

# **VIP Nursing School, Inc.**

## **SCHOOL CATALOG**

**16388 East 14<sup>th</sup> Street  
San Leandro, California 94578  
Office: (510) 481-0240; 481-0360  
Fax: (510) 481-0242  
Email: [info@vipnursing.net](mailto:info@vipnursing.net)  
Website: [www.vipnursing.net](http://www.vipnursing.net)**

**November 15, 2017– November 15, 2018**

**VIP Nursing will provide the specific-program brochure in which the student seeks to enroll upon request. For more detailed School Catalog at [www.vipnursing.net](http://www.vipnursing.net).**

## GENERAL INFORMATION

### APPROVALS:

VIP Nursing School, Inc. pursuant to California Education Code Section 94915 is incorporated in California on October 3, 1997. The Bureau approval to operate does not indicate that the institution exceeds minimum state standards as set forth by BPPE. It means compliance with minimum State standards and does not imply any endorsement, or recommendation by the State of Health Services Aide and Technician Certification Section (DHS ATCS), or by the Bureau for Postsecondary of Education (BPPE).

VIP Nursing School is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

VIP Nursing School is not accredited institution by any accrediting agency recognized by the United States Department of Education. This institution offers the following approved educational programs and meets the requirements of section 71710 for certification and diploma programs only:

- **The Nursing Assistant applicant** who graduates and had meet the graduation criteria. requirements of 150 clock hours (150 credit hours), pass the Final Written examination of 80%. The Nursing Assistant will be eligible to sit for State Certification examination for Nursing Assistant in California and other States or become certified or registered as required for the applicable profession, occupation, trade, or career field in California. A Certified Nursing Assistant is qualified to work in Skilled Nursing, Rehabilitation facilities, Acute and Subacute Hospital.
- **Home Health Aide applicant** is qualified to work in Home Health Agency, or Hospice Agency. Upon student completion of the program requirements 40 clock hours (40 credit hours), pass Final Written exam 75%, demonstrate proficiency for HHA skills per NATAP skills guidelines, have a valid and current CNA certificate, the DHA ATCS will issue a Certified Home Health Aide to the graduate. HHA graduate in California does not require to sit for any applicable licensure exam in California and other states or become certified or registered as required for the applicable profession, occupation, trade, or career field in California.
- **Vocational Nursing program** (BVNPT pending approval at this time.)
- **Students who enrolled in an unaccredited institution** by an accrediting agency recognized by the United States Department of Education. **is not eligible for Federal or State financial aid programs.**

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the:

### **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

2535 CAPITOL OAKS DRIVE, Suite 400, Sacramento, California 95833

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Toll Free Telephone number (888) 370-7589, or by FAX: (916) 263-1897

"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 toll-free** or by completing a complaint form, which can be obtained on the **Bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)**

A student may access the bureau's internet Web site, is linked at VIP Nursing School web site at [www.vipnursing.net](http://www.vipnursing.net) as approved by the Bureau for Postsecondary of Education.

"As a prospective student, you are encouraged to review this Catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing enrollment. This agreement is a legally binding instrument when signed by the student and accepted by the school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given:

- (a) written statement of the refund policy including examples of how it applies and;
- (b) a School catalog including a description of the course or educational services,
- (c) School Performance Fact Sheet, and the program or course of instruction which are likely to affect your decision to enroll. Immediately upon signing this agreement, you will be given a copy of it to retain.

"I understand that the enrollment agreement is legally binding contract when signed by the student and accepted by the institution. My signature below, and if applicant is a minor parent signature is required, certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me. It is clearly explained to me, that I have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whatever is later." CEC §94912

"I certify that I have received the Catalog, School Performance Fact Sheet, and information regarding completion rates, license or wage information included in the School Performance Fact sheet, and the most recent three-year cohort default rate if applicable, included in the School Performance Fact Sheet, have signed, initialed, and dated the information provided in the School Performance Fact Sheet."

"Prior to signing the enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates for Nursing Assistant program and Final Examination passage rates for Home Health Aide program, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement."

**NURSING ASSISTANT PROGRAM CLASSROOM LECTURE INSTRUCTION LOCATION DAY / EVENING AND SATURDAY PROGRAMS:**

Nursing Assistant Program have 16 Units Lecture Classroom lecture & skill Laboratory for 50 clock / credit hours by a VIP School DHS ATCS Certified DSD instructor at:

**VIP Nursing School Office and Campus**  
16388 East 14<sup>th</sup> Street, San Leandro, CA 94578

**NURSING ASSISTANT PROGRAM CLINICAL SKILLS HANDS-ON LOCATION DAY / EVENING & SATURDAY PROGRAMS:**

Nursing Assistant Program consist of Clinical hands-on resident care under the supervision by a VIP School DHS ATCS Certified DSD instructor for 100clock hours in a Skilled Nursing Facility. The students are not considered as an employee & are not counted in the facility staffing ratio:

**Bay Point Healthcare Center**  
442 Sunset Blvd., Hayward, CA 94541

**HOME HEALTH AIDE PROGRAM CLASSROOM LECTURE INSTRUCTION LOCATION DAY / EVENING PROGRAMS:**

Home Health Aide Program have Classroom, Skills Demonstration location for 20 hours by a VIP School DHS ATCS Certified DSD instructor total of 5 Modules at:

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**VIP Nursing School Campus**  
16388 East 14<sup>th</sup> Street, San Leandro, CA 94578

**HOME HEALTH AIDE PROGRAM CLINICAL SKILLS LOCATION DAY / EVENING PROGRAMS:**

Home Health Aide Program consist of Clinical supervised hands-on resident care by a VIP School DHS ATCS Certified DSD instructor in Skilled Nursing, Long Term Care, Rehabilitation Facility. The DHS ATCS requires the students to complete 20 hours at:

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**Bay Point Healthcare Center**  
442 Sunset Blvd., Hayward, CA 94541

**ADMINISTRATION**

School Director (CNA, HHA)  
Admission Director  
Student Services

Josephine Dondriano, RN  
Danilo Dondriano, Bachelor in Mechanical Engineering  
Krystal Bergado, RN BSN  
Kelly Bergado, pre-nursing student  
Katherine Bergado, Pharmacy PhD

**FACULTY & STAFF**

Nursing Assistant Instructor  
Home Health Aide Instructor  
Nurse Assistant Instructor

Josephine Dondriano, RN  
Josephine Dondriano, RN  
Cristeta Il F. Cristobal, LVN

All faculty members have a minimum of ten years of experience in their field of instruction; hold current state licensure as Registered Nurse and/or Licensed Vocational Nurse respectively. All instructors have Director of Staff Developer and are approved instructor by State of California Department of Health Services Aide and Technician Section (DHS ATCS). All attended continuing education programs in teaching methodology and professional development.

Josephine Dondriano, Director of Nursing, is the institutional contact person of VIP School and address any comments, inquiry, complaints by mail at 16388 East 14<sup>th</sup> Street, San Leandro, CA 94578, or by phone 510 481-0240, by Fax 510 481-0242, Email address at [info@vipnursing.net](mailto:info@vipnursing.net),

**OUR OBJECTIVES**

- >To provide students with all the materials, faculty and administrative support needed to successfully complete their chosen career.
- >To develop each students' understanding of the information and language specific to meet students' health care field.
- >To encourage and foster the value of life-long learning education to our students.
- >To provide students with the most up-to-date, and comprehensive information available in their field of study.
- >To utilize evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned.

**EDUCATIONAL OBJECTIVES: Educational Objectives**

VIP Nursing School, Inc.'s objectives are to equip each student with a basic working knowledge of skills required by companies and agencies within and related to the allied health field in an entry-level position. As a VIP Nursing School Inc. graduate, you will perform specific duties immediately upon employment. The student will be prepared to more fully use the specialized training offered in the allied health field as new employees.

Each student will find VIP Nursing School Inc's training is a job-oriented practical program of laboratory practice, which includes "hands-on" experience with the materials and actual scenarios of typical industry requirements.

## **INSTITUTIONAL POLICIES AND INFORMATION SCHOOL MISSION STATEMENT:**

To provide the healthcare community with the most diversified, well-trained individuals, assisting medical professionals related to patient's needs medical and psychological needs. Our goal is to provide quality job-relevant career training to highly motivated, academically oriented individuals with broad, in-depth educational programs to enter, prosper in, and meet the needs of today's employment. We are committed to providing quality programs to help students achieve their lifelong personal and professional goals. Our 40 years of experience and expertise provides informative and current, lecture-based education, while our competency-based training provides the relevant skill development for our graduates for their chosen career. These winning combinations prepare our students to meet, and surpass, the demands of today's employers. Career-oriented education is offered in the areas of Certified Nurse Assisting, Home Health Aide, and Healthcare Provider CPR with AED.

### **Nurse Assistant Training Program**

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#### **A Certificate Program:**

**150 Clock Hours/150 Credit Hours**

#### **Qualifications:**

1. 16 years old, if minor a parent will also sign the Enrollment Agreement.
2. A High School Diploma or Transcript of Record required, or G.E.D. equivalency certificate of completion, or Pass Ability to Benefit Examination (ATB) with score of 97 or Higher.
3. "Clear" Criminal Screening and Fingerprints background check done by Department of Justice.
4. Physically able and no active communicable disease.

#### **Program Schedule:**

1. **Day Class** is 20 days (4 weeks), 150 clock hours (150 credit hours). **Monday through Friday from 8:00am-4:30pm Theory Lecture and Skills Lab. 50 clock hrs. for 7 days at VIP School classroom, 16388 East 14<sup>th</sup> Street, San Leandro, CA 94578. Clinical Skills hands-on training 13 days = 100 clock hours from 8:00am-4:30pm Monday thru Friday at Bay Point Health Center, 442 Sunset Blvd., Hayward, CA 94541.**
2. **Evening program** consists of 6 weeks, 150 clock hours (150 credit hours). **Classroom Lecture and Skills Lab Monday thru Thursday 5pm-10pm for 1 week (20 clock hours), then 8pm-10pm for 4 weeks (8 clock hours per week, 50 clock hours total) held at VIP School classroom, 16388 East 14<sup>th</sup> Street, San Leandro, CA 94578. Clinical Skills Hands-on application on Saturday 8a-4:30pm for 6 Saturdays (48 clock hours) & Monday thru Thursday 5pm-8pm for 5 weeks approximately 52 clock hours held at Bay Point Health Care Center, 442 Sunset Blvd., Sunset Blvd., Hayward, CA 94541.**

**\*Frequency of Sessions varies, according to Enrollments received.**

**\*Only accept 15 students per session at First Come per Serve basis."**

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#### **NURSING ASSISTANT EDUCATIONAL MISSION(S) :**

The Nursing Assistant training program is designed to prepare nursing assistant to care for the elderly and the chronically ill resident in a long-term care, skilled nursing facility nursing skilled facilities. It consists of 16 modules focused on all aspects of resident care, including resident's rights, body mechanics, taking vital signs and rehabilitative nursing among others. The program, upon successful completion of all the required mandated theory 50 clock hours (50 credits hours) and clinical training for 100 clock hours (100 credit hours) prepares the nursing assistant to become eligible to sit for the applicable licensure exam in California and other states or become certified or registered as required for the applicable profession, occupation, trade, or career field in California. Must sit for State Competency Examination for Nursing Assistant and pass the Written and Skills demonstration, a process which will lead to a entry level occupation as a Certified Nursing Assistant (CNA). A CNA may be defined as an individual trained to give personal care and assistance, determined by the facilities' policies, under the supervision of a Licensed Vocational Nurse, or a Registered Nurse.

**NURSING ASSISTANT EDUCATIONAL OBJECTIVE(S):**

CERTIFIED NURSING ASSISTANTS perform routine duties in the general care of residents under close supervision of licensed nurses and medical staff. Their role in performing services that require less skill and training frees the medically trained staff for more highly skilled, specialized duties.

