Career Care Institute

Student Catalog
June 1, 2020 – May 31, 2021

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

Revised July 2020

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 in 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 in 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.

Although every effort has been made to assure the accuracy of the information in this student catalog, 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.

General Information

HOURS OF OPERATION (All Campuses)

Office Hours:
8:00 AM to 6:00 PM Monday–Thursday
8:00 AM to 2:00PM or 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. The campus is within easy access of the 14 Freeway.

Oxnard Campus (Branch Campus)
Branch Campus Director, Rubén Pérez-Schulz

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 (Branch Campus)
Branch Campus Director, Natalie Morales

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.

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 in 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 and Oxnard)
- ***Coronal Polishing,*** approved by the Dental Board of California. (Lancaster and Oxnard)
- ***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 in 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

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

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

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 in Nursing program is approved by the Board of Registered Nursing.

Oxnard: Branch 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
- Dental Assisting
- Limited Permit X-Ray Technician
- Vocational Nursing

The Oxnard 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.

Moreno Valley: Branch 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
- Vocational Nursing
- Limited Permit X-Ray Technician

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 diploma (from an approved institution), GED, or its equivalent. The Admissions Representative may refer applicants that have not attained a high school diploma, GED, or its equivalent to an agency where they may obtain one. (**)
- A valid ID and social security card is also required.
- Students must submit a negative 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. (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 in Nursing

**Students MUST produce a High School diploma (from an approved institution) or its equivalent prior to their first day of class.

ADA/SECTION 504-DISABILITY ACT

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act prohibits 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 Disability 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).

ADA/Section 504-Disability Act Coordinator:

Carol Dykehouse
43770 15th St. West, Suite 115
Lancaster, CA 93534
Phone: (661) 942-6204

ABILITY-TO-BENEFIT (ATB) TESTING

CCI does not admit new ATB students.

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 TEAS® for Associate Degree Nursing).

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

NON-DISCRIMINATORY POLICY

Career Care Institute is an equal opportunity institution providing an educational and working environment free from discrimination for students and employees. The Institute does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, religion, disability, or age in its programs and activities. The Institute applies its policy consistently and uniformly. The Campus Director may be contacted with any inquiries or complaints regarding the Non-Discrimination Policy.

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 ADN 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 dormitories facilities, and it is not responsible for finding or assisting students in finding housing. Students can find housing at approximately 0.2 miles from campus. A one-bedroom apartment starts out at approximately $1,100 per month.

Oxnard
Career Care Institute does not offer housing assistance or dormitories facilities, and it is not responsible for finding or assisting students in finding housing. Students can find housing at approximately 2 miles from campus. The rate for a one-bedroom apartment starts out at $1250 per month.

Moreno Valley
Career Care Institute does not offer housing assistance or dormitories facilities, and it is not responsible for finding or assisting students in finding housing. Students can find housing at approximately 1.5 miles from campus. A one-bedroom apartment starts at the rate of $1,200 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.

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. Student's 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 http://ccicolleges.edu/general-disclosures/?

Notification of Crime Statistic Reporting

The school compiles crime statistics and inspects campus grounds 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 http://ccicolleges.edu/general-disclosures/? (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.

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.

Career Care Institute complies with Title IX provisions. Students, faculty, and staff can seek assistance with Title IX concerns by writing to the office of the Title IX Coordinator.

Title IX Coordinator:

Ms. Evelyn Orellana, Title IX Coordinator
43770 15th St. West, Suite 115
Lancaster, CA 93534
Phone: 661-942-6204

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 California Code of Regulations Division 7.5. Private Postsecondary Education - 105 - 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 never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

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.

Each program has different requirements that students should review prior to enrollment. Please review the requirements carefully.

*Since the school may find it necessary to transition to an online format in times of emergency, 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. 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 in Nursing
All courses in the Vocational Nursing and Associate Degree in 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 are using 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® & NCLEX-RN® exams. We recommend that our VN students use ATI® as a resource throughout their program.

For optimal testing experience, we recommend a wired network connection and these preferred browsers:

Windows:
- Windows® (latest and updated version)
- Mozilla Firefox® (latest and updated version)
- Internet Explorer® (latest and updated version)

Mac:
- Mac OS X (latest and updated version)
- Mozilla Firefox® (latest and updated version)
- Safari® (latest and updated version)

Other Software:
- Silverlight® (latest and updated version)
- Adobe Acrobat® Reader X or higher
- Adobe Flash Player® 11 or higher

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

- Nicole MacFarlane – Student Services Director
- Byanka Garcia – Student Services Representative
- Sarah Pramono – Student Services Representative
- Alex Leyton – Student Services Clerk
- Elizabeth Carrasco – Student Services Clerk

Oxnard: Branch Campus

- Eve Mosley – Student Services Representative
- Karen Sides – Student Services Representative

Moreno Valley: Branch Campus

- Jordon Wilson -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 it is presented in the classroom. Each student is encouraged to utilize 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 which 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, lifetime 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 can be made, but walk-ins are also welcome.

Career Services Department Staff per Campus:

Lancaster: Main Campus

- Martha Hoang – Career Services Director, Ext. 105
- Sierra Imperial – Career Services Representative, Ext 115

Oxnard: Branch Campus

- Martha Hoang – Career Services Director, Ext. 105
- Sierra Imperial – Career Services Representative, Ext 115
- Karen Sides – Career Services Representative, Ext. 309

Moreno Valley: Branch Campus

- Martha Hoang – Career Services Director, Ext. 105
- Sierra Imperial – Career Services Representative, Ext 115

Job Placement Assistance Program

A graduate may continue to utilize job placement assistance services indefinitely 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 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 the 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.

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. Students' transcripts and/or certificates will not be released if financial obligations are not met. Active students are eligible to receive unofficial transcripts at no cost. Student records are maintained for five years with the exception of student academic transcripts that are maintained indefinitely.

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 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, 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 fee per assessment for students transferring into the Limited Permit X-ray Technician and Vocational Nursing programs; the fee for each transfer assessment for the Associate Degree Nursing program is $500.00

Career Care Institute has not entered into any credit transfer agreement with any college or university.

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 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 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 that 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 (According to regulation CCR 1430)*.**

"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."

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 letter-head of the particular entity or certificates indicating successful completion of a course. Students may challenge NS 120 Nursing Fundamentals, NS 230 Medical-Surgical Nursing I, NS 240 Obstetrics, Neonates, and Women's Health in Nursing, and NS 244 Nursing Care of Children. **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 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 (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.

*****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 **NS 200 Transition to Registered Nursing**.

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:** NS 200 Transitions (0.5 Theory Units); (0.5 Clinical Credit/Unit)
- **Term 2**: NS 120 Nursing Fundamentals (3 Theory Units); (3 Clinical Units) (if challenge is unsuccessful)
  NS 130 Pharmacology (2 Theory Units)
- **Term 3**: No classes if all challenge exams passed.
  NS 230 Medical-Surgical Nursing I (3 Theory Units); (3 Clinical Units) (if challenge is unsuccessful).
- **Term 4**: No classes if all challenge exams passed.
  NS 240 Obstetrics, Neonates, and Women's Health in Nursing (2 Theory Units); (2 Clinical Units) If challenge is unsuccessful)
  NS 244 Nursing Care of Children (2 Theory Units); (2 Clinical Units) (if challenge is unsuccessful)
- **Term 5**: NS 250 Introduction to Community-Based Nursing (2 Theory Units); (1 Clinical Units)
  NS 252 Geriatric Nursing (2 Theory Units); (1 Clinical Units)
  NS 254 Psychiatric-Mental Health Nursing (2 Theory Units); (1 Clinical Unit
- **Term 6**: NS 260 Medical-Surgical Nursing II (3 Theory Units); (4 Clinical Units)
  NS 262 Nursing Roles & Leadership (3 Theory Units); (2 Clinical 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 registered nurse in other states.

