

# **Pacific Times Healthcare**

## **College**

### ***School Catalog***



# **2021-2022**

#### **MAIN CAMPUS:**

90 W. Grand Blvd. Suite 107  
Corona, CA. 92882  
Office Phone: 951-734-1601  
Fax: 951-734-1602

#### **BRANCH:**

14340 Elsworth Street Suite B-108  
Moreno Valley, CA 92553  
Office Phone: 951-656-4400  
Fax: 951-656-4402

#### **Website:**

*[www.pthcedu.com](http://www.pthcedu.com)*

#### **Email address:**

*[info@pthcedu.com](mailto:info@pthcedu.com)*

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**6** This catalog is valid from August 01, 2021 to August 01, 2022

Catalog Update: 2 This catalog is updated annually.

### **Catalog Distribution**

**3**The Catalog is available and offered in the following methods: Accessible on website without need of a password, upon enrollment electronically and upon request electronically. PTHC maintains a hard copy of this catalog at the administration office that can be viewed for referencing at each campus. A hard copy will be given upon request. Prospective students are obligated and encouraged to read this catalog before registration.

### **PTHC HISTORY**

PTHC is a private institution founded in 2010 and was in 2015 approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate does not imply that the Bureau endorses programs, or the institution exceeds minimum state standards. Approval to operate means compliance with state standards as set forth in the California Private Postsecondary Act of 2009 and Division 7.5 of Title 5 of the California Code of Regulations. PTHC was granted initial institutional accreditation by the Accrediting Bureau of Health Education Schools (ABHES) in February 2020. PTHC is a technical and vocational academic institution committed to providing quality career programs that integrate theory with clinical experiences to produce and to empower students to achieve their ultimate professional goals. PTHC believes that education should enrich and motivate the student's personal growth, ethics, and dignity for lifelong success.

Pacific Times Healthcare College both campuses are commonly owned by Pacific Times Healthcare Inc., a corporation registered by the State of California. The main campus is located in Corona, CA with the branch in Moreno Valley, CA. PTHC offers health related programs and courses that are relevant to the needs of the communities they serve.

### **PTHC MISSION STATEMENT**

PTHC was established to provide quality affordable education to a diverse population interested in pursuing a career in the healthcare field. PTHC continues to enhance its role in vocational and technical education by developing and improving a variety of training programs and courses that are highly in demand. The administration, staff and faculty work together to provide its community with theoretical and practical skills required in today's complex healthcare job market.

### **PTHC Objective**

The objective of PTHC is institutional stability as the foundation for a positive learning environment through providing quality education. The training outcomes have been proven to be preparation for employment through the development of entry-level skills in identified demand occupations and student's skills equal to or greater than industry standards, enhancement of skills for career /professional development, and life-long preparation. At PTHC the course curriculum is reviewed, at least biannual, for consistency with skills required in the workplace and the needs of the community PTHC serves.

### **PTHC PHILOSOPHY**

PTHC asserts that learning is a lifelong process and each diligent graduate from any of the programs offered attains a high level of professionalism and leadership. The curriculums are designed to easily and continually adjust to changes in demand in the job market. This allows students to receive technical training in a learning-teaching environment that incorporates both theory and hands-on learning methods to provide theoretical and practical experiences.

7 PTHC does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that could have resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.) (CEC §94909(a)(12))

### **Required Statements**

**13** "Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833.

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

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

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1987.

Phone (916) 431-6959 or by fax (916) 263-1897."

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

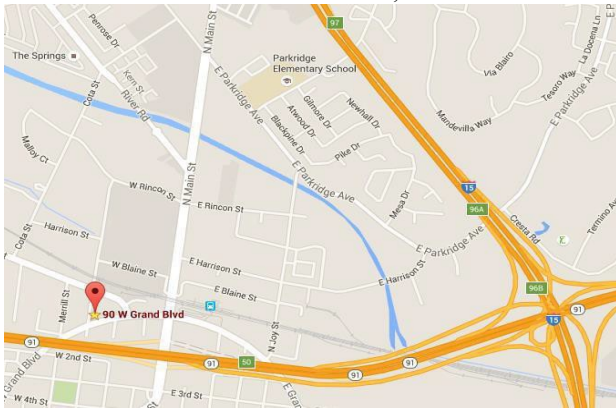
“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov)” (CEC §94909(a)(3)(C))

