1

module (144 hours) of externship. Modules/courses are briefly described below.

COURSE DESCRIPTIONS

Course Title: *New Student Orientation*

Course Description: This course consists of a lecture with booklet reviewing CCI's Dental Assisting Program syllabus and program description, class requirements, study tips, general safety guidelines, Modular Shadowing requirements, the Career Care Institute libraries, protocol for emergency situations, general responsibilities for Dental Assistant students, the attendance policy, live patient requirements, the extra credit policy and requirements to complete modular practical skills. Students are required to acknowledge receipt of materials issued.

Objectives: It is expected that upon successful completion of this course, the student will be able to:

- Describe general responsibilities as a Dental Assistant and as a Dental Assistant student at CCI.
- Describe Modular Shadowing and its purpose
- Enumerate general safety guidelines in the operatory
- Describe protocols for emergency situations
- Enumerate live patient requirements in the program
- Describe the extra credit policy
- Use the syllabus to identify material and when it is to be presented in the course.
- Receive books for the DA program.

Clock Hours for this Course: 2 hours incorporated into first day of new student's first module.

Prerequisites for This Course: Passing score on CCI entrance exam and student must have participated in initial school orientation.

Schedule: This 2-hour course is given on the first day of each module to coincide with the first day of class for each new Dental Assisting student enrolled in the program.

Course Title: *Basic Dental Science (Module 1)*

Course Description: This module is an introduction to the dental profession and its history. In this module, the role of the professional dental assistant, the healthcare team, preventive techniques and nutrition are covered as well as general anatomy and physiology, embryology and histology, and head and neck anatomy. Students are required to take notes and take weekly exams and a module final.

Objectives: It is expected that upon successful completion of this course, the student will be able to:

- Identify individuals who are important in the history of dentistry and who promoted education and organized dentistry
- Describe how plaque forms and affects the tooth
- Demonstrate brushing and flossing techniques
- Describe fluoride and its use in dentistry
- Explain basic nutrition and how it is used in dentistry
- List the body systems
- Explain the functions and divisions of the skeletal system
- List the function and parts of the muscular system, nervous system, endocrine system
- Explain the functions of the circulatory, digestive, respiratory, lymphatic and immune systems

Clock Hours Awarded: 68
Prerequisites for This Course: Passing score on entrance exam and orientation.

Method of Evaluation: Throughout this course, weekly exams, evaluations and a module final are administered.

Requirements for Successful Completion: Students must achieve a GPA of 70% or higher at the end of the module and must have satisfactorily completed appropriate assignments.

Course Title: *Preclinical Dental Skills (Module 2)*

Course Description: In this module, students are introduced to infection control in the dental office, methods for disinfection and sterilization. Students will learn OSHA standards for infection control, the Blood-borne Pathogen Standard, microbiology, disease transmission and infection transmission, instrument processing, dental unit waterline maintenance, regulatory and advisory agencies, safety and post-exposure protocols, hazard communication and management of hazardous materials. Clinical asepsis protocol is practiced in the clinical setting during operatory disinfection, instrument decontamination and sterilization using approved sterilization methods and agents. Students are introduced to tooth morphology and oral pathology.

Objectives: It is expected that upon successful completion of this course, the student will be able to:

- Identify rationale, regulations, training that govern infection control in the dental office.
- Demonstrate the principles of infection control including hand washing, personal protective equipment, barriers, chemical disinfection, ultrasonic operation, proper disposal of sharps and sanitation of dental impressions.
- Describe rationale of Blood-borne Pathogens Standard.
- Identify oral pathologies.
- Describe tooth morphology.

Clock Hours Awarded: 70

Prerequisites for This Course: Passing score on entrance exam and orientation.

Instructional Resources and Materials Used:

- Textbook: Modern Dental Assisting, Bird Robinson
- Workbook: Modern Dental Assisting, Bird Robinson
- CCI Produced Materials: 8-hour Infection Control Booklet
- Supplemental material: Elsevier-Evolve Online
- Videos: Elsevier-Evolve Online
- Overhead projector
- Typodonts and mannequins

Method of Evaluation: Throughout this course, weekly exams, evaluations and module final exams are administered.

Requirements for This Course: Students must achieve a GPA of 70% or higher at the end of the module and must have satisfactorily completed appropriate assignments and performance checklist procedures. To receive the California 8-hour Infection Control Certificate, the student must complete all course requirements and pass the final exam with a score of 75% or higher.

Course Title: *Clinical Dental Skills (Module 3)*

Course Description: Students learn about the parts of hand instruments and their functions. They also learn the importance of tray systems and color coding. The dental assistant becomes familiar with the methods used to manage pain and anxiety related to dental procedures, topical anesthetics and their placement, and types of local anesthetics used in dentistry. The dental assistant also learns the steps for preparing anesthetic administration, injection sites, and materials and equipment required the role of nitrous oxide sedation and administration. The student learns about endodontic procedures, the scope of oral and maxillofacial surgery, the surgical instruments used and aseptic procedures. The student also learns how to prepare the patient for oral surgery, explain surgical procedures, including tray setups and assisting responsibilities, postoperative instruction for patients; learns the definition of orthodontics and the orthodontic office setting, defines the role of the dental assistant in an orthodontic practice, the function of basic orthodontic instruments, the stages of orthodontic treatment and procedures for removing orthodontic appliances, and how the teeth are retained in position afterward. The student learns the definition of pediatric dentistry; describes the pediatric dental office, and role of the team members. The student also learns to identify and describe periodontal instruments and their uses. The scope and use of fixed and removable prosthodontics and their function are covered, as are the materials required in treatment and the assistant's role in all phases of fixed and removable prosthodontics. The properties, composition and manipulation of amalgam and composite and the steps of an amalgam and composite procedure are covered.

Objectives: It is expected that upon successful completion of this course, the student will be able to:

- Identify dental instruments and their parts
- Explain various types of hand-pieces and attachments
- Describe types of tray systems and color-coding systems
- Describe methods used to manage pain and anxiety
- Explain different types of topical anesthetics and their placement.
- Identify the injection sites for maxillary and mandibular arches.
- Prepare equipment and materials to administer local anesthetic
- Define endodontics
- Identify instruments and materials used in endodontic procedure and their function
- Identify the various surgical instruments and their function
- Explain surgical procedures, including tray setups and assisting responsibilities
- List postoperative instructions given to patients
- Define the role of the dental assistant in the orthodontic setting
- Identify and give the function of the basic orthodontic instruments
- Explain the procedure for removing orthodontic appliances and how the teeth will be retained in position
- Describe the scope and role of the periodontic team and stages of periodontal disease

- Identify periodontic instruments and their uses
- Describe various types of fixed and removable prosthesis
- Describe the role of the dental assistant and the materials to be used in fixed and removable prosthodontics
- List and explain the properties of composite and amalgam
- Describe the steps of cavity preparation and identify the armamentarium for an amalgam and composite procedure

Clock Hours Awarded: 70

Prerequisites for This Course: Passing score on entrance exam and orientation.

Instructional Resources and Materials Used:

- Textbook: Modern Dental Assisting, Bird Robinson
- Workbook: Modern Dental Assisting, Bird Robinson
- Supplemental material: Elsevier-Evolve Online
- Videos: Elsevier-Evolve Online
- Overhead projector
- Typodonts and mannequins

Method of Evaluation: Throughout this course, weekly exams and module final exams are administered. Laboratory practical evaluations are completed.

Requirements for Successful Completion: Students must achieve a GPA of 70% or higher at the end of the module and must have satisfactorily completed appropriate assignments and performance checklist procedures.

Course Title: *Clinical and Lab Skills (Module 4)*

Course Description: Aspects addressed in this module include preparation, application and removal of dental dam; placement, application, and removal of a dental matrix and wedge; preparation, manipulation, and placement of dental cavity liners, cavity varnish and cements; placement and removal of gingival retraction devices; preparation and application of enamel sealant material; benefits and types of dental bleaching materials, application techniques, and patient education instructions. The student learns to identify the materials used in the dental laboratory and to perform associated procedures, demonstrate knowledge and skills required to prepare, take and remove alginate impressions and wax bites; demonstrates knowledge and skills necessary to prepare irreversible hydrocolloid impression material, elastomeric impression materials, and polyether impression material for the dentist. The student learns about dental hand-pieces, their accessories, and how to care for and sterilize them, as well as skills required to mix and manipulate gypsum products, pour and trim impressions for diagnostic casts, use a dental articulator, identify different classifications and uses of dental waxes, demonstrate skills required to fabricate acrylic tray resin, custom trays, vacuum formed and thermoplastic custom trays, learns how to contour prefabricated and custom fit temporary restorations.

Objectives: It is expected that upon successful completion of this course, the student will be able to:

- List and demonstrate the steps of placing dental dam
- Describe and demonstrate how the dental material is prepared
- Define matrix and wedge and describe the function, parts, placement and removal of the Tofflemire matrix
- Demonstrate care and knowledge of dental hand-pieces and their accessories
- Describe the purpose of using cavity liners, cavity varnish and cement bases
- List types of materials and explain placement procedures of cavity liners, cavity varnish and cement bases
- Explain the function and types of gingival retraction and the steps of placing and removing gingival retraction cord
- List and describe the types of bleaching techniques and describe the procedures for dental office and home bleaching and patient instructions

Clock Hours Awarded: 70

Prerequisites for This Course: Passing score on entrance exam and orientation.

Instructional Resources and Materials Used:

- Textbook: Modern Dental Assisting, Bird Robinson
- Workbook: Modern Dental Assisting, Bird Robinson
- Supplemental material: Elsevier-Evolve Online
- Videos: Elsevier-Evolve Online
- Overhead projector
- Typodonts and mannequins

Method of Evaluation: Throughout this course, weekly exams, evaluations and module final exams are administered.

Course Title: *Dental Practice Management (Module 5)*

Course Description: In this module the student learns the overall aspects of dental office management, including patient reception, marketing, telephone technique, business office systems, patient scheduling, records management, accounts receivable, management of patient's accounts, and accounts payable. Inventory control recall systems management are also emphasized and employment strategies. The student learns differences between civil and criminal law, the definition of a dental practice act and what it entails, the definition(s) of expanded functions, the components of a contract, the meaning of "due care", and examples of malpractice and torts, how to identify fraud and the services that may be administered under the Good Samaritan law, and identity the components areas of the Americans with Disabilities Act. The dental assisting student also learns to identify responsibilities of the dental team regarding dental records, implied and informed consent, subpoenas and the statutes of limitation; define ethics and provide examples of the ADA's and ADAA's principles of ethics, state laws that dentistry adheres to, ethical principles in advertising, professional fees, and responsibilities. The dental assistant student learns preparedness in dealing with common medical and dental emergencies and being familiar with the necessary contents of an office emergency kit. The student also learns procedures for performing cardiopulmonary resuscitation (CPR), treating patients with syncope, anaphylaxis, asthma attacks, heart conditions, cerebrovascular accident, and common dental emergencies. Principals of pharmacology, oral diagnosis and treatment planning are learned. If student completes and passes all practical exercises on mannequins as well as written tests furnished by The America Heart Association, they will receive a BLS Card. The student also learns how to market his/her skills by making a portfolio, which includes a resume and cover letter.

Objectives: It is expected that upon successful completion of this course, the student will be able to:

- Identify dental office staff and their responsibility, marketing ideas
- Demonstrate proper procedures for answering incoming calls, taking messages and uses of telephone technology in the dental office
- Explain ways in which effective patient scheduling can be accomplished
- Define terms related to accounts receivable
- Identify computerized and manual systems for management of patient accounts and recall system management
- Set goals and identify sources to obtain employment in the dental field
- Define how to prepare for an interview
- Explain how to terminate employment
- Define the terms and anatomy used in the delivery of CPR and perform CPR
- Identify several causes of airway obstruction and the treatment of syncope, asthma, allergic reactions, anaphylactic reaction, asthma attacks, congestive heart failure, stroke/cerebrovascular accident and explain how to manage those situations
- Identify dental emergencies that a patient may have such as an abscessed tooth, alveolitis, avulsed tooth, broken prostheses, soft tissue injury, broken tooth, or loose crowns

Clock Hours Awarded: 70

Prerequisites for This Course: Passing score on entrance exam and orientation.

Instructional Resources and Materials Used:

- Textbook: Modern Dental Assisting, Bird Robinson
- Workbook: Modern Dental Assisting, Bird Robinson
- Supplemental material: Elsevier-Evolve Online
- Videos: Elsevier-Evolve Online
- Overhead projector
- Typodonts and mannequins

Method of Evaluation: Throughout this course, weekly exams, evaluations and module final exams are administered. Written and practical CPR and First Aid exams must also be satisfactorily completed.

Requirements for Successful Completion: Students must achieve a GPA of 70% or higher at the end of the module and must have satisfactorily completed appropriate assignments and performance checklist procedures.

Course Title: *Radiology I Theory of Radiology (Module 6)*

Course Description: In this module, the student reviews the basic anatomy of the dental arches; how a dental X-ray unit is operated with emphasis on safety and precautions. Students are instructed on how to expose a

radiograph successfully and develop it in a dark room using manual or automated processor. Students are required to mount processed radiographs and evaluate the diagnostic quality. Students are instructed on how to expose bite-wing radiographs on a mannequin; 2-BWX surveys are required. The paralleling technique is covered, and students are required to expose two full mouth surveys (18 films) on a mannequin. Emphasis is placed on producing quality radiographs with a minimum of retakes. Students learn to recognize technique errors during the evaluation process and have the opportunity to correct the errors by retaking the radiograph with point deductions for retakes.

Objectives: It is expected that upon successful completion of this course, the student will be able to:

- Successfully expose a radiograph
- Describe radiation safety precautions
- Mount processed radiographs
- Evaluate diagnostic quality of radiographs
- Recognize technique error during the evaluation process
- Successfully expose and process two (2) sets of bitewing radiographs on a mannequin (grade of 75% or higher).
- Demonstrate successful completion of a full mouth set of radiographs on two (2) mannequins (grade of 75% or higher).

Clock Hours Awarded: 70

Prerequisites for This Course: Passing score on entrance exam and orientation.

Instructional Resources and Materials Used:

- Textbook: Modern Dental Assisting, Bird Robinson
- Workbook: Modern Dental Assisting, Bird Robinson
- CCI Produced Materials: Radiology Booklet
- Supplemental material: Elsevier-Evolve Online
- Videos: Elsevier-Evolve Online
- Overhead projector
- Typodonts and mannequins

Method of Evaluation: Throughout this course, weekly exams and module final exams are administered. Laboratory practical evaluations are completed.

Requirements for Successful Completion: Students must achieve a GPA of 75% or higher at the end of the module and must have satisfactorily completed appropriate assignments and performance checklist procedures; expose bitewing survey and 2 full mouth surveys on a mannequin with a minimum of retakes. An overall score of 75% in the module must be achieved. To receive the California Radiation Safety Certificate, the student must complete all course requirements and pass the dental radiograph final exam with a score of 75% or higher.

Course Title: *Radiology II Theory of Radiology (Module 7)*

Course Description: In this module, students are instructed in the bisecting and paralleling technique and then expose two full mouth surveys and two bite-wing series on a mannequin. Students review procedures for operation of the latest imaging systems. Upon successful completion of practice radiographs on a mannequin, students take radiographs on-site on four adult patients as prescribed by a licensed dentist. Students process, mount and evaluate all exposed film. All full mouth surveys must be diagnostic with minimum retakes.

Objectives: It is expected that upon successful completion of this course, the student will be able to:

- Expose quality radiographs on-site on four adult patients as prescribed by a licensed dentist or hygienist (grade of 75% or higher).
- Process, mount and evaluate all exposed film
- Take full mouth surveys that are diagnostic with minimum retakes

Clock Hours Awarded: 70

Prerequisites for This Course: Passing score on entrance exam, attended orientation, and completed Module 6 with a grade of 75% or above.

Instructional Resources and Materials Used:

- Textbook: Modern Dental Assisting, Bird Robinson
- Workbook: Modern Dental Assisting, Bird Robinson
- CCI Produced Materials: Radiology Booklet
- Supplemental material: Elsevier-Evolve Online
- Videos: Elsevier-Evolve Online
- Overhead projector
- Typodonts and mannequins

Method of Evaluation: Throughout this course, weekly exams and module final exams are administered. Laboratory practical evaluations are completed.

Requirements for Successful Completion of this Course: Student must achieve a GPA of 75% or higher at the end of the module and must have satisfactorily

completed appropriate assignments and performance checklist procedures; expose a full mouth series of radiographs on 4 adult patients. The survey must be of diagnostic quality with minimum retakes. An overall score of 75% in the module must be achieved. To receive the California Radiation Safety Certificate, the student must complete all course requirements and pass the dental radiograph final exam with a score of 75% or higher.

Course Title: *Coronal Polish (Module 8)*

Course Description: This course provides board approved instruction in coronal polish. Upon successful completion of this course and the RDA exam, students may perform coronal polish. This course includes instruction in plaque, calculus and stain formation; clinical appearance of various types of stain; tooth morphology and anatomy as related to stain removal; principles of selecting abrasives, polishing agents and disclosing solution. The student performs coronal polish on typodonts and patients. Three patients are required for final evaluation and students must pass a written exam with a score of 75% or better.

Objectives: It is expected that upon successful completion of this course, the student will be able to:

- Recognize decalcification and mottled enamel
- Identify plaque, calculus and stain formation in the oral cavity
- Utilize proper armamentaria in an organized sequence
- Perform plaque disclosure
- Demonstrate proper instrument grasp, fulcrum position, and cheek and tongue retraction
- Select and dispense proper polishing agent
- Demonstrate lifting wiping strokes
- Demonstrate use of floss
- Define and demonstrate how to maintain the oral cavity and the equipment utilized

Clock Hours Awarded: 70

Prerequisites for This Course: Passing score on entrance exam, orientation and completed Module 7 with a 75% or above.