CNA's take and record temperature, pulse, respiration and blood pressure; measure food and liquid intake and output; observe resident condition and report any changes to the professional staff. They assist residents with personal hygiene, bathing, and grooming. They serve food and feed resident who requires help. CNA direct visitors, run errands, and answer telephones. Some CNA apply non-sterile dressings and compresses, prepare for examinations, treatments, or surgery. In addition, they clean, sterilize, and assemble treatment trays and other supplies. CNA transport or assist residents in walking to treatment units, recreational therapy, and other activities, and help them with prescribed exercises. In clinics, public health agencies and acute care hospitals, CNA assists professional staff in the examination and treatment of outpatients. CNA process resident / patient documents, schedule appointments and help residents and their families understand instructions given by medically trained staff. In Skilled Nursing Facilities, CNA provide supportive services on 24 hour basis in Convalescent facility for elderly and chronically ill residents. In resident's home, they provide non-professional nursing care and assistance with personal hygiene. And CNA may have additional responsibilities which include rehabilitation moving residents, and, if necessary restraining residents.

**INSTRUCTIONAL MODE BEING USED**

**Classroom Lecture:** Power Point Presentation, Discussion, Videos / Tapes, Computer assisted learning, reading, with individual student desks, whiteboards, projector and screen for lecture presentations held at VIP School classroom at 16388 East 14<sup>th</sup> Street, San Leandro, CA 94578.

**Skills Laboratory:** Skills Laboratory contain patient care stations to simulate actual hospital settings such as Hospital Beds, personal hygiene supplies, manikins for return demonstration, DVD with Power Presentation, Videos and tapes, manuals, Blood pressure apparatus, weighing scales, Hoyer lift, elimination supplies including foley catheter and colostomy care, enema administration, feeding tubes and feeding pump, suction machine. Each lab has storage cabinets for supplies and all necessary equipment such as; adult and pediatric mannequins; equipment to practice common bedside nursing care skills and procedures for 15 students maximum held at VIP School classroom at 16388 East 14<sup>th</sup> Street, San Leandro, CA 94578.

**Hours:** The Nursing Assistant program, 50 clock hours of theory/lecture and 100 clock hours of clinical skills application.

**Evaluation Used:** Classroom testing, return demonstration, role-playing, group presentation, instructor observation, Skills Laboratory and Clinical Application of Skills per NATAP curriculum.

**GRADUATION REQUIREMENTS**

- Complete 50 clock hours of Classroom Instruction (50 credit hours), and 100 clock hours (100 credit hours) of Clinical Skills Hands-on training proficiency. All absences must complete a make-up hour per hour basis to complete the 150 clock hours requirement.
- Pass all 16 units exam a minimum of 75%, with final written exam at 80%.
- Pass satisfactory all the clinical skills hands-on proficiency using NATAP skills guidelines and checklist.
- Must pass the Skills and Written examination required by State of California Certification Competency exam for Nursing Assistant graduates, and administered by American Red Cross CEP, then DHS ATCS will issue Certified Nursing Assistant certificate.
- Paid all financial obligations to the school.

**SYLLABUS OF CERTIFIED NURSING ASSISTANT PROGRAM:**

MODULES	CONTENTS	Theory Hours	Clinical Hours
Module 1	Introduction	2	0
Module 2	Resident's Rights	2	1
Module 3	Interpersonal Skills	2	0
Module 4	Prevention Management of Catastrophe & Unusual Occurrences	1	1
Module 5	Body Mechanics	2	4
Module 6	Medical and Surgical Asepsis	2	8
Module 7	Weights and Measurements	1	1
Module 8	Resident Care Skills	14	44
Module 9	Resident Care Procedures	7	20
Module 10	Vital Signs	3	6
Module 11	Nutrition	2	6
Module 12	Emergency Procedures	2	1
Module 13	Long-Term Care Residents	2	0
Module 14	Rehabilitative Nursing	2	4
Module 15	Observation and Charting	4	4
Module 16	Death and Dying	2	0
<b>Total Hours</b>		<b>50</b>	<b>100</b>

**Module 1: Introductions to Health Care**

During this module, the student learns of the role and responsibility of the Certified Nurse Assistant. An overview of Title 22, division 5, California Code of Regulations. The requirements for nurse assistant certification, professionalism, ethics and confidentiality are reviewed.

**Module 2: Patient Rights**

The student is instructed in the patients right as specified in Title 22, California Code of Regulations section 72527 and in sections 1599.1, 1599.2, and 1599.3 of the Health and Safety Code and in Title 42 Code of Federal Regulations Part 483, Sections 483.10, 483.12, 483.13, and 483.15. The student learns how to properly observe patients and the responsibility or reporting, patient care plans, patient care documentation, and legal issues of charting.

**Module 3: Interpersonal Skills**

In this module, the student learns communications, defense mechanisms, social cultural factors, attitudes toward illness and health care, and family interaction.

**Module 4: Prevention/Management of Catastrophic & Unusual Occurrence**

During this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, the roles and procedures for Certified Nurse Assistants, and patient safety.

**Module 5: Body Mechanics**

In this module, the student learns of the basic rules of body mechanics, proper transfer techniques, ambulation, the proper use of body mechanics and positioning techniques.

**Module 6: Medical & Surgical Asepsis**

The student will learn of Micro-organisms, the universal precautions used for infection control including methods to handle patients, and all materials that are soiled with blood and/or body fluids from patients. The methods prescribed shall be designed to reduce risk of transmission of potentially infectious etiologic agents from patient to patient and between patients and health care workers.

**Module 7: Weights and Measures**

Measure accurately intake and output fluid balance, fluid intake, fluid output, forcing and restricting fluids. Measure resident's height and weight on the bed, upright scale, Hoyer lift scale, or wheelchair weighing scale.

The student will learn to understand the Metric system, by weight, length and liquid volume. The student will also learn military time i.e. a twenty-four (24) hour clock.

**Module 8: Patient Care Skills**

During this module, the student learns the proper procedure for bathing patients and medicinal baths, oral hygiene with their own teeth, dentures or to unconscious residents, shaving, hair care combing and shampooing, dressing and undressing, nail care, skin care including back rub to supervise, assist total care to dependent residents.

**Module 9: Patient Care Procedures**

During this module, the student learns how to collect specimens, including stool, urine and sputum. Students learn to care for patients with tubing to include but not limited to urinary, gastric, oxygen and intravenous. (This care does not include inserting, suctioning or changing the tubes). Student also learns meaning of intake and output, bed making, cleansing enemas and laxative suppositories, admission, transfer and discharge, bandages and non-sterile dry dressings, including the application of non-legend topical ointments to intact skin surfaces.

**Module 10: Vital Signs**

Vital signs, measure the temperature, pulse, respiration, and blood pressure. Learn different parameters of vital sign and nursing care management, reporting and proper documentation.

**Module 11: Nutrition**

The student learns the Principles of Basic Nutrition, Basic Four Food Groups, Religious Dietary Restrictions, The Four Major Types of Nutrients, The Importance of Water, Nutrient and Calorie Needs, Assessing Nutrition, Good vs Poor, Regular and Special (Therapeutic) Diets, Therapeutic Diets that Eliminate, Restrict, or Change the Proportion of Foods or Nutrients, Therapeutic Diet that are Served in 4 Particular Form, Supplemental Food and Fluids, Principles of Fluid Balance, Nursing Assistant's Responsibility Relating to Client's Diet, Planning a Menu and Shopping List, Purchasing Food Wisely, Storing Food Properly, Feeding the Client, Food Preparation.

**Module 12: Emergency Procedure**

During this module, the student will learn emergency procedures, medical emergency signs and symptoms the roles and procedures for Certified Nurse Assistants, and patient safety and emergency including overview of CPR and first aid for choking resident.

**Module 13: Long Term Care**

During this module, the student learns normal aging process regarding neurological, dermatological, cardiac, pulmonary, circulatory, urological, muscular and skeletal changes.

**Module 14: Rehabilitation**

During this module, the student learns importance of rehabilitation for residents with limited mobility or compromised residents preventing serious complications. Learn range of motion exercises, assistive devices to assist the resident to assist with their activities of daily living.

**Module 15: Observation and Charting**

The student learns how to properly observe patients and the responsibility or reporting, patient care plans, patient care documentation, and legal issues of charting. Introduction to medical terminology.

**Module 16: Death & Dying**

During this module, the student learns of the different stages of grief, the emotional and spiritual needs of the patient and family, rights of the dying patient, signs of approaching death, monitoring of the patient, and post mortem care.



**REGISTRATION, TUITION FEES and REQUIREMENTS EXPENSES:**

<p><b><u>NURSING ASSISTANT TRAINING PROGRAM (NON-REFUNDABLE FEE, REGISTRATION) FEE: \$900.00</u></b>                  \$0.00 State-Imposed Mandated Fund STRF Non-Refundable Fee (<u>UPON ENROLLMENT</u>)                  + \$100.00 Non-Refundable Registration Fee (<u>UPON ENROLLMENT</u>)                  + \$800.00 TUITION FEE</p> <p><b><u>MANDATORY REQUIREMENTS: \$337.00</u></b>                  + \$52.00 MANDATORY FINGERPRINT LIVE SCAN FEE (<u>Bring 1<sup>st</sup> Day of Session</u>)                  + \$30.00 CNA Text and Skills Manual (<u>on 1<sup>st</sup> Day of Session</u>)                  + \$50.00 PHYSICAL EXAM with TB TEST (<u>Bring on 1<sup>st</sup> Day of Session</u>)                  + \$25.00 ONE (1) PAIR OF WHITE NURSING UNIFORM (<u>Due on 1<sup>st</sup> Week of Session</u>)                  + \$105.00 STATE CERTIFICATION EXAMINATION FEE (<u>due 2<sup>nd</sup> Week of Session</u>)                  + \$75.00 AHA HEALTHCARE PROVIDER CPR WITH AED (<u>after State Certification Day</u>)</p> <p><b><u>OPTIONAL ITEMS: \$47.00</u></b>                  + \$32.00 BLOOD PRESSURE WITH STETHOSCOPE                  + \$15.00 SAFETY GAIT BELT</p> <p><b><u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$1237.00</u></b>  <b><u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$1284.00</u></b>  <b><u>THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$100.00</u></b>  <b><u>TOTAL CHARGES MAY BE HIGHER FOR STUDENTS THAT DO NOT COMPLETE ON TIME.</u></b></p> <p><b><u>Student enrolled in an unaccredited institution by an accrediting agency recognized by the United States Department of Education is not eligible for federal financial aid program.</u></b></p>
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**SCHEDULE OF INSTALLMENT PLANS:**

The School will accept full payment from students who wish to pay in full with \$50.00 discount if paid on the first week on the class. Installment is also available without any interest as per installment plan as described below. Tuition fee must be paid in full on or prior to State Certification examination. Referral bonus of \$50.00 will be given to a former VIP student upon the enrollee completes the course and accounts are paid in full. Installment must be paid on the first (1<sup>st</sup>) to the session.

<b><u>FIRST PAYMENT</u></b>	<b><u>SECOND PAYMENT</u></b>	<b><u>THIRD PAYMENT</u></b>
<b>\$260.00</b>	<b>\$270.00</b>	<b>\$270.00</b>
<b><u>On the First week of Session</u></b>	<b><u>By Middle of Session</u></b>	<b><u>By Last Day of Session</u></b>
<b>Mode of payment: Cash. Check. Money Order. Credit Card except for last payment. No check is acceptable.</b>		

**STUDENT'S RIGHT TO CANCEL**

1. The student has the right to cancel the enrollment agreement for a program, without any penalty or obligations, through attendance at the first class session, or the seventh day after enrollment, whichever is later.
2. Cancellation may occur and may be documented in via mail, hand delivery, email only. If the student provides a written notice of cancellation, it can be addressed to: VIP Nursing School 16388 East 14<sup>th</sup> Street, San Leandro, CA 94578 directed to Josephine V. Dondriano, Program Director.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail property addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled by the applicant, or the applicant does not show or start attending the program, or is not accepted the school, the institution will refund the student any money he/she paid, less the Non-Refundable Registration fee not to exceed \$100.00, and less any deduction for uniform, supplies, and textbooks not returned in new condition within 14 days after the notice of cancellation is received.