### Location of Administrative offices & Class Sessions *Campus Locations*

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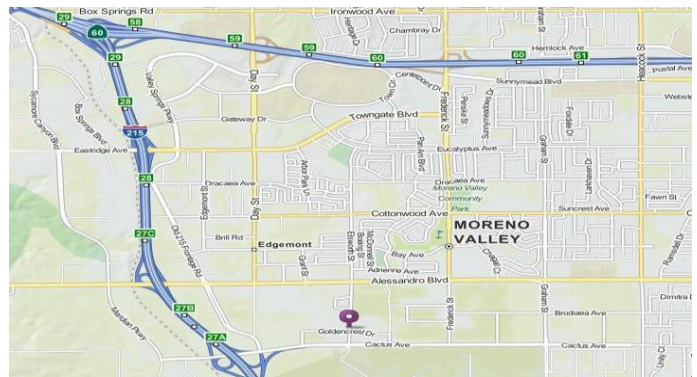
Class sessions are held at: 90 W. Grand Blvd Suite 107 Corona, CA 92882 and 14340 Elsworth St. Suite B108, Moreno Valley, CA 92880 depending on where student enrolls. *Open to Visits & Tours* within office hours. (CEC §94909(a)(4))

**PTHC Main Campus: Corona, CA Campus Location:**  
90 W. Grand Blvd Suite 107 Corona, CA 92882



**\*Our major cross streets are W. Grand Blvd. and Railroad St.**  
**Corona Office Hours: Monday through Fridays from 9:00am to 4:30pm. Saturdays from 9:00am to 2:00pm.**

**PTHC Branch: Moreno Valley, CA Campus Location:**  
14340 Elsworth St. Suite B108 Moreno Valley, CA 92553



**\*Our major cross streets are Elsworth and Golden crest St.**  
**Moreno Valley Office Hours: Monday through Fridays from 10:00am to 4:30pm. Saturdays by appointments only.**

### Language of Instruction

19 (c)

All instruction is conducted in English Language. (5, CCR §71810(b)(5))

### ADMINISTRATION, STAFF & FACULTY

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To fulfill its mission, PTHC employees' staff and faculty members are drawn from diverse cultural backgrounds. PTHC instructional approach emphasizes on dedication, personal responsibility and leadership in order to assist students achieve their career goals. Students are encouraged to contact the administrators for any questions or concerns. Each campus has a designated administrator to address students concerns which cannot be resolved by faculty and administrative assistants.

#### *Instructional Staff*

PTHC shall maintain records documenting that each faculty member is duly qualified and was qualified to perform the duties to which the faculty member was assigned, including providing instruction, evaluating learning outcomes, evaluating graduate dissertations, theses, and student projects, and participating on doctoral committees.

PTHC shall employ instructors who possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching. If an instructor does not possess the required three years of experience, education and training in the subject area they are teaching, the institution shall document the qualifications the instructor possesses that are equivalent to the minimum qualifications.

) PTHC shall not employ or continue to employ an instructor who was adjudicated in a judicial or administrative proceeding as having violated any provision of the Act or this chapter, or as having committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Profession Code.

The administrator shall document the institution's periodic review of faculty evaluations to assure that the faculty written evaluations and awards of credit to comply with this section and the institution's policies and are consistent.

#### *Student & Faculty Record Retention*

38. The identified Record Custodian, the college President, will be responsible for the secure storage of student's records.

PTHC will maintain student records for each student, whether or not the student completes the educational program, for a period not less than 5 years after the date of the student's graduation, withdrawal, or termination. The following is a list of the students' records to be retained.

1. Students enrollment agreement; current, withdrawn, graduate, students on any kind of leave except for students who cancel their program before the first day of class.
2. Signed attestation of high school graduation or equivalent (e.g. diploma, transcript or GED)
3. Admission determination documentation (e.g., admission exam, such as ability-to-benefit test results)
4. Financial records (e.g. Tuition payments, refund calculations and evidence of monies returned).
5. Academic transcript will be maintained indefinitely.
6. Attendance records (if applicable)
7. Progress reports or correspondence/test results
8. Evaluations for externships and/or internal clinical experiences
9. Documentation of placement activity
10. Financial Records will be maintained for a minimum of 5 years and per state/federal Regulations.
11. Any other records deemed to be necessary for future reference.