Instructional Resources and Materials Used:

- Textbook: Modern Dental Assisting, Bird Robinson
- Workbook: Modern Dental Assisting, Bird Robinson
- CCI Produced Materials: Coronal Polish Booklet
- Supplemental material: Elsevier-Evolve Online
- Videos: Elsevier-Evolve Online
- Overhead projector
- Typodonts and mannequins

Method of Evaluation: Throughout this course, weekly exams and module final exams are administered. Laboratory practical evaluations are completed.

Requirements for Successful Completion: Students must achieve a GPA of 75% or higher at the end of the module and must have satisfactorily completed appropriate assignments and performance procedures. To receive the California Coronal Polish Certificate, the student must complete all course requirements and pass the dental Coronal Polish final exam with a score of 75% or higher. Clinical evaluation must be completed on three patients within 45 minutes for each patient. An overall score of 75% in the module must be achieved.

Course Title: *Externship (Module 9)*

Course Description: Upon successful completion of class training, Dental Assistant students participate in 144 hours of externship, which they serve at an approved facility. This gives externs an opportunity to work with patients and apply the principles of practice learned in the classroom. Externs work under the direct supervision of qualified personnel in participating offices. Supervisory personnel evaluate externs at 84- and 144-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

Clock Hours Awarded: 144 hours

Prerequisites: Successfully completed 576-hour course of instruction and all other dental-assisting 32-week program modules 1-8. All hours missed as a result of absences or tardiness MUST be made up ***prior*** to attending extern. All procedure check-offs MUST be completed and signed off prior to attending externship.

Method of Evaluation: The student is monitored by the externship coordinator and is evaluated by the employer/extern site.

Requirements for Successful Completion: Students must cooperate with externship coordinator, follow externship guidelines, complete required hours, and receive a satisfactory evaluation by the employer. The grade received on the exit exam counts as 20% of the externship grade, along with the clinical evaluations included in the externship packet.

Time Given to Complete Extern: There are 144 hours required for extern. Students are required to complete a minimum of 24 hours of externship each week. See the Externship Policy for more information.

GRADUATION REQUIREMENTS

Upon satisfactory completion of the program, the student is awarded a Certificate of Completion in Radiation Safety, 8-hour Infection Control, Coronal Polishing and Dental Assisting.

The following requirements must be met in order to qualify for a certificate of completion:

- Complete all required hours.
- Pass the Radiation Safety exam and complete all clinical requirements.
- Pass the Infection Control exam and complete all clinical requirements.
- Pass Coronal Polish exam and complete all clinical requirements.
- Complete all required shadowing.
- Achieve a grade of 70% in each course.
- Achieve a grade of 75% on the resume.
- Complete the mock interview.
- Turn in all Externship time cards and site evaluations.
- Have all financial responsibilities met.

Requesting Certificate/Transcripts

Students are awarded a certificate of completion upon satisfactory completion of the graduation requirements. Once the student completes all requirements and is found eligible to receive certifications, the Externship Coordinator requests certificate fabrication by completing a Certificate Request Form. This form is necessary for verification that a certificate was requested, and that the graduate's name is correctly spelled on the certificate. The student's legal name used to receive financial aid is used on the certificates. The completed request form must be signed off by the following departments: Externship/Clinical Coordinator, Student Services, Career Services, Admissions, Financial Aid, and the Campus Director. All departments must provide clearance before a certificate can be awarded. Certificates are available for pick up within one to two weeks of submitting the request. For any inquiries regarding the certificate of completion, students may contact the Student Services office.

One set of official and unofficial transcripts is issued with the certificate of completion. Additional student transcripts may be requested by filling out a Transcript Request Form. Students may obtain this form by visiting the Student Services office.

Fees: The fee for the first set of certificate and transcripts provided upon graduation is included in tuition. Additional official transcripts or original certificates may be requested at a minimal fee. Students who are active in the program may request official or unofficial transcripts at no cost throughout their enrollment.

Equipment used in the DA Program: Dental units, sterilizer, compressor, vacuum suction, refrigerator, ultrasonic unit, Dental Assistant chair, operator chair, stone model grinder, vacuum forming machine, cold sterile bin, lathe, amalgamator, X-Ray machine, film processor, holding bath, laboratory vibrators, rolling carts, dental tray organizer, eye wash station, lead rolling wall, Freddy-mannequin, lead apron.

Supplies used in lab: floss, fluoride gel/foam, fluoride trays; toothbrushes, toothpaste, disinfectant spray, sterilization bags, biological spore tests, exam gloves, utility gloves, Chamber Brite, indicator strips, team vista dental waterline cleaner & irrigant solution concentrate, evacuation solution, surface barriers, headrest covers, ultrasonic solution, cold sterile solution, endodontic instruments, anesthetic syringes, anesthetic carpules, needle hubs, cotton tipped applicators, topical anesthetic, disposable scalpel blades, bard parker scalpel handle, orthodontic instruments, oral surgery instruments, black silk sutures, gut sutures, periodontal instruments, amalgam instruments, amalgam, composite instruments, composite, lab spatulas, disposable impression trays, cold sterile solution, alginate tray cleaner, cement spatulas, thermo-forming coping material, rubber dam forceps, rubber dam frame, rubber dam punch, rubber dam stamp, IRM cement, ZNP cement, ZOE cement, glass ionomer cement, various final impression materials, tri-trays, Eugenol periodontal dressing, bite registration material, cavity varnish, cotton pellets, basic instruments, face masks, protective eyewear, typodont prep teeth, ivorine typodont teeth, 2x2 exodontia sponges, petroleum jelly, methyl methacrylate acrylic material, R-methacrylate acrylic material, temp tabs, floss, dental laboratory stone, mixing bowls, Tofflemire retainers, wedges, Tofflemire bands, calcium hydroxide, stainless steel crowns, polycarboxylate anterior temporary crowns, Dremels & acrylic burs, first aid supplies, disposable CPR Practi-SHIELDs, adult & ped ambu-bags, one way mask valve, isopropyl alcohol, single X-Ray film #2, XCP Rinn holders & components, bitewing tabs, manual film developer & fixer, A/T spray 2000 & sponges, bitewing mounts, double X-Ray film #2, FMX mounts (18 films), tray covers, prophy paste, disposable prophy angles, disposable prophy brushes, interproximal brushes, cotton rolls, disclosing tablets, floss threaders, cups for patients to rinse, patient napkins, bib clips, disposable

gowns, air/water syringe tips, HVE suction tips, saliva ejectors & disposable traps.

TUITION AND FEES

Dental Assistant Program	
Registration[1]	$80.00
Books[3] DA Textbook DA Workbook Boyd: Dental Instruments	$542.90
Supplies[3]: training supplies	$550.00
Uniform[3]: 1 set + Jacket	$150.00
STRF[2]	$00.00
Tuition	$13,177.10
TOTAL	**$14,500.00**
Required Item Not Included in Tuition Drug Screen[1]	$65.00

[1]*Non-refundable.*

[2]*You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1) You are a student, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1) You are not a California resident, or are not enrolled in a residency program, or 2) Your total charges are paid by a third party, such as an employer, government program or other payer and you have no separate agreement to repay the third party.*

[3] *Books, Uniform, and Supplies become student purchases once issued to student. Students who drop or have been dismissed after these have been issued will assume ownership for said items and will not be eligible for refunds.*

TUITION and FEES per ENROLLMENT PERIOD

Period 1	Costs
Registration	$ 80.00
STRF	$ 00.00
Tuition	$ 6,588.55
Supplies	$ 275.00
Books	$ 271.45
Uniform	$ 150.00
Total Period 1 Tuition and Fees	**$7,365.00**

Period 2	Costs
Tuition	$ 6,588.55
Supplies	$ 275.00
Books	$ 271.45
Total Period 2 Tuition and Fees	$ 7,135.00
Total Program Fees Tuition and Fees	**$ 14,500.00**

LIMITED PERMIT X-RAY TECHNICIAN

(Offered at All Campuses)

Career Care Institute's Limited Permit X-Ray Technician program prepares the graduate to take the California State Examination in Limited Scope in Radiography for State certification in three limited permit categories including Chest, Extremities, and Torso Skeletal. Students also receive training in ancillary medical procedures and receive a Certificate of Instruction in Venipuncture and Injections. Limited Permit Radiographers are trained to perform the radiographic procedures and ancillary medical procedures commonly needed in outpatient clinics, physicians' offices, and ambulatory care centers. The program is designed to prepare students to take various certification examinations; however, the school cannot guarantee that the student will pass. Upon successful completion of the program and all licensure exams, the graduate will be qualified for entry-level employment as a Limited Permit X-ray Technician (US Dept. of Labor SOC 29-2034).

The student must pass the California State Examination to gain employment as an X-Ray Technician. The program involves multiple classroom/lab courses of 648 hours and an externship that consists of 472 hours. The externship portion also requires students to perform various X-Rays and clinical procedures as a requirement (See Externship for requirements.)

Upon satisfactory completion of XT 1, XT 2 and XT 3 courses, the student will be awarded a Certificate of Completion of 144 hours of Basic Back Office Medical Assisting/EKG Technician Assisting and 976 clock hours of training in the categories of Chest, Extremities, and Torso-Skeletal. The graduate is then eligible to apply for the State of California Limited Scope in Radiography Examinations for Chest, Extremities and Torso-Skeletal. The section below describes Career Care Institute's Limited Permit X-Ray Technician Program.

ADMISSION REQUIREMENTS

- All applicants must have a personal interview with an Admissions Representative.
- All applicants must have a tour of the school campus.
- All applicants must be 18 years old.
- All applicants must have a personal interview with the Program Director.
- All applicants are required to take the Wonderlic GAIN entrance exam. A passing score is required for enrollment. Students must score the following in math and reading comprehension:
  - ***776 Math;***
  - ***747 Verbal***
- Students must submit a negative tuberculin-screening (TB) test prior to first day of class. Students may be given no more than a one-week extension beyond their first day of class by the Campus Director.
- Proof of COVID-19 vaccination and booster where applicable.
- A valid ID and social security card are required.
- All applicants enrolled in any CCI programs must have all financial obligations completed before class begins. **A non-refundable registration fee is due upon enrollment.**
- All applicants must have a high school transcript (from an **approved** institution), or GED or its equivalent **prior to their first day of class.** The admissions representative may refer applicants that have not attained a high school transcript, GED or its equivalent to an agency where they may obtain one.
- **Students must participate in school orientation.**
- Re-entry students must follow the Re-Entry Process prior to starting class and complete a new enrollment agreement.
- Students must pass a background check.
- Students must pass a drug screen.

The school reserves the right to deny admission to prospective students if the provisions above are not properly completed and submitted.

Transfer Students
Prior to enrollment, the student must provide official transcripts for the Program Director to review and evaluate. For credit to be granted, the student must have passed the course under consideration with a grade of 77% (C+) or better. Any student requesting credit for the BBO class must take and pass a written competency with a minimum score of 77% and pass a practical skills competency in order for credit to be granted.

LICENSURE ELIGIBILITY REQUIREMENTS

To be eligible for any of the limited permit categories an applicant shall:

- Submit to the Institute an acceptable application containing:
  1. The legal name, date of birth, social security number, the mailing address, and telephone number of the applicant. The legal name shall be as shown on the government – issued identification document that will be used to verify the applicant's identity for taking any required examination;
  2. Identification of the permit category for which the applicant is applying;
  3. A copy of the limited permit X-Ray technician school graduation transcript or certificate in the limited permit category applied for; and
  4. The fee required pursuant to section 30408

- Pass Department-approved examinations in:
  1. Radiation protection safety (Core); and
  2. Each category for which a permit is sought.

*Pursuant to Public Law 104-193, the Federal Personal Responsibility and Work Opportunity Reconciliation Act, Title IV Section 401, government agencies (such as the California Department of Public Health – Radiologic Health Branch [CDPH-RHB]) are required to eliminate "public benefits" to individuals who cannot provide proof of their legal status in the United States. Under this law, **professional licenses are considered public benefits**. This means that all applicants for licensure as limited permit x-ray technicians will be required to submit verification of citizenship or legal residence in the United States. The CDPH-RHB will not issue licenses unless legal status in the United States has been confirmed by the United States Citizenship and Immigration Services (USCIS).

Program Length: Approximately 52 weeks
Program clock hours: 1120 Hours
Delivery Mode: Traditional

Students may choose one of the following schedules: (Schedules subject to change)

Day Class: Monday-Thursday 9:00 AM - 1:30 PM
Afternoon Class: Monday-Thursday 1:00 PM-5:30PM (Moreno Valley Campus only)

Evening Class: Monday-Thursday 5:00 PM - 9:30 PM
Monday-Thursday 6:00 PM -10:30 PM (Moreno Valley Campus only)

Courses:

- MA11 – Basic Back Office Skills (144 hours)
- XT1 – LPXT Module 1 (235.5 hours)
    1. Intro. To Radiology
    2. Radiologic Physics
    3. Image Quality
    4. Chest
    5. Digital Imaging
    6. Upper Extremities
    7. Midterm
- XT2 – LPXT Module 2 (232.5 hours)
    1. Radiation Biology
    2. Lower Extremities
    3. Radiation Protection
    4. Torso Skeletal
    5. Peds/Geriatric and patient care
    6. Final Competencies
    7. Final review
- XT3 –Externship and Review Course (508 hours)

Externship Schedule: Student must complete 472 hours in externship.

COURSE DESCRIPTIONS

Course Title: *Basic Back Office Skills (MA11)*
Clock Hours Awarded: 144

Prerequisites for This Course: High school transcript or equivalent, passing scores on the CCI entrance exam of 300 in Math and 350 in English, and an initial school orientation.

Course Description: This course focuses on basic patient care procedures such as completing patient histories, taking vital signs, and patient positioning. Students receive instruction concerning universal precautions, routine clinical infection control procedures, hands-on practice on medical asepsis and sterilization techniques, assisting with minor office surgical procedures as well as identifying basic surgical instrument groups. This course also introduces the anatomy and physiology of body structure and special diagnostic procedures to which they relate. Students study basic pharmacology and practice injection techniques. Students then apply this knowledge to hands-on practice in the lab, which includes both invasive and noninvasive procedures. Students learn and train in basic and advanced venipuncture, hematology, and blood collection techniques that meet with the State of California venipuncture requirements. Students also learn anatomy and physiology of the respiratory and cardiovascular systems as well as hands-on operation of EKG equipment. Additionally, students also receive training in Basic Life Support CPR. Students apply this knowledge to practice in the lab, which also includes both invasive and noninvasive procedures. Medical terminology related to the topics presented is also introduced throughout this course. Successful completion of this course requires completion of assignments, lab procedures, and exams resulting in a GPA of 77% or higher at the end of the course to advance to the next module.

Course Title: *LPXT1 (Module 1)*

Clock Hours Awarded: 235.5 hours

Prerequisites for This Course: Successful completion of Medical Assisting Basic Back Office.

Course Description: Course material is delivered through lectures and demonstrations. Students are required to complete assignments on a weekly basis. Students observe procedures and are required to perform procedures in the on-site X-Ray laboratory. Students are assessed by means of, quizzes, exams, and procedural evaluations. This course covers subjects including introduction to limited radiography; medical terminology; equipment operation and care; medical ethics; safety and infection control; radiological physics; mathematics for radiographers; image evaluation; digital radiography; X-Ray technical factors; quality control for digital systems; anatomy and physiology; chest radiography and upper extremity radiography. Students must achieve a GPA of 77% or higher in each course of the module to advance to the next module.

Course Title: *LPXT2 (Module 2)*

Clock Hours Awarded: 232.5 hours

Prerequisites for This Course: Successful completion of XT1.

Course Description: Course material is delivered through lectures and demonstrations. Students are required to complete assignments on a weekly basis. Students observe procedures and are required to perform procedures in the on-site X-Ray laboratory. Students are assessed by means of quizzes, exams, and procedural evaluations. This course covers subjects including radiation biology and protection; anatomy and physiology; lower extremity radiography; torso-skeletal

radiography; radiography of pediatric and geriatric patients. All exams must be passed with a grade of 77% or higher. Students must achieve a GPA of 77% or higher at the end of the course to advance to the next module.

Course Title: *LPXT 3 (Module 3) Externship*
Clock Hours for this Course: 472 hours

Prerequisites for This Course: Successful completion of XT1 and XT2. Students must attend a Clinical Orientation with the Clinical Coordinator prior to placement at an externship site.

Course Description: Students are required to complete the following number of radiographic procedures: 50 chest, 100 extremities (50 upper and 50 lower extremities) and 200 torso-skeletal. Externship is completed after the didactic training. Students attend externship at state-approved sites. Students must cooperate with the Clinical Coordinator for externship placement and during the externship period. Students must adhere to externship guidelines as outlined in this student catalog, the LPXT Program Guidelines, and the X-Ray clinical handbook.

Students are evaluated by means of the Site Supervisor Evaluation, quizzes, Clinical Coordinator Evaluation, and Competency Performance Evaluations, which include image evaluations.

In accordance with the State of California Title 17, Section 30424, the following are the required radiographic procedures that must be logged and signed by the training Supervisor and Operator (S&O):

- **50 chest X-Ray procedures**
- **100 extremity X-Ray procedures (50 upper and 50 lower extremities)**
- **200 torso-skeletal X-Ray procedures.**

Course Title: *LPXT 3 (Module 3) Review Course*

Clock Hours Awarded: 36 hours
Prerequisites for This Course: Successful completion XT1, XT2, and XT3 (Externship)

Course Description: Course review material is delivered through lectures, and students are given assignments to facilitate their review of all components of the X-Ray Technician Program. The review course meets six (6) hours a day, one (1) day a week for six (6) weeks, for a total of 36 hours. Students are required to attend the XT 3 Review Course and **pass an Exit Exam with a minimum score of 77% to graduate from the program**.