6. If the Enrolled Agreement is cancelled by the institution due to the program start date being cancelled, the student will receive a full refund of all money he/she paid.

\$800.00 amount paid for instruction	x	90 clock hours of instruction <u>received &amp; completed</u> 150-clock hours of instruction for which the student has paid	=	\$800.00 tuition paid - <u>\$480.00 (based on 60% of attendance)</u> \$320.00 REFUND AMOUNT
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**“NOTICE CONCERNING TRANSFERABILITY OF CREDITS and CREDENTIALS EARNED AT OUR INSTITUTION”**

“The transferability of credits you earn at VIP Nursing School is at the complete discretion of an institution to which you seek to transfer. Acceptance of the diploma, or certificate you earn in Nursing Assistant program respectively is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 seek to transfer after attending VIP Nursing School to determine if your Nursing Assistant program credits or diploma or certificate will transfer.” This institution does not charge for transferability of credits to other school.

**ARTICULATION / TRANSFER AGREEMENT**

This institution does not have any articulation or transfer agreement to any other school since we only offer certification program, CNA program for 150 clock hours.

**Home Health Aide Training Program**

**A Certificate Program:**

**40 Clock Hours / 40 Credit Hours**

**Qualifications:**

1. 16 years old, if minor a parent will also sign the Enrollment Agreement.
2. A High School Graduate Diploma or Transcript of Record required, or G.E.D. equivalency certificate of completion, or Pass Ability to Benefit Examination (ATB) with score of 97 or Higher.
3. Physically able and no active communicable disease.
4. Has current CA Certified Nursing Assistant certificate, or show proof of passing the State of CA Competency Examination within 3 months.

**Day Class:** 40 Clock Hours/Week Monday to Friday from 8:00am - 5:00pm for 5 days

**Evening Class:** 40 clock Hours/Week, Monday to Friday from 5:00pm–10:00pm for 8 days

**\*Frequency of Sessions varies, according to Enrollments receive.\***

**“Only accept 15 students per session at First Come per Serve basis.”**

**The HOME HEALTH AIDE TRAINING PROGRAM:** This program enhances the CNA experience, and the graduate opportunity to obtain professional employment in a wide variety of skills in a assisted living industry, Day care, Subacute and/or Skilled Nursing Facility. To complete this program, the student must complete all required courses 40 clock hours (40 Credit hours), 20 clock hours for Theory Lecture and Skills Laboratory directed to clients who are homebound in the Classroom Lecture instruction, and 20 clock hours of Clinical Hands-On Skills application proficiency in a Skilled Nursing facility for Hospice and Home Health clients, post hip and knee replacements, and Death/Dying from terminal diseases.

Passing this program must achieve a minimum score of 75% on all course work. The student will have a direct classroom instruction and supervised hands-on clinical training skills at a long-term

care facility by a VIP School DSD Registered Nurse instructor. Student must satisfactorily pass the bedside skills per NATAP Skills guidelines. Student must pass Written Final Examination with minimum of 75% to graduate. The student must have a current CNA license in California to receive a Home Health Aide Certification from California Department of Health Services ATCS. The HHA graduate does not have any requirement licensure exam in California and other States to become Certified Home Health Aide (CHHA) as required for the applicable profession, occupation, trade, or career field in California.

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### **Instructional mode being used**

**Classroom Lecture:** Power Point Presentation, Discussion, Videos / Tapes, Computer assisted learning, reading, with individual student desks, whiteboards, projector and screen for lecture presentations.

**Location of Lecture Instruction:** VIP Nursing School campus, 16388 East 14<sup>th</sup> Street, San Leandro, CA 94578

**Skills Laboratory:** Skills Laboratory contain patient care stations to simulate actual hospital and home settings such as Hospital Beds, personal hygiene supplies, manikins for return demonstration, DVD with Power Presentation, Videos and tapes, manuals, Blood pressure apparatus, weighing scales, Mechanical and/or Stand-up lift, elimination supplies including foley catheter and colostomy care, enema administration, feeding tubes and feeding pump, suction machine. Each lab has storage cabinets for supplies and all necessary equipment such as; adult and pediatric mannequins; equipment to practice common bedside nursing care skills and procedures for 15 students maximum.

**Location of Skills Lab Instruction:** VIP Nursing School campus, 16388 East 14<sup>th</sup> Street, San Leandro, CA 94578

**Hours:** The Home Health Aide program clock hours: 40 CLOCK HOURS, 20 clock hours of Classroom Lecture, and 20 clock hours clinical skill hands-on application.

**The Day program** consists of 5 days, Monday thru Friday total of 40 clock hours (40 credit hours). **Classroom Lecture and Skills Laboratory 20 clock hours per week** of instruction for 2.5 Days, **Monday thru Friday 8am-4:30pm be held at VIP School classroom, 16388 East 14<sup>th</sup> Street, San Leandro, CA, 94578. Clinical Skills Hands-on application** for 2.5 Days approximately 20 clock hours per week, **Monday thru Friday 8am-4:30pm be held at Bay Point Healthcare Center In Hayward, CA. 442 Sunset Blvd., Hayward, CA 94541.**

**The Evening program** consists of 8 Evening days total of 40 clock hours (40 credit hours). **Classroom Lecture and Skills Lab Monday thru Friday 7:30-10pm for 8 Evening** total 20 clock hours **be held at VIP School classroom, 16388 East 14<sup>th</sup> Street, San Leandro, CA, 94578. Clinical Skills Hands-on application Monday thru Friday from 5pm-7:30pm for 8 Evening** (20 clock hours total) **be held at Bay Point Healthcare Center In Hayward, CA. 442 Sunset Blvd., Hayward, CA 94541.**

**Evaluation Used:** Classroom testing, return demonstration, role-playing, group presentation, instructor observation, Skills Laboratory and Clinical Application of Skills per NATAP curriculum.

### **HOME HEALTH AIDE EDUCATIONAL MISSION & PURPOSE**

VIP Nursing School, Inc.'s mission is to equip each student with a basic working knowledge of skills required by companies and agencies within and related to the allied health field in an entry-level position for home health and hospice position. Upon successfully completing this course 40 clock hours Lecture and Clinical Skills proficiency with current CNA Certification in California, the DHA ATCS State of California will issue a CHHA (Certified Home Health Aide) which will lead to an occupation as a Home Health Aide working with clients in their own home, assisted living, nursing homes to assist their clients in dealing with their activities of daily living, physically and psychologically.

**HOME HEALTH AIDE EDUCATIONAL OBJECTIVE(S):**

Each student will find VIP Nursing School Inc’s training is a job-oriented practical program of laboratory practice, which includes “hands-on” experience with the materials and actual scenarios of typical industry requirements. HHA graduate be able to perform specific duties immediately upon employment provide quality care to clients to their homes. The applicant will learn: (1) how to work well with clients and their families, and help them feel better about themselves; and (2) how to assist clients in taking care of their daily needs to bedbound clients.

The course syllabus is 40-clock hour and was developed following the Department of Health Services ATCS per NATAP guidelines for the training of CNA’s become certified home health aide. Section 484.36 of the Health Care Financing Administration regulations (Omnibus Budget Reconciliation Act), OBRA for short, and Title 22 were used to develop the appropriate units of the curriculum. The following course content required by Title 22 were included in the 40 clock hour curriculum:

**Syllabus for Home Health Aide Training Program:**

CONTENT	Theory Hours	Clinical Hours
Introduction to Aide and Agency Role	2	0
Interpretation of Medical and Social Needs of Clients	5	0
Personal Care Services	5	15
Nutrition	5	3
Cleaning and Care Tasks in the Homes	3	2
Total Hours:	20	20

**CERTIFIED HOME HEALTH AIDE (CHHA)** is a para-professionals who are employed by private health care and non-profit community agencies. According to the physician’s plan of treatment, Home Health Aides work under the supervision of registered nurse and physical therapist to provide personal and homemaking services to the aged and disabled. They also care for children whose parent is ill and incapacitated.

The student learns an Introduction to Homemaking Tasks, Cleaning the Client’s House, Economical Cleaning Materials and How to Use Them, Specific Tasks, General Rules of Safety in the Home, Fire and Safety Prevention, Poisons, Oxygen Safety, making your own Cleaning Equipment.

Home Health Aides provide essential services for clients who cannot live alone without help. They keep households functioning as normally as possible and enable the sick to remain at home instead of moving to a nursing home.

Typical tasks performed by Home Health Aides include assisting clients to bathe and use the toilet or bedpan and to move about. They check temperature, pulse, respiration rates and Blood pressure monitoring, and assist the client with medication administration. They also do cleaning tasks relation to the safety and comfort of residents. Tasks include cleaning the client’s room, kitchen and bathroom, doing laundry and changing bed linens. Home Health Aides also plan meals (including special diets), shop for food and prepare meals in addition to regular duties.

**QUALIFICATIONS and GRADUATION REQUIREMENTS**

1. 16 years old, if minor must have parents to sign also the Enrollment Agreement
2. Must be High School graduate, G.E.D. equivalency certificate, or pass Ability to Benefit Examination (ATB) with score of 97 or higher.
3. Have a current CNA license and CPR cards.
4. Current Physical exam and no active communicable disease
5. Complete all the 20 clock hours (20 Credit hours) required HHA programs clinical skills hands on proficiency as mandated by NATAP skills checklist for home health program.
6. Must complete 20 clock hours (20 Credit hours) of Lecture, pass the Final Written

- examination with 75% score, and must possess current Certified Nursing Assistant in State of California, then DHS ATCS will issue a Certified Home Health Aide certificate.
7. There is no requirement to sit for State Certification examination in State of California DHS ATCS to become a Certified Home Health Aide. This course enhances a CNA with experience with CHHA certificate to work in Home Health Aide or Hospice Agency who are homebound and/or medically terminal clients supervised by Registered / Licensed Vocational nurses, Physical, Occupational and Speech Therapist for clients post CVA, Post Total Knee and Hip replacement, post major surgery in Skilled Nursing Facility, Assisted Living, Group Home, Day Care Center.
  8. Paid all financial obligations to the school

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**HOME HEALTH AIDE TRAINING PROGRAM COURSE FEE**

\$00.00 Non-Refundable State Funded STRF fee (Upon Registration Day)  
 + \$50.00 Non-Refundable Registration Fee (Upon Registration Day)  
 + \$350.00 Tuition Fee (due on 1<sup>st</sup> Week and End of Session)  


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 \$400.00 Total Charges

**MANDATORY REQUIREMENTS: \$200.00**

- + \$50.00 HOME CARE AIDES TEXTBOOK (on 1<sup>st</sup> Day of Session)
- PROOF OF PHYSICAL EXAM WITH TB TEST (Bring on 1<sup>st</sup> Day of Session) \$50.00 if do NOT have current Physical and TB test
- PROOF OF AHA HEALTHCARE CPR WITH AED (Bring on 1<sup>st</sup> Day of Session) \$75.00 if do NOT have one
- 1 COLORED NURSING UNIFORM\_ \$25.00 If does have a uniform

**OPTIONAL ITEMS: \$47.00**

- + \$32.00 Blood Pressure Machine & Stethoscope
- + \$15.00 Safety Gait Belt

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$450.00**  
**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$647.00**  
**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$50.00**  
**TOTAL CHARGES MAY BE HIGHER FOR STUDENTS THAT DO NOT COMPLETE ON TIME.**  
**Student enrolled in an unaccredited institution by an accrediting agency recognized by the United States Department of Education is not eligible for federal financial aid program.**

**SCHEDULE OF INSTALLMENT PLANS:**

Installment is also available without any interest as per installment plan in payment plan as described below. Tuition fee must be paid in full on or prior to Final Written Examination. Installment must be paid on the first (1<sup>st</sup>) day of session.