#### *Faculty Record Retention*

Faculty Records will be maintained for a minimum of 5 years. The following is a list of the faculties' records to be retained

1. Signed job description appropriate to position and level of responsibility.
2. Resume or curriculum vitae
3. Copies of all certificates, diplomas, and/or degrees, official or unofficial transcripts.
4. Evidence of current license, or other credential as required by local, state, and/or federal laws to work in the field
5. Annual performance evaluations by supervisor.
6. Evidence that classroom evaluation for new instructors is completed within at least 30 days of beginning instruction.
7. Documentation of continued professional development, as applicable to employment position (e.g., continuing education, membership in professional organizations, attendance at relative workshops or seminars).
8. Fully completed, signed and annually updated ABHES Faculty Data Sheets (Upon Accreditation).
9. Completed Hepatitis B immunization or declination forms for at risk faculty.
10. Any other records deemed to be necessary for future reference

The following documentations are kept in the administrative offices and are accessible to students upon request:

- 1) BPPE Approval
- 2) CDPH CNA Approval
- 3) BRN Continuing Education Approval
- 4) BVNPT Continuing Education Approval
- 5) BVNPT IV and Blood Withdrawal Approval
- 6) American Heart Association Training Site Documents
- 7) Business Registration Documents from City, State and Federal
- 8) Any other documents deemed necessary.



22(a)

Institutional Eligibility: PTHC does not offer degree programs.

### *College Facilities*

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Pacific Times Healthcare College has two Campuses. Both campuses are in Riverside County, California. Corona Campus is the main Campus. Moreno Valley is a branch. Each Campus/Facility has a reception area and administrative office, a classroom, a skills lab, a resource room with computers and a printer and a break room equipped with chairs and tables. Each Campus has a free parking area for both students and staff. Both campuses have a skills lab open to students during office hours. Both facilities are easily accessible by public transportation.

#### ***CORONA CAMPUS***

Front of Building



Front of Building



Classroom



Skills Room



Resource Room-Corona Campus



MORENO VALLEY CAMPUS

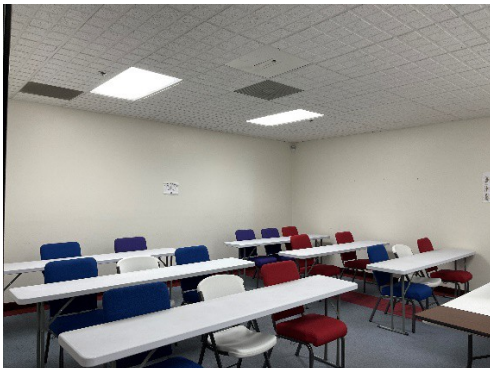
Front of Building



Front of Building



Classroom



Skills Room



Resource Room



All Equipment is purchased and owned by PTHC.



## **EQUIPMENT LIST FOR NURSE ASSISTANT TRAINING PROGRAM**

- Hospital beds with mattress, side rails, foot cradle, linen and pillows
- Full female mannequin
- Patient Clothing, Patient gowns, shirts, pajamas Towels
- Waterproof / incontinent pads
- Standing weight and height scale
- Improvised Signaling device.
- Designated Sink with running water
- Linen disposal containers & trash bags
- Bedside table
- Bedside commode, bed pans & tissue papers
- Wheelchair with footrests
- Bath basin & Emesis basin and wash clothes
- Bedside Storage cabinets
- Blood pressure cuff & Alcohol swabs
- Dentures in denture cup
- Knee-high elastic stockings
- BP Cuff and dual earpiece stethoscope
- Transfer belts / gait belts.
- Measuring container for measuring urinary output
- Meal tray with Plate, spoon, Food for feeding skill & Clothing protector.
- Isolation gowns, Gloves , & Hand sanitizer
- Toothbrushes and toothpaste