GRADUATION REQUIREMENTS

Upon satisfactory completion of the Review Course, students are awarded a Certificate of Completion in Limited Permit X-Ray Technology in Chest, Extremities and Torso-skeletal as well as a Certificate of Instruction in Venipuncture and Injections. The following requirements must be met in order to qualify for a certificate of completion:

- Complete all required hours.
- Achieve a grade of 77% in each course.
- Achieve a grade of 75% on the resume.
- Complete the mock interview.
- Have all financial responsibilities met.
- Submit all clinical training authorization permits, performance evaluations, image evaluations, repeat assessments, training logs (with the required number of views) with the original signature of the Supervisor and Operator (Licentiate) of the facility. Students must return the TLD badge to the Clinical Coordinator at the time of completion of externship. Original time cards and supervisor evaluations must be submitted at this time. (Shall be submitted no later than one week from the last date of clinical.)
- Complete all 36 hours of the Review Course and pass with a minimum grade of 77%.

Requesting Certificate/Transcripts
Students are awarded a certificate of completion upon satisfactory completion of the graduation requirements. Students eligible for graduation must request a certificate by submitting a Certificate Request Form to their Externship Coordinator or to Student Services. Students may obtain this form by requesting it at the Student Services office. This form is necessary for verification that a certificate was requested and that the graduate's name is correctly spelled on the certificate. The completed request form will be signed off by the following departments: Externship/Clinical Coordinator, Student Services, Career Services, Admissions, Financial Aid, and the Campus Director. All departments must provide clearance before a certificate can be awarded. Certificates will be available for pick up within one to two weeks of submitting the request. For any inquiries regarding the certificate of completion, students may contact the Student Services office.
One set of official and unofficial transcripts will be issued with the certificate of completion. Additional student transcripts may be requested by filling out a Transcript

Request Form. Students may obtain this form by visiting the Student Services office.

Fees: The fee for the first set of certificate and transcripts provided upon graduation is included in tuition. Additional official transcripts or original certificates may be requested at a minimal fee. Students who are active in the program may request official or unofficial transcripts at no cost throughout their enrollment.

Equipment used in BBO: skeleton, venipuncture arm, EKG machine, microscope binocular, microscope monocular, refrigerator, centrifuge, Zipocrit centrifuge, hemoglobinometer, eye wash station, glucometer, exam table, scale, venipuncture station, height bar, baby scale, autoclave.

Supplies used in lab for BBO: rubbing alcohol, autoclave indicator tape, autoclave indicator strips, autoclave pouches, autoclave wrap, band aids, blood glucose test strips, butterflies safety lock blood collection set, CLA seal, capes, centrifuge tubes, cotton balls, cotton tipped applicators, cover slides for microscope, urinalysis strips, drapes, EKG recording paper, elastic bandages, electrodes, exam gloves, exam table paper, gauze, hemoglobin curvettes, lancets, lens paper, micro hematocrit tubes, needles (various gages), oral thermometer sheaths, paper surgical tape, pipette, RTU disinfectant, replacement adult training pads AED, sharp safety device, scalpels, Sediplast ESR, self-adhesive fasteners, sharp containers, slides for microscope, sodium chloride, sterile gloves, stethoscopes, tape measurement, thermometers, tongue depressors, tubular dressing, urine cups, Vacutainer needles.

Equipment used in the X-Ray Lab: X-Ray console, X-Ray tube, X-Ray table, PACS monitor, PSP cassette reader, PSP cassette (digital), calipers, acrylic chest phantom, acrylic torso phantom, acrylic knee, acrylic elbow, acrylic hand and wrist, leg mannequin, arm mannequin, full lead apron, half lead apron, thyroid shield, gonadal shield, lead gloves, view box, densitometer, sensitometer, penetrometer, spin top, lead blockers, positioning sponges, grids, and sand bags.
Supplies used in X-Ray Lab**: personnel dosimeter badges, latex gloves, pillowcases, gowns, and anatomical markers.**
Supplies used in X-Ray Lab: personnel dosimeter badges, latex gloves, pillowcases, gowns, and anatomical markers.

TUITION AND FEES

Limited Permit X-Ray Technician Program		
Registration[1]		$80.00
Books[3]:		
Medical Assistant Textbook & Workbook	$231.87	
Radiography Essentials for Ltd Practice	$112.61	
Radiography Essentials for Ltd. Practice Workbook	$48.40	
Radiographic Positioning Textbook	$230.50	
Radiographic Positioning Workbook	$119.98	
Digital Radiography and PACS	$88.40	
Radiation Protection in Medical Radiography	$103.14	
Control the Dose Test Prep.	$0.00	
Comprehensive Review of Radiography	$82.97	
Radiographic Positioning & Techniques Handbook	$58.99	
	TOTAL	1076.86
Supplies[3]: Dosimeter + Film + Training Supplies + RDC (badges)		$500.00
Uniform[3]: 1 set + Jacket (1 set at Mod.3)		$150.00
State Licensing Exam: Chest, Torso and Extremities		$500.00
STRF[2]		$00.00
Tuition		$20755.10
Total		**$23,061.96**
Required Item Not Included in Tuition		
Entrance Exam Fee[1]		$40.00
Background Check[1]		$60.00
Drug Screen[1]		$60.00

[1]*Non-refundable.*

[2]*You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1) You are a student, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1) You are not a California resident, or are not enrolled in a residency program, or 2) Your total charges are paid by a third party, such as an employer, government program or other payer and you have no separate agreement to repay the third party.*

[3] *Books, Uniform, and Supplies become student purchases once issued to student. Students who drop or have been dismissed after these have been issued will assume ownership for said items and will not be eligible for refunds.*

TUITION and FEES per ENROLLMENT PERIOD

Period 1	Costs
Registration	$ 80.00
STRF	$ 00.00
Tuition	$ 8,339.10
Supplies	$ 633.56
Other	$ 150.00
Total Period 1 Tuition and Fees	**$ 9,202.66**

Period 2	Costs
Tuition	$ 8,339.10
Supplies	$ 633.56
Other	$ 0.00
Total Period 2 Tuition and Fees	**$ 8,972.66**
Period 1 and 2 Tuition and Fees	**$ 18,175.32**

Period 3	Costs
Tuition	$ 4,076.90
Supplies	$ 309.74
Other	$ 500.00
Total Period 2 Tuition and Fees	**$ 4,886.64**
Total Program Tuition and Fees	**$ 23, 061.96**

VOCATIONAL NURSING
(Available at all campuses)

Upon successful completion of the Vocational Nursing Program, students are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN®). Graduates of this program are able to demonstrate competence in direct patient care activities in hospitals and in community-based health care agencies; demonstrate ethical and caring behaviors while providing nursing care; successfully pass the vocational nursing program, successfully pass the NCLEX-PN® exam, and are eligible for employment as licensed vocational nurses once they have passed the NCLEX-PN® (US Dept. of Labor SOC 29-2061) *(Note: The BVNPT requires applicants to be at least 17 years of age)*. Upon successful completion, the students are awarded a Certificate in Vocational Nursing. Students receive a BLS Certificate within the first six weeks of the program.

Licensed Vocational Nurses (LVNs) care for the sick, injured, convalescent, and disabled under the direction of physicians and registered nurses. Most VNs provide basic bedside care. They take vital signs such as temperature, blood pressure, pulse, and respiration. They also treat bedsores, prepare and give injections and enemas, apply dressings, give alcohol rubs and massages, apply ice packs and hot water bottles, and monitor catheters. VNs observe patients and report adverse reactions to medications or treatments. They collect samples for testing; perform routine laboratory tests; feed patients; and record food and fluid intake and output.

They help patients with bathing, dressing, and personal hygiene, keep them comfortable, and care for their emotional needs. In states where the law allows, they may administer prescribed medicines or start intravenous fluids. Some VNs help deliver, care for, and feed infants. VNs may supervise nursing assistants and aides. VNs in nursing homes provide routine bedside care, help evaluate residents' needs and supervise the care provided by nursing aides. In doctors' offices and clinics, they also may make appointments, keep records, and perform other clerical duties. VNs who work in private homes also may prepare meals and teach family members simple nursing tasks. Licensed practical nurses in hospitals and nursing homes work a 40-hour week, but, because patients need around-the-clock care, some work nights and weekends.

They often stand for long periods and help patients move in bed, stand, or walk. VNs may face hazards from caustic chemicals, radiation, and infectious diseases such as hepatitis. They are subject to back injuries when moving patients and shock from electrical equipment. They often must deal with the stress of heavy workloads. In addition, the patients they care for may be confused, irrational, agitated, or uncooperative. Licensed practical nurses held nearly 702,000 jobs in 2018. According to the Bureau of Labor Statistics, 18.6 percent of VNs worked in nursing homes and assisted living facilities, 6.18 percent work in home health care, and 7 percent in physicians' offices and clinics; only about 1.6 of VNs work in hospitals now. Others worked for residential care facilities, schools, temporary help agencies, or government agencies; about 1 in 5 worked part time.

ADMISSION REQUIREMENTS

- All applicants must have a personal interview with an Admissions Representative.
- All applicants must have a tour of the school campus.

- All applicants are required to take the Wonderlic GAIN entrance exam. A passing score is required for enrollment. Students must score the following in math and reading comprehension:
  - ***776 Math;***
  - ***747 Verbal***
  - ***Only students who meet these benchmarks may enroll in the program.***
  - ***A minimum score of 85% in the Information Retrieval and Reading Comprehension categories is required.***
- Students must submit a tuberculin-screening test prior to first day of class. Students may be given no more than a one-week extension beyond their first day of class by the Campus Director.
- A valid ID and social security card are required.
- All applicants enrolled in any CCI programs must have all financial obligations completed before class begins. **A non-refundable registration fee is due upon enrollment.**
- All applicants must have a high school transcript (from an **approved** institution), or GED or its equivalent **prior to their first day of class.** The admissions representative may refer applicants that have not attained a high school transcript, GED or its equivalent to an agency where they may obtain one.
- **Students must participate in school orientation.**
- Re-entry students must follow the Re-Entry Process prior to starting class and complete a new enrollment agreement.
- The Vocational Nursing Program requires other items such as fingerprinting, background checks, and drug screenings.
- Health Care Documents. Refer to your VN Guidelines for more details regarding immunizations required for the VN program:
  - PPD (TB test): A negative TB test required by program start date. If student tested positive for TB, negative chest X-Ray will be required.
  - Titer showing immunity to the following: Measles, Mumps, Rubella, Varicella, Poliovirus.
  - Hepatitis B immunization or titer.
  - Tetanus immunization proof.
  - Flu vaccination.
  - Diphtheria vaccination.
  - COVID-19 vaccination plus booster where applicable.

The school reserves the right to deny admission to prospective students if the provisions above are not properly completed and submitted.

HEALTH CARE DOCUMENTS DETAILED DESCRIPTION

Measles, Mumps, Rubella
A titer showing immunity to Measles, Mumps, and Rubella is required. The computer-generated laboratory report must accompany the Student Health Record. If the results show the student is non-immune or equivocal, the student must receive appropriate booster and the titer must be repeated by health care provider order. In the event the student does not convert, a signed and stamped (original copy) note must be provided by the student's health care provider. Titer must be within one year of enrollment.

Varicella
A titer showing immunity to Varicella is required. The computer generated laboratory report must accompany the Student Health Record. If the results show the student is non-immune or equivocal, the student must receive the appropriate booster and the titer must be repeated by health care provider order. In the event the student does not convert, a signed and stamped (original copy) note must be provided by the student's health care provider. Titer must be within one year of enrollment.

Poliovirus
*****Currently, not all health care facilities are requiring polio—student may be enrolled without polio; however, student understands that during the course of the program, a poliovirus titer may become necessary to continue education.*

The computer-generated laboratory report must accompany the Student Health Record. If the results show the student is non-immune or equivocal, the student must receive the appropriate booster and the titer must be repeated by health care provider order. In the event the student does not convert, a signed and stamped (original copy) note must be provided by the student's health care provider.

Hepatitis B
If the student has not been immunized against Hepatitis B, he or she must provide proof that the immunization process has begun. The student will be allowed to begin classes by showing proof that the vaccination process has begun. The student bears the responsibility for submitting proof of each additional injection and ultimately a titer showing immunity. The Hepatitis B vaccine is administered in three separate doses. Proof

must be provided after the first injection, the second injection (usually 1-2 months after the first), the third injection (usually 4-6 months after the first), and a titer showing immunity after the last injection.

-OR-

A titer showing immunity to Hepatitis B is required. The computer-generated laboratory report must accompany the Student Health Record. If the results show the student is non-immune or equivocal, the student must receive the appropriate booster and the titer must be repeated by health care provider order. In the event the student does not convert, a signed and stamped (original copy) note must be provided by the student's health care provider.

Tetanus
Documentation showing administration of the Tetanus vaccine within the last 10 years is required.

***Flu, Diphtheria, and COVID-19 vaccinations are also required. Follow public health guidelines.**

Student Health Record
An original copy of the completed Student Health Record with the health care provider's signature and stamp clearing the student to perform the required physical, mental, and physiological aspects of nursing school is required.

REQUIREMENTS FOR LICENSURE ELIGIBILITY

- Minimum Age - 17 Years.
- Completion of high school or its equivalent.
- Complete and sign the Application for Vocational Nurse Licensure.
- Complete and sign the Record of Conviction form.
- Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information") Note: A license will not be issued until the board receives the background information from DOJ.
- Attach the appropriate non-refundable fee made payable to the BVNPT.
- Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
- The Board will advise the applicant of the Initial license fee to be paid. This fee is in addition to the application fee.
- Graduate of a California Approved School of Vocational Nursing or, successful completion of a California Approved Vocational Nursing Program. Contact the Program Director for application forms and instructions.
- Graduate of an Out-Of-State School of Practical/Vocational Nursing.
- The school of practical/vocational nursing from which the applicant graduated must have been approved by the Board of Nursing in the State in which it is located.

Note: It may take the Board 4-6 weeks to process an Application for Licensure. Career Care Institute has no control over the extent of time the BVNPT takes to process applications.

*Pursuant to Public Law 104-193, the Federal Personal Responsibility and Work Opportunity Reconciliation Act, Title IV Section 401, government agencies (such as the Board of Vocational Nursing and Psychiatric Technicians [BVNPT]) are required to eliminate "public benefits" to individuals who cannot provide proof of their legal status in the United States. Under this law, **professional licenses are considered public benefits**. This means that all applicants for licensure as vocational nurses will be required to submit verification of citizenship or legal residence in the United States. The Board will not issue licenses unless legal status in the United States has been confirmed by the United States Citizenship and Immigration Services (USCIS).

60 Week Program
Program clock hours: 1530
Delivery Mode: Traditional

Theory:
Lancaster and Moreno Valley Campuses:
M, W or T, TH 8:00 AM – 1:00 PM, 1:00 PM – 6:00 PM, or 5:00 PM-10:00 PM
Oxnard Campus:
M, T or W, TH 8:00 AM – 1:00 PM, 1:00 PM – 6:00 PM or 5:00 PM-10:00 PM

Clinical: Two days (other than theory days) in eight-hour shifts. Times vary.

This program involves four (4) semesters each comprised of between 367 and 391 hours each. Courses are described briefly below.

Program Overview
The Vocational Nursing Program is a 60-week program consisting of four (4) semesters. Theory classes are five – six (5-6) hours in length and are in session two days per week.

Clinical/skills lab classes are usually 8 hours in length, but they can be as long as 12 hours. Classes are in session two – three (2-3) days per week. Theory classes are typically the same two days for each semester; however, based on clinical facility contracts, theory days and times may change per semester. **Students are required to have reliable transportation to and from all classes.**

Successful completion of the Vocational Nursing Program requires the maintenance of a GPA of 75% or higher in each category Semesters 1-3 or in each subject in Semester 4.

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SEMESTER 1 COURSE DESCRIPTIONS

Course Title: VN 100: Fundamentals of Nursing

Clock Hours: 345
Theory Hours: 110
Skills Lab Hours: 155
Clinical Hours: 80
Total Semester 1 Hours: 390

Prerequisites: Enrollment, passing score on entrance exam, attending orientation, submitting all required health documents by deadline.

This course is delivered in a discrete format with its own objectives, course code, clock hours, and grading policy. FUNDAMENTALS OF NURSING is a standalone course that runs concurrently with Nutrition in Semester 1.

Description: Fundamentals introduce the student to basic nursing concepts and psychomotor skills required to provide safe, effective care to clients in long-term care and beginning clinical settings. Theory, skills lab, and clinical hours are structured to correlate directly so that students apply skills and concepts taught in the classroom to hands-on practice and resident care within the same semester.

The theory component provides foundational knowledge in nursing concepts, principles of client safety, health promotion, and the physiological, psychosocial, and developmental needs of clients across the lifespan. The skills laboratory component allows students to develop and demonstrate competency in fundamental nursing skills and procedures through faculty demonstration, guided practice, peer-to-peer practice, and return demonstration using program checklists in a controlled lab environment. The clinical component provides supervised client care experiences in long-term care, rehabilitation, and other healthcare settings, applying theoretical concepts and skills to meet individual client needs.

Throughout this course, students will use the Nursing Process, Maslow's Hierarchy of Needs, Erikson's Psychosocial Development Theory, and the NCSBN Clinical Judgment Model. These frameworks will guide students to collect data, set priorities, make decisions, and contribute to planning under supervision

Course Objectives: By the end of this course, the student will be able to demonstrate knowledge, skills, and professional behaviors consistent with the Vocational Nursing scope of practice while applying the program's conceptual frameworks.