<b><u>FIRST PAYMENT</u></b>	<b><u>SECOND PAYMENT</u></b>
<b>\$175.00</b>	<b>\$175.00</b>
(Check, Money Order, Credit Card, or Cash)	(Check, Money Order, Credit Card, or Cash)
<b><u>On the First week of the Session</u></b>	<b><u>By End of the Session</u></b>

**STUDENT'S RIGHT TO CANCEL**

1. The student has the right to cancel the enrollment agreement for a program, without any penalty or obligations, through attendance at the first-class session, or the seventh day after enrollment, whichever is later.
2. Cancellation may occur and may be documented in via mail, hand delivery, email only. If the student provides a written notice of cancellation, it can be addressed to: VIP Nursing School 16388 East 14<sup>th</sup> Street, San Leandro, CA 94578 directed to Josephine V. Dondriano, Program Director.

3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail property addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled by the applicant, or the applicant does not show or start attending the program, or is not accepted the school, the institution will refund the student any money he/she paid, less the Non-Refundable Registration fee not to exceed \$50.00, and less any deduction for uniform, supplies, and textbooks not returned in new condition within 14 days after the notice of cancellation is received.
6. If the Enrolled Agreement is cancelled by the institution due to the program start date being cancelled, the student will receive a full refund of all money he/she paid.

\$350.00		24 clock hours of instruction		\$350.00 tuition paid
amount paid	x	<u>received &amp; completed</u>	=	- <u>\$210.00 (based 60% of attendance)</u>
for instruction		40-clock hours of instruction for		\$140.00 REFUND AMOUNT
		which the student has paid		

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the

### **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

2535 CAPITOL OAKS DRIVE, Suite 400, Sacramento, California 95833

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Toll Free Telephone number (888) 370-7589, or by FAX: (916) 263-1897

“A student or any member of the public may file a complaint about this institution with the

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

calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau’s internet. Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

### **California Department of Public Health (CPPH)**

#### **Licensing and Certification Program (L&C)**

#### **Aide and Technician Certification Section (ATCS), MS 3301**

P.O. Box 997416 Sacramento, CA 95899-7416

(916) 327-2445 FAX (916) 324-0901

Email: [cna@cdph.ca.gov](mailto:cna@cdph.ca.gov)

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

The transferability of credits for Home Health Aide program you earn at VIP Nursing School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma, or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 VIP Nursing School to determine if your Home Health Aide diploma, or certificate will transfer. This institution does not charge for transferability of credits to other school.

### **ARTICULATION / TRANSFER AGREEMENT**

This institution does not have any articulation or transfer agreement to any other school since we only offer certification program HHA program for 40 credit hours.

### **Criminal Background Clearance Process as of January 22, 2015**

A student’s background check will be initiated immediately upon enrollment and no later than the first day of class as required by Department of Health Services Aide and Technician Certification Section in State of California. A background deemed to be “clear” is required to remain active in any of the above program. The cost of a criminal background check varies from \$52.00 to \$75.00.

NATPs passage of SB 1384 (Chapter 847, Statutes of 2014), affects individuals who enroll in a NATP regarding the criminal background screening process implemented by the school. This bill removes the requirement that CDPH deny a certified nurse assistant (CNA) training and examination application (CDFH 2838), or revoke or suspend a CNA certificate, resulting from certain convictions.

CDPH evaluates criminal convictions for any offense and either grants or denies criminal record clearance by reviewing evidence of good character and rehabilitation provided by applicants, or information gathered by CDPH in relation to criteria outlined in Health and Safety Code Section 1337.6(c).

For individuals (potential students) who have any convictions, or have questions about their ability to obtain the Live Scan/DOJ background clearance, they can request an "inquiry" with the Department by doing the following:

1. Fill out the top two sections of the CDPH 283B form, and sign the applicant signature line. At the top of the form, write the following: "CLEARANCE ONLY WITH LETTER". The school does not fill out any information on the form.
2. Write at the top of the Live Scan form (BCIABO16) "CLEARANCE ONLY WITH LETTER", when filling out the form at the Live Scan vendor site.

CDPH will review Live Scan/DOJ results, determine if the individual is "cleared" or not "cleared"; and send the individual a letter, explaining the results.

NATP students who submitted the CDPH 283B application and Live Scan to DOJ and want verbal acknowledgement regarding "clearance", may call the Aide and Technician IVR line at (916) 327-2445 and request information from the ATCS phone representative regarding clearance.

Further questions may be referred to your Training Program Review Unit Representative, or the Professional Certification Branch at [cna@cdph.ca.gov](mailto:cna@cdph.ca.gov) or call (916) 327-2445.

#### **QUARTER CREDIT HOUR MEASURE**

A Quarter Credit Hour (Unit) equals one or any combination of 15 hours of theory equals 1 (one) quarter unit, 30 hours of lab/demonstration equals 1 quarter unit and 45 hours clinical equals 1 quarter unit. A clock hour is defined as a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction and 10 minutes allowed for student break. This formula complies with the Federal 34 CFR.

#### **"STUDENT RIGHT TO CANCEL"**

1. This institution shall refund 100 percent of the amount paid for institutional charges, if notice of cancellation is made through the attendance at the first (1<sup>st</sup>) class session, or the seventh (7<sup>th</sup>) day after enrollment, whichever is later.

#### **Cancellation of the agreement can occur through: \_\_\_\_\_**

2. Cancellation may occur and may be documented in via mail, hand delivery, email only. If the student provides a written notice of cancellation, it can be addressed to:

**VIP Nursing School 16388 East 14<sup>th</sup> Street, San Leandro, CA 94578**

**directed to Josephine V. Dondriano, Program Director.**

3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled by the applicant, or the applicant does not show or start attending the program, or is not accepted the school, the institution will refund the student any money he/she paid, less the Non-Refundable Registration fee not to exceed \$50.00, and less any deduction for uniform, supplies, and textbooks not returned in new condition within 14 days after the notice of cancellation is received.
6. The institution shall refund one hundred (100) percent of the amount paid for institutional charges, less the non-refundable registration fee not to exceed fifty dollars (\$50.00).
7. If the Enrolled Agreement is cancelled by the institution due to the program start date being cancelled, the student will receive a full refund of all money he/she paid.

#### **CANCELLATION, WITHDRAWAL and REFUND RIGHTS**

1. A notice of cancellation shall be in writing, and a withdrawal may be operative by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund one hundred (100) percent of the amount paid for institutional charges, less the non-refundable registration fee not to exceed one hundred dollars \$100.00 for Nursing Assistant, or \$50.00 for Home Health Aide program.

2. The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed sixty (60) percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within thirty (30) days of a student's cancellation or withdrawal.
3. The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% or more of the clock hours of instruction in any given period of attendance.
4. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he/she withdraws, or is deemed withdrawn in accordance with the withdrawal policy stated in this institutional catalog.
5. The student notifies the institution of the student's withdrawal, or as the date of the student's withdrawal, whichever is later.
6. The institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution: absences in excess of maximum set forth by the institution, and/or failure to meet financial obligations to the institution.
7. If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 30 days of the student's withdrawal or cancellation.
8. If the student has received Federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.
9. If the student has received Federal or State government, or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
10. If a 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, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal aid program funds.
11. This institution shall refund any credit balance on the student's account within 30 days after the date of the student's completion of, or withdrawal from the educational program in which the student was enrolled.
12. If you are eligible for a loan guaranteed by the Federal or State government and the you default on the loan, both of the following may occur:
  - a) take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
  - b) the student may not be eligible for any other Federal student financial aid to another institution or other government financial assistance until the loan is repaid.
13. This institution is an unaccredited institution by an accrediting agency recognized by the United States Department of Education, therefore students are not eligible for federal financial aid program.
14. "Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the:

**Bureau for Private Postsecondary Education (BPPE)**

P.O. Box 980818, West Sacramento, CA 95798-0818

[www.bppe.ca.gov](http://www.bppe.ca.gov)

(Phone) (916) 431-6959; (Fax) (916)263-1897

A student or any member of the public may file a complaint about this institution with **BPPE** by calling Toll Free (800) 888-370-7589, or by completing a complaint form, which can be obtained on the BPPE's Internet Web Site: [www.bppe.ca.gov](http://www.bppe.ca.gov).

**HOW TO CANCEL**

A notice of cancellation shall be in writing via mail, hand delivery, email only, and a withdrawal may be operative by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund one hundred (100) percent of the amount paid for institutional charges, less non-refundable registration fee not to exceed 100 hundred dollars \$100.00 for CNA program, and HHA program not to exceed fee is fifty dollars (\$50.00).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed



sixty (60) percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within thirty (30) days of a student's cancellation or withdrawal.

### **PRO RATA REFUND**

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

- (1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.
- (2) Except as provided for in subdivision (a)(3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) shall be refunded.
- (3) Except as provided herein, all amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.
- (4) For purposes of determining a refund under the Act and this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.
- (d) If an institution has collected money from a student for transmittal on the student's behalf to a third party a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.
- (e) An institution shall refund any credit balance on the student's account within 30 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. For purposes of this subdivision and section 94919(d) of the Code, "day" means calendar day.

### **REFUND POLICY**

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% or more of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he/she withdraws, or is deemed withdrawn in accordance with the withdrawal policy stated in this institutional catalog.

The student notifies the institution of the student's withdrawal, or as the date of the student's withdrawal, whichever is later.

The institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution: absences in excess of maximum set forth by the institution, and/or failure to meet financial obligations to the institution.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 30 days of the student's withdrawal or cancellation.

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

This institution shall refund any credit balance on the student's account within 30 days after the date of the student's completion of, or withdrawal from the educational program in which the student was enrolled.

Any questions a student may have regarding this school catalog that have not been satisfactorily answered by the institution may be directed to the: **Bureau for Private Postsecondary Education (BPPE) at P.O. Box 980818, West Sacramento, CA 95798-0818.**

**www.bppe.ca.gov (Phone) (916) 431-6959; (Fax) (916)263-1897.**

A student or any member of the public may file a complaint about the institution with **BPPE by calling Toll Free (800) 888-370-7589, or by completing a complaint form**, which can be obtained on the **BPPE's Internet Web Site:**

**[www.bppe.ca.gov](http://www.bppe.ca.gov).**

### **HYPOTHETICAL REFUND EXAMPLE**

Assume you, upon enrollment in a 150-hour course, pay \$800.00 for tuition fee, \$100.00 for Non-Refundable Registration fee, and \$150 (fair market value) for equipment and withdraw after completing 90 hours (60 %) without returning the equipment you obtained.

$\$900$  ( $\$800$  Tuition Fee +  $\$100.00$  Non-Refundable Registration Fee) Amount Paid -  $\$100.00$  Non-Refundable Registration Fee Retained by the School, Non-refundable X (.60) or 90 Hours of Instruction Paid for & Not Received (Divided by) 150 Hours of Instruction for which you have paid =  $\$320.00$  Actual Refund Amount.

If you return the equipment in good condition within 30 days following withdrawal, School shall refund the charge for the equipment as described above. The actual refund amount would then be  $(\$320 + \$150) = \$620.00$  refunded.

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:

- (a) You notify School of your withdrawal or the actual date of withdrawal;
- (b) School terminates your enrollment;
- (c) You fail to attend classes for a 12 days period for CNA Day Class; 15 school days for Evening and Saturday program.
- (d) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

### **STUDENT TUITION RECOVERY FUND INFORMATION**

"You have the rights and responsibilities with respect to the Student Tuition Recovery Fund (STRF)."

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) which is Non-Refundable at **\$0.00 per each \$1000 of institutional charges** if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."
6. The purpose and operation of the STRF and requirements for filing a claim against the STRF. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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## **HISTORY OF THE SCHOOL**

VIP Nursing School, Inc. was founded in 1997 in Daly City, California offering Certified Nurse Assistant /Home Health Aide training. Upon successfully offering this program and looking into the Oakland area, being able to offer this perfected program to a greater area the school was relocated to Oakland in 2000. After spending a year in the Oakland area, the school was approached to offer the again successful program to the San Leandro area in 2001.