Term 1: **BIO 112** Human Physiology (3 Theory Units); (1 Lab Unit)
Term 2: **BIO 120** Microbiology (4 Theory Units); (1 Lab Unit)
NS 200 Transition to Registered Nursing (0.5 Theory Units); (0.5 Clinical Units)
Term 5: **NS 252** Geriatric Nursing (2 Theory Units); (2 Clinical Units)
NS 254 Psychiatric-Mental Health Nursing (2 Theory Units); (1 Clinical Units)
Term 6: **NS 260** Medical-Surgical Nursing II (3 Theory Units); (4 Clinical Units)
NS 262 Nursing Roles & Leadership (3 Theory Units); (1 Clinical Units)

Individuals seeking the non-degree 30 unit option are required to take **NS 200 Transition to Registered Nursing**.

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

***Applicants for advanced placement LVNs 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.

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 direct person 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

Campus Director
Evelyn Orellana (661) 942-6204, Ext. 248

Student Services Director
Nicole MacFarlane (661) 942-6204 Ext: 122

Moreno Valley Campus

22500 Town Circle, Suite 2205
Moreno Valley, CA 92553

Branch Campus Director
Natalie Morales (951) 214-6446, Ext. 203

Student Services Representative
Jordon Wilson (951) 214-6446, Ext. 201

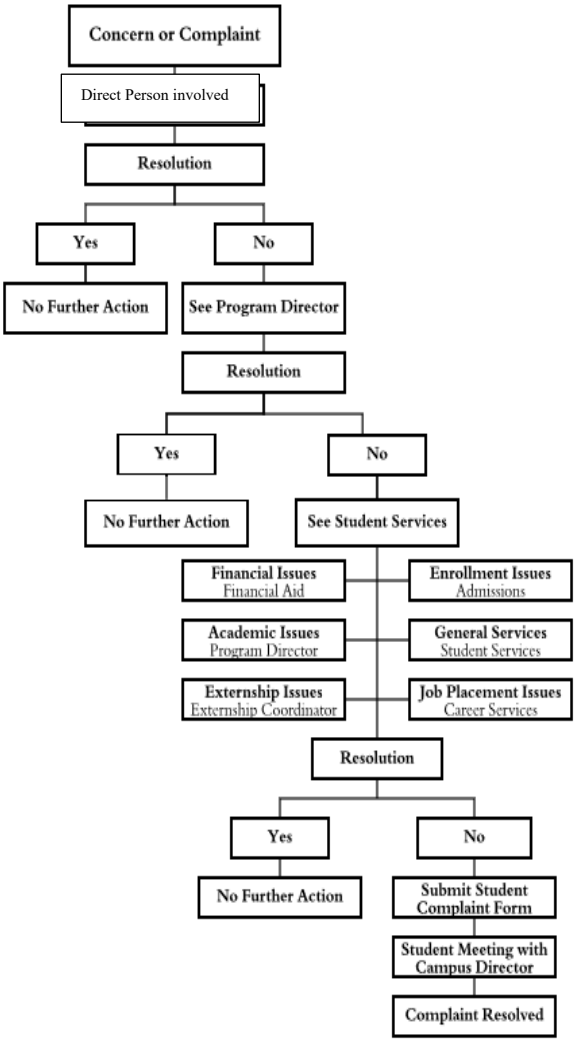
Oxnard Campus:

2051 North Solar Drive, Suite 100
Oxnard, CA 93036

Branch Campus Director
Rubén Pérez-Schulz (805) 477-0660, Ext. 301

Student Services Representative
Eve Mosley (805) 477-0660, Ext. 308
Karen Sides (805) 477-0660, Ext. 309

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, 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 your CCI issued e-mail on a regular basis.

Students that 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 or smart watches *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. 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.
- Testing positive during any drug screening.
- 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
- Causing patient, student, or staff endangerment
- Participating in, conducting, and/or encouraging any type of bullying
- Blatant violations of the Academic Honor Code (e.g., cheating, plagiarism)

Other Conduct Violations:

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

- Failure to comply with the Program Exclusion Policy.
- Not wearing school uniform during school hours.
- 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.

Under extreme circumstances the Instructor, Student Services, or Campus Director has the authority to dismiss the student from class until the Appeal 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. 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, eye lash 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.

CCI Uniform Requirements:

- Students are required to wear a clean, school uniform while in school. The uniform consists of school scrub top, pants and badge issued by Career Care Institute. Lab Coats must be worn while participating in lab procedures, according to OSHA guidelines.
- **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. No sandals or opened-toed 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 long-sleeved.
- A white thermal or white long-sleeved shirt with no marking, logos, or designs may be worn under the uniform for warmth.
- A white long sleeve sweatshirt with no marking, logos, or designs may be worn over the uniform for warmth. **Hoodies are not permitted**.
- CCI logo clothing may be worn on campus as part of the uniform.
- White CCI scrub tops and lab coats are designated clinical attire. 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 piercing 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/level/term. **Unsatisfactory attendance** occurs when a student receives more than ***one*** absence in a module/level/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 who acquires one (1) absence within a module will be subject to a warning. A student who accumulates two (2) absences within a module will

be subject to a final warning. A student who accumulates 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 resultant 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 each **level.** 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.

Students will be subject for 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.

Associate Degree in Nursing Attendance
Theory Attendance
Faculty believes 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. **Excessive absences or tardiness will negatively impact continuation in the program**.

Following a health alteration or diagnosed infectious disease that would prevent the student from safely attending theory, 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.

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, and has no more than three (3) absences per term.

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 whatever reason from a scheduled clinical experience, a clinical makeup will be scheduled.

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 proctor 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.

Attendance Probation
Students who accumulate three (3) absences or more in a module/level/term will be subject to Appeal (See Program Exclusion Policy). After meeting with the Appeal 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.

Absences due to an extenuating circumstance will be considered during the appeal hearing when valid documentation has been submitted. All absences must be made up according to the Attendance Make-Up Policy. Students may request that Program Exclusion Notifications due to the above stated extenuating circumstances 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.

ATTENDANCE MAKE-UP POLICY
Certificate Programs

To ensure that students successfully 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. Student receives a Theory make-up packet or project from instructor.
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 or typed 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 assignment.
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 level.

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 Level. 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 failing 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, voice mail on the faculty telephone if he/she will be absent or late.
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. Leaving more than fifteen (15) minutes from the end of a clinical experience constitutes an absence.
7. 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.
8. Failure to complete the required clinical and simulation activities and/or competencies within any course will result in failure of that course.
9. All clinical absences will be noted on the clinical evaluation form.
10. Clinical tardiness is defined as arriving later than five (5) minutes after the designated clinical start time or upon returning from break.
11. Tardy occurrences will be noted on the student's clinical performance evaluation and may impact successful completion of the clinical component of the course.
12. The third tardy occurrence will result in an additional absence on the student's evaluation.

13. A student arriving fifteen (15) minutes after the designated start time for any clinical experience will be marked absent and may be sent home at the discretion of the instructor and circumstances for being tardy.

14. 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.