1. Describe the role and responsibilities of the vocational nurse in providing safe, client-centered care across the lifespan while recognizing developmental considerations based on Erickson's Psychosocial Development Theory.
2. Apply the Nursing Process (data collection, planning, implementation, and evaluation) when participating in the care of clients in the skills laboratory and clinical setting under instructor supervision.
3. Prioritize basic client care needs using Maslow's Hierarchy of Needs when providing fundamental nursing care.
4. Use the NCSBN Clinical Judgment Model to recognize relevant client data, identify priority concerns, and contribute to safe clinical decision-making under instructor supervision.
5. Demonstrate safe performance of fundamental nursing skills including infection control, hygiene care, vital signs measurement, mobility assistance, elimination care, and documentation according to program competency checklists.
6. Use therapeutic communication techniques when interacting with clients, families, and members of the healthcare team while respecting cultural diversity and psychosocial needs.

7. Recognize legal and ethical responsibilities in nursing practice, including client rights, confidentiality, and professional standards when participating in client care.

Instructional Methods/Activities: This course uses a combination of methods to facilitate learning/mastery of content:

- Lectures/PPT
- Weekly textbook and other assigned readings
- Audio-Visual materials
- Videos
- Quizzes and examinations
- Class and group activities
- Written Assignments
- Web-based activities
- Group discussion/presentations

THEORY GRADING CRITERIA: At the end of the course, students must achieve a GPA of 75% or higher in each category (Fundamentals and Nutrition) in order to pass. All finals must be passed with a grade of 75% or higher. If the grade on the final is below 75% but the student's GPA for the category semester is above 75%, the student will not advance to the next semester. For a further breakdown of theory grading criteria, students may refer to the VN Guidelines.

CLINICAL GRADING CRITERIA:
A = 90 - 100%
B = 80 – 89.9%
C = 70 – 74.9%
74.9% or lower = failure

Course Title: VN 115: General Nutrition & Diet Therapy

Clock Hours: 45
Theory Hours: 45
Skills Lab Hours: 0
Clinical Hours: 0
Total Semester I Hours: 390

Prerequisites: Enrollment, passing score on entrance exam, attending orientation, submitting all required health documents by deadline.

This course is delivered in a discrete format with its own objectives, course code, clock hours, and grading policy. BASIC NUTRITION and DIET THERAPY is a standalone course that runs concurrently with Fundamentals of Nursing in Semester One.

COURSE DESCRIPTION: This course introduces the principles of nutrition across the lifespan, emphasizing health promotion, disease prevention, and therapeutic diets. Students examine essential nutrients, digestion, metabolism, lifecycle nutrition, cultural and socioeconomic influences, and the vocational nurse's role in reinforcing nutrition teaching and monitoring intake/output. Medical nutrition therapy for chronic conditions (e.g., diabetes, cardiovascular disease, renal disease, cancer, GI disorders) is presented, along with enteral/parenteral support and basic nutrition-related laboratory values. Students are introduced to the Nursing Process, Maslow's Hierarchy of Needs, Growth & Development/Erikson's Stages, Culturally Congruent Care, and the NCSBN Clinical Judgment Model (CJM) as frameworks to guide safe, entry-level practice in nutrition.

COURSE OBJECTIVES: By the end of this course, the student will be able to demonstrate knowledge, skills, and professional behaviors consistent with the Vocational Nursing scope of practice while applying the program's conceptual frameworks.

1. Define and apply nutrition-related terminology (nutrient, calorie, malnutrition, metabolism).
2. Identify essential nutrients, their functions, and food sources.
3. Explain digestion, absorption, metabolism, and caloric balance concepts.
4. Describe nutritional requirements across the lifespan (pregnancy, infancy, childhood, adulthood, older adult).
5. Discuss cultural, religious, and socioeconomic influences on nutrition.
6. Explain medical nutrition therapy for chronic health conditions.
7. Identify nursing considerations in enteral/parenteral nutrition support and basic nutrition-related labs.
8. Recognize the vocational nurse's role in reinforcing dietary teaching and supporting clients with nutrition-related needs.

INSTRUCTIONAL METHODS/ACTIVITIES: This course uses a combination of methods to facilitate learning/mastery of content:

- Lectures/PPT
- Weekly textbook and other assigned readings

- Audio-Visual materials
- Videos
- Quizzes and examinations
- Class and group activities
- Written Assignments
- Web-based activities
- Group discussion/presentations

THEORY GRADING CRITERIA: At the end of the course, students must achieve a GPA of 75% or higher in each category (Fundamentals and Nutrition) in order to pass. All finals must be passed with a grade of 75% or higher. If the grade on the final is below 75% but the student's GPA for the category semester is above 75%, the student will not advance to the next semester. For a further breakdown of theory grading criteria, students may refer to the VN Guidelines.

**Upon successful completion of Semester 1, students are eligible to apply for a Certified Nursing Assistant (CNA) certificate. Please see Career Services for assistance with the application.*

SEMESTER II COURSE DESCRIPTIONS

Course Title: VN 200: Gerontology

Clock Hours Awarded: 78
Theory Hours: 30
Clinical Hours: 48
Total Semester II Hours: 367

Prerequisites for this course: Successful completion of VN Semester I; or previous nursing education with recommendation from Director of Nursing. The student must prove successful completion of appropriate nursing education and be evaluated by the Director of Nursing.

This course is delivered in a discrete format with its own objectives, course code, clock hours, and grading policy. GERONTOLOGY is a standalone course that runs concurrently with Medical-Surgical Nursing I and Pharmacology I in Semester 2.

COURSE DESCRIPTION: This course introduces the vocational nursing student to the normal aging process, common health concerns of the older adult, and nursing responsibilities required to provide safe, culturally congruent care. Emphasis is placed on health promotion, chronic disease management, psychosocial needs, cognitive disorders, the continuum of geriatric care, and the legal/ethical protections affecting older adult populations.

Students apply the Nursing Process, Maslow's Hierarchy of Needs, Erickson's Psychosocial Development, and the NCSBN Clinical Judgment Model (CJM) when collecting data, planning care, and reinforcing teaching.
Clinical learning experiences occur in long-term care or skilled nursing facilities where students assist older adults with basic care, safety monitoring, therapeutic communication, and activities of daily living (ADLs) under the direct supervision of the instructor.

COURSE OBJECTIVES: By the end of this course, the student will be able to demonstrate knowledge, skills, and behaviors consistent with the Vocational Nursing (VN) scope of practice by.

1. Describing normal physical, psychosocial and cognitive changes associated with aging and their implications for safe nursing care, incorporating Erickson's stage of Integrity versus Despair.
2. Identifying common chronic conditions, health risks, and preventive strategies that support healthy aging and promote wellness using Maslow's Hierarchy of Needs as a guide for prioritizing care.
3. Explaining biological and psychosocial theories of aging and their relationship to culturally congruent care of older adults.
4. Applying the Nursing Process when collecting data, planning care, implementing interventions, and evaluating outcomes for older adult clients.
5. Differentiating normal age-related changes from abnormal findings and using clinical judgement principles from the NCSBN Clinical Judgement Model (CJM) to recognize and report significant changes.
6. Identifying therapeutic communication strategies that promote dignity, independence, and culturally congruent care for older adults and their families.
7. Recognizing signs of delirium, dementia, and depression and describing appropriate interventions to promote safety and psychosocial well-being.
8. Describing the continuum of care for older adults including home health, skilled nursing (SNF), assisted living, hospice, and rehabilitation services.
9. Explaining the Resident's Bill of Rights, elder abuse indicators, and mandatory reporting requirements, demonstrating ethical and legal responsibilities in geriatric nursing care.
10. Reinforcing client and family teaching related to safety, nutrition, hydration, mobility, and chronic condition.

Management to support independence and quality of life.

INSTRUCTIONAL METHODS/ACTIVITIES: This course uses a combination of methods to facilitate learning/mastery of content:

- Lecture/PPT
- Weekly textbook and other assigned readings
- Audio-Visual materials
- Quizzes and examinations
- Class and group activities
- Written Assignments
- Web-based activities
- Group discussion/presentations
- Study Guide

THEORY GRADING CRITERIA: At the end of the course, students must achieve a GPA of 75% or higher in each category (Gerontology, Medical-Surgical Nursing I, and Pharmacology) in order to pass. All finals must be passed with a grade of 75% or greater. If the grade on the final is below 75% but the student's GPA for the category/semester is above 75%, the student will not advance to the next semester. For a further breakdown of theory grading criteria, students may refer to the VN Guidelines.

CLINICAL GRADING CRITERIA:
A = 90 - 100%
B = 80 – 89.9%
C = 70 – 74.9%
74.9% or lower = failure

Course Title: VN 210: Medical-Surgical Nursing I

Clock Hours Awarded: 247.5
Theory Hours: 63.5
Skills/Lab: 16
Clinical Hours: 168
Total Semester II Hours: 367

Prerequisites for this course: Successful completion of VN Semester I; or previous nursing education with recommendation from Director of Nursing. The student must prove successful completion of appropriate nursing education and be evaluated by the Director of Nursing.

This course is delivered in a discrete format with its own objectives, course code, clock hours, and grading policy. MEDICAL-SURGICAL NURSING I is a standalone course that runs concurrently with Gerontology and Pharmacology I in Semester 2.

COURSE DESCRIPTION: This course introduces foundational Medical-Surgical concepts required for the safe and effective care of adult clients along the health-illness continuum. Emphasis is placed on the systematic development of theoretical knowledge and the use of the Nursing Process and beginning clinical judgement to guide routine adult nursing care. Students examine alterations in health affecting the integumentary, musculoskeletal, gastrointestinal, urinary and renal systems, including associated diagnostic testing, surgical care, wound care and fluid/electrolyte and acid-base balance. Relevant anatomy, physiology, growth and development, and cultural considerations are embedded throughout the course.

Students apply theory in the classroom, practice in the skills lab, and deliver supervised clinical care in Skilled Nursing, Sub-Acute, Long Term Care settings. Instruction emphasizes safety, communication, culturally congruent care, and prevention of complications. Content and learning activities are presented within the programs conceptual framework: Maslow's Hierarchy of Needs, Erickson's Psychosocial Development, the Nursing Process, and the NCSBN Clinical Judgement (CJM).

Throughout this course, students will use the Nursing Process, Maslow's Hierarchy of Needs, Erikson's Psychosocial Development Theory, and the NCSBN Clinical Judgment Model. These frameworks will guide students to collect data, set priorities, make decisions, and contribute to planning under supervision.

COURSE OBJECTIVES: By the end of this course, the student will be able to demonstrate knowledge, skills, and professional behaviors consistent with the Vocational Nursing scope of practice while applying the program's conceptual frameworks.

1. Begin to apply the nursing process while using clinical reasoning to safely participate in the planning, implementation, and evaluation for adult clients with alterations in the urinary, integumentary, musculoskeletal, and gastrointestinal.
2. Demonstrate nursing interventions in the promotion, maintenance, and restoration of health for diverse clients.
3. Illustrate therapeutic relationships with clients and families incorporating diversity into their plan of care.
4. Employ effective communication techniques while collaborating with healthcare team

members.
5. Provide safe and effective nursing care for selected surgical clients and clients with alterations in the urinary, integumentary, musculoskeletal, and gastrointestinal problems.
6. Outline the methods of safely monitoring IV therapy into the care of selected clients.
7. State principles of medication administration in adults to safely administer medication and monitor clients for adverse reactions.
8. Utilize educational opportunities in the provision of client teaching and health promotion of the medical-surgical client.

INSTRUCTIONAL METHODS/ACTIVITIES: This course uses a combination of methods to facilitate learning/mastery of content:

- Lecture/PPT
- Interactive lectures
- Web-based activities
- Group discussion/presentations
- Weekly textbook and other assigned readings
- Audio-Visual materials
- Case Studies
- Quizzes and examinations
- Class and group activities
- Written Assignments
- Skills Checklist

THEORY GRADING CRITERIA: At the end of the course, students must achieve a GPA of 75% or higher in each category (Gerontology, Medical-Surgical Nursing I, and Pharmacology) in order to pass. All finals must be passed with a grade of 75% or greater. If the grade on the final is below 75% but the student's GPA for the category/semester is above 75%, the student will not advance to the next semester. For a further breakdown of theory grading criteria, students may refer to the VN Guidelines.

CLINICAL GRADING CRITERIA:
A = 90 - 100%
B = 80 – 89.9%
C = 70 – 74.9%
74.9% or lower = failure

Course Title: VN 220: Pharmacology I

Clock Hours Awarded: 41.5
Theory Hours: 41.5
Skills/Lab: 0
Clinical Hours: 0

Total Semester II Hours: 367
Prerequisites for this course: Successful completion of VN Semester I; or previous nursing education with recommendation from Director of Nursing. The student must prove successful completion of appropriate nursing education and be evaluated by the Director of Nursing.

This course is delivered in a discrete format with its own objectives, course code, clock hours, and grading policy. PHARMACOLOGY I is a standard-alone course that runs concurrently with Gerontology and Medical-Surgical Nursing 1 in Semester 2.

COURSE DESCRIPTION: This course introduces foundational pharmacologic principles, and the role of Vocational Nurse in safe medication administration within the Nursing Process and LVN scope of practice. Students examine major drug classifications used in the care of clients with integumentary, gastrointestinal, musculoskeletal, urinary, and renal disorders, as well as medications used in surgical care, inflammation, infection, pain management, and fluid/electrolytes balance.

Content includes immunizations and vaccines, vitamins, minerals, and nutritional supplements commonly used across the lifespan. Emphasis is placed on indications, contraindications, toxicity risks, expected reactions, and client teaching related to medication therapy.

Students apply Maslow's Hierarchy of Needs, the Nursing Process and the NCSBN Clinical Judgement Model (CJM) to support safe medication administration, client monitoring and reinforcement of medication teaching under the supervision of the registered nurse or instructor. Legal and ethical responsibilities, medication-error prevention strategies, and high-alert/look-alike sound-alike (LASA) medications are emphasized to promote safe entry-level vocational nursing practice.

COURSE OBJCTIVES: By the end of this course, the student will be able to demonstrate knowledge, skills, and behaviors consistent with the Vocational Nursing scope of practice.

1. Explain pharmacokinetics, pharmacodynamics, including factors influencing drug response across the lifespan.
2. Apply the Nursing Process and the NCSBN Clinical Judgment Model (CJM) when preparing, administering, and evaluating medications under instructor supervision.
3. Interpret medication orders and apply the Six

Rights and Three Checks to promote safe medication administration.

4. Identify legal, ethical, and regulatory responsibilities related to medication safety, documentation, and controlled substances.
5. Describe major drug classifications in the management of for integumentary, gastrointestinal, musculoskeletal, urinary, and renal disorders.
6. Explain essential pharmacological principles related to immunizations and vaccines including indications, contraindications, and expected reactions.
7. Identify commonly used vitamins, minerals, and nutritional supplements, including therapeutic uses, risks, interactions, and client teaching considerations.
8. Recognize high- alert and look-alike/sound-alike (LASA) medications and describe strategies used to prevent medication errors.
9. Reinforce age-appropriate and culturally congruent medication teaching for clients and families.
10. Document medication administration and client responses accurately in accordance with the vocational nurse scope of practice.

INSTRUCTIONAL METHODS/ACTIVITIES: This course uses a combination of methods to facilitate learning/mastery of content:

- Lecture / PPT
- Weekly textbook and other assigned readings
- Audio-Visual materials
- Video's
- Quizzes and examinations
- Class and group activities
- Written Assignments
- Web-based activities
- Group discussion/presentations
- Study Guide

THEORY GRADING CRITERIA: At the end of the course, students must receive a grade of 75% or greater in each category (Gerontological, Medical Surgical Nursing I, and Pharmacology I) in order to pass. All finals must be passed with a grade of 75% or greater. If the grade on the final is below 75% but the student's GPA for the category/semester is above 75%, the student will not advance to the next semester. For a further breakdown of Theory grading criteria, students may refer to the VN Guidelines.

SEMESTER III COURSE DESCRIPTIONS

Course Title: VN 310: Medical-Surgical Nursing II

Clock Hours Awarded: 228
Theory Hours: 60
Skills/Lab: 8
Clinical Hours: 160
Total Semester III Hours: 382

Prerequisites for this course: Successful completion of VN Semester II; or previous nursing education with recommendation from Director of Nursing. The student must prove successful completion of appropriate nursing education and undergo an evaluation by the Director of Nursing.

This course is delivered in a discrete format with its own objectives, course code, clock hours, and grading policy. MEDICAL-SURGICAL NURSING II is a standard-alone course that runs concurrently with Pharmacology II and Mental Health.

Course Description: Medical-Surgical Nursing II builds upon Medical-Surgical I and focuses on the development of clinical judgment, prioritization, and safe nursing care for adult clients experiencing alterations in the cardiovascular, peripheral vascular, respiratory, gastrointestinal, urinary/renal, endocrine and reproductive systems.

Emphasis is placed on the application of the Nursing Process and the NCSBN Clinical Judgment Model (CJM) to support data collection, decision making, and implementation of client-centered care across acute and chronic conditions.

The course integrates classroom instruction, skills laboratory, and supervised clinical practice. Principles of Maslow's Hierarchy of Needs and Erickson's Psychosocial Development are incorporated to guide prioritization, communication, and culturally responsive care within the vocational nurse scope of practice.

COURSE OBJCTIVES: By the end of this course, the student will be able to demonstrate knowledge, skills, and behaviors consistent with the Vocational Nursing scope of practice while applying the program's conceptual frameworks.