We have offered this program from 2001 to present location and find this area enables the community to take advantage of this training to an even larger community. In 2007, The VIP Nursing School, Inc. again after much research decided to offer to the community the Vocational Nurse program in an attempt to offer the area higher allied education. This program is currently has pending BVNPT approval.

## **PHYSICAL DESCRIPTION of SCHOOL**

VIP Nursing School, Inc. main Campus occupies 4000 square feet on the 1st floor of a traditional campus facility located at 16388 East 14<sup>th</sup> Street, San Leandro, California 94578 for main office and classroom for Lectures and Skills Laboratory site.

## **ADMISSION POLICY**

Programs of training offered by VIP Nursing School Inc. are open for regular enrollment to men and women who possess a High School Diploma, or G.E.D equivalency certificate of completion, or passed the ATB (Ability to Benefit test) "Sealed Score equating for CELSA." with a score of 97 or above) for the training offered. Prospective students are invited to visit the school and discuss their needs, goals, and objectives with an Admissions Representative. The school will consider a non-high school graduate for enrollment if they exhibit and possess "Ability to Benefit Examination (ATB) with score of 97 or above from the education and training offered, and have met all other standards for admissions.

Students who have previously attended another school for Nursing Assistant, or Home Health Aide must present a sealed School catalog for the program being credited, attendance sheet, grades for the Theory lecture examinations, list of Skills checked based from NATAP Skills guidelines. Appropriate credit for previous experience is also determined through a determination of the experience. This option to apply for credit is the sole responsibility of the prospective student. This institution will administer skills demonstration achievement test as part of admission process for students who have previously attended another school for Nursing Assistant, or Home Health Aide programs.

## **ABILITY TO BENEFIT EXAMINATION (ATB)**

"Ability-to-Benefit Examination student" means a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate, and "Sealed Score equating for CELSA."

The acceptable Ability to Benefit Standardized Screening Test scores are as follows:

Certified Nurse Assistant	97 or higher
Home Health Aide	97 or higher

Each applicant accepted for training will complete a request for transcript form to be sent for evaluation for secondary and postsecondary institutions he/she has graduated, or sign a statement that he/she has a high school diploma or has the equivalent of a high school diploma (G.E.D.).

## **ENGLISH as SECOND LANGUAGE (ESL) Instruction**

VIP Nursing School, Inc. only provide instruction in English both Theory Lectures, Skills laboratory and Clinical sessions.

### **FULL TIME STUDENT STATUS**

Programs offered by VIP Nursing School Inc. are considered as full-time programs; therefore, students enrolled in any programs offered by VIP Nursing School Inc. are considered full time students.

### **PROCEDURE for ENROLLMENT**

An applicant makes an appointment for an interview with the Admissions Representatives. Upon arrival the Institution shall present a School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement. This institution will strongly recommend reviewing the documents provided prior to signing the Enrollment Agreement.

The applicant will complete an application covering their personal, educational, and employment history, and the area of occupational interest. The applicant initially meets with the Admissions Representative to discuss career opportunities and the process of enrollment. The applicant will present the High School diploma, or certificate of GED equivalency exam, or the "Ability to Benefit Examination (ATB)" test is then administered. Once the applicant successfully demonstrates their ability by scoring at minimum of 97 or above, an acceptable score as set by Ability to Benefit Examination (ATB) sealed Score equating for CELSA Standards, the institution may proceed with enrollment). The test is graded and results are discussed in detail with the applicant.

If applicants who are 16 at the time of enrollment must have a parent or legal guardian to sign the enrollment agreement.

The applicant is then taken on a tour of the facilities. This tour includes an explanation of classroom instruction and activities and a review of course equipment and materials. A Financial Assistance interview is then completed with the Business Office. The school retains the right to accept or reject an applicant based on the applicant's character reference, scholastic and/or financial status. Presuming all requirements and standards of admissions are met, and the applicant is motivated and prepared to make the financial and personal commitment toward their chosen training program. An enrollment agreement between the school and the applicant is then signed. The registration fee which non-refundable is paid and the start date is set.

If an applicant lives outside the area, or in another state, an Admissions Representative will mail to them, upon their request, the catalog and any other information desired. The applicant must complete an application and submit it to the school. Processing an application normally takes one to three weeks, and early application is recommended. The applicant will receive a phone call from an Admissions Representative to discuss the process of enrollment for an out-of-area or out-of-state applicant. Each prospective new student must arrange their schedule to be at the campus location by the Thursday prior to their first day of class to complete the enrollment process and orientation.

The procedure for orientation will be to review and explain all policies of attendance, leaving early, tardiness, sign-in daily is the student responsibility. The progress reports, lectures, skills and clinical internship schedule are informed by the instructor daily. The services provided by the school, and the conduct expected of a VIP Nursing School Inc's student and graduate in the industry. All enrollment and financial documentations are due from the student on orientation day, and any questions are clearly answered.

### **RE-ENROLLMENT:**

Any student, who wishes to re-enroll in the same or another program, should first submit in writing a letter to the School Director, noting the reason for initial withdrawal and reasons for desire to re-enroll. Any student who re-enrolls (same program previously cancelled or terminated from) must sign a new enrollment agreement at the current tuition rate. This procedure is for a "Five Day Cancellation" as well as program cancellations or terminations. All outstanding balance due to program cancellations/terminations must be paid in full. The student will be credited for any books and/or supplies that they have previously received and paid for. If an updated textbook is required, the student will incur the new textbook cost.

Any credit given for prior training will be determined on a case-by-case basis by the School Director. School payments received will be credited to the applicable program. The remaining credit balance will be transferred to the new program. The school at its sole discretion will determine the student's re-enrollment. A change from one program to another is not considered re-enrolled. Additional information on course changes can be found in this catalog under Changes in Program. Based on each individual's financial assistance packaging, it is important that all financial obligations are discussed prior to re enrolling.

### **ARTICULATION / TRANSFER AGREEMENT**

This institution does not have any articulation or transfer agreement to any other school since we only offer certification program, CNA program for 150 clock hours and HHA program for 40 clock hours.

**ACCEPTANCE of CREDIT for PRIOR EDUCATION or EXPERIENCE:**

Enrolled students who change programs within the Institution or students who have previously attended another school for Nursing Assistant, or Home Health Aide programs must present a sealed School catalog for the program being credited, attendance sheet, grades for the Theory lecture examination, list of Skills checked based from NATAP Skills guidelines. Appropriate credit for previous experience is also determined through a determination of the experience. This option to apply for credit is the sole responsibility of the prospective student.

**SCHEDULE and CALENDAR:**

The vocational programs are structured modules, courses, or sections of instruction. Subject matter is based on solid educational principles to assure that high standards are maintained. The design is flexible to provide for the integration of new technologies and techniques as they are developed.

Our system of scheduling allows participants to commence training at the beginning of each module or course on a space available basis. The teaching, learning methods and materials are competency based. These methods allow an individual to progress as they gain competency in specific subjects. Instructional techniques are employed so that students receive the attention required to reach their objective. This combination of method, technique, and scheduling assure that diligent participants are able to attain their goal in an efficient and effective manner.

This educational process is widely praised and promoted by state and national education and training leaders concerned with the continuing education of America's citizens. One major reason for its success is the methods and techniques are geared to the individual need and adaptability of the participants. This allows each person to achieve a pre-determined level of competency using this scheduling method and curriculum structure.

**Students Observe the Following Holidays**

New Year's Day	January 1, 2018
Memorial Day	May 29, 2018
Independence Day	July 4, 2018
Labor Day	September 4, 2018
Thanksgiving Day	November 23, 2017
Christmas Day	December 25, 2017

Students will be on Christmas Break beginning December 24, 2015 through January 1, 2017, Sunday. Classes will resume on Monday, January 2, 2017 VIP Nursing School, Inc. reserves the right to modify this schedule with reasonable notice to students.

**STATEMENT of NON-DISCRIMINATION**

VIP Nursing School Inc. does not deny admission or discriminate against students currently enrolled on the basis of Race, Color, Religion, Religious beliefs, Sex, Sexual orientation, marital status, pregnancy, Age, Disability, Financial Status, Veteran status, National Origin, Residence, or any other classification that precludes a person from consideration as an individual from participation in any of the school's activities. VIP Nursing School Inc. will reasonably accommodate applicants and students with disabilities to the extent required by applicable law. This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment.

Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

**STUDENT SERVICES**

**STUDENT PARKING**

Student parking is available in a parking structure and/or area adjacent to the school building at the location VIP Nursing School campus, and for the Clinical Training site, students must park in the street parking, This institution is not responsible for parking violations, property theft, property damage, etc. Please keep vehicle locked at all times. Parking their automobile is the sole responsibility of the student.

**ADVISING**

The staff of VIP Nursing School Inc. makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for financial assistance, vocational and academic advising. Students experiencing personal problems, which require professional counseling and is requested by the student will be referred to the appropriate agencies.

### **STUDENT HOUSING ACCOMMODATION**

This institution does not have dormitory facilities under its control. Housing within 5 miles of the institution can be found to cost between \$1000.00 for studio apartment a month, for 1 bedroom \$1500.00. The institution has no responsibility to find or assist students in finding housing.

### **VISA RELATED SERVICES**

This institution does not admit students from other countries, therefore no VISA related services nor vouch for student status are offered.

### **BANKRUPTCY**

VIP Nursing School does not have a pending petition in bankruptcy, and is

1. not operating as a debtor in possession,
2. not filed a petition within the preceding five (5) years,
3. has not had a petition in bankruptcy filed against it within the preceding five (5) years that resulted in re-organization under Chapter 11 of the United States Bankruptcy Code.

### **LANGUAGE PROFICIENCY AND LANGUAGE OF INSTRUCTION**

Student enrolling our programs must have an understanding and read English language. Must show proof and/or copy of High School diploma, or G.E.D. Certification of completion, or ATB (Ability to Benefit Examination) with 97 score or higher, sealed Score equating for CELSA. All instructions and communication for the programs are all in English for assignments, documentations, test materials are all in English. This institution does not provide English language services. Instructions are all provided only in English.

## **REFERRAL SERVICES**

### **MEDICAL CARE**

VIP Nursing School Inc. is located near excellent hospitals and will refer students to one of them whenever the need should arise. In the case of emergencies, 911 will be called. Student is required to obtain own medical insurance and must provide a copy the school a copy of his/her current medical insurance coverage on the Orientation Day or at the FIRST (1<sup>st</sup>) Day of the session.

### **REFRESHER TRAINING:**

Graduates who desire refresher training within 6 months of graduation, in any of the courses, may be admitted retaking a desired module. The charge for such training, if any, will be determined at the time of enrollment. Admittance is based on space availability.

### **CAREER DEVELOPMENT and EMPLOYMENT ASSISTANCE**

This process is ongoing throughout your training and included in each subject or module. This specific instruction is designed to give you that edge in successfully gaining the employment you are training for. Instruction may include areas such as: Proper Grooming for Successful Interviews, Resume writing, Successful Interviewing Techniques, Mock Interviews, and Employment applications.

Instruction through Career development leads many students to eye opening approaches to job searching and ultimately, successful employment.

### **VIP NURSING SCHOOL INC. CANNOT AND DOES NOT GUARANTEE EMPLOYMENT**

Only the employer can make that final decision. VIP Nursing School Inc. Placement Assistance Department provides direct assistance as students near their completion date and beyond graduation. Delays in course completion may result in delaying employment assistance activity. The student will be required to meet with the Placement Assistance Coordinator. Each student shall prepare a typed resume to the Placement Assistance Coordinator and a subsequent appointment will be set to insure personal attention to the student's job seeking needs.

### **VIP NURSING SCHOOL INC. PROVIDES CAREER PLACEMENT ASSISTANCE TO ALL GRADUATES IN GOOD STANDING**

Alameda, San Francisco, Santa Clara, Sonoma Counties are one of the fastest growing Allied Health markets in the country. VIP Nursing School Inc. maintains a Placement Department to assist graduates in contacting companies to secure employment. The Placement Assistance Coordinator acts as a liaison between the graduate and the employment community. Information on job search techniques is provided to soon-to-graduate students and graduates based on current needs of the allied Health industries.