15. A student not calling in to inform of an absence or tardy is "No Call, No Show." A student having two (2) "No Call, No Show" events throughout the course may be dismissed from the program immediately. Students dismissed from the program may be eligible to apply for the Re-Entry process.

16. The student will receive a student advisement after the first "No Call, No Show" as forwarning with a plan of action (to call prior to an absence or tardy).

17. 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.

18. 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.

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

20. Students persisting in absences and/or tardiness are subject to disciplinary action up to and including dismissal from the program. Students dismissed from the program may be eligible to apply for te Re-Entry process.

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 evaluation 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 criteria 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. The student's 150% timeframe for program completion will be reviewed by Administrative staff prior to approving the LOA. If the LOA will exceed the 150% timeframe, the LOA will be denied, and student may be advised to withdrawal from the program and re-enter at a later time.
6. Once the student has received written approval from Student Services that the leave of absence has been approved, the student may begin leave.

7. 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.
8. 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/level 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 of the Month
- 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 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 for learning.

Students have the responsibility to:

1. Be fully knowledgeable of the Academic Honor Code
2. Produce their own work
3. Encourage honesty among their fellow students

Faculty has the responsibility to:

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

***A*cts 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.

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)

Academic Progress
If the student's performance measurements are below the minimum, 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 a 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 a 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 levels, if a student misses a **quiz**, the student must take the quiz within the same week of the absence and or as instructor's schedule allows and will begin the quiz at a 10-point reduction (90%, or 45/50 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-point reduction (90% questions).

If a student is aware of a need for an absence 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 achieve.

ADN PROGRAM
In all courses, if a student misses a quiz due to extenuating circumstances, the student must take the quiz within the same week of the absence and or per instructor's schedule and will begin the quiz at a 10-point reduction (90%).

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-point reduction (90%).

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

*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.

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 level in Levels 1 – 3 and in each subject in Level 4. A student scoring 74.9% and below will be issued a Program Exclusion Notice for Extreme Academic Failure and must repeat the level or repeat the subject if in Level 4. **Please refer to the VN Guidelines for more details regarding the grading policy.**

REMEDIATION REQUIREMENTS

A student who fails a quiz, midterm, or final will meet with their 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 VN program please refer to the VN Guidelines.

ADN PROGRAM GRADING POLICY

All students are required to achieve a passing score of 75% or greater in each course in order to progress to the next term. A student scoring 74.9% and below 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.**

REMEDIATION REQUIREMENTS

A student who fails a quiz, midterm, or final will meet with 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

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/level/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/level/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/level/class. A grade of "W" (Withdrawal) indicates that the module/level/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/level/class. A student earning less than the minimum grade requirement must repeat and satisfactorily pass the module/level/class coursework prior to his/her graduation.

REPEAT POLICY

Vocational Nursing

If the Institution determines that a student is required to repeat any portion of his/her training, he/she must wait until the level is offered again within the program. Students who are repeating a level may be able to take an administrative leave of absence (ALOA) to remain in good standing. Students may qualify to repeat a maximum of **one level** per enrollment. The 150% timeframe for program completion will be reviewed prior to approving the ALOA.

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

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 in Nursing

The ADN program currently does not allow students to repeat a course within the same enrollment.

RE-ENTRY POLICY

Former students seeking to re-enter into Career Care Institute 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 Program Director will state which level/module/term the student is eligible to return to and issue a Program Director Recommendation. The student will meet with Student Services to appeal. 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.

Requests to re-enter do not guarantee that a student will be accepted into the program. Students may not exceed two (2) enrollments into Career Care Institute. Exceptions may be made upon Campus Director's approval.

Associate Degree in Nursing
Students may re-enter into the program ***one*** time. Student may not exceed two (2) enrollments into Career Care Institute.

STUDENT SEXUAL HARASSMENT POLICY

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 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. Sexual 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 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.

I. Definition of Sexual 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.

A. **Quid Pro Quo.** The type of harassment traditionally referred to as quid pro quo harassment occurs if a teacher or other employee conditions an educational decision or benefit on the student's submission to 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, sexual harassment can include actions that do not explicitly or implicitly condition a decision or benefit on submission to sexual conduct. Harassment of this type is generally referred to as hostile environment harassment. This type of harassing conduct requires a further assessment of whether or not the conduct is sufficiently serious to deny or limit a student's ability to participate in or benefit from the school's program based on sex.

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. **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 will also include information on when, how, where and to whom to report and grieve incidents of sexual harassment. Administration will keep a record 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 alleged harasser from the 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 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, 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 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 the complainant at the conclusion of the investigation. The recommended action may be subject but not limited to a Program Exclusion Notification, which may result in termination.

- If the 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 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.

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.

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.

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

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

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

Center for Substance Abuse Prevention
(800)967-5752

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 in Nursing programs do not have externship programs; however, Vocational Nurses and Associate Degree Nurses 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 PPDF 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 externship 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

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 breech 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 vary between thirty (30) and ninety (90) days, 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.

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 PENS per enrollment. Students may be terminated upon issuance of the second PEN in the same category or issuance of a fourth overall PEN.

(*Attendance for Vocational Nursing students is monitored separately for theory and clinical. VN 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.

Upon the Campus Director's approval, a PEN may be voided from the student's record if verifiable documentation of extenuating circumstances for each infraction is submitted. Students may have a maximum of two (2) PENs voided within the same enrollment.

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 two 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. The student must be present for the appeal scheduled by the Student Services Director/Representative 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 suspension or 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 Director/ Representative.

Voided Program Exclusion Notifications
Program Exclusion Notifications may be voided with the Campus Director's approval upon receipt of verifiable documentation from the student when extenuating circumstances are deemed valid. Voided PENs will remain in student's file for documentation purposes but will not count against the student. **Students may have a maximum of two (2) PENs voided within the same enrollment.**

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 a thirty (30) day 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.

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 Financial Authority of Maine (FAME), 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.

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.

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 diploma (from an **approved** institution) or a General Education Development (GED) certificate. **Students MUST provide a High School diploma 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
- Not be convicted of a drug offense that occurred while he/she was receiving federal student aid (eligibility is suspended for a time period)
- 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 (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 in Nursing.

Responsibilities
As a recipient of financial aid, there are certain rights and responsibilities of which students should be aware. 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.

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
DA	20 Weeks	Minimum of 70% & 361 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

Program of Study	Evaluation Point	Benchmarks CGPA and %
VN Level II	Level 2 Week 3	Minimum of 75% & 451 Hours
VN Level III	Level 3 Week 5	Minimum of 75% & 901 Hours
VN Level IV	Level 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

Students not meeting these benchmarks are not meeting Satisfactory Academic 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 warning meets or exceeds the benchmark, the student is taken off academic 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 probation. Students on academic 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 the Appeal Procedures.)

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

VA BENEFITS

CCI is approved for Veteran's Administration (VA) benefits. Students may be eligible for VA benefits that help pay for education. The following is a list of the programs that apply to education:

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

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 – eBenifits, 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 find 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).

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 three months, 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 Condition*s

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 up to 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 *cancelation/withdrawal.* If the student attends class for more than seven days and then incurs eight 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 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 using the "Refund" function from FAME.