Both Campuses are equipped with the above. All Equipment is property of PTHC

(5, CCR§71810(b)(9))

### **Policy of Nondiscrimination**

PTHC encourages diversity and will not discriminate on the basis of socio- economical and ethnic background, color, religious beliefs, age, disability, gender, sexual orientation, marital status or veteran status in the recruitment of students or employment opportunities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

### **Class Hours**

Morning:	7:00AM to 5:30PM	Monday through Friday
Evening:	5:30PM to 10:00PM	Monday through Thursday
Weekend:	7:00AM to 5:30 PM	Saturday and Sunday

Weekend and evening classes are held on an as-needed basis.

### **Course Clock Hours and definition**

For completion of coursework students are awarded course hours. 60 minutes is equivalent to 1 clock hour.

### **Language Proficiency**

All Programs/courses in PTHC are delivered in English Language only. If English is not the student's primary/first language, the student will receive a then explanation that the program of instruction they have selected is conducted in English only and that all materials are in English. Explain to the student that they will have to take a test to determine if they have sufficient English speaking, reading, and writing skills to succeed in their chosen field of study.

*"A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution."*

*(a) An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.*

*(b) If the recruitment leading to enrollment was conducted in a language other than English, the enrollment agreement, disclosures, and statements shall be in that language. (Ed. Code §94906)*

### **Acceptance to the College**

Upon completion of all admissions requirements and after review by the PTHC enrollment representative, the applicant will be notified verbally, via mail, e-mail or telephone regarding acceptance or non-acceptance for enrollment.

All prospective students are encouraged to visit the campus to discuss their personal and professional education/career goals and review all the required documentation, including this catalog, and also to assist them in making an informed choice prior to enrolling in any of PTHC courses or signing any agreements.

## ADMISSION INFORMATION

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1. To ensure the continuing success of our graduates, PTHC requires that the following be met prior to attending as a student. An applicant to the college must be at least 16 years of age or older, past the age of compulsory education Plus meet one of the following.

- a. High school graduate or GED. Evidence of High School diploma or GED must be on file prior to enrollment  
or
- b. Acceptable evidence of graduating from High School is a copy of the High School diploma, college transcript indicating date of graduation from High school or a letter from the High School registrar indicating date of High School graduation  
or
- c. Successfully pass the Combined English Language Skills Assessment Examination with a minimum raw score of 37 on Form 1 or a raw score of 34 on Form 2 equated to Ability to Benefit Testing with a minimum score of 97  
or
- d. Completion of 6 semester, trimester or quarter credit hours or 225 clock hours that are applicable toward a degree or a certificate offered by the institution or a copy of the degree/diploma.

1. The candidate must complete an interview with a PTHC enrollment representative and Program Director.
2. Demonstration of basic English competency and basic English reading comprehension allowing the graduate to succeed in the training and in finding credible employment after graduation.
3. A display by the candidate that he or she has the motivation, career interest and determination to successfully complete the program they are enrolling in.
4. The candidate must demonstrate the time available to attend all scheduled classes as well as the competency to complete reading assignments and other projects.
5. Financial arrangements/plans are to be completed prior to signing enrollment agreement.
6. Necessary enrollment documentation must be submitted to the office prior to or during enrollment.

All documents submitted to PTHC becomes the property of PTHC. PTHC has no obligation to provide student copies or photocopies of such.

English as A Second Language and English Competency

**19(b)** PTHC does not offer English as a second language classes. All courses are taught in English. Students must be able to read, speak, write and understand English. English abilities will be determined during the interview process. (5, CCR71810(b)(4))

### *PTHC English Language Proficiency Requirement*

Students at PTHC must be able to read, write and speak English at a level necessary to actively pursue an academic program. Language proficiency documentation only applies if English is not your primary language. Therefore, unless English is the primary language of your country, you must provide official documentation of having met the PTHC English Language Proficiency Requirement.