**NOTE:** All graduates will be considered to need placement assistance unless a signed student waiver of placement assistance, with a written explanation, is in the student file. Graduates waiving placement assistance may still receive placement assistance by notifying the Placement Department that they again wish to be placed in an active, placement-seeking category. A successful job search is dependent upon a

self-confident, well-prepared applicant with a pre-planned strategy. The entire staff as well as the Placement Assistance Coordinator will assist in this effort. While employment is not guaranteed, assuming cooperation on the part of the graduate, the Placement Office will work diligently with each graduate until he/she successfully obtains employment.

The amount of effort put forth by the student is the most critical factor. Cooperation in the process will assure a more positive result. VIP Nursing School Inc.'s primary objectives are to provide the student in training and educate each student as well as assist them with employment in their chosen field. VIP Nursing School Inc. does not offer employment as an incentive for enrollment.

#### **DISCLOSURE and RETENTION of EDUCATION RECORDS**

All student records will be kept for 5 years at VIP Nursing School campus and kept in a fire proof filing cabinet. All student files are also scanned and upload to MS Cloud and in DVD and kept in a safety fire proof cabinet. All files will be handled by Program Director, Admission Coordinator, and supervisor for record keeping.

Students have the right to inspect, review, and challenge information contained in their education records. Students under the compulsory age may not review the tax information of the parents. Parents of minor students or parents of tax dependent students, with the student's written approval, may inspect, review and challenge information contained in the students' records.

Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the Institution.

Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies. Student's wishing to review their file must make an appointment with the appropriate divisions. All appointments must be made during regular business hours. At no time may the student and or parent remove, destroy and or damage any documents contents in the file.

Certain documents may be photocopied, and a charge may be charged, depending on the specific documents to be photocopied. Should the student need a copy of an official transcript, the first (1) copy will be provided at no charge. Subsequent copies are available upon payment of a fee of \$10.00. Transcripts will only be released to the student upon receipt of a written and signed request. No transcripts will be issued until all tuition and other fees due to the institution are paid and current.

Students may inspect and review their educational records. To do so, submit a written request identifying the specific information you would like to review. Should you find, upon your review, that there are records that are inaccurate or misleading you may request that errors be corrected. In the event that a difference of opinions exists regarding the existence of errors, you may ask that a meeting be held to resolve the matter. It is the intent to carefully follow the rules applicable under the Family Educational Rights and Privacy Act. It is our intent to protect the privacy of your financial, academic and other school records. We will not release such information to any individual without having first received your written request to do so, or unless otherwise required by law.

A school official must be in the office at all times during the examination of the student files. Student records are retained by this institution for a period of not less than five years from the date the student graduates, withdraws or otherwise ceases to be enrolled.

#### **TUITION and FINANCIAL ASSISTANCE**

To assist students with their educational costs, the school has a financial assistance programs available that the student may elect to take advantage of if they find it assistance with the tuition cost in the form of Installment basis. Loans can be made with banks, Savings and Loans, Credit Unions, Financial Institutes etc. All tuition must be satisfied or paid in full arrangement before receiving the Diploma of Completion, participating in class graduation, or taking the state competency exam.

We provide monthly payment installment plans for qualified students without any interest. Installment must be paid on the first (1<sup>st</sup>) to the tenth (10<sup>th</sup>) day of each month, otherwise a 5% late fee is charged for late payments, i.e. 5% of the monthly installment due. We do not offer federal grants or loans. It is your responsibility to pay your school loan assistance in full. It could make a difference for someone such as yourself to be able to use the assistance program to finance their education.

Students at VIP Nursing School are not eligible for Federal student loans and State Financial aid. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in Federal student aid or State financial aid programs.

- (a) This institution advice each student that a notice of cancellation shall be in writing via mail, hand delivery, email only, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

- (b) This institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed one hundred dollars (\$100.00) for Nursing Assistant program and fifty dollars for Home Health Aide program which are non-refundable registration fee, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
- (c) The bureau may adopt by regulation a different method of calculation for instruction delivered by other means, including, but not necessarily limited to, distance education.
- (d) This institution shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.
- (e) This institution shall pay or credit refunds within 30 days of a student's cancellation or withdrawal. CEC §94921. Alternative Refund Calculations An institution offering an educational program for which the refund calculations set forth in this article cannot be utilized because of the unique way in which the educational program is structured, may petition the bureau for an alternative method of calculating tuition refunds.

### **LIBRARY (RESOURCE CENTER)**

A reference library is located adjacent to classrooms and is available to all students to help provide information, which may aid them in their program of study. Students may use the reference books while visiting the library during business hours. Please do not take the library materials, as others may need to use the same material. If you would like an article or information copied, please let student services know and they will be happy to accommodate you.

The students have an easy accessibility to Public Libraries and college libraries in Alameda County area for more reference books related to health care system specific reference related to health care system are available to students.

### **STUDENT LOUNGE and BREAK TIME**

The student lounge is available for the convenience of all students. Please dispose of all eating and drinking containers in the appropriate refuse container located in the student lounge.

This institution encourages to take designated breaks during the course schedule and follow California State and VIP School rules and regulations such as:

1. Students are allowed to receive and use cell phones and not during class or clinical sessions.
2. Students are not allowed to chew gums or tobacco.
3. Must return to class, laboratory &/or clinical session.
4. Food or drinks are not permitted in class, except water in closed containers.
5. Not permitted to have visitors without prior approval by school staff or instructor.
6. Not responsible to any missing, or damage of any personal items.

### **CLASSROOM TEMPERATURE:**

Classroom temperatures may fluctuate slightly. It is impossible to accommodate every individual's comfort zone. However, the school will do its best to maintain a moderate/average temperature throughout all areas of instruction and administration. It is recommended that students bring a sweater to class, if necessary.

## **ATTENDANCE AND ACADEMIC POLICIES**

### **ATTENDANCE POLICY:**

It is important that the school have a record of attendance for each student. It is your responsibility to sign the sign in sheet daily, located in your classroom.

Regular class attendance is necessary, no cutting classes and be recorded as absence. There are no excused absences in any program, only for medical illness and must submit a doctor's document.

Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status.

Students are expected to be on time to class every day and complete the required work to the best of their ability, as they would on the job. **ATTENDANCE AND A POSITIVE WORK ATTITUDE HAVE A GREAT DEAL TO DO WITH SUCCESS AND EMPLOYMENT.**

When students must be absent from class, just as employees are expected to do so on a job, the student should call the school prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when can we expect their return.



Re-occurring absences could result in disciplinary action, just as it would on a job. It may also lead to dismissal. Students must maintain a 75% attendance performance or better (Maximum program length) in order to be considered doing "Satisfactory Attendance Progress" and/or to prevent their training from possibly being interrupted. Remember, POOR ATTENDANCE IS NOT A GOOD HABIT TO HAVE AND CERTAINLY ONE WHICH AN EMPLOYER WILL NOT ACCEPT.

Grades alone are not enough to secure a good job in the industry. Due to the nature and scope of the training, the school alone does not differentiate between an excused and a non-excused absence in computing the maximum number of allowable absences. Unsatisfactory attendance occurs when a student misses more than 30% of the maximum time frame of the program.

Unsatisfactory attendance may lead to Probation status until the student has brought his/her attendance and or academic grade point average to the 75%. This would include any make-up hours and or make up assignments and any test.

**EXCUSED ABSENCES:**

Excused absences are not automatic; your instructor monitors and provides all attendance to the Student Services Department. Vacations are not considered excused. The school will not tolerate abuse with this policy. It is implemented for those students who have unusual or unforeseen problems. However, you must still maintain the minimum cumulative grade point average. Program Director will arrange for make-up day for the excused absence by setting another clinical day, or use of case study.

**TARDINESS:**

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS. A tardy student will be marked daily as being tardy. Any combination of three (3) documented (unexcused) tardy will be considered as one (1) absence.

**LEAVING EARLY:**

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she LEAVES EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS. The Instructor should be notified prior to being dismissed early from class. A student leaving early from class will be marked daily as leaving early. Any combination of three (3) documented early (unexcused) departures will be considered as one (1) absence.

**MAKE-UP TIME / WORK ACCOUNTABILITY:**

A student is responsible for all work assigned and missed during absence. Make-up time/work must schedule with your instructor to assure proper credit. Students must make up time/ work for proper credit towards graduation. Make-up Lecture classroom time must be completed on the school premises, and/or missed Clinical rotation in the clinical facility. Make-up assignments and/or test will be given for those who need to make up for academic grade / semester credit hours. All make-up hours must be accounted for and signed on a missed day make-up sheet also signed by the Instructor.

**LEAVE of ABSENCE POLICY:**

If a "Leave of Absence" is required, a student must submit in writing to the Student Service Department, the basis of the request, expected return date and the initial date of request with the student's signature. This does not automatically reflect the school's approval. A Leave of Absence may be limited to a specified amount of days (NOT TO EXCEED 180 DAYS). Only one (1) Leave of Absence will be granted for a student during any 6-month enrollment period. If the student's leave of absence is NOT approved, the student will be considered to have withdrawn from the school.

If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying any additional tuition. Students requesting Leave of Absences must understand that must notify the admission department their intent to return from LOA at least four (4) weeks prior to returning date. A revised course completion date will be established, which will delay their graduation date. Remember, A LEAVE OF ABSENCE DELAYS YOUR OPPORTUNITY TO BEGIN YOUR NEW CAREER.

NOTE: At no time can the school back date a leave of absence. Therefore, it is important that you have a leave of absence prior to any absent days. Time taken on a leave of absence does not count in the satisfactory academic and attendance formula. FAILURE TO RETURN FROM LOA ON OR BEFORE THE DATE INDICATED WILL REVOKE THE CANCELLATION/REFUND POLICY.

**MAXIMUM TIME FRAME for COURSE COMPLETION:**

A student must satisfactorily complete his/her program of training within a maximum time frame, defined as one and one half times the regular scheduled program length, as illustrated below. Leave of Absences, holidays, excused non-attendance, winter break, in-service days, if the school closed due to extenuating circumstances and terminations are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped from their training program.

**Maximum Time Frames Allowed:**

Program(s):	Session	Length	Maximum Time Frame
Home Health Aide	Day / Eve	1-2 weeks	1-2 weeks to complete
Certified Nurse Assistant	Day / Eve	4-6 weeks	4-6 weeks to complete

**ATTENDANCE PROBATION POLICY:**

Any student failing to maintain a minimum 75% of the maximum time frame of the program hours, shall be, at a minimum, placed on "Attendance Probation." The length of probation shall be for the period required for the student to reach a minimum of 75% of the scheduled class hours however, in no event shall exceed one evaluation period. The probation period may be lengthened to provide assurance that the student achieves and maintains satisfactory attendance progress. The student will be allowed to make up hours, assignments and or exams if space is available, and be removed from probation.

**SUSPENSION and DISMISSAL:**

VIP Nursing School Inc. reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet the school's standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

**STUDENT BEHAVIOR/CONDUCT**

An important part of the training at VIP Nursing School Inc. includes the development of professional attitudes and behaviors. PROSPECTIVE EMPLOYERS SEEK EMPLOYEES WHO WILL BE POSITIVE ADDITIONS TO THEIR COMPANIES. Therefore, VIP Nursing School Inc. has created a professional "work-like" environment in which students can grow and develop according to their professional expectations.

Students are expected to conduct themselves in a business like manner. Normal standards of professional business attire apply to all students and unconventional clothing cannot be permitted at school. Students must wear a clean uniform daily in clinical settings. Any student not in uniform will be sent home. No Exception. No Discussion.

Students who are dressed inappropriately may be subject to disciplinary action. The effectiveness of any training program is dependent upon the full cooperation between students and school staff. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with Instructors and Administrators to further their training program. Students must adhere to high standards of academics, attendance, and conduct.

Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining one-self and dressing professionally, are just a few of the ingredients that go into the makeup of a professional. In these areas, we have high standards because we are committed to preparing our students for the highest expectations of employers.