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**
06/29/2020	03/21/2021
07/27/2020	04/25/2021
08/24/2020	05/23/2021
09/21/2020	06/20/2021
10/19/2020	07/18/2021
11/16/2020	08/15/2021
12/14/2020	09/12/2021
01/18/2021	10/102021
02/15/2021	11/07/2021
03/15/2021	12/05/2021
04/12/2021	01/16/2022
05/10/2021	02/20/2022
06/07/2021	03/20/2022

***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**
06/08/2020	02/28/2021
07/07/2020	03/28/2021
08/03/2020	05/02/2021
08/31/2020	05/30/2021
09/28/2020	06/27/2021
10/26/2020	07/25/2021
11/23/2020	08/22/2021

***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**
05/11/2020	06/04/2021
09/14/2020	10/10/2021

Oxnard: Branch Campus	
Start Date	**Expected Grad Date**
04/06/2020	04/23/2021
08/03/2020	08/27/2021
12/07/2020	10/18/2021

Moreno Valley: Branch Campus	
Start Date	**Expected Grad Date**
04/06/2020	04/23/2021
07/27/2020	08/20/2021
11/30/2020	12/31/2021

Class session TBD for each start date. Start dates for 2021 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 levels.

Lancaster: Main Campus	
Start Date	**Expected Grad Date**
01/27/2020	05/09/2021
05/25/2020	09/12/2021
**10/05/2020	01/09/2022
**12/07/2020	04/03/2022

**Pending State approval

Oxnard: Branch Campus	
Start Date	**Expected Grad Date**
05/04/2020	08/29/2021
10/05/2020	02/14/2021
**12/07/2020	04/10/2022
**03/22/2021	07/17/2022

** Pending State approval

Moreno Valley: Branch Campus	
Start Date	**Expected Grad Date**
06/29/2020	10/17/2021
09/21/2020	01/23/2022
**12/07/2021	04/03/2021
**Spring 2021	TBD

** Pending State approval

Associate Degree in Nursing Program

Lancaster: Main Campus	
Start Date	**Expected Grad Date**
Fall 2020	Fall 2022
Fall 2021	Fall 2023
TBD	

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 level/module/course. In the case 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/level/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 Day and day after
- Christmas Day

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

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. 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 NCCT. CCI offers the NCCT test site to active CCI students and to the public. NCCT is included in the 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.

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 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.
- 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 nonrefundable registration fee is due upon enrollment.**
- All applicants must have a high school diploma (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 diploma, GED or its equivalent to an agency where they may obtain one.
- **Student 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 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: 72

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.

The 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, homework, 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: 72

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, homework, 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: 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: 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, homework, 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: 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: 72

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, homework, 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: *CPR & First Aid* (MA15)

Clock Hours Awarded: 72

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, homework, 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: 72

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.

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; 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. 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, homework, 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: *Diagnostic Procedures of the Immune & Nervous System (MA17)*

Clock Hours Awarded: 72

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, homework, 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 System* (MA18)

Clock Hours Awarded: 72

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; the digestive system; the mouth, esophagus, stomach, small intestine, large intestine; diagnostic examinations; disorders and disease; medical ethics and liability; ethical and legal responsibilities; licensure requirements; professional liability; physician and patient rights; medical assistant rights; negligence; medical records. 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, homework, 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.

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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.
- Turn in all externship time cards and site evaluations.
- Take the NCCT certification.
- 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*		$80.00
Books		
MA Textbook	$129.90	
MA Workbook	$130.02	
Medical Terminology	$123.55	
Mind Tap MOSS 3.0 (12 mo access SimCard	$116.53	
NCCT Interactive Review System (Online)	$50.00	
	TOTAL	$550.00
Supplies: stethoscope + training supplies		$400.00
Uniform: 1 set + lab coat		$85.00
Exam Fee: NCCT/MMCI		$0.00
STRF		$0.00
Tuition		$11, 635.00
TOTAL:		$12,750.00
Required item not included in tuition		
Entrance Exam fee*		$20.00

*(*Fees are Non-Refundable)*

DENTAL ASSISTING

(Offered at Lancaster and Oxnard Campuses)

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. 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 receive a minimum of 12 points in 12 minutes on the SLE exam in order to pass.)
- 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 nonrefundable registration fee is due upon enrollment.**
- All applicants must have a high school diploma (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 diploma, GED or its equivalent to an agency where they may obtain one.
- **Student 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 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: 70
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: 72

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

Instructional Resources and Materials Used:

- Text book: Modern Dental Assisting, Bird Robinson
- Work book: 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 manikins

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: 72

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

Instructional Resources and Materials Used:

- Text book: Modern Dental Assisting, Bird Robinson
- Work book: 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: 72

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

Instructional Resources and Materials Used:

- Text book: Modern Dental Assisting, Bird Robinson
- Work book: 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 managements, 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 manikins 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: 72

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

Instructional Resources and Materials Used:

- Text book: Modern Dental Assisting, Bird Robinson
- Work book: 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 successfully expose a radiograph 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: 72 hours

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

Instructional Resources and Materials Used:
- Text book: Modern Dental Assisting, Bird Robinson
- Work book: 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 manikin 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: 72 hours

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

Instructional Resources and Materials Used:
- Text book: Modern Dental Assisting, Bird Robinson
- Work book: 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: 72

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

Instructional Resources and Materials Used:

- Text book: Modern Dental Assisting, Bird Robinson
- Work book: 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.
- 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

*(*Fees are Non-Refundable)*

Dental Assistant Program		
Registration*		$80.00
Books DA Textbook DA Workbook Medical Terminology	$330.25 $169.75	$500.00
Supplies: goggles + training supplies		$500.00
Uniform: 1 set + lab coat		$85.00
STRF		$0.00
Tuition		$11,535.00
TOTAL		**$12,700.00**
Required Item Not Included in Tuition Entrance Exam Fee*		$20.00

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.

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 96 hours of Basic Back Office Medical Assisting/EKG Technician Assisting and 804 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 are required to take a WONDERLIC entrance exam. A passing score is required for enrollment. Students must score the following in math and reading comprehension:
  - ***300 Math;***
  - ***300 Verbal***
- 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 nonrefundable registration fee is due upon enrollment.**
- All applicants must have a high school diploma (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 diploma, GED or its equivalent to an agency where they may obtain one.
- **Student 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 school reserves the right to deny admission to prospective students if the provisions above are not properly completed and submitted.

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 diploma 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 1:30 PM-6:00PM
Evening Class: Monday-Thursday 5:00 PM - 9:30 PM
Courses:

- MA11 – Basic Back Office Skills (144 hours)
- XT1 – LPXT Module 1 (235.5 hours)
- XT2 – LPXT Module 2 (232.5 hours)
- 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 diploma or equivalent, passing scores on the CCI entrance exam of 300 in math and 300 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 both includes 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. 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. 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. Subjects include radiation biology and protection; anatomy and physiology; lower extremity radiography; torso-skeletal radiography; radiography of pediatric and geriatric patients. 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 being placed 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 will be 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 school 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 class meets 6 hours a day, one day a week for 6 weeks, for a total of 36 hours. Students are required to attend the XT Review Course and pass an Exit Exam 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, 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.
- 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 successfully 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, pillow cases, gowns, and anatomical markers.**

Limited Permit X-Ray Technician Program		
Registration*		$80.00
Books:		
Medical Assistant Admin/Clinical Comp. Text and Workbook	$156.95	
Radiography Essentials for Ltd Practice	$93.95	
Radiography Essentials Workbook	$38.95	
Radiographic Positioning Textbook	$205.00	
Radiographic Positioning Workbook	$110.00	
Digital Radiography and PACS	$79.95	
Essentials of Radiation Biology and Protection	$119.95	
ROC Test Preparation	$0.00	
	TOTAL	$804.75
Supplies: Dosimeter + Film + Training Supplies + RDC (badges)		$500.00
Uniform: 1 set + lab coat		$85.00
State Licensing Exam: Chest, Torso and Extremities		$500.00
STRF		$0.00
Tuition		$19530.25
Total		**$21,500.00**
Required Item Not Included in Tuition		
Entrance Exam Fee*		$40.00

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® *(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 a WONDERLIC entrance exam. A passing score is required for enrollment. Students must score the following in math and reading comprehension:
  - ***300 Math;***
  - ***350 Verbal***
- 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 nonrefundable registration fee is due upon enrollment.**
- All applicants must have a high school diploma (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 diploma, GED or its equivalent to an agency where they may obtain one.
- **Student 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.