1. Provide safe nursing care for adult clients with selected medical-surgical conditions using the Nursing Process

(ADPIE) and principles of the NCSBN Clinical Judgment Model (CJM).
2. Relate basic pathophysiology, diagnostic findings, and treatment modalities to nursing care using clinical judgment and data interpretation skills.
3. Prioritize client care needs using Maslow's Hierarchy of Needs, focusing on oxygenation, perfusion, safety, and physiological stability.
4. Implement nursing interventions within the vocational nurse scope of practice, incorporating clinical judgment and safety principles.
5. Recognize and report changes in client condition using clinical judgment and appropriate communication.
6. Administer medications safely (PO, SQ, IM) using the rights of medication administration and evaluate client responses.
7. Incorporate developmental and psychosocial considerations using Erickson's stages of development and culturally responsive care.
8. Demonstrate professional behavior, communication, and accountability consistent with legal, ethical, and safety standards.

INSTRUCTIONAL METHODS/ACTIVITIES: This course uses a combination of methods to facilitate learning/mastery of content:

- Lectures / PPT
- Weekly textbook and other assigned readings
- Testing Assessments
- Class and group activities
- Written Assignments
- Online Resources
- Handouts

THEORY GRADING CRITERIA: At the end of the course, students must receive a grade of 75% or greater in each category (Medical-Surgical Nursing II, Pharmacology II, and Mental Health Nursing) in order to pass. All finals must be passed with a grade of 75% or greater. If the grade on the final is below 75% but the student's GPA for the category/semester is above 75%, the student will not advance to the next semester. For a further breakdown of Theory grading criteria, students may refer to the VN Guidelines.

CLINICAL GRADING CRITERIA:
A = 90 - 100%
B = 80 – 89.9%
C = 70 – 74.9%
74.9% or lower = failure

Course Title: VN 320: Pharmacology II

Clock Hours Awarded: 44
Theory Hours: 44
Skills/Lab: 0
Clinical Hours: 0
Total Semester III Hours: 382

Prerequisites for this course: Successful completion of VN Semester II; or previous nursing education with recommendation from Director of Nursing. The student must prove successful completion of appropriate nursing education and undergo an evaluation by the Director of Nursing.

This course is delivered in a discrete format with its own objectives, course code, clock hours, and grading policy. PHARMACOLOGY II is a standalone course that runs concurrently with Medical – Surgical Nursing II and Mental Health Nursing.

COURSE DESCRIPTION: Pharmacology II expands upon foundational pharmacologic principles and focuses on medications used in the management of clients with alterations in cardiovascular, peripheral vascular, advanced gastrointestinal, advanced urinary, endocrine and reproductive systems.

Emphasis is placed on the application of the Nursing Process and the NCSBN Clinical Judgment Model (CJM) to support safe medication administration, monitoring of therapeutic and adverse effects, and clinical decision-making.

Students examine drug classifications, mechanism of action, therapeutic uses, contraindications, precautions, and adverse effects. Nursing responsibilities related to medication administration –including safety, legal and ethical considerations, and client education are reinforced to promote safe, client-centered care within the vocational nurse scope of practice.

COURSE OBJECTIVES: By the end of this course, the student will be able to demonstrate knowledge, skills, and professional behaviors consistent with the Vocational Nursing scope

of practice while applying the program's conceptual frameworks.

1. Apply pharmacologic principles to nursing care of client **with alterations in the** cardiovascular, peripheral vascular, respiratory, gastrointestinal, urinary/renal, endocrine, and reproductive systems using the Nursing Process and the NCSBN Clinical Judgment (CJM).
2. Identify essential medication information for major drug classes, including therapeutic uses, mechanisms of action, contraindications, precautions, and adverse effects.
3. Use the nursing process to support medication therapy by assessing baseline data, monitoring therapeutic and adverse responses (and implementing appropriate nursing interventions.
4. Demonstrate safe medication administration practices, including accurate dosage calculations, adherence to the rights of medication administration, prevention of medication errors, and correct documentation.
5. Integrate safety, legal, ethical, and cultural considerations into medication administration and client advocacy (e.g. client rights/refusal, informed decision-making, controlled substances, culturally responsive care).
6. Provide clear client/family education to promote safe medication use, adherence, and recognition of when to seek care, using strategies appropriate to health literacy (e.g. teach-back).

INSTRUCTIONAL METHODS/ACTIVITIES: This course uses a combination of methods to facilitate learning/mastery of content:

- Lectures / PPT
- Weekly textbook and other assigned readings
- Testing Assessments
- Class and group activities
- Written Assignments
- Online Resources
- Handouts

THEORY GRADING CRITERIA: At the end of the course, students must receive a grade of 75% or greater in each category (Medical-Surgical Nursing II, Pharmacology II, and Mental Health Nursing) in order to pass. All finals must be passed with a grade of 75% or greater. If the grade on the final is below 75% but the student's GPA for the category/semester is above 75%, the student will not advance to the next semester. For a further breakdown of Theory grading criteria, students may refer to the VN Guidelines.

Course Title: VN 330: Mental Health Nursing

Clock Hours Awarded: 110
Theory Hours: 42
Skills/Lab: 4
Clinical Hours: 64
Total Semester III Hours: 382

Prerequisites for this course: Successful completion of VN Semester II; or previous nursing education with recommendation from Director of Nursing. The student must prove successful completion of appropriate nursing education and undergo an evaluation by the Director of Nursing.

This course is delivered in a discrete format with its own objectives, course code, clock hours, and grading policy. MENTAL HEALTH NURSING is a standalone course that runs concurrently with Medical–Surgical Nursing II, and Pharmacology II.

COURSE DESCRIPTION: This course introduces foundational concepts of psychology and mental health nursing for the vocational nursing student. Emphasis is placed on understanding mental illness, behavioral responses, and psychosocial needs across the lifespan. Students explore common psychiatric disorders, substance use disorders, and basic treatment modalities, including psychopharmacology.

The course is conducted concurrently with a clinical practicum, where students apply theoretical knowledge in supervised settings. Students utilized the nursing process and clinical judgment to support clients with mental health and substance-related disorders in acute, long-term care, and community

environments.

Key areas of focus include therapeutic communication, culturally competent care, legal and ethical considerations, and collaboration with the interdisciplinary healthcare team. The course promotes safe, client-centered care that supports psychosocial integrity, health promotion, and recovery.

COURSE OBJECTIVES: By the end of this course, the student will be able to demonstrate knowledge, skills, and professional behaviors consistent with the Vocational Nursing scope of practice while applying the program's conceptual frameworks.

1. Establish a therapeutic milieu that engages psychiatric clients and their families.
2. Identify the indications, therapeutic effects, side effects, and teaching implications of drugs used to treat the symptoms of mental health disorders.
3. Recognize communication patterns and use therapeutic communication techniques that illustrate caring for the client's overall well-being.
4. Apply the nursing process as a critical thinking approach when providing basic nursing skills for clients and families nursing care for clients with mental-health, psychiatric and/or addiction issues.
5. Collaborate and communicate effectively with healthcare professionals to promote positive working relationships, improve client health outcomes, and deliver quality, safe patient care.
6. Employ basic understanding of mental illness and substance related disorders, and their treatment, in the care of individuals.
7. Integrate cultural, legal, ethical needs of clients with mental health issues into the nursing care as appropriate.
8. Plan and implement individualized nursing plans for mentally ill adults to facilitate health promotion, maintenance and restoration.

INSTRUCTIONAL METHODS/ACTIVITIES: This course uses a combination of methods to facilitate learning/mastery of content:

- Lecture/PPT
- Weekly textbook and other assigned readings
- Testing Assessments
- Class and group activities
- Written Assignments
- Online Resources
- Handouts

THEORY GRADING CRITERIA: At the end of each course, students must receive a grade of 75% or greater in each category (Medical-Surgical Nursing II, Pharmacology II, and Mental Health Nursing) in order to pass. All finals must be passed with a grade of 75% or greater. If the grade on the final is below 75% but the student's GPA for the category/semester is above 75%, the student will not advance to the next semester. For a further breakdown of Theory grading criteria, students may refer to the VN Guidelines.

CLINICAL GRADING CRITERIA:
A = 90 - 100%
B = 80 – 89.9%
C = 70 – 74.9%
74.9% or lower = failure

SEMESTER IV COURSE DESCRIPTIONS

Course Title: VN 400: Leadership & Supervision

Clock Hours Awarded: 78
Theory Hours: 26
Skills/Lab: 4
Clinical Hours: 48
Total Semester IV Hours: 391

Prerequisites for this course: Successful completion of VN Semester III.

This course is delivered in a discrete format with its own objectives, course code, clock hours, and grading policy. LEADERSHIP & SUPERVISION is a standalone course that runs concurrently with Medical-Surgical Nursing III, Maternal/Child Health Nursing.

COURSE DESCRIPTION: This course introduces leadership and supervision concepts essential to vocational nursing practice. Emphasis is placed on transition to professional practice, scope of practice, delegation legal and ethical responsibilities, communication, documentation, client safety, and disaster preparedness. Supervised clinical experiences provide opportunities to apply leadership principles, support coordinated care, and promote safe, client-centered outcomes.

COURSE OBJECTIVES: By the end of this course, the student will be able to demonstrate knowledge, skills, and professional behaviors consistent with the Vocational Nursing scope of practice while applying the program's conceptual frameworks.

1. Describe the role responsibilities, and accountability of the vocational nurse within the healthcare team and scope of practice.
2. Apply basic leadership and delegation principles to support safe, organize, and effective client care under appropriate supervision.
3. Explain legal, ethical, and professional standards related to licensure, confidentiality, informed consent, and documentation.
4. Demonstrate effective communication skills, including handoff reporting and collaboration with the interdisciplinary healthcare team.
5. Utilize documentation and informatic principles to support continuity of care and client safety.
6. Promote a culture of safety, including infection prevention, risk reduction, and participation in incident reporting and emergency preparedness activities.

INSTRUCTIONAL METHODS/ACTIVITIES: This course uses a combination of methods to facilitate learning/mastery of content:

- Lectures / PPT
- Weekly textbook and other assigned readings
- Testing Assessments
- Class and group activities
- Written Assignments
- Online Resources
- Handouts

THEORY GRADING CRITERIA:
At the end of each course, students must earn a grade of 75% or higher in each subject (Leadership & Supervision, Medical-Surgical Nursing III, and Maternal/Child Nursing) in order to pass. All finals must be passed with a grade of 75% or greater. If the grade on the final is below 75% but the student's GPA for the category/semester is above 75%, the student will not advance to the next semester. For a further breakdown of Theory grading criteria, students may refer to the VN Guidelines.

CLINICAL GRADING CRITERIA:
A = 90 - 100%
B = 80 – 89.9%
C = 70 – 74.9%
74.9% or lower = failure

Course Title: VN 410: Medical-Surgical Nursing III

Clock Hours Awarded: 193
Theory Hours: 66
Skills/Lab: 12
Clinical Hours: 115
Total Semester IV Hours: 391

Prerequisites for this course: Successful completion of VN Semester III.

This course is delivered in a discrete format with its own objectives, course code, clock hours, and grading policy. MEDICAL-SURGICAL NURSING III is a standalone course that runs concurrently with Maternal-Child Health Nursing and Leadership & Supervision in Semester Four.

COURSE DESCRIPTION: This course provides advanced medical-surgical nursing concepts within the vocational nurse scope of practice, focusing on complex and emergent alterations in health. Content includes neurologic and sensory disorders, immune dysfunction, HIV/AIDS, oncology, hematologic disorders, and urgent/emergency conditions.

Instruction emphasizes the application of the Nursing Process and the NCSBN Clinical Judgment Model to support clinical reasoning, prioritization, and safe implementation of care. Students develop skills in focused data collection, recognition of expected versus abnormal findings, and timely reporting of changes in client condition.

Care of clients with acute and complex conditions is guided by Maslow's Hierarchy of Needs, with emphasis on airway, breathing, circulation, neurologic status, infection prevention, and safety. Instruction also integrates Erickson's developmental framework and cultural considerations to support individualized client-centered care.

Key concepts include medication and transfusions safety, infection control, emergency response, therapeutic communication, documentation, documentation, and palliative/end-of-life-care. Supervised clinical experiences and skills validation activities provide opportunities to apply theoretical knowledge, demonstrate safe nursing interventions, and participate in coordinated care across diverse healthcare settings.

COURSE OBJECTIVES: By the end of this course, the student will be able to demonstrate knowledge, skills, and professional behaviors consistent with the Vocational Nursing scope of practice while applying the

program's conceptual frameworks.

1. Apply the nursing process while using clinical reasoning to safely participate in the planning, implementation, and evaluation for adult clients with acute alteration with complex and emergent conditions relating to neurological, sensory, immunological and oncologic disorders and emergency care.
2. Relate pathophysiology, diagnostic findings, and treatment plans (including pharmacologic and non-pharmacologic therapies) to priority nursing interventions and monitoring needs for selected Medical-Surgical III conditions.
3. Collect and interpret focused client data to recognize expected versus abnormal findings, identify changes in condition, and promptly report concerns to the appropriate licensed provider or instructor in accordance with facility policy.
4. Prioritize nursing care and safety interventions using Maslow's hierarchy of needs, risk reduction principles, and emergency priorities to address airway, oxygenation, perfusion, neurologic status, bleeding risk, infection risk, pain, and psychosocial needs.
5. Implement safe nursing interventions within the VN scope of practice, including medication administration, transfusion safety measures, infection prevention, neurologic and sensory safety precautions, emergency response actions, and accurate documentation of client responses.
6. Incorporate developmental, cultural, and psychosocial considerations by applying Erickson's developmental framework, cultural humility, and therapeutic communication principles to support individualized client and family education, coping, and adherence to the plan of care.
7. Support, comfort-focused, palliative, and end-of-life care needs for clients with advanced illness by promoting comfort, dignity, symptom management, and family support in collaboration with the healthcare team.
8. Collaborate with the interdisciplinary healthcare team to promote safe, coordinated care through effective communication, appropriate delegation awareness, timely reporting, discharge planning considerations and continuity of care.

INSTRUCTIONAL METHODS/ACTIVITIES: This course uses a combination of methods to facilitate learning/mastery of content:

- Lecture /PPT
- Weekly textbook and other assigned readings
- Lecture/Discussion
- Testing Assessments
- Class and group activities
- Written Assignments
- Online Resources
- Handouts

THEORY GRADING CRITERIA:
At the end of each course, students must earn a grade of 75% or higher in each subject (Leadership & Supervision, Medical-Surgical Nursing III, and Maternal/Child Nursing) in order to pass. All finals must be passed with a grade of 75% or greater. If the grade on the final is below 75% but the student's GPA for the category/semester is above 75%, the student will not advance to the next semester. For a further breakdown of Theory grading criteria, students may refer to the VN Guidelines.

CLINICAL GRADING CRITERIA:
A = 90 - 100%
B = 80 – 89.9%
C = 70 – 74.9%
74.9% or lower = failure

Course Title: VN 410: Maternal/Child Nursing

Clock Hours Awarded: 120
Theory Hours: 48
Skills/Lab: 24
Clinical Hours: 48
Total Semester IV Hours: 391

Prerequisites for this course: Successful completion of VN Semester III.

This course is delivered in a discrete format with its own objectives, course code, clock hours, and grading policy. MATERNAL & CHILD HEALTH NURSING is a standalone course that runs concurrently with Medical-Surgical Nursing III and Leadership & Supervision. In Semester Four.

COURSE DESCRIPTION: This course focuses on vocational nursing care of the childbearing family and pediatric clients across healthcare settings. Content integrates anatomy and physiology and growth and development concepts to support understanding of normal pregnancy, complications of pregnancy, labor and

delivery postpartum and newborn adaptation, pediatric development, health promotion, safety, and selected pediatric conditions.

Instruction applies the Nursing Process, Maslow's Hierarchy of Needs, Erickson's developmental framework, and the NCSBN Clinical Judgment Model to guide prioritization, data collection, decision making, and client and family education with emphasis on medication safety, infection prevention therapeutic communication, and culturally congruent family-centered care within the vocational nurse scope of practice. Supervised clinical experiences are provided in a variety of approved healthcare settings or alternative learning environments, as available to support application of course concepts.

COURSE OBJECTIVES: By the end of this course, the student will be able to demonstrate knowledge, skills, and professional behaviors consistent with the Vocational Nursing scope of practice while applying the program's conceptual frameworks.

1. Provide safe, evidence-based nursing care for maternal and pediatric clients by applying the Nursing Process and NCSBN Clinical Judgment Model with the vocational nurse scope of practice.
2. Integrate anatomy and physiology concepts related to reproductive, fetal, neonatal and pediatric systems to support understanding of normal physiologic processes and conditions affecting maternal and child health.
3. Apply growth and development principles, including Erickson's psychosocial framework to support age-appropriate care, communication, safety and family -centered interventions.
4. Collect and interpret focused client data to recognize expected versus abnormal findings in maternal, newborn, and pediatric clients and report changes promptly according to facility policy.
5. Implement safe nursing interventions, including medication administration, infection prevention, safety measures, and accurate documentation for maternal, newborn, and pediatric populations.
6. Provide client and family education related to health promotion, nutrition, safety, mediation adherence, symptom monitoring, and discharge planning using culturally congruent teaching strategies.
7. Collaborate with the interdisciplinary healthcare team to support coordinated client-centered maternal and pediatric care across settings.

INSTRUCTIONAL METHODS/ACTIVITIES: This course uses a combination of methods to facilitate learning/mastery of content:

- Lecture / PPT
- Weekly textbook and other assigned readings
- Lecture/Discussion
- Testing / Assessments
- Class and group activities
- Written Assignments
- Online Resources
- Handouts

THEORY GRADING CRITERIA:
At the end of each course, students must earn a grade of 75% or higher in each subject (Leadership & Supervision, Medical-Surgical Nursing III, and Maternal/Child Nursing) in order to pass. All finals must be passed with a grade of 75% or greater. If the grade on the final is below 75% but the student's GPA for the category/semester is above 75%, the student will not advance to the next semester. For a further breakdown of Theory grading criteria, students may refer to the VN Guidelines.