VIP Nursing School Inc.'s students are encouraged to pursue the development of these attitudes and behaviors because they serve in their best interest when it comes time to seek employment. Students are asked to work in harmony with the institution to aid themselves as fully prepared as possible to succeed in the competitive job market.

Those whose conduct reflects discredit upon themselves or the school may be subject to dismissal. The administration of the school reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, but not limited to:

1. Verbal and physical altercations
2. Lying, cheating, plagiarism
3. Sexual harassment
4. Vulgar and offensive language or actions
5. Threats of violence
6. Possession of weapons, illegal drugs, or being under the influence of alcohol or illegal drugs
7. Any action that violates State/Federal law or the policies of an clinical facility.

### **GROUNDS for DISCIPLINARY ACTION:**

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional Behavior and/or conduct that reflects unfavorably upon the school and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity words.
5. Failure to meet Financial Requirements.
6. Inappropriate professional clothing worn during training.
7. Failure to abide by the Rules and Regulations of the school.
8. Failure to pay tuition (or any other charges) when due.
9. Breach of school enrollment agreement.
10. Cheating.
11. Falsifying school records.
12. Carrying a canceled or potentially dangerous weapon.
13. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
14. Instigation and/or participation in rebellious activities against the school and/or its student(s.)
15. Solicitation, which reflects unfavorably upon the school and/or its students.
16. Vandalism of school property.
17. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
18. Fighting (physical or verbal)
19. Verbal confrontation with any employee and or student

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal.

A student dismissed for unsatisfactory or unprofessional behavior or conduct, may request re-admittance into their program by following the procedure set forth under Reinstatement as noted in this catalog.

### **DISMISSAL POLICY**

Dismissal from a program can be due to, but is not limited to, the following:

1. Failure or inability to continue the program, not passing the theory written exam to achieve 75% after 3 attempts.
2. 3 consecutive days of unexcused absences
3. Absences of 3 days in any combination of theory, clinical, or skills laboratory
4. Failure to return from an approved LOA as scheduled
5. Violation of the standard code of conduct; this includes crimes and drug-related offenses
6. Insubordination, failure to comply with school and clinical policies, including discourteous conduct to the public, patients and their families, hospital staff, instructors, or fellow classmates.
7. Dishonesty not limited to theft, cheating on tests, or any misrepresentation on applications, or hospital records confidentiality.
8. Possession or abuse of alcoholic beverages, narcotics, or any degree of intoxication in the campus or in clinical location.

The student academic file will be annotated to reflect this action and the file will be flagged to block future enrollment, unless the student follows the program's process for re-admission.

### **STUDENT GRIEVANCE PROCEDURES**

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, encountered difficulties, problems, or have complaints, should first bring the matter to the attention of their Instructor. If the Instructor is unable to resolve the situation, the student is to meet with the Program Director. If the matter is still not resolved, it should be brought to the attention of the School Director for final resolution. The instructor, program director or school director will engage in an informal process endeavoring to settle the dispute in good faith.

### **COMPLAINT PROCEDURE**

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and Administration for amicable solutions. A written grievance, addressed to the School Director, must be received from the student within 48 hours after the incident occurs who will work to resolve the matter and will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items.

The procedure is as follows: The written grievance must be submitted to the School Director within 48 hours of the incident. The School Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the School Director will call a Grievance Committee Hearing within 72 hours of receipt of this report.

In addition, all persons involved with the incident must be present at the time of the hearing. The committee hears all sides, and will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee will be communicated immediately.

If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, send copies of all documents explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

**CONTROLLED SUBSTANCE, ALCOHOL and DRUG ABUSE POLICY:**  
**THIS INSTITUTION IS SMOKE AND DRUG-FREE CAMPUS**

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program.

Following is a list of drug-free awareness programs that also provide detailed information regarding:

1. Dangers of Drug and Alcohol Abuse
2. Assistance with drug and Alcohol Abuse Counseling
3. Penalties for the Abuse of Alcohol or Drugs
4. Rehabilitation Programs

The following are local and national agencies that provide assistance to employees, students, and their families:

**Drug Information Hot Lines:**

National Institute on Drug Abuse	(800) 662-HELP (800) 843-4971
National Clearinghouse for Drug Information	(800) 729-6686

As stated above, students and employees are subject to termination for violation of this school rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the school. Each student is required to read and sign a statement concerning this policy.

**Staff / Students shall abide by the following:**

1. Continued employment and/or schooling is subject to the terms of this policy.
2. Notify the administration of any criminal statute conviction for a violation occurring in the work-place no later than 5 days after such conviction. The U.S. Drug Agency will be notified within 10 days after receiving notice from an employee or student or otherwise a copy of such conviction will be submitted to the agency. The school will take the following actions within 30 days of receiving notice under this subparagraph with respect to any employee or student who is so convicted.
3. Terminate employment of the employee or the schooling of the school.
4. Require such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, enforcement, or other appropriate agency.

Penalty for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge in specific cases. For first time convictions of the use of a controlled substance or alcohol abuse, offenders will be referred to a rehabilitation/education program. However, state and/or federal law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone under 21 are as follows:

Substance Crime and Penalties Chemically treated/manufactured drugs Felony, up to 10 years in prison and \$4 million Marijuana Felony, up to 20 years in prison and \$4 - \$10 million Selling / Providing alcohol to minors felony or Misdemeanor, discretion of the judge.

All schools are required to have a program or plan of drug prevention in effect. This program must be available to students as well as to staff members.

A school may approach one or more organizations that assist the general public (hospitals for example) with drug problems. That organization may give them the name of an official that can be contacted, the school would then be considered to be in compliance with the drug prevention requirement. In some cases many agencies are supported by the state and the cost to the user may be little or nonexistent.

**SATISFACTORY ACADEMIC PROGRESS POLICY:**

In addition to completion time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of 75% = C or better. For determining satisfactory progress, a progress report is given to the student monthly for discussion of the student's training progress. A student achieving a cumulative grade point average below 75% or a "C" at the time of evaluation will be advised of their unsatisfactory academic progress and placed on academic probation until such time as their cumulative grade point average reaches a minimum 75% or "C" however, may not exceed one evaluation period. At the end of this period of probation, the student must maintain, a minimum academic grade point average of 75% or "C" or better during the probation period. The Dismissal Policy will be in effect. Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the student appeals procedure outlined in this catalog.

**MEASUREMENTS of UNITS:**

To simplify the unit breakdown, units are calculated weekly. A student must attend a minimum of three (3) days to earn those units assigned to that specific week's work. Any days missed beyond two (2), the work must be made up to earn units.

**ATTENDANCE IS VERY CRITICAL**

The instructor will give a written progress report to the Student Services Coordinator or Program Director in order to monitor a student's progress monthly. Where these reports indicate a need, special tutoring may be scheduled to assist the student.

**SUCCESSFUL ACADEMIC ACHIEVEMENT WILL DEMONSTRATE A PERFORMANCE QUALITY THAT EMPLOYERS ARE LOOKING FOR:**

Please refer to the "GRADING FORMAT" noted below reflecting the performance evaluation by VIP Nursing School, Inc. It is recommended that if a student receives an "I" (Incomplete), that they complete the make-up course work prior to course completion. Students should check with their Instructor to arrange any/or all make-up (Incomplete) course work. Incompletes (I) are used in calculating the cumulative grade point average and does carry a value of zero (0). If the incomplete is made up, the two grades will be averaged for a final grade. This grade will be used in calculating the cumulative grade point average. Weekly grades reflect attendance, professionalism, class participation, quizzes and tests. Students must complete, at a minimum, 70% of the program. Semester credit units are earned weekly basis. The cumulative grade point average must be at a minimum 70% or "C". Remember, A FAILING PERFORMANCE HABIT IS NOT A GOOD HABIT TO HAVE AND CERTAINLY ONE WHICH AN EMPLOYER WILL NOT TOLERATE.

**MODULE GRADING FORMAT**

Honor Roll	97% - 100%
A = Excellent	90% - 100%
B = Good	80% - 89%
C = Satisfactory	70% - 79%
P/F= Pass/Fail	Credit/No Credit Assigned
D = Poor	65% - 69%
F = Failing	00% - 64%
I = Incomplete	00%
W=Withdrawal from Module	No Grade Assigned

If a student withdraws from a course before the completion of a module, the student will receive a W for that module. If the student returns to school, all course work graded "I" (Incomplete) may be successfully completed within a 30-day period or training may be interrupted. If the student returns to school, all course work graded "W" Should be completed. Any Incomplete and Withdrawal will be counted as a 0 in the overall cumulative grade point average. It is important that the student makes up the Incompletes or Withdrawal as soon as possible.

Student will be allowed to repeat a module once at no additional charge. The time needed to repeat the module must be within the maximum time frame for that course. The student will be given an opportunity, at the discretion of the School Director and subject to the availability of space, to repeat, remediate or make up work. This work shall be given full standing and credit with respect to the evaluation of the student's maintaining of Satisfactory Progress.

Student who have been dismissed for lack of satisfactory academic progress from any program, may apply to the School Director, in writing, to be re-admitted to the school by following the reinstatement procedures outlined in this catalog.

A student may appeal the determination of unsatisfactory academic progress and/or their dismissal based upon extenuating circumstances by following the Student Appeals Procedure outlined in this catalog. Permanent transcripts of the student's progress record are maintained by the school and are available upon written request by the student. The first copy of transcript of record is free but a \$5.00 charge for

subsequent written request from the student received. A fee of \$10.00 will be charged if the last day of attendance was more than three years from the date of the request. Under State Regulations, the institution is only required to maintain a student file for 5 years from the students last date of attendance and kept in a fire proof cabinet.

**ACADEMIC PROBATION POLICY:**

As indicated under the section pertaining to Academic Policy, if a student fails to achieve a cumulative grade point average of 75% or “C”, the student will be placed on academic probation until such time as their cumulative grade point average reaches 75% or “C”. During that probationary period, the student must maintain a cumulative grade point average of 75% or “C” of the program.

When a student fails or drops due to unsatisfactory theory and /or clinical performance, the nursing faculty requires that a Plan of Remediation be developed within 10 working days of receiving a failing grade. That plan must contain specific goals and objectives to be completed. The purpose of the plan is to improve the student’s chance for successful completion and strengthen the areas of concern/weakness. The activities specified in the plan must be completed, the student to be considered for re-admission in the program. It will be the responsibility of the applicant to provide documentation of the completed plan.

The student who requires remediation can do so with the Program Director. The accepted forms of remediation may be case studies, independent studies, written examinations, attendance at individual seminars and workshops, research reports, etc.

If a student maintains a grade point average of 75% or “C” and/or achieves a cumulative grade point average of 75% or “C”, probation will be removed. However, if the student has failed to maintain a 75% or “C” grade point average and/or will be unable to achieve a cumulative grade point average within one evaluation period, the student will be dismissed from their program (unless extenuating circumstances are established).

**STUDENT APPEAL PROCEDURES:**

A student, who wishes to appeal any disciplinary action and/or decision made by an Instructor, must submit a written letter to the School Director to be reviewed by an Appeals Board. Students must provide supportive documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. This Appeals Board shall consist of three (3) attending members. The student will be notified of the Appeal Board decision within 30 days following the receipt of the student’s appeal. The decision of the School Director shall be final.

**RE-INSTATEMENT:**

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The Reinstatement board shall consist of (3) three school administrators The requesting prior student shall be notified of the Reinstatement Review within 30 days following the decision of School Director.

**TUTORING:**

The school provides tutoring based on the individual need of the student and the Instructor's schedule. Students with a module grade lower than 70% or "C" automatically becomes eligible for tutoring pending a review of their attendance status. If this should occur, the student is to make an appointment with the Program Director or the Instructor to arrange for a tutoring session(s).

**GRADUATION REQUIREMENTS:**

Students must have at a minimum, an accumulative grade point average of 75% or “C” grade, along with a minimum of 75% of the total scheduled program hours attended and must be maintaining Satisfactory Academic Progress (75% cumulative attendance and 80% for Final Written examination grade point average) to be considered for graduation. Upon successfully completing the program, meeting all graduation requirements, including current in their tuition payments, students will receive a Diploma and Certification of Completion of the program earned.