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 per 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 per 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._ **A titer showing immunity to Polio 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 per 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 per 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 and Diphtheria vaccinations are also required**

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 physiologic 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 nonrefundable 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).

62 Week Program
Program clock hours: 1564
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 levels each comprised of between 386 and 404 hours each. Courses are described briefly below.

Program Overview
The Vocational Nursing Program is a 62-week program consisting of four levels. Theory classes are five hours in length and are in session two days per week.

Clinical classes are usually 8 hours in length, but they can be as long as 12 hours. Classes are in session two days per week. Theory classes are typically the same two days for each level; however, based on clinical facility contracts, theory days and times may change per level. **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 Level 1-3) or subject in Level 4.

**The curriculum for this program is currently under revision, so information regarding program length, course descriptions, and program clock hours is subject to change.*

COURSE DESCRIPTIONS

Course Title: VN Level I

Clock Hours: 387

Prerequisites: Enrollment, passing score on entrance exam, attending orientation, submitting all required health documents by deadline.

Description: VN Level I is designed to provide the beginning student with an introduction to personal and vocational relationships in nursing. Emphasis is placed upon the application of the nursing process within the context of the Licensed Vocational Nursing scope of practice, the health care environment, critical thinking, the caring role, and basic nursing skills and procedures, including physical assessment.

THEORY GRADING CRITERIA:
At the end of the course, students must achieve a GPA of 75% or higher in each category (Fundamentals and

Pharmacology) 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/level is above 75%, the student will not advance to the next level. 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 Level II

Clock Hours Awarded: 387

Prerequisites for this course: Successful completion of VN Level 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.

Course Description: VN Level II is designed to provide the student with a foundation in medical/surgical nursing. Topics include general care of patients having problems with pain, cancer, immobility, and fluid and electrolyte imbalances. Emphasis is placed upon care of patients with disorders of the skin, endocrine glands, blood, cardiovascular and respiratory systems, utilizing the nursing process. Students are assessed by means of quizzes, exams and practical exams.

THEORY GRADING CRITERIA:
At the end of the course, students must achieve a GPA of 75% or higher in each category (Medical Surgical, Anatomy and Physiology, 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/level is above 75%, the student will not advance to the next level. 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 Level III

Clock Hours Awarded: 386

Prerequisites for this course: Successful completion of VN Level 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.

Course Description: This course is a continuation of Medical/Surgical Nursing. Emphasis is placed upon care of patients with musculoskeletal, gastrointestinal, neurological, eye and ear, urological and reproductive disorders and patients with AIDS, utilizing the nursing process.

THEORY GRADING CRITERIA:
At the end of the course, students must receive a grade of 75% or greater in each category (Medical Surgical, Anatomy and Physiology, 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/level is above 75%, the student will not advance to the next level. 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 Level IV

Clock Hours Awarded: 404

Prerequisites for this course: Successful completion of VN Level III.

Course Description: This course is designed to provide the senior student with basic knowledge in several specialty areas: family nursing, pediatrics, mental health, home health, hospice, and rehabilitation. Emphasis is placed upon care of these patients utilizing the nursing process. Other important topics include leadership and supervision. Preparation for a career as a VN is also covered.
THEORY GRADING CRITERIA:
At the end of the course, students must earn a grade of 75% or higher in each subject (Mental Health/Obstetrics; Pediatrics; Growth and Development, Hospice, Rehab; and Management) in order to pass.

If the student's grade is below 75% in Mental Health/Obstetrics and/or Pediatrics, the student will

receive a PEN for Extreme Academic Failure and must repeat the level. If the student's grade is below 75% in Growth & Development and or Leadership, the student may continue in the program but must either submit a yellow paper or repeat the failing category in order to complete the program successfully. For a further breakdown of theory grading criteria, students may refer to the VN Guidelines.

*The course information for the Vocational Nursing program presented in this catalog is subject to change as the curriculum is currently under revision.

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 Level l. Throughout each level, students are assigned practice tests, tutorials, and proctored examinations using the ATI® PN Comprehensive Assessment & Review Program (CARP) as appropriate. Currently: Level 1, 3, and 4 students are assigned Specialty Proctored Assessment exams that correlate with the subject matter they are expected to have been mastered within each level. Dates for all assessments *are* available in the students' level calendar from their theory instructors (given in week one of each Level). There are no Specialty Proctored Exams in Level 2; instead, students are given individual ATI® homework assignments.

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 level 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 1564 hours of instruction: 588 theory, 976 clinical,
4. Satisfy all financial obligations, and
5. Achieve a passing score on résumé from Career Services.
6. 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 per 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 per 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 Yellow 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 Yellow Paper, 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

*(*Fees are Non-Refundable)*

Vocational Nursing Program		
Registration*		$80.00
Books:		
Foundations of Nursing and Adult Health Nursing	$91.00	
Introduction to Clinical Pharmacology	$157.00	
Medical Terminology: PDF Booklet	$0.00	
Structure & Function of the Body	$73.00	
Mosby Drug Book	$44.00	$365.00
ATI®		$1000.00
Supplies: stethoscope + training Supplies		$225.00
Uniform: 2 sets + lab coat + white scrub top in Level III		$150.00
Exam Fees: BVNPT Application + NCLEX Exam		$0.00
STRF		$0.00
Tuition		$30,080.00
TOTAL **$31,900.00**		
Required Items Not Included in Tuition Upon Enrollment		
Entrance Exam Fee*		$40.00
Background Check*		$30.00
Drug Screen*		$36.00
Required Items Not Included in Tuition		
Fire Class		$25.00
AV Hospital ID Badge		$5.00
Drug Screen to admit to clinical site (Upon request)		$36.00
LiveScan Prior to Graduation		Up to $80.00
Passport Photo for Application Form		Up to $10.00

ASSOCIATE DEGREE IN 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. 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 in 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 final exams

APPLICATION PROCEDURES

The application procedures for the ADN program are as follows:

1. Complete and submit registered nursing program application. ***Effective 5-18-2020 a $30.00 application fee must be submitted with application.**

2. Submit the following documents to CCI:
   a) Transcripts: Initially, unofficial college transcripts verifying general education courses, vocational nursing courses, or previous degree courses; high school diploma (foreign transcripts must be translated, evaluated and certified equivalent to a 12th grade US education) **prior to the first day of class**. If selected for admission to the program, the student must submit OFFICIAL transcripts four (4) weeks before the start date.

b) Verification of health care work and/or volunteer experience: signed documentation from a health care employer(s) and/or authorized facility supervisor on official letterhead of the facility that includes applicant name and contact information, place of work/volunteer, type of work/volunteer (direct patient care), dates employed or volunteer hours.

c) 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).

d) Certificates: cardiopulmonary resuscitation (CPR) certificate, certified nursing assistant (CNA), home health aide (HHA), medical assistant (MA), or military certifications that verify related training.

e) Essay: a 250 to 300 words essay (typed and double spaced) explaining how the candidate believes he or she can make a difference as a registered nurse (RN).