CLINICAL GRADING CRITERIA:
A = 90 - 100%
B = 80 – 89.9%
C = 70 – 74.9%
74.9% or lower = failure

ATI® -COMPREHENSIVE ASSESSMENT AND REVIEW PROGRAM

Purpose
In accordance with our mission "to provide each student with an educational environment which meets the needs of the student with varied learning skills," Career Care Institute has contracted with ATI® to provide additional support and assistance throughout the program in preparation for taking and successfully passing the NCLEX-PN® exam.

Objective
To provide each student with study tools, competency testing and remediation tools to help prepare them to pass the NCLEX-PN®.

Overview

Students will be introduced to ATI® in the early part of Semester 1. Throughout each semester, students are assigned practice tests, tutorials, and proctored examinations using the ATI® PN Comprehensive Assessment & Review Program (CARP) as appropriate. Students are assigned Specialty Proctored Assessment exams that correlate with the subject matter they are expected to have mastered within each semester. Dates for all assessments *are* available in the students' semester calendar from their theory instructors (given in week one of each semester). Text removed here.

COMPLETION REQUIREMENTS

In order to receive a certificate of completion for the Vocational Nursing Program at Career Care Institute, the following must be completed:

1. Successfully pass each category in each semester of theory content with a GPA of 75% or higher,
2. Successfully pass all clinical rotations with a grade of 75% or higher,
3. Complete the 1530 hours of instruction: 576 theory, 954 clinical,
4. Achieve a grade of 75% on the resume.
5. Complete the mock interview.
6. Satisfy all financial obligations,
7. Achieve a passing score on résumé from Career Services.
8. Obtain the ATI® Green Light through Virtual ATI® enrollment.

APPLICATION FOR LICENSURE REQUIREMENTS

After the student satisfies the completion requirements, and prior to the school submitting the Application for Licensure, the student will:

1. Enroll in the post-graduation ATI® assessment program to prepare for the NCLEX-PN®. Career Care Institute, Inc. will cover this enrollment, only. *Enrollment in V-ATI® prior to program completion requires Director of Nursing approval.*
2. Obtain the Green Light by meeting the benchmark within the first enrollment, which is equivalent to 12-weeks.

When the above items are satisfied, Career Care Institute will submit the Application for Licensure with corresponding fees to the BVNPT. Career Care Institute will also pay for the PearsonVue registration fee.

If the student fails to achieve the Green Light by meeting the benchmark within the first 12-week enrollment, the student will either:

- purchase another 12-week assessment program from ATI®, or
- submit his or her Application for Licensure to the BVNPT using the Method #3 Application.

If the student obtains the Green Light per the benchmark within the second enrollment, Career Care Institute will submit the Application for Licensure with corresponding fees to the BVNPT. Career Care Institute will also pay for the PearsonVue Registration fee.

If the student fails to meet the benchmark within the second enrollment or chooses to apply to the BVNPT using the Method #3 application, the student will incur all fees.

Requesting Certificate/Transcripts
Students are awarded a certificate of completion upon satisfactory completion of the graduation requirements. Students eligible for graduation must request a certificate by submitting a Certificate Request Form to their Externship Coordinator or to Student Services. Students may obtain this form by requesting it at the Student Services office. This form is necessary for verification that a certificate was requested and that the graduate's name is correctly spelled on the certificate. The completed request form must be signed off by the following departments: Externship/Clinical Coordinator, Student Services, Career Services, Admissions, Financial Aid, and the Campus Director. All departments must provide clearance before a certificate can be awarded. Certificates are available for pick up within one to two weeks of submitting the request. For any inquiries regarding the certificate of completion, students may contact the Student Services office.

One set of official and unofficial transcripts is issued with the certificate of completion. Additional student transcripts may be requested by filling out a Transcript Request Form. Students may obtain this form by visiting the Student Services office.

Fees: The fee for the first set of certificate and transcripts provided upon graduation is included in tuition. Additional official transcripts or original certificates may be requested at a minimal fee. Students who are active in the program may request official or unofficial transcripts at no cost throughout their enrollment.

Equipment used: beds, adult mannequins, adolescent mannequins, toddler mannequins, baby mannequin,

scale, IV poles, wheel chair, walker, crutches, vital sign monitor, med cart, thermometers, suction machine, fundus, Accu-check machines, pediatric mannequins, vitals sims, over bed tables, night stands, IV arms, Hoyer lift with pads, nebulizer machine, blood pressure cuffs automated, birthing mannequin with baby, kangaroo pump, restraints mittens, restraints vests, restraints wrist, bath chair, restraints waist, neck collar, gait belt, glove holder, blood pressure thigh cuff, elbow protector, commode, wound care cart, pinwheel, 24-hour urine container, vital mannequins, double stethoscope, abdomen, measuring tape, nasal cannulas, reflex tool, oxygen mask, skeleton, towels, blankets, fitted sheet, flat sheet, pillow case, draw sheet, linen barrel, wash cloth, denture cups, pitcher, emesis basin, basin, ted hose, bath blankets.

Supplies used in lab: gloves sterile, non-sterile gloves, hypodermic syringes, hypodermic needles, alcohol prep pads, medical tape, gauze, tracheostomy care kit, procedure masks, urethral catheter tray, resting ECG tab electrodes, biohazard bags, safety lancets, oxygen masks, oxygen tubing, nasal cannula, blood glucose test strips, sterile specimen cups, liquid medication dose cups, anti-embolism stockings, instant cold compress packs, urinals, suction canisters and tubing, surgical masks, surgical gowns, stethoscopes, blood pressure cuffs, sharp containers, lubricant jelly, sterile water, nasogastric tube, gastrostomy tube, waterproof pads, high protein liquid nutrition, .09% sodium chloride, BD Vacutainer, safety wing blood collection sets, scalp vein set, IV catheters, tourniquet, IV administration sets, wound dressing

TUITION AND FEES

Vocational Nursing Program		
Registration[1]		$80.00
Books[3]:		
Foundations & Adult Health Nursing	$145.76	
Study Guide for Foundations and Adult Health Nursing	$57.99	
Introduction to Clinical Pharmacology	$94.99	
Calculation of Drug Dosages	$68.99	
Shadow Health Digital Content (6 modules)	$599.99	
Clinical Skills Essentials Collection	$159.00	
SimChart 18-month	$208.00	
Mosby's Drug Guide	$35.18	
Medical Terminology: PDF Booklet	$ 00.00	
Canvas LMS	$150.00	$1519.86
ATI®[3]		$1850.00
Orientation Week 0 Preparation Workshop (5-day orientation week)		$0.00
Supplies[3]: stethoscope + training Supplies		$225.00
Uniform[3]: 2 sets + Jacket + white scrub top in Semester III		$180.00
Immunization Records[3]: Clinical Onboarding Platform		$75.00
ATI® Live Review (3-day live NCLEX® preparation)		$650.00
Exam Fees: BVNPT Application + NCLEX-PN® Exam		$0.00
STRF[2]		$0.00
Tuition		$31,770.14
TOTAL		**$36,450.00**
Required Items Due upon Enrollment - Not Included in Tuition		
Background Check[1, 4]		$65.00
Drug Screen[1, 5]		$65.00
LiveScan I[1, 5]		Up to $100.00
Required Items Not Included in Tuition		
Fire Class[1]		$40.00
Hospital ID Badge[1]		Up to $20.00
Background Check and Drug Screen[1, 4]		$130.00
LiveScan II[1, 5]		Up to $100.00
Passport Photo for Application Form		Up to $10.00

[1]*Non-refundable.*

[2]*You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1) You are a student, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1) You are not a California resident, or are not enrolled in a residency program, or 2) Your total charges are paid by a third party, such as an employer, government program or other payer and you have no separate agreement to repay the third party.*

[3] *Books, Uniform, and Supplies become student purchases once issued to student. Students who drop or have been dismissed after these have been issued will assume ownership for said items and will not be eligible for refunds.*

[4]*May need to be repeated at the student's expense at any time during the program, based on clinical site requirements.*

[5]*May need to be repeated at the student's expense at any time during the program, based on clinical site requirements.*

TUITION and FEES per ENROLLMENT PERIOD

Period 1	Costs
Registration	$.80.00
STRF	$00.00
Tuition	$ 9,344.16
Books & ATI	$991.24
Supplies	$66.18
Onboarding	$175.00
Uniform	$180.00
Total Period 1 Tuition and Fees	**$10,836.48**

Period 2	Costs
Tuition	$9,344.16
Supplies	$66.18
Books & ATI	$991.24
Total Period 2 Tuition and Fees	$10, 401.48
Total Period 1 and 2 Tuition and Fees	$21,237.96

Period 3	Costs
Tuition	$6540,91
Supplies	$46.32
Books & ATI	$693.79
Total Period 3 Tuition and Fees	$7,281.02
Total Period 1, 2, and 3 Tuition and Fees	$28,518.98

Period 4	Costs
Tuition	$6540.91
Supplies	$46.32
Books & ATI	$693.79
ATI Live Review	$650.00
Total Period 4 Tuition and Fees	$7931.02
Total Program Tuition and Fees	$36,450.00

ASSOCIATE DEGREE NURSING

(Offered at Lancaster Campus)

The two-year registered nursing program at Career Care Institute (CCI) is designed to prepare the student with the knowledge required to assume the responsibilities of an entry-level registered nurse working in hospitals, clinics, surgical centers, post-acute care facilities, skilled nursing facilities, etc. (US Dept. of Labor SOC 29-1141). Upon graduation, the student receives an Associate Degree in Nursing and is eligible to take the national licensure examination to become a registered nurse. Career Care Institute's Associate Degree Nursing Program is approved by the California State Board of Registered Nursing and by the California Bureau for Private Postsecondary Education.

Program hours: 1725
Total Units: 74
Delivery Mode: Traditional

Length of Program: 2 years
6 terms: 3 to 4 courses each term
Each course: 15 weeks of content; 16th week is a break.

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APPLICATION PROCEDURES

The application procedures for the ADN program are as follows:

1. Complete and submit registered nursing program application. ***A $35.00 application fee must be submitted with application.**

2. Submit the following documents to CCI:
   a) Transcripts: **official college transcripts** verifying general education courses, vocational nursing courses, or previous degree courses; high school transcript (foreign transcripts must be translated, evaluated and certified equivalent to a 12th grade US education) **must be submitted with application.**

   b) Students seeking transfer credit for coursework completed while serving in the military should submit military transcripts for that coursework.

   c) Verification of work experience: signed documentation from employer(s) or supervisor on official letterhead must include applicant name and contact information, place of work, type of work, and dates employed.

   d) LVNs applying for advanced placement must submit a copy of their current licenses (with no restrictions) and documentation of at least one (1) year paid experience as an LVN (on official letterhead with supervisor signature).

   e) Certificates: cardiopulmonary resuscitation (CPR) certificate, certified nursing assistant (CNA), home health aide (HHA), medical assistant (MA), or military certifications that verify related training.

   f) Essay: a 250 to 300 words essay (typed and double spaced) explaining why he/she wants to become a nurse.

3. Applicants who submit incomplete applications or who are missing any required documents by the due date will automatically be ineligible.

SELECTION CRITERIA

The selection criteria for the ADN program include but are not limited to the following:

a) Students will be admitted to the program based on their scholastic eligibility and placement on a nursing assessment test (NLN-NEX®).
b) Scholastic eligibility is determined by a multi-criteria approved point system, which calculates the student's probability of successfully completing the ADN program. The point system uses the following criteria:
   i) 2.5 GPA or higher
   ii) work or volunteer experience
   iii) quality of the essay
   iv) Assessment Test scores (NLN-PAX®)
   v) Interview

c) Assessment Test: All applicants are required to take a state approved nursing assessment test (NLN-PAX® for RN is the only exam accepted at CCI at this time). To be competitive, students must achieve a composite score of 124 or higher, with a minimum score of 80% in each category.

d) The highest-scoring students will then be scheduled for an interview with the selection committee. Candidates are asked to come to the interview on time, dressed professionally, and prepared to discuss their:
   i) plan for success in the program,
   ii) commitment to studying and engaging in educational activities,
   iii) motivation for success.

e) Final selections are made using BOTH multi-criteria screening for ranking and random selection.

f) If an applicant is not selected, he/she may apply the next year unless he/she had a positive drug screen or felonious background check. A new application and all new documents must be submitted. CCI does not retain applications.
   i) If an applicant is not selected because the background check prevents admittance, that applicant is not eligible to apply again to CCI's ADN Program.

   ii) If an applicant is not selected because of a positive drug screen, he/she may reapply for the next cohort and demonstrate that he or she has a clean drug screen and successful rehabilitation process with documentation congruent with the California Board of Registered Nursing's acceptable documentation of rehabilitation.

ADMITTED STUDENTS

a. If the applicants accept their slots by the announced deadline, they will be directed to obtain background checks and 10-panel drug screens at their cost.
   i. Applicants must have clear criminal background checks to participate in clinical rotations and remain in the program. If an applicant is not selected because the background check prevents admittance, that applicant is not eligible to apply again to CCI's ADN Program.

      *It is the student's responsibility to verify that the Board of Registered Nursing will issue him or her a license notwithstanding any criminal convictions.

   ii. Any applicant with a positive drug screen will be removed from consideration.

   iii. The applicant must make the tester and/or Program Director aware of any prescribed medications as noted by his/her provider so that impairment and safety at clinicals can be determined and/or false positive results can be identified.

   iv. CCI faculty considers that prescription medications such as narcotics or medical marijuana, although legal, may render an individual impaired and not safe for clinicals. A document with appropriate letter-head and signed by the applicant's provider must indicate the applicant is safe to provide nursing care.

b. Once admitted to the program, the student must participate in school orientation, mandatory nursing program orientation, and clinical orientation(s). An applicant who fails to attend orientations will forfeit his/her place in the program. The following is also required:
   i. Payment of a nonrefundable $80.00 registration fee is due upon enrollment.
   ii. All students accepted to the ADN program are required to submit necessary annual health assessment documents and required immunizations and titers. (Please inquire for details)
   iii. Proof of COVID-19 vaccination plus booster where applicable is required.

TERM DESCRIPTIONS

Upon acceptance into the program the following courses will be completed. Students must achieve 75% or higher GPA in each course in order to progress to the next term. Students must be prepared for day, evening, and weekend clinical assignments.

Term 1:

- **BIO 110**: Human Anatomy
- **BIO 112**: Human Physiology
- **MATH 110**: Intermediate Algebra
- **ENG 120**: Oral Communication
- **ADN 150**: Study Skills

Term 2:

- **BIO 120**: Microbiology
- **ENG 110**: Written Communication
- **PSY 130**: General Psychology
- **Sociology 100**: Introduction to Sociology

Term 3:

- **NUR 160**: Beg. Medical-Surgical Nursing
- **HUM 130**: Contemporary Ethics and Moral Issues
- **ADN 152**: Pharmacology Prep.

Term 4:

- **NUR 200**: Labor & Delivery Nursing Care
- **NUR 220**: Int. Medical-Surgical Nursing
- **NUR 221**: Nursing Transitions (*** for LVN Advanced Placement students only***)

Term 5:

- **NUR 230**: Pediatric Nursing Care
- **NUR 250**: Psychiatric Nursing Care

Term 6:

- **NUR 260**: Adv. Medical-Surgical Nursing
- **ADN 154**: NCLEX Preparation

COURSE DESCRIPTIONS

Term 1

BIO 110 Human Anatomy: The course provides an introduction to the structure of human anatomy with emphasis on the organ and systems levels. The study of anatomy is presented with lecture and laboratory components that emphasize the concepts presented during class lecture. A grade of B (80%) is required to pass this class. (4 credit hours)

BIO 112 Human Physiology: This course is an overview of human physiology. The foundations of physiology are explored utilizing the basic principles of physics, chemistry, cell biology and biochemistry. The laboratory component of the course emphasizes the concepts presented during class lecture. A grade of B (80%) is required to pass this class. (4 credit hours

MATH 110 Intermediate Algebra: This course is designed for students needing to improve algebra skills. Topics include linear and quadratic functions and their graphs, polynomial and rational functions and their graphs, exponential and logarithmic functions and their graphs, conic sections, sequence and series, solving system equations, matrices and determinants, counting and probability. (3 credit hours)

ENG 120 Oral Communication: Oral Communication is a skill-based course designed to introduce students to the theory and practice of public speaking including training in thought processes necessary to organize speech content and analyze components of effective delivery and language. In this course students will compose, present, and evaluate original speeches. Emphasis is placed on topic selection, research, evidence, organization, delivery, audience analysis, and critical analysis of informative and persuasive communication. The course combines theoretical approaches with applied activities to enable students to practice effective oral and written communication to develop skills that are required in the current job market. Active participation in class discussions, group and individual activities, and oral presentations are required for successful completion of the course. (3 credit hours)

ADN 150 Study Skills: This course provides students with information skills needed for effective learning. Different learning styles will be explored to encourage the student to utilize their strengths and identify opportunities for improvement. Tools to improve learning skills will be discussed. Effective clinical judgement is fundamental for safe nursing practice. Therefore, the components of the clinical judgement will be explored. By the end of this course, the student will be able to identify learning strategies that can be implemented throughout the nursing program.
(1 credit hour)

Term 2

BIO 120 Microbiology: This course is an overview of microbiology. Microbiology–BIO 120- will address the relationship of microbes as it relates to daily life through the progression of pathologic disease processes. The environmental and industrial applications of microbiology will be used to explore aseptic technique to mitigate the spread of pathogens in the clinical setting. The laboratory component will emphasize aforementioned concepts presented during lecture and

will provide hands on training for students as a practicum. A grade of B (80%) is required to pass this class. (5 credit hours)

ENG 110 Written Communication: This course includes composition and revision of essays, critical thinking, critical reading, and documentation. Proper spelling, grammar, and form will be emphasized. Research methods and library skills are introduced and a research paper is required. (3 credit hours)