**STUDENT RECORDS:**

The Family Right and Privacy Act of 1974 prohibits an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. VIP Nursing School protects the privacy and confidentiality of all student records. Students are guaranteed the right to access their own files. Student files of this period are maintained in fire retardant storage files for five (5) years.

The institution retention schedule and deal with security, archiving, storage and if any destruction of obsolete records per HIPAA State regulations. All records are kept in a fire proof filing cabinets for 5 years at VIP School business office. All documents are scanned yearly student files are stored in DVD that are kept on a fire proof safety deposit cabinet at the Program Director office. The following records are being kept

secured and for safekeeping, as follow:

1. Student enrollment agreement that includes copy that includes the student name, address, e-mail address, and telephone number of each student who is enrolled in an educational program. Copy of certificate issued for the program completed.
2. Student Grades, or findings from any examination of academic ability or educational achievement used, test score, grade or record of grades, attendance record, record indicating student completion, placement, employment, salaries, or financial information
3. Files for each student who enrolls in the institution whether or not the student completes the educational service.
4. Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
5. Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
6. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid
7. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received
8. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received
9. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, the name and address of the person or entity to which the refund was sent;
10. Copies of any official advisory notices or warnings regarding the student's progress;
11. Complaints received from the student.
12. Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
13. Credit based on any examination of academic ability or educational achievement used for admission placement purposes;
14. A financial report filed with the bureau.
15. Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits
16. The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.

Transcripts are kept permanently in electronically using the MS Cloud with strong firewall restrictions, save scanned student records in a DVD and in an external hard drive and kept in a fire proof safety deposit box that is kept in the administrator office. All financial records of students, including but not limited to financial aid from 3<sup>rd</sup> party disbursement, tuition fee payments, tuition refund records, enrollment agreement, theory and clinical document and test results. Physical examination result, final exam, state competency exam result are kept in a fire proof filing cabinet and are also copied digitally permanently.

#### **CHANGING PROGRAMS:**

This institution only offers Nursing Assistant and Home Health Aide. The pre-requisite to enroll for the Home Health Aide if the applicant must have a current CNA certification, or have passed the State Certification Competency for Nursing Assistant to take the Home Health Aide program. So, this institution does NOT offer any changing of programs.

### **SCHOOL POLICIES AND REGULATIONS**

**DRESS CODE** Failure to comply with the Dress Code may result in being dismissed from class with the student being marked absent for the day. Absences can result in failure to meet required course hours and withdrawal from the prerequisite program.

Students must wear all white cotton scrub uniform designated by the institution, which is consistent with the type of apparel that would be required in the field. Students are also expected to dress in a neat, clean, and professional manner every day. Violation of the dress code may result in a grade reduction, probation, or withdrawal from school. Any student not in uniform will be sent home. No Exceptions, No Discussions

**All White Scrubs** must be worn always during Clinical Hands-on training at the facility. All apparel must be clean and in good repair. Pants must be hemmed so they do not touch the floor. May wear a white skirt at knee level for religious beliefs.

**Outerwear:** A solid-colored (white, blue, black, or gray), non-logo jacket or sweater may be worn.

**Head Covering:** Decorative headwear such as caps, bandanas, hoods, or hats are not permitted. Headwear is only approved for documented religious beliefs.

**Shoes:** Tennis shoes in any color with rubber sole and if possible anti-slip sole. Canvas, sandals, open-toed or open-heeled shoes, clogs, and flip-flops are unacceptable. Socks or stockings are to be worn at all times and are to cover the ankle. Socks/stockings should be white or neutral in color.

**Underwear:** Should not be visible. White or neutral t-shirts/undershirts may be worn with scrub tops, but must be tucked in and not hang below the hem of the scrub top.

**Hair/Nails:** Hair should have a professional appearance and be clean and short or, if long, restrained so as not to fall forward into the individual's face or the work/patient space. Hair colored out of human hair color ranges is not permitted. (Examples: blue, orange, green, extreme red, etc.) Beards and/or mustaches must be neat. Nails must be clean and trimmed close to the fingertips. Artificial nails of any type and nail polish (other than clear) are not permitted for safety/health reasons per Center for Disease Control (CDC) guidelines.

**Jewelry:** Only a minimum amount of jewelry should be worn. One small, single earring (stud or dime-sized loop) may be worn in each ear lobe. Jewelry other than a wedding band and wristwatch is not permitted, including bracelets of any style. Fingernail, facial, tongue and nose jewelry are unacceptable. Body piercing jewelry cannot be visible, e.g. tongue, eyebrow, nose, lip jewelry/studs. Necklaces are not permitted. Religious articles worn as necklaces' are not permitted unless a high neck undergarment covers them. Please note: Infection Control Policies at individual clinical facilities may prohibit the use of ANY jewelry.

**Tattoos:** Tattoos must be completely covered at all times on campus and at externship / clinical sites.

**Fragrance:** Perfumes, colognes, perfumed lotions, and body odors (including smoking) are not permitted in the classroom, clinical sites or skills lab. This is a strict no scent policy due to the high incidence of reactive airway disease and allergies.

**Name Tags:** Identification badge provided by the school is required at all times at the clinical site. Badge must be clean, in very good condition, and free of any decorative items. Other: Makeup must be modest. Failure to comply with the Dress Code may result in being dismissed from class or clinical rotation, resulting in the student being marked absent for the day. Absences can result in dismissal from the program due to failure to meet required program-required contact hours.

### **IMPORTANT NOTICE:**

Cellular phones, headset / walkman's will not be allowed during class or at any time while the student is on school property. This could interfere with the learning process and safety of the student and/or others. Anyone in violation, the item may be kept by a school official until class is over or the student will be asked to leave the class. The school is not responsible for any lost, stolen or damage of any student's property.

**EATING AND/OR DRINKING IS NOT ALLOWED IN ANY OF THE CLASSROOMS!!!**

**CHILDREN ARE NOT ALLOWED AT SCHOOL DURING YOUR CLASS HOURS FOR THEIR SAFETY.**

### **SMOKING**

**This institution is "SMOKE and DRUG Free environment."** Smoking is not permitted anywhere inside the school facilities or building. Please smoke outside the building in the designated areas and use the appropriate disposal containers for all used cigarettes.

### **TELEPHONES**

The Receptionist Desk will only take emergency calls for students. School phones are not intended for personal use by students. No Cell phone is allowed during class, skills laboratory and clinical sessions.

### **OFFICE EQUIPMENTS**

Students are not to use any of the office equipment, this is reserved for personnel.

### **SEXUAL, EMOTIONAL HARASSMENT**

VIP Nursing School is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment.

This institution follows Title VII and Title IX of the Education Amendments of 1972 to make the school and working environment free from all forms of harassment, including sexual harassment such as sexual overtures or conduct that is verbal, visual or physical, that is intimidating, hostile, offensive, or unwelcome. The school thrives to provide an environment that we treat each other with respect and dignity.



Such behaviors are considered serious offense and will constitute cause disciplinary action according to the severity of the incident that constitute counselling to suspension and/or expulsion.

No one associate with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body, display sexually suggestive objects or pictures at this campus. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

**Criminal Background Clearance Process as of January 22, 2015:**

NATPs passage of SB 1384 (Chapter 847, Statutes of 2014), affects individuals who enroll in a NATP regarding the criminal background screening process implemented by the school. This bill removes the requirement that CDPH deny a certified nurse assistant (CNA) training and examination application (CDFH 2838), or revoke or suspend a CNA certificate, resulting from certain convictions.

CDPH evaluates criminal convictions for any offense and either grants or denies criminal record clearance by reviewing evidence of good character and rehabilitation provided by applicants, or information gathered by CDPH in relation to criteria outlined in Health and Safety Code Section 1337.6f(c).

For individuals (potential students) who have any convictions, or have questions about ' their ability to obtain the Live Scan/DOJ background clearance, they can request an "inquiry" with the Department by doing the following:

1. Fill out the top two sections of the CDPH 283B form, and sign the applicant signature line. At the top of the form, write the following: "CLEARNCE ONLY WITH LETTER". The school does not fill out any information on the form.
2. Write at the top of the Live Scan form (BCIABO16) CLEARANCE ONLY WITH LETTER", when filling out the form at the Live Scan vendor site.

CDPH will review Live Scan/DOJ results, determine if the individual is "cleared" or not "cleared"; and send the individual a letter, explaining the results.

NATP students who submitted the CDPH 283B application and Live Scan to DOJ and want verbal acknowledgement regarding "clearance", may call the Aide and Technician IVR line at (916) 327-2445 and request information from the ATCS phone representative regarding clearance.

Further questions may be referred to your Training Program Review Unit Representative, or the Professional Certification Branch at [cna@cdph.ca.gov](mailto:cna@cdph.ca.gov) or call (916) 327-2445.

**EQUIPMENTS & SUPPLIES BEING UTILIZED IN THE SKILLS LABORATORY TO PRACTICE NURSING SKILLS:**

All the equipments are owned and paid in full by the institution.

Thermometer (10)	denture cap (10)	gait belts (10)
Wheelchair (5)	specimen containers (10)	walker (4)
Bedpan (15)	bandages (15)	catheter bag (20)
Measuring container (10)	isolation supplies (15)	wipes (plenty)
Disposable gloves (plenty)	charting supplies (15)	bathing supplies (15)
Emesis basin (20)	digital thermometers (5)	adaptive devices (10)
Dental floss (5)	stethoscope (15)	lotions (15)
Diaper and pads (15)	cane (5)	dry dressings (plenty)
Suppositories (20)	bedside commode (3)	restraint device (10)
Mattress pads (12)	betadine solution (5)	Scratch papers (plenty)
ADL forms (100)	measuring tape (10)	bed linens (20 PAIRS)
microcapillary collection (plenty)	evacuated tubes (various sizes & colors)	needles various sizes (plenty)
microcapillary (plenty)	Sphygmomanometer (30)	Shower chair (4)
Sphygmomanometer (15)	comb / brush (30)	toothbrushes (plenty)
Glass thermometer (15)	enemas (10)	Urinal (10)
pillows (20)	tube holders (30 )	Rubbing Alcohol (10)
pencils (plenty)	tourniquets (30)	Upright Scale (4)
ostomy supplies and bags (10)	phlebotomy training aids (2)	Adhesive bandages or tape (plenty)
sharp containers (5)	marking pens (plenty)	Clay sealer (15)
goggles (5)	phlebotomy chair (4)	Phlebotomy tray (4)
blood lancets (plenty)	alcohol swabs ( plenty )	Kardex (30)
Graphic sheets (plenty)	bed & mattress (12)	Ted stockings (10)
N0n-Skid socks (15)	spirometer (5)	glucometer (5)
Lancets, glucose strips (plenty)	disposable electrodes (plenty)	Emergency cart (1)

<b>Dressing Cart (2)</b>	<b>Medication Cart (2)</b>	<b>Hoyer Lift (3)</b>
<b>Trapeze (4)</b>	<b>Upright Wt./Ht. scale (4)</b>	<b>DVD machine (4)</b>
<b>Nebulizer (2)</b>	<b>Monitors (12)</b>	<b>Computers (12)</b>
<b>Over-the-bed table (12)</b>	<b>Simulation Manikins Adult (5)</b>	<b>Simulation Manikins (Newborn 15)</b>
<b>ambu bags (Infant 5, child 1, adult 20)</b>	<b>Simulation Manikins Geriatric (6)</b> <b>Hoyer lift (1), Mechanical Lift (1)</b>	<b>Simulation Manikins (Birthing 2)</b> <b>Stand-Up Lift (1)</b>
<b>Simulation Manikins (IV Arm) 2</b>	<b>Simulation Manikins (NGT insertion) 1</b>	<b>Simulation Manikins (IM,SQ arm)</b>
<b>Emesis basin (15)</b>	<b>Wash basin (15)</b>	<b>Suction Machine (3)</b>