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 (TEAS VI).

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 (TEAS VI)
   v) Interview

c) Assessment Test: All applicants are required to take a state approved nursing assessment test (TEAS VI for RN is the only version accepted at CCI at this time). To be competitive, students must rank higher than the 69% composite score.

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. A 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)

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:
- **Biology 110 and 112**: Human Anatomy and Physiology
- **Math 110**: Intermediate Algebra
- **Humanities 130**: Contemporary Ethics and Moral Issues

Term 2:
- **Biology 120**: Microbiology
- **Nursing 120**: Fundamentals of Nursing
- **Nursing 130**: Pharmacology

Term 3:
- **English 110**: Written Communication
- **Sociology 100**: Introduction to Sociology
- **Nursing 130**: Medical-Surgical Nursing I

Term 4:
- **English 120**: Oral Communication
- **Nursing 240**: Obstetrics, Neonates, and Women's Health in Nursing
- **Nursing 244**: Nursing Care of Children

Term 5:
- **Psychology 130**: General Psychology
- **Nursing 250**: Introduction to Community-based Nursing
- **Nursing 252**: Geriatric Nursing
- **Nursing 254**: Psychiatric-Mental Health Nursing

Term 6:
- **Nursing 260**: Medical-Surgical Nursing II
- **Nursing 262**: Nursing Roles and Leadership

COMPLETION REQUIREMENTS

In order to receive a diploma for the Associate Degree Nursing Program at Career Care Institute, the following must be completed:

1. Successfully pass each category in each level 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 1725 hours of instruction: 780 theory, 945 clinical,
4. 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),
5. Satisfy all financial obligations, and
6. 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 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, 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.

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. Any 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.

TUITION AND FEES

(**Fees are Non-Refundable)*

Associate Degree in Nursing Program	
Registration (once admitted) *	$80.00
Books (students must purchase or rent **optional** hard copies elsewhere)	$2,940
Wolters-Kluwer CoursePoint+ - Mandatory (includes e-books)	$2190.00
Supplies: Fundamentals Skills Kit and supplies	$125.00
Uniform: 2 sets at 1st Term + lab coat +1 set at 4th Term	$150.00
Exam Fees: BRN Application + NCLEX-RN Exam (subject to change)	$500.00
Tuition ($700/unit for Gen Ed.; $800/unit for Science; $1,200/unit for Nursing) ***	$74,600.00 - $75,800.00
Required Items Not Included in Tuition Upon Enrollment	
TEAS® Exam Fee*	$100.00
Background Check (once admitted) *	$50.00
Drug Screen (once admitted) *	$30.00
Required Items Not Included in Tuition	
Fire Class	$25.00
CPR/BLS- American Heart Association	$60.00 - $180.00
Live Scan Prior to Graduation	$50.00
Interim Permit	$50.00
Graduation Fee	$40.00
Cap and Gown	$50.00

*Non-refundable
**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 (need to take Nursing 200 (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		Price/Unit	Total Price
Term 1:			
Biology 110: Human Anatomy	4 Units	$ 800.00	$ 3200.00
Biology 112: Physiology	4 Units	$ 800.00	$ 3200.00
Math 110: Intermediate Algebra	3 Units	$ 700.00	$ 2100.00
Humanities 130: Contemporary Ethics and Moral Issues	3 Units	$ 700.00	$ 2100.00
	Tuition Charges:		**$10,600.00**
Supplies and Uniforms			$ 275.00
Wolters-Kluwer CoursePoint+ - Mandatory			$ 358.33
	Total Term 1 Charges:		**$11,233.33**
Term 2:			
Biology 120: Microbiology	5 Units	$ 800.00	$ 4000.00
Nursing 120: Fundamentals of Nursing	6 Units	$ 1200.00	$ 7200.00
Nursing 130: Pharmacology	2 Units	$ 1200.00	$ 2400.00
	Tuition Charges:		**$13,600.00**
Wolters-Kluwer CoursePoint+ - Mandatory			$ 358.33

	Total Term 2 Charges:		**$13, 958.33**
		Price/Unit	**Total Price**
Term 3:			
English 110: Written Communication	3 Units	$ 700.00	$ 2100.00
Sociology 100: Introduction to Sociology	3 Units	$ 700.00	$ 2100.00
Nursing 230: Medical-Surgical Nursing I	6 Units	$ 1200.00	$ 7200.00
	Tuition Charges:		**$11,400.00**
Wolters-Kluwer CoursePoint+ - Mandatory			$ 358.33
	Total Term 3 Charges:		**$11,758.33**
Term 4:			
English 120: Oral Communication	3 Units	$ 700.00	$ 2100.00
Nursing 240: Obstetrics, Neonates, and Women's Health in Nursing	4 Units	$ 1200.00	$ 4800.00
Nursing 244: Nursing Care of Children	4 Units	$ 1200.00	$ 4800.00
Nursing 200: ***Transition to Registered Nursing (*** for Advanced Placement LVNs only***)	1 Unit	$ 1200.00	_____
	Tuition Charges:		**$11,700.00**
Wolters-Kluwer CoursePoint+ - Mandatory			$ 358.33
	Total Term 4 Charges:		**$12,058.33**
Term 5:			
Psychology 130: General Psychology	3 Units	$ 700.00	$ 2100.00
Nursing 250: Introduction to Community-based Nursing	3 Units	$ 1200.00	$ 3600.00
Nursing 252: Geriatric Nursing	3 Units	$ 1200.00	$ 3600.00
Nursing 254: Psychiatric-Mental Health Nursing	3 Units	$ 1200.00	$ 3600.00
	Tuition Charges:		**$12,900.00**
Wolters-Kluwer CoursePoint+ - Mandatory			$ 358.33
	Total Term 5 Charges:		**$13,258.33**
Term 6:			
Nursing 260: Medical-Surgical Nursing II	7 Units	$ 1200.00	$ 8400.00
Nursing 262: Nursing Roles and Leadership	5 Units	$ 1200.00	$ 6000.00
	Tuition Charges:		**$14,400.00**
Wolters-Kluwer CoursePoint+ - Mandatory			$ 358.35
Exam Fee (application for licensure and exam)			$ 500.00
	Total Term 6 Charges:		**$15,258.35**

***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.**

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)

Herliana Purwadi
CFO and HR Manager - Main Campus (Lancaster)

Natalie Morales
Branch Campus Director (Moreno Valley)

Rubén Pérez Schulz
Vice-President and Branch Campus Director (Oxnard)

Carol Dykehouse
Dean of Academics - Main Campus (Lancaster)

Carolina Olivares
Dean of Academics – Branch Campus (Oxnard)

LANCASTER: *Faculty Members*

Medical Assisting

Cheryl Campbell
Medical Assisting Director/Instructor
- **Education**: MA Certificate – Concorde Career Institute
- **Certification**: Certified Medical Assistant – American Medical Technologists
- **Years of Experience**: 24

Robin Jordan-King
Medical Assisting Instructor
- **Education:** MA Certificate – Career Care Institute
- **Certification:** Certified Medical Assistant – American Medical Technologists
- **Years of Experience:** 18

Dental Assisting

- **Dalene Garrett**

Dental Assisting Interim Director/Instructor
- **Education:** AS – San Diego Mesa College
- **Licensure:** Registered Dental Assistant – Dental Board of California
- **Years of Experience:** 23