A) Students can fulfill this requirement by passing/having passed one of the following exams:

Test of English as a Foreign Language (TOEFL) administered by an Educational Testing Service (ETS) in U.S. centers  
International English Language Testing System (IELTS)  
Cambridge English  
Ability to Benefit Tests (CELSA)

Test Name	Minimum Score for PTHC
<b>TOEFL (Internet Based)</b>	<b>45</b>
<b>TOEFL (Paper Based)</b>	<b>450</b>
<b>IELTS</b>	<b>5.0</b>
<b>Cambridge English</b>	<b>Grade C</b>
<b>CELSA (ATB) Form 1</b>	<b>37</b>
<b>CELSA (ATB)Form 2</b>	<b>34</b>

B) Students can also fulfill this requirement by providing official documentation of the following:

Completion of College Level English Course with a grade of C or higher from an accredited educational institution.

Minimum three years' attendance at an English-speaking secondary/high school or a four-year college or university. English must be the media of instruction in these educational institutions.

Transcripts from a U.S. university/college may meet the PTHC English proficiency admission requirement. Please submit copy of your transcript for official evaluation.

### *GED Classes*

PTHC does not offer General Education Development Certificate classes.

### **Visa Services**

**19(a)** No visa services are provided for students from other countries. (5, CCR §71810(b)(3))

### **Transfer of Credit Policy**

PTHC does not accept credits or credentials earned in another institution. The institution has not entered into an articulation or transfer agreement with any other college or university. (CEC §94909(a)(8)(A), and 5, CCR §71770

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

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"The transferability of credits you earn at PTHC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 may seek to transfer after attending PTHC to determine if your credits or certificate will transfer."

(CEC §94909(a) (15))

### **Experiential Learning/Advanced Placement**

**18** PTHC does not offer credit for experiential learning or advanced placement. (5, CCR §71810(b)(7) and 5, CCR §71770(c))

### **Conduct & Appearance.**

PTHC students are encouraged to conduct themselves in a professional manner at all times with both their colleagues, with administration and the faculty. Students must keep in mind at all times that they are expected to reflect their professionalism all the time. Students are expected to keep their appearance “professional”. Students are expected to be in dress code per their prospective course.

### **Safety and Health.**

PTHC strives to provide its students with a and safe environment. However, students are solely responsible for their own safety whether on campus or at clinical sites. PTHC students and all other PTHC stake holders are required to comply with the federal, state, and state and PTHC policies. PTHC will not be responsible for any student’s personal belongings that are lost, stolen, or damaged whether on campus or during any College activities. Students are encouraged to immediately report any medical, criminal, or other emergency occurring on campus to the college administration. A student may be required to provide a written report of incidents which might be viewed as a threat to the safety of the college. To report suspected illegal activities, students are advised to call either telephone number of PTHC.

PTHC does not carry Medical Health Insurance coverage for students. Students are encouraged to find their own coverage. PTHC students do not receive any compensation for internship services. Since PTHC students are not employees of either PTHC or its clinical affiliates, they are not covered by PTHC workers’ compensation. Students are responsible for all medical expenses and financial losses incurred during their learning processes.

### **Drug & Alcohol Abuse Policy**

PTHC supports the Drug free Schools and community Act of 1989 (Public Law 101-226) and the Drug free Workplace Act of 1989 (Public Law 101-690). . PTHC is a drug free facility. No alcohol or any illegal drugs will be consumed within the campus/affiliated facilities by PTHC students. PTHC students are subject to random drug/alcohol testing. Any PTHC student found to be under the influence of any illegal drugs/substances including alcohol will be immediately terminated from the program.

### **Personal Property**

PTHC will assume no responsibility for any loss or damage to any student’s personal property or vehicle. PTHC takes every effort to assure that there are no missing personal items, but it is the student’s responsibility to ensure that there are no valuable personal items are left unsecured. PTHC cannot be responsible for any lost or stolen student property. Students are advised to bring only items needed for the course they are enrolled in.

### **Family Rights & Education Act**

Educational records of students at PTHC are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment) and the California Student Records Act. These laws prohibit the release of student records or any other information about a student to a third party without the written consent of that student. Such authorization will be made in writing prior to any records or information being released. All inquiries for student records must be made in writing and addressed to the Enrollment Advisor of PTHC. Transcripts are kept on electronic media indefinitely and other records are kept for 5 years.