PSY 130 General Psychology: This course provides the student with a general overview of the field of psychology including the scientific approach to basic principles of human behavior. Emphasis is placed on such topics as learning motivation, perception, feeling and emotion, intelligence, and personality. (3 credit hours)

SOC 100 Introduction to Sociology: This course introduces contemporary sociology and explores the relationships between individuals and recognized institutions; it seeks to employ a scientific approach in studying the dynamics between individuals and the social context to which they ascribe. This course seeks to help students study and understand the pre-modern world, and the post-modern world while assisting the student with identifying and understanding the constructs and experiences that shape their lives. Research methodology is explored as well as established scientific methods. Globalizations and multiculturalism are introduced as newer perspectives. (3 credit hours)

Term 3

NUR 169 Beg. Medical-Surgical Nursing Care: This course provides an introduction to the role of the nurse, practicing within legal and ethical standards. Concepts such as nursing process, safety, hygiene, pain and comfort, elimination, tissue integrity/protection, nutrition and mobility will be introduced. The Clinical Judgment Model will be used to assist students with applying learning to the reality of practice across clinical settings. Critical thinking, pharmacology, geriatrics and leadership will be threaded through the course. In the skills lab the concepts of nursing process, medication administration and basic nursing care of the stable patient will be reinforced. Application of safe, evidence-based nursing care will be demonstrated in the clinical setting with stable populations. (8 credit hours)

HUM 130 Contemporary Ethics & Moral Issues in Society: This course introduces students to the nature of ethics and to the questions of what determines right and wrong. Traditional approaches to ethical questions and the possible application of these approaches to current ethical conflicts in contemporary society will be investigated. Emphasis will be placed upon the analysis of moral issues related to violence, capital punishment, abortion, euthanasia, privacy, education, and technology. (3 credit hours)

ADN 152 Pharmacology Prep: This course serves as an overview of the basic principles of pharmacology such as pharmacodynamics and pharmacokinetics. The student will be introduced to the major drug classifications and prototypes of commonly used medications with a focus on basic drug math, conversion factors and dosage calculation. Clinical scenarios will be used to apply critical thinking and clinical judgement for medication administration. (1.5 credit hours)

Term 4

NUR 200 Labor & Delivery Nursing Care: This course introduces the role of the nurse in the care of the childbearing family with special attention to the needs of the childbearing woman and newborn. Students implement the Nursing Process, Maslow's Hierarchy of Huma Needs and to plan and modify plan of nursing care required during the perinatal experience of normal and high-risk pregnant women and their families. The influence of cultural, psychosocial, spiritual values, on the childbearing family is integrated. Pharmacological principles specific to women's health patients are discussed as well as non-pharmacological interventions are considered. Ethical and legal issues pertaining to pregnancy and birth are reviewed. Students will utilize QSEN, provide safe, patient-centered developmental and culturally appropriate nursing care. Professional standards, delegation, are interwoven throughout the course. (4 credit hours)

NUR 220 Int. Medical-Surgical Nursing Care: This course reinforces the role of the nurse, practicing within legal and ethical standards. The concept of leadership will be introduced in this course. Concepts such as infection, circulation, elimination, nutrition, oxygenation, and regulation will be reinforced in this course. The clinical judgment model will be used to assist students with applying learning to reality of practice within the acute care setting. Critical thinking, pharmacology, geriatrics, and leadership will be threaded through the course. Application of safe, evidence-based nursing care will be demonstrated in the acute care setting with a focus on interprofessional communication and patient teaching. (8.5 credit hours)

NUR 221 Nursing Transitions: This course provides the LVN to RN student with an introduction to the role of a registered nurse and the nursing process and its application in the clinical setting. Developing nursing care plans at the level of manager of care is introduced.

Dosage calculation is reviewed with specific instruction and practice in the administration of intravenous medications. This course is open only to LVNs who have been accepted into the nursing program with all that implies, have a current, unencumbered CA license and at least one year of VN clinical experience within the last five years. Students must have demonstrated competency in Beg. Medical-Surgical Nursing, Int. Medical-Surgical Nursing, Labor & Delivery Nursing, and Pediatric Nursing. (Advance Placement students only) (1 credit hour)

Term 5

NUR 230 Pediatric Nursing Care: This course introduces the role of the nurse in the care of the pediatric patient and the family, from infancy through adolescence, in health and illness, is the focus of the classroom and clinical components of this course/ Special attention is paid to growth and development and the related emotional needs of each stage. Emphasis is placed on assessment of risk factors affecting patient's health and wellness. Students implement the Nursing Process and integrate Maslow's Hierarchy of Human Needs to plan and modify a plan of nursing care for pediatric patients and their families. Pharmacological principles specific to pediatric patients are discussed. Students will utilize QSEN and the clinical judgment model to critically think and learn to provide safe, patient-centered developmental and culturally appropriate nursing care throughout the lifespan. Evidence-based practice, quality improvement, professional standards, delegation, and legal and ethical responsibilities of the professional nurse are interwoven throughout the course. (4 credit hours)

NUR 250 Psychiatric Nursing Care: This course emphasizes basic psychiatric and mental health concepts, communication, and caring through the application of therapeutic relationships, milieu safety, and the utilization of the clinical judgment model - the nursing process in the care and treatment of patients with psychiatric disorders. It builds on and integrates previously learned concepts: cognition, sexuality, stress and coping, psychosis, and ethical-legal issues among the mentally ill population. The concepts of milieu therapy, therapeutic use of self, and the diverse role of the nurse for individuals, families, and community groups with mental health needs will be introduced and reinforced. The ability to think critically is emphasized. (4.5 credit hours)

Term 6

NUR 260 Adv. Medical-Surgical Nursing Care: This course reinforces and masters the role of the nurse, practicing within legal and ethical standards. Concepts such as circulation, oxygenation, nutrition, regulation, and elimination will be reinforced and mastered for the critically ill patient. The Clinical Judgment Model will be used to assist students with applying learning to reality of practice within a critical care setting. Critical thinking, gerontology, pharmacology, and leadership will be threaded through the course. Application of safe, evidence-based nursing care will be demonstrated within the critically ill population, with a focus on safety, emergency, and end of life care. (10 credit hours)

ADN 154 NCLEX Preparation: The purpose of this course is to prepare students to pass the NCLEX-RN exam on the first attempt. During this course students have the opportunity to utilize the nursing process and Maslow's Hierarchy of Needs to recognize cues, analyze cues, prioritize hypotheses, generate solutions, take action and evaluate care. Students are expected to practice a set number of comprehensive NCLEX-style questions each week. The NSCBN test plan tool will guide question selection with an emphasis on case studies and Next Generation-style questioning. (1.5 credit hours)

*****All ADN students are required to take a research and library skills course, which will culminate in a capstone.

PASSPORT TO CLASS

Because we know that students learn best when they come to class prepared, all students are required to complete a "passport to class" assignment prior to each nursing class. This assignment must be printed and submitted to the instructor in order to be admitted to class. Students who do not submit the required assignment will be dismissed, marked absent, and required to make up the class.

COMPLETION REQUIREMENTS

In order to receive a transcript for the Associate Degree Nursing Program at Career Care Institute, the following must be completed:

1. Successfully pass each theory class in each term with a GPA of 75% or higher (a grade of 80% or higher is required for all science classes),
2. Successfully pass all clinical rotations with a grade of 75% or higher,
3. Complete the 1725 hours of instruction: 780 theory, 945 clinical,
4. Achieve a grade of 75% on the resume.
5. Complete the mock interview.
6. Complete the online application for BRN including Live Scan and Passport photo

(student is responsible for paying for these items) and any documentation for the ROC (record of conviction),
7. Satisfy all financial obligations, and
8. Achieve a passing score on résumé from Career Services.

Requesting Certificate/Transcripts
Students are awarded a certificate of completion upon satisfactory completion of the graduation requirements. Students eligible for graduation must request a certificate by submitting a Certificate Request Form to Student Services. Students may obtain this form by requesting it at the Student Services office. This form is necessary for verification that a certificate was requested and that the graduate's name is correctly spelled on the certificate. The completed request form must be signed off by the following departments: Externship/Clinical Coordinator, Student Services, Career Services, Admissions, Financial Aid, and the Campus Director. All departments must provide clearance before a certificate can be awarded. Certificates are available for pick up within one to two weeks of submitting the request. For any inquiries regarding the certificate of completion, students may contact the Student Services office.

One set of official and unofficial transcripts is issued with the certificate of completion. Additional student transcripts may be requested by filling out a Transcript Request Form. Students may obtain this form by visiting the Student Services office.

Fees: The fee for the first set of certificate and transcripts provided upon graduation is included in tuition. Additional official transcripts or original certificates may be requested at a minimal fee. Students who are active in the program may request official or unofficial transcripts at no cost throughout their enrollment.

LICENSURE

Students are eligible for the NCLEX-RN® licensure exam following successful completion of the program. Passing the NCLEX-RN® is required for employment in California. For license examination pass rate and additional information, go to the following link: https://www.rn.ca.gov

*Pursuant to Public Law 104-193, the Federal Personal Responsibility and Work Opportunity Reconciliation Act, Title IV Section 401, government agencies (such as the Board of Registered Nursing [BRN]) are required to eliminate "public benefits" to individuals who cannot provide proof of their legal status in the United States. Under this law, **professional licenses are considered public benefits**. This means that all applicants for licensure as registered nurses will be required to submit verification of citizenship or legal residence in the United States. The Board will not issue licenses unless legal status in the United States has been confirmed by the United States Citizenship and Immigration Services (USCIS).

LEGAL LIMITATIONS

Record of any felony is subject to review by the Board of Registered Nursing (BRN) before an RN license may be granted. This is in accordance with legal requirements. Anyone wishing clarification or further information may contact the BRN 1747 N. Market Blvd., Suite 150, Sacramento, CA 95834-1924 or at phone (916) 322-3350.

***More detailed information regarding this program can be found in the ADN Program Guidelines**, available in the Student Services lobby and online at www.ccicolleges.edu under ADN Program information.

Equipment used: beds, adult mannequins, adolescent mannequins, toddler mannequins, baby mannequin, scale, IV poles, wheel chair, walker, crutches, vital sign monitor, med cart, thermometers, suction machine, fundus, Accu-check machines, pediatric mannequins, vitals sims, over bed tables, night stands, IV arms, Hoyer lift with pads, nebulizer machine, blood pressure cuffs automated, birthing mannequin with baby, kangaroo pump, restraints mittens, restraints vests, restraints wrist, bath chair, restraints waist, neck collar, gait belt, glove holder, blood pressure thigh cuff, elbow protector, commode, wound care cart, pinwheel, 24-hour urine container, vital mannequins, double stethoscope, abdomen, measuring tape, nasal cannulas, reflex tool, oxygen mask, skeleton, towels, blankets, fitted sheet, flat sheet, pillow case, draw sheet, linen barrel, wash cloth, denture cups, pitcher, emesis basin, basin, ted hose, bath blankets.

Supplies used in lab: gloves sterile, non-sterile gloves, hypodermic syringes, hypodermic needles, alcohol prep pads, medical tape, gauze, tracheostomy care kit, procedure masks, urethral catheter tray, resting ECG tab electrodes, biohazard bags, safety lancets, oxygen masks, oxygen tubing, nasal cannula, blood glucose test strips, sterile specimen cups, liquid medication dose cups, anti-embolism stockings, instant cold compress packs, urinals, suction canisters and tubing, surgical masks, surgical gowns, stethoscopes, blood pressure cuffs, sharp containers, lubricant jelly, sterile water, nasogastric tube, gastrostomy tube, chest tubes, colostomy supplies,

waterproof pads, high protein liquid nutrition, .09% sodium chloride, BD Vacutainer, safety wing blood collection sets, scalp vein set, IV catheters, tourniquet, IV administration sets, wound dressing.

TUITION AND FEES

Associate Degree Nursing Program	
Application Fee (Must be submitted with application)[1]	$ 35.00
Registration (Once Admitted)[1]	$ 80.00
CoursePoint+, Nurse Think, CJSim, PassPoint+ (Wolters Kluwer)[1]	$ 2,900.00
Estimated Books (Students must purchase or rent **print** copies elsewhere)	$ varies
Supplies[3] (Skills Bag and Supplies)	$ 200.00
Uniform[3] (2 sets + Jacket + 1 set at 4th Term)	$ 205.00
Clinical Onboarding[3] (Health and Immunization Records)	$ 200.00
Exam Fees: Application + NCLEX Exam (Subject to change depending on BRN)	$ 500.00
STRF[2]	varies
Tuition ($835/unit for Gen Ed; $950/unit for Science; $1,400/unit for Nursing) ***	$ 85,125.00
Required Items Not Included in Tuition Upon Enrollment	
NLN-NEX Exam Fee[1]	$ 120.00
Educational Resources (NCLEX readiness review)[1]	$ 300.00
Background Check (once admitted)[1]	$ 65.00
Drug Screen (once admitted)[1]	$ 65.00
Required Items Not Included in Tuition	
Fire Class	$ 40.00
CPR Class (BLS)**	$ 60.00 - $180.00
NLN Comprehensive Exam (Exam administered at the end of each term; fee is subject to change)	$ 80.00
LiveScan Prior to Graduation	$ 60.00
Interim Permit	$ 50.00
AVMC Badge	$ 7.00
Cap and Gown	$ varies

[1]*Non-refundable.*

[2]*You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1) You are a student, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1) You are not a California resident, or are not enrolled in a residency program, or 2) Your total charges are paid by a third party, such as an employer, government program or other payer and you have no separate agreement to repay the third party.*

[3] *Books, Uniform, and Supplies become student purchases once issued to student. Students who drop or have been dismissed after these have been issued will assume ownership for said items and will not be eligible for refunds.*

**CPR/BLS (students have the option of completing on CCI campus or students may complete it elsewhere as long as the certification is through AHA.)

*** For LVN Advanced Placement students only (must take Nursing 221 (1 unit)) *** Tuition varies, depending on how many General Education classes students are able to transfer credit for.

Note: Students must have transportation to off-campus sites.

Tuition and Fees per Term

Term 1		Units/Course	Price/Unit	Total Price
	BIO 110: Human Anatomy	4 Units	$ 935.00	$ 3740.00
	BIO 112: Physiology	4 Units	$ 935.00	$ 3740.00
	MATH 110: Intermediate Algebra	3 Units	$ 835.00	$ 2505.00
	ENG 120: Oral Communication	3 Units	$ 835.00	$ 2505.00
	ADN 150: **Study Skills**	1 Unit	$ 835.00	$ 835.00
	Term 1 Tuition Charges	**15 Units**		**$13,325.00**
	Supplies and Uniforms			$ 355.00
	Wolters-Kluwer CoursePoint⁺ - Mandatory			$ 483.33
	Total Term 1 Charges			**$14,163.33**

Term 2		Units/Course	Price/Unit	Total Price
	BIO 120: Microbiology	5 Units	$ 935.00	$ 4675.00
	ENG 110: Written Communication	3 Units	$ 835.00	$ 2505.00
	PSY 130: General Psychology	3 Units	$ 835.00	$ 2505.00
	SOC 100: Introduction to Sociology	3 Units	$ 835.00	$ 2505.00
	Term 2 Tuition Charges	**14 Units**		**$12,190.00**
	Wolters-Kluwer CoursePoint⁺ - Mandatory			$ 483.33
	Total Term 2 Charges			**$12673.33**

Term 3		Units/Course	Price/Unit	Total Price
	NUR 160: Beg. Medical-Surgical Nursing Care	8 Units	$ 1400.00	$ 11,200.00
	HUM 130: Contemporary Ethics & Moral Issues	3 Units	$ 835.00	$ 2505.00
	ADN 152: Pharmacology Preparation	1.5 Units	$ 835.00	$ 1252.50
	Term 3 Tuition Charges	**12.5 Units**		**$14,957.50**
	Wolters-Kluwer CoursePoint⁺ - Mandatory			$ 483.33
	Total Term 3 Charges			**$15,440.83**

Term 4		Units/Course	Price/Unit	Total Price
	NUR 200: Labor & Delivery Nursing Care	4 Units	$ 1400.00	$ 5600.00
	NUR 240: Int. Medical-Surgical Nursing Care	8.5 Units	$ 1400.00	$ 11,900.00
	NS 221: ***Nursing Transitions (*** for Advanced Placement LVNs only***)	(1 Unit)	($ 1400.00)	**($ 1400.00)**
	Term 4 Tuition Charges (Advanced Placement)	**12.5 Units (13.5 Units)**		**$17,500.00 ($18,900.00)**
	Wolters-Kluwer CoursePoint⁺ - Mandatory			$ 483.33
	Total Term 4 Charges (Advanced Placement)			**$17,983.33 ($19383.33)**

Term 5		Units/Course	Price/Unit	Total Price
	NUR 230: Pediatric Nursing Care	4 Units	$ 1400.00	$ 5600.00
	NUR 250: Psychiatric Nursing Care	4.5 Units	$ 1400.00	$ 6300.00
	Term 5 Tuition Charges	**8.5 Units**		**$11,900.00**
	Wolters-Kluwer CoursePoint+ - Mandatory			$ 483.33
	Total Term 5 Charges			**$12,383.33**

Term 6		Units/Course	Price/Unit	Total Price
	NUR 260: Adv. Medical-Surgical Nursing Care	10 Units	$ 1400.00	$14,000.00
	ADN 154: NCLEX Preparation	1.5 Units	$ 835.00	$ 1252.50
	Term 6 Tuition Charges	**10.5 Units**		**$15,252.50**
	Wolters-Kluwer CoursePoint+ - Mandatory			$ 483.34
	Exam Fee (application for licensure and exam)			$ 500.00
	Total Term 6 Charges			**$16,253.84**

***Total program tuition (see above) will vary by student, depending on how many credits each student transfers from other institutions.**

****Electronic textbooks are included in the Wolters-Kluwer CoursePoint+ package. Students may purchase hard copies of the textbooks at a discount directly from the publisher or they may purchase them elsewhere.**

Consent to Disclosure of Personally Identifiable Information (PII)

In compliance with the Federal Family Education Rights and Privacy Act (FERPA) of 1974 (20 USC § 1232g) , Career Care Institute is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.