Limited Permit X-Ray Technician

Javier Castaneda
Limited Permit X-Ray Technician Program Director/Instructor
- **Education:** B.S. – University of Phoenix
- **Licensure:** CRT – California Department of Public Health; ARRT (R) – American Registry of Radiologic Technicians
- **Years of Experience:** 10

Hector Bitolas
Limited Permit X-Ray Technician Program Instructor
- **Education:** RT Certificate – Kaplan University
- **Licensure:** CRT – California Department of Public Health; ARRT (R) – American Registry of Radiologic Technicians
- **Years of Experience:** 20

Liliana Escobar
Limited Permit X-Ray Technician Program Instructor
- **Education:** RT Certificate – Career Care Institute
- **Licensure:** CRT – California Department of Public Health
- **Years of Experience:** 7

Vocational Nursing

Corrine Stevens
Director of Nursing
- **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:** 28

Angela Moore
Assistant Director of Nursing
- **Education:** RN – Long Beach City College; BSN, MSN Ed. – University of Phoenix
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 21

Shannon Millison
VN Clinical Coordinator
- **Education:** LVN Certificate – Career Care Institute
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 6

Mastaneh (Mona) Bashash
VN ATI Coordinator
- **Education:** LVN Certificate – Career Care Institute
- **Years of Experience: 6**

Gwendolyn Black-Amie
VN Theory and Clinical Instructor
- **Education:** BSN - Cal State University Los Angeles, M.Min; M.Div- Harvest Bible University
- **Licensure:** RN - Board of Registered Nursing
- **Years of Experience:** 39

Stephanie Castro
VN Clinical Instructor
- **Education:** LVN Certificate – Career Care Institute
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 8

Julia Cole
VN Clinical Instructor
- **Education:** ASN – Cypress College; MDIV – King's College and Seminary
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 23

Miyah Guillory
VN Interim Clinical Coordinator/VN Teacher Assistant
- **Education:** Diploma - Career Care Institute
- **Licensure:** VN License - Board of Vocational Nursing & Psychiatric Technicians
- **Years of Experience:** 5

Sunny Henderson
VN Theory and Clinical Instructor
- **Education:** BSN – Western Governors University, A.S. Antelope Valley College
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience: 25**

Melania Jimenez
VN Clinical Instructor
- **Education:** RN, BSN – Arellana University
- **Licensure:** RN License – CA BRN
- **Years of Experience:** 37

Tamika Merriweather
VN Theory and Clinical Instructor
- **Education:** BSN – University of Phoenix, MSN- University of Phoenix, A.S. – LA Southwest College; A.A. – Compton Community College
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience: 23**

Julie Potts
VN Teacher Assistant
- **Education:** Diploma - Casa Loma College
- **License:** VN - Board of Vocational Nursing & Psychiatric Technicians
- **Years of Experience:** 29

Linda Rhodes
VN Theory and Clinical Instructor
- **Education:** ADN – Los Angeles Valley College; BE – University of Arkansas
- **Licensure:** LVN License – CA BVNPT
- **Years of Experience:** 30

Jennifer Summer
VN Theory and Clinical Instructor
- **Education:** LVN Certificate – Career Care Institute
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 8

Hugo Villanueva
VN Theory Instructor (A&P)
- **Education: MD – Universidad Mayor de San Andres**
- **Years of Experience: 44**

Krystal Willson
VN Theory and Clinical Instructor
- **Education:** LVN Certificate – Career Care Institute
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 8

LaVerta Young
VN Theory and Clinical Instructor
- **Education:** A.S. - Antelope Valley Junior College
- **Licensure:** RN - Board of Registered Nursing
- **Years of Experience:** 17

Associate Degree in Nursing

Kim Gore
Program Director
- **Education: BSN – University of Phoenix, MSN – University of Phoenix, EdD – Walden University**
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience: 26**
- **Terri Jackson**

Assistant Program Director
- **Education: BSN – University of Phoenix, MSN – University of Phoenix**
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 21

General Education Staff:

Caroline Lazar, DC
Anatomy & Physiology Instructor/Microbiology Instructor
- **Education:** BA –California State University Northridge, Doctor of Chiropractic –Cleveland Chiropractic College
- **Years of Experience:** 26

Sam Salehi, DC
Ethics Instructor
- **Education:** BA –California State University Northridge, Doctor of Chiropractic –Cleveland Chiropractic College
- **Years of Experience:** 24

Carol Dykehouse
Written Communications Instructor
- **Education:** Ph.D. English Language & Literature – University of Houston
- **Years of Experience:** 17

Nursing Staff

Jamie Davis
Med-Surg and Geriatrics Assistant Instructor
- **Education:** BSN – West Coast University
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience**: 9

Helen Frederickson
Nursing Instructor
- **Education:** MSN – Asuza Pacific University
- **Licensure:** RN, PHN, PNP Licenses – California Board of Registered Nursing
- **Years of Experience: 23**

Elizabeth Gonzales
Nursing Instructor
- **Education: RN, BSN, PHN, MSN/Ed**
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 32

Erika Guardado
Nursing Instructor
- **Education: MSN – Western Governors University**
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience: 8**

Marcia Harris-Luna
Nursing Instructor
- **Education: BSN – Mount St. Mary's University, MSN – UCLA, PhD – Azusa Pacific University**
- **Licensure:** NP License – California Board of Registered Nursing
- **Years of Experience: 22**

Tamika Merriweather
Psychology Instructor/Nursing Instructor
- **Education:** BSN – University of Phoenix, MSN-University of Phoenix, A.S. – LA Southwest College; A.A. – Compton Community College
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience: 23**

Kristine Reynoso
Nursing Instructor
- **Education:** BA, BSN, MSN – California State University Los Angeles
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 14
-

Jinu Sebastian
ADN ATI Coordinator / Instructor
- **Education:** BSN – St. Josephs college of Nursing
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience: 5**

Robert Winkler
ADN Clinical Teacher Assistant
- **Education:** A.S., AND - Antelope Valley College, B.A - California State University Northridge
- **Licensure:** RN - Board of Registered Nursing
- **Years of Experience:** 21

OXNARD: *Faculty Members*

Medical Assisting

Cheryl Campbell
Medical Assisting Director/Instructor
- **Education**: MA Certificate – Concorde Career Institute
- **Certification**: Certified Medical Assistant – American Medical Technologists
- **Years of Experience**: 24

Dental Assisting

Callie Keating
Dental Assisting Instructor
- **Education:** AA – Riverside Community College, RDA – Loma Linda University
- **Licensure:** Registered Dental Assistant – Dental Board of California
- **Years of Experience:** 40

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:** XT Permit – California Department of Public Health
- **Years of Experience:** 35

Vocational Nursing

Jessica Colborn
Director of Nursing
- **Education**: RN, BSN – CSU, Dominguez Hills
- **Licensure**: RN License – California Board of Registered Nursing
- **Years of Experience**: 17

Brenna Calabrese
VN Instructor
- **Education: BSN, RN-BC** – California State University San Marcos
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 7

Alejandro Delos Santos, III
VN Clinical Instructor
- **Education:** Phd, MSN, MA-Ed., RN – Araullo University, Cabanatuan City, Phillipines
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 31

Sandra Gray
VN Theory Lead Instructor
- **Education:** MSN, RN, CCRN – University of Phoenix
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 36

Joanne Gehrt
VN Teaching Assistant
- **Education:** LVN Certificate – Career Care Institute, Oxnard
- **Licensure:** LVN – California Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 4

Jeanell Greaves Guenther
VN Instructor
- **Education:** MSN, BSN, FNP, CCRN – CSU, Bakersfield
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 39

Lisa Hubbard
VN Clinical Instructor
- **Education:** ADN – Ventura Community College
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 11

Tawn Klugman
VN Clinical Instructor
- **Education:** ADN – Moorpark College
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 15

Matthew Lindholm-Guenther
VN Clinical Coordinator

- **Education:** ASN, RN – Bakersfield College
- **Licensure: RN License-** California Board of Registered Nursing
- **Years of Experience:** 7

Mihaela Morency
VN Clinical Instructor
- **Education:** BSN, LVN Lorenzo Walker Technical Institute, FL
- **Licensure:** LVN License - CA Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 12

Honey Narvante
VN ATI Coordinator
- **Education:** LVN Certificate – Career Care Institute, Oxnard
- **Licensure:** LVN - California Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 2

Mary Reina
VN Theory/ Clinical Instructor
- **Education**: MSN, RN, SANE-A, SANE-P- University of Phoenix
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 34

Tamara Schexnayder
VN Instructor
- **Education:** RN, BSN – Grand Canyon University
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 20

Zarahelma Sipagan
VN Clinical Instructor
- **Education:** BA, LVN – Citrus College
- **Licensure:LVN License – CA** Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 19

Janet Tyree
VN Clinical Instructor
- **Education:** ADN – University of Toledo
- **Licensure:** RN License – California Board of Registered Nursing
- **Years of Experience:** 28

MORENO VALLEY: *Faculty Members*

Medical Assisting

Adam Moreno
Medical Assisting Instructor
- **Education**: MA Certificate – Modern Technology School
- **Certification**: Certified Medical Assistant – NCCT
- **Years of Experience**: 27

Limited Permit X-Ray Technician

Gabriel Diaz
Limited Permit X-Ray Technician Program Director/Instructor
- **Education:** B.S. Biola University, A.S. Crafton Hills College
- **Licensure:** RT License – American Registry of Radiologic Technologists
- **Years of Experience:** 17

Adam Moreno
LPXT Instructor/Externship Coordinator
- **Education**: **A.A. Radiography – PIMA Medical Institute**
- **Licensure:** XT Permit – California Department of Public Health
- **Years of Experience**: 27

Vocational Nursing

Brandy Loyola
Interim Director of Nursing

- **Education:** DNP – Abilene Christian University, TX
- **Licensure**: RN License – California Board of Registered Nursing
- **Years of Experience**: 16

David Alvarado
VN Clinical Instructor
- **Education:** B.S – California State University San Bernardino, CA
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 7

Kevin Cornett
VN Instructor
- **Education:** LVN, MBA – University of Phoenix
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 13

Akimi Devoe
VN Theory and Clinical Instructor
- **Education:** A. S. Nursing, B.S – California State University San Bernardino, CA
- **Licensure:** LVN License – CA BVNPT
- **Years of Experience:** 16

Manuel Hernandez
VN Clinical Instructor
- **Education:** MSN – University of West Los Angeles
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 15

Sophia Mondol
VN Theory and Clinical Instructor
- **Education:** LVN, MBA – University of Rajshahi
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 12

Andrew Ortiz
VN ATI Coordinator
- **Education:** LVN Certificate – Career Care Institute, Lancaster
- **Licensure:** LVN - California Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 5

Cynthia Seeman
VN Clinical Instructor
- **Education:** AA – Cerritos College
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 24

Nedyne Short - Nettles
VN Theory and Clinical Instructor
- **Education:** BA – Argosy University
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 25

Toby Robins
VN Clinical Instructor
- **Education:** AA – Compton College
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 18

Peter Shannon
VN Clinical Instructor
- **Education:** VN Certificate – Four D College
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 7

Michael Sims
Clinical Coordinator/ Clinical Instructor,
- **Education:** LVN, A.S. – Corinthian College
- **Licensure:** VN License – Board of Vocational Nursing and Psychiatric Technicians
- **Years of Experience:** 27

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
  - Nikta Andalib, DC
  - Jadira Becerra, MA
  - Dr. Steven Black, DPM
  - Dr. Robert Guillen, PA-C
  - Karina Kovacs, Office Manager
  - Ray Samadi, Office Manager

- Dental Assisting Program
  - Crystal Addler, DA
  - Kimberlye Clayborn, Office Manager
  - Ashley Mayberry, TC DA

- Limited Permit X-Ray Technician Program
  - Kathynia Costa, XT
  - Terri Daum, RT
  - Dr. Robert Guillen, PA-C

- Vocational Nursing Program
  - Patricia Delaney, RN/DNS
  - Liz Hopson

- ❖ Marvin Williams, Program Director
- ❖ Karina Kovacs, Manager
- ❖ Jacqueline de la Cuesta, RN
- ❖ Frank Snowey, LVN

- Associate Degree in Nursing Program
  - ❖ Daisy M. Dorotheo, RN, BSN, ONC, MHA
  - ❖ Rose N. Pallon, RN, BSN
  - ❖ Mary Cummings, CEO

Advisory Board of Professionals *(Moreno Valley Campus)*

- Medical Assisting Program
  - ❖ Kevin Diaz, MA
  - ❖ Jordan Freeman, CMA, AS
  - ❖ Alma Mayorga, MA
  - ❖ Kevin Morris, PA-C
  - ❖ Victoria Ortiz, MA
  - ❖ Maria Padilla, MA
  - ❖ Amber Pettway, MA
  - ❖ Carmelo Pizano, MA
  - ❖ Lacinda Vanneman, MA
  - ❖ Dewri Wayne, PA

- Limited Permit X-Ray Technician Program
  - ❖ Jim Collins, XT
  - ❖ Prasha Dahlle, MD
  - ❖ Jose A. Saucedo, XT

- Vocational Nursing Program
  - ❖ Pearly Escabarte, RN, BSN
  - ❖ Ronil Escabarte, RN, BSN
  - ❖ Mona Flores, RN, BSN
  - ❖ Lee Hawkins, RN, BSN
  - ❖ Michael Lim, RN
  - ❖ Mildred Mason, RNP, MS
  - ❖ Glynn Rame, RN
  - ❖ Angelo Rivera, RN
  - ❖ Vanessa Rocha, LVN
  - ❖ Jean Stevenson, RN, MS

Advisory Board of Professionals *(Oxnard Campus)*

- Medical Assisting Program
  - ❖ Mayra Flores, MA
  - ❖ Michelle Grimaldo, MA
  - ❖ Carolyn Hacken, MA
  - ❖ Susana Rangel, MA
  - ❖ Erika Arteaga, MA
  - ❖ Evelyn Rivera, MA
  - ❖ Margaret Reyes, MA

- Dental Assisting Program
  - ❖ Robert E. Keating, DMD
  - ❖ Jeremy Patelzick, DDS
  - ❖ Sheila Mireles, RDAEF
  - ❖ Julia Graves, RDA
  - ❖ Jennifer Lujan, DA

- Limited Permit X-Ray Technician Program
  - ❖ Jose Alcala, XT
  - ❖ Carlo Torres, XT
  - ❖ Savita Kanji, XT
  - ❖ Patty Miller, XT

- Vocational Nursing Program
  - ❖ Brennan Lowery, LVN
  - ❖ Mercedes Alvarado, LVN
  - ❖ Mary Anne Lopez, LVN
  - ❖ Melinda Fario, LVN
  - ❖ Leslie Joy Paguntalan, LVN
  - ❖ Jeric Renz Gonzales
  - ❖ Agnes Padernal
  - ❖ Lori Gilbert