You may, at your discretion, grant Career Care Institute permission to release information about your student records to a third party by submitting a completed Consent to Disclosure of Personally Identifiable Information (PII). You must complete a separate form for each third party to whom you grant access to information in your student records. The specified information will be made available only if requested by the authorized third party. Career Care Institute does not automatically send information to a third party.

Submit your completed form to the Registrar's Office. Please note that your authorization to release information has no expiration date; however, you may revoke your authorization at any time by submitting a written request to the Registrar's Office.

1. STUDENT INFORMATION:

Name (*Last, First, Middle Initial*): _____

Mailing Address: _____

Phone Number: ( ) _____Student ID #: _____

2. THIRD-PARTY DESIGNEE:

Name (*Last, First, Middle Initial*): _____

Mailing Address: _____

Phone Number: ( )_____Relationship to Student: _____

3. INFORMATION TO BE DISCLOSED (*check one or more of the boxes below*):

❒ Billing statements, charges, credits, payments, past due amounts, and/or collection activity

❒ Grades/GPA, academic progress status, enrollment information and/or disciplinary records

❒ Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress status

❒ Other information (please specify): _____

4. CERTIFICATION

I authorize the above third party, named in Part 2 above, to access the above indicated student record and/or account information. This authorization does not permit the third party to make any changes.

Student signature: _____Date: _____

School Official Signature: _____Date: _____

Revised 5/2022

Administration, Faculty, And Occupational Advisory Board Members

HEAD OF ADMINISTRATION

Edmund S. Carrasco, Sr.
Founder and CEO

Evelyn Orellana
President and Main Campus Director (Lancaster)

Carolina Olivares
Affiliate Campus Director (Oxnard)

Gabriela Villanueva
Affiliate Campus Director (Moreno Valley)

Herliana Purwadi
Payroll Manager - Main Campus (Lancaster)

Carol Dykehouse, PhD
Dean of Academics - Main Campus (Lancaster)

Carolina Olivares
Dean of Academics – Affiliate Campus (Oxnard)

LANCASTER: *Faculty Members*

Medical Assisting

Kimberly Johnson
Medical Assisting Director/ Instructor
- **Education**: MA Certificate – Charter College
- **Certification**: Certified Medical Assistant
- **Years of Experience**: 12

Dental Assisting

Patricia Garcia
Dental Assisting Program Director/Instructor
- **Education**: RDA – The International Congress of Oral Implantologists and the Association of Dental Implant Auxiliaries and Practice Management
- **Licensure**: Registered Dental Assistant – Dental Board of California
- **Years of Experience**: 22

Limited Permit X-Ray Technician

Luis Bautista
Limited Permit X-Ray Technician Program Acting Director
- **Education:** LPXT – Career Care Institute
- **Licensure**: LPXT - California Department of Public Health - RHB
- **Years of Experience:** 9

Esteban Diaz
Limited Permit X-Ray Technician Program Instructor
- **Education: LPXT** Certificate – Modern Tech College
- **Licensure:** LPXT – California Department of Public Health – RHB
- **Years of Experience:** 26

Vocational Nursing

Dr. LeVance Larry
Director of Nursing
- **Education:** RN, BSN, DNP – Aspen University
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience**: 29

Jennifer Summer
Assistant Director of Nursing/Instructor
- **Education:** LVN Certificate – Career Care Institute; RN – Antelope Valley College
- **Licensure:** RN License - California Board of Registered Nursing
- **Years of Experience:** 10

Mastaneh (Mona) Bashash
VN Department Manager/ATI Director
- **Education:** LVN Certificate – Career Care Institute
- **Years of Experience:** 17

Hugo Villanueva
VN Theory Instructor (Anatomy & Physiology)
- **Education:** MD – Universidad Mayor de San Andres, Bolivia
- **Licensure**: N/A
- **Years of Experience:** 47

Julia Cole
VN Clinical Instructor
- **Education**: LVN, M.Div. – The King's University
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience**: 16

Jason Riley
VN Clinical Instructor
- **Education**: LVN, AS – Shasta College
- **Licensure**: VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience**: 11

Anita Carey-Hill
VN Theory and Clinical Instructor
- **Education:** BSN – West Coast University, BSN - University of Phoenix
- **Licensure:**
- **Years of Experience**: 23

Frances Summers
VN Instructor
- **Education**: LVN, ASN– Pacific College of Nursing
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience**: 9

Delmy Quiroz
VN Lead Theory Instructor
- **Education:** RN – University of Phoenix
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience**: 17

Teni Garba
VN Instructor
- **Education**: BSN - Chamberlain University
- **Licensure**: RN License – California Board of Registered Nursing
- **Years of Experience**: 6

Brandy Andrews
VN Theory & Clinical Instructor
- **Education**: LVN – St. Francis Career College
- **Licensure**: VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience**: 14

Terrian Augustine
VN Clinical Instructor
- **Education:** RN – Dillard University
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience**: 8

April Day
VN Theory & Clinical Instructor
- **Education:** RN – Los Angeles Mission College
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience**: 7

Meisha Gooch
VN Theory & Clinical Instructor
- **Education:** RN – Victory School of Nursing
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience**: 14

Rozlyn Gordon
VN Make-up Instructor
- **Education:** RN – Southwest College
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience**: 35

Steve Lopez
VN Instructor/ Clinical Coordinator
- **Education**: LVN – Career Care Institute
- **Licensure**: VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience**: 7

LaTisha Carter
VN Clinical Instructor
- **Education**: LVN – Career Care Institute
- **Licensure**: VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience**: 12

Allan Ocampo
VN Instructor – NCLEX Review
- **Education:** RN, BSN – Mindanao Medical Foundation College; MSN-Ed. – University of Phoenix
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 10

Peter Chege
VN Tutor
- **Education**: BSC, MSC, PhD – University of Missouri
- **Years of Experience**: 18

Dora Cordero
VN Tutor
- **Education:** LVN – University of Antelope Valley
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience**: 17

Dr. Corrine Stevens
School Counselor
- **Education**: BSN – University of Phoenix, MSN – University of Phoenix, PHN, Ed. D – Argosy University
- **Licensure**: RN License – California Board of Registered Nursing
- **Years of Experience**: 39

Associate Degree Nursing

Imaobong Aliyu
Director of Nursing
- **Education:** RN, MSC – University of Lagos; MSN – Grand Canyon University
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 26

Tarin Ewing
Assistant Director of Nursing
- **Education: RN,** MSN – California Baptist University
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience**: 12

General Education Staff

Caroline Lazar, DC
Anatomy & Physiology Instructor/Microbiology Instructor: Ethics /Psychology Instructor
- **Education:** BA –California State University Northridge**,** Doctor of Chiropractic –Cleveland Chiropractic College
- **Years of Experience:** 28

Connor Kausen
Written and Oral Communication/Psychology Instructor
- **Education**: BA – California State University-Bakersfield; MA – California State University-Northridge
- **Years of Experience**: 13

Noah Hamouche
Intermediate Algebra Instructor
- **Education**: MS, ETI, ENVSP – CSU Long Beach
- **Years of Experience**: 4

Nursing Staff

Sophia Johnson
Nursing Instructor
- **Education**: RN, MSN – Charles Drew University of Medicine and Science
- **Licensure**: RN License – California Board of Registered Nursing
- **Years of Experience**: 6

Dita Pulliam
Assistant Nursing Instructor
- **Education:** RN, BSN – Oregon Health Science University
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 35

Michelle Ramos
Assistant Nursing Instructor
- **Education:** RN, ADN – Mount St. Mary's University
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 20

Yvonne Martinez
Nursing Instructor
- **Education:** RN, BSN – National University
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 15

Catherine Adeyokunnu
Assistant Nursing Instructor
- **Education**: DPN – Aspen University; MBA, HCM – Western Governors University
- **Licensure**: RN License – California Board of Registered Nursing
- **Years of Experience:** 25

Roseth Belarmino
Assistant Nursing Instructor
- **Education:** BSN – Western Governors University
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 13

Yolanda Sifuentes
Clinical Teaching Assistant
- **Education:** RN – LACMC – School of Nursing
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 33

Tiffany L'Roy
Nursing Instructor
- **Education**: RN, NP – Texas A&M University – Corpus Christi
- **Licensure**: RN License, NP License – California Board of Registered Nursing
- **Years of Experience**: 13

OXNARD: *Faculty Members*

Medical Assisting

Laurie Grigg
Medical Assisting Instructor
- **Education**: NRCMA, CPT – Watterson College Pacific
- **Certification**: Certified Medical Assistant - Nationally Registered Certified Medical Assistant
- **Years of Experience**: 30

Limited Permit X-Ray Technician

Alejandro Alcala
Limited Permit X-Ray Technician Program Director/Instructor
- **Education:** XT Certificate – Pasadena Community College, AS – College of the Canyons, BS – University of LaVerne
- **Licensure:** X-ray Technician – California Department of Public Health
- **Years of Experience:** 41

Sara McFee
LPXT Externship Coordinator
- **Education**: X-ray Technician, AA – Simi Valley Adult School and Career College and Moorpark College
- **Licensure:** X-ray Technician – California Department of Public Health
- **Years of Experience:** 12

Vocational Nursing

Dr. LeVance Larry
Interim Director of Nursing
- **Education:** RN, BSN, DNP – Aspen University
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience**: 29

Sandra Gray
Lead Theory Instructor
- **Education:** MSN, RN, CCRN – University of Phoenix
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 34

Lisa Hubbard
VN Clinical Instructor
- **Education:** ASN – Ventura Community College
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 9

Oscar Gutierrez
VN Clinical Coordinator
- **Education:** AA, LVN – Ventura College and PCMI
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience**: 24

Itzel Argueta
VN Instructor
- **Education**: RN, BSN – Ventura College; BA – CSU, Channel Islands
- **Licensure**: RN License – California Board of Registered Nursing
- **Years of Experience**: 21

Brandi Beas Bepler
VN Instructor
- **Education**: AA, LVN – Ventura College and Santa Barbara City College
- **Licensure**: VN License - Board of Vocational Nurses and Psychiatric Technicians
- **Years of Experience**: 13

Jamila Beltran
VN Instructor
- **Education**: BSN, RN – West Coast University
- **Licensure**: RN License - California Board of Registered Nursing
- **Years of Experience**: 14

Ruel Caluya
ATI Coordinator
- **Education**: CHT, CMA – Sol Career Institute & Career Care Institute – Oxnard
- **Licensure**: Dialysis Technician – California Department of Public Health & Certified Medical Assistant
- **Years of Experience**: 7

Carina Cendejas
VN Instructor
- **Education**: FNP, MSN, BSN, RN – Grand Canyon University and University of Southern California
- **Licensure**: RN License - California Board of Registered Nursing
- **Years of Experience**: 6

Maria Diane Corpus
VN Instructor
- **Education**: ADN, RN – Ventura College
- **Licensure**: RN License - California Board of Registered Nursing
- **Years of Experience**: 8

Emiko Housman
VN Instructor
- **Education**: AA, LVN, RN-BC – Kyoto Seika College & Career Care Institute – Ventura
- **Licensure**: VN License - Board of Vocational Nurses and Psychiatric Technicians
- **Years of Experience**: 11

Kimberly Lu
VN Instructor
- **Education**: MPH, MPPA. BS, LVN – Glendale Career College, Loma Linda University, California Lutheran University
- **Licensure**: VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience**: 13

Kathleen Harris
VN Teacher's Assistant
- **Education**: LVN – Oxnard Adult School
- **Licensure**: VN License - Board of Vocational Nurses and Psychiatric Technicians
- **Years of Experience**: 45

Richard Ferraez
VN Clinical Instructor
- **Education**: ADN, RN – Ventura Community College
- **Licensure**: RN License - California Board of Registered Nursing
- **Years of Experience**: 19

Denise Kirkham
VN Instructor
- **Education:** MSN, BSN, RN – University of the Assumption and Western Governors' University
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 24

Tawn Klugman
VN Clinical Instructor
- **Education**: ADN, RN – Moorpark College
- **Licensure**: RN License - California Board of Registered Nursing
- **Years of Experience**: 21

Yvette Torres
VN Instructor
- **Education**: ADN, RN – Ventura Community College
- **Licensure**: RN License - California Board of Registered Nursing
- **Years of Experience**: 10

MORENO VALLEY: *Faculty Members*

Medical Assisting

Diamond Matthews
Medical Assisting Instructor
- **Education**: MA, AA – Platt College
- **Certification**: NCMOA
- **Years of Experience**: 13

Limited Permit X-Ray Technician (LPXT)

Keith Joseph
LPXT Program Director
- **Education**: MA, XT, BS – University of Phoenix
- **Certification**: X-ray Technician – California Department of Public Health
- **Years of Experience**: 11

Vocational Nursing

Tina Darling
Director of Nursing
- **Education**: MSN-Ed, BSN, RN – Chamberlain College
- **Licensure**: RN License – California Board of Registered Nursing
- **Years of Experience**: 29

Kevin Cornett
VN Instructor
- **Education:** LVN, MBA – University of Phoenix
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 28

Anamay Oulette
VN Instructor
- **Education:** LVN, AA
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 25

Sophia Mondol
VN Theory and Clinical Instructor
- **Education:** LVN, MCom – University of Rajshahi
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 17

Misael Hernandez
VN Theory and Clinical instructor
- **Education:** VN Certificate – Summit Career College
- **Licensure:** VN License - Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 16

Cynthia Seeman
VN Clinical Instructor
- **Education:** AA – Cerritos College
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 32

Paul Arroyo
VN Instructor
- **Education:** VN, AA
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 8

Laura Antow
VN Theory and Clinical Instructor
- **Education: RN,** AA – Carrington College
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 6

Demetrus Jones
VN Theory and Clinical Instructor
- **Education:** RN, MSN – Chamberlain University
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience: 24**

Lenna McKeough
VN Theory and Clinical Instructor
- **Education:** LVN, AS – College of the Desert
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 20

Thilageswari Ramiah
ATI Coordinator
- **Education:** VN Certificate – Malaysian Registered State
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 6

Fernando Anglin
VN Theory and Clinical Instructor
- **Education:** LVN, AS – Mt. San Antonio College
- **Licensure:** VN License - Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 11

ADVISORY BOARD MEMBERS

Career Care Institute has an active Advisory Board comprised of professionals in the community as well as other qualified instructional staff and faculty who are working in the allied health field. The functions of the Board are to keep the college's programs current with innovations in the allied health field and to make recommendations regarding the institution's mission, objectives, equipment, and curriculum.

Advisory Board of Professionals *(Lancaster Campus)*
- Medical Assisting Program
  - ❖ Jacqueline Diaz
  - ❖ Denitas Dunlap

- Denise Henderson
- Daniel Montas De Oca

- Dental Assisting Program
  - Crystal Adler, DA
  - Elizabeth Gonzalez
  - Jarita Johnson
  - Martha Markarian
  - Juan Moncada
  - Alma Orozco
  - Marta Palacios

- Limited Permit X-Ray Technician Program
  - Belinda Castor
  - Kathynia Costa, XT
  - Adreanna Gonzalez
  - Jamie Moritz
  - Sharon Rocca

- Vocational Nursing Program
  - Takira Florence
  - Crystal Muniz
  - Kateri Dulzac
  - Katie Holmlund
  - David Pearson
  - Jason Willis
  - Danielle Cruz
  - Shana Molt
  - Jacqueline Bisantz

- Associate Degree Nursing Program
  - Jackie Bisantz
  - Shane Carlson
  - Ana Catalan
  - Katie Holmlund
  - Shana Molt
  - Crystal Muniz
  - Karen Roseberry
  - Thomas Viall
  - Tei Vanderford
  - Jason Wilson

Advisory Board of Professionals *(Moreno Valley Campus)*

- Medical Assisting Program
  - Victoria Callaway
  - Andrea Meda, MA
  - Mariely Romero, MA
  - Dewri Wayne, PA

- Limited Permit X-Ray Technician Program
  - Victoria Callaway
  - Jim Collins, XT
  - Prasha Dahlle, MD
  - Esther Perez
  - Jose A. Saucedo, XT

- Vocational Nursing Program
  - Marissa Calma, LVN
  - Natalie Croan, DON
  - Kendra Pineda, DSD

Advisory Board of Professionals *(Oxnard Campus)*

- Medical Assisting Program
  - Carolyn Hacken, MA
  - Esperanza Collins, MA
  - Kristen Crosby, MA
  - Richard Ferraez, RN
  - Isabel Leanos
  - Elvia Rhodes
  - Denise Silveyra
  - Suleyma Sanchez, MA
  - Jovani Tamayo, MA

- Dental Assisting Program
  - Jeremy Patelzick, DDS
  - Jeremy Potts, DMD
  - Julia Graves, RDA

- Limited Permit X-Ray Technician Program
  - Ignacio Govea, XT/MA
  - Isabel Leanos, XT
  - Alma Rodriguez
  - Denise Silveyra, XT
  - Carlo Torres, XT

- Vocational Nursing Program
  - Brian Alejandre
  - Nick Catalano
  - Melinda Escalante
  - Vincent Gonzaga
  - Jeric Renz Gonzales
  - Charlene Gorospe
  - Timothy Hisey
  - Shelby Kirela
  - Jessica Orr
  - Ivy Roubidoux
  - Denis Zavatski