### ***PTHC Waivers: Cancellation/Postponement***

PTHC reserves the right to cancel or postpone any class or course prior to the start of class because of insufficient enrollment, unavailability of a qualified instructor or for any other circumstances beyond the control of PTHC. PTHC will not be held responsible for any expenses or any other difficulty to the student because of postponement or cancellation. Should a postponement occur, a new class would be rescheduled within not more than ninety (90) days. Should PTHC cancel a class (not postpone), the student would be refunded any collected funds within thirty (45) days from the date the class was cancelled.

### ***CANCELLATION AND WITHDRAWAL***

**25 Regarding cancellation, withdrawal, and refund policies, 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. (Ed. Code §94909(a)(8)(B))**

Students have the right to cancel the ENROLLMENT AGREEMENT that a student signed for a program of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement. PTHC shall refund 100 percent of the amount paid for institutional charges if notice of cancellation is made within 7 business days from the enrollment date or the first date attendance at the first-class session, whichever is later.

If student cancels after the above stated period, a registration fee not to exceed two hundred fifty dollars (\$250) including any non-returnable items, and a prorated tuition from the days attended will be deducted.

§94920(b) Cancellation shall occur when a student gives a written NOTICE OF CANCELLATION at the address of the school shown on the top of the front page of the ENROLLMENT AGREEMENT. Students can do this by mail, hand delivery, or email. The written NOTICE OF CANCELLATION, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid with date as reflected on post office stamp. The written NOTICE OF CANCELLATION need not take any particular form, and, however expressed, it is effective if it shows that students no longer wish to be bound by students' ENROLLMENT AGREEMENT. Students will be given a 'NOTICE OF CANCELLATION' form when they enroll, but if a student chooses to cancel, the student can use any written notice that the student wishes. The notice of cancellation can also be downloaded on the school website.

### ***Student Drop/ Cancellation Policy***

Students may be dropped by the school from a program for any of the following: unsatisfactory academic performance (below a "C") after given a probationary period; insufficient lesson responses, failure to complete program within the maximum timeframe allowed; medical excuse from physician; failure to adhere to Student Code of Conduct; failure to pay charges when due; breach of the school's ENROLLMENT AGREEMENT. Students may be readmitted to their program of study only upon approval of the Director.

### ***Certification Disclosure:***

PTHC students must understand that due to growing nationwide concerns regarding the suitability of today's healthcare professionals, many healthcare organizations providing healthcare services require disclosure of an individual's criminal history. In addition, many state statutes also require disclosure of an individual's criminal history in order to apply for certain health professional certificates, registrations, and licenses. Existence of a criminal history may subject an individual to denial of an initial application for a certificate, registration, or license to practice in a clinical setting or result in the revocation or suspension of an existing certificate, registration, or license.



### *Notice of Cancellation*

Today's Date \_\_\_\_\_

You 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, whichever is later.

"If you cancel, any payment you have made, and any negotiable instrument signed by you shall be returned within 45 days following the school's receipt of your cancellation notice.

"But, if the school gave you any equipment, you must return the equipment within 5 business days of the date you signed a cancellation notice. If you do not return the equipment within this 5-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. All materials are supposed to be returned unused and sealed or in the condition they were received in. Failure to that, PTHC will deduct the value indicated on the enrollment agreement.

"To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or mail to

\_\_\_\_\_ at \_\_\_\_\_  
(Name of institution) (Address of institution)

"NOT LATER THAN \_\_\_\_\_

"I cancel the contract for the school.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's signature)

**"REMEMBER YOU MUST CANCEL IN WRITING.** You do not have the right to cancel by just telephoning the school or by not coming to class. "If you have any complaints, questions, or problems which you cannot work out with the school write or call:

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

**Physical Address: 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833 Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818**

**Phone Number: (916) 431-6959**

**Toll Free: (888) 370-7589**

**Fax Number: (916) 263-1897**

#### ***REFUND POLICY:***

Students who have completed less than 60% of the total instructional days of a Program will be entitled to a pro-rated refund based upon the Total Tuition Cost, divided by the number of class days the student attended, or was scheduled to attend prior to withdrawal. Other fees subtracted from the refund are \$250.00 for enrollment fee minus value of books, supplies, or equipment not returned in condition student received them in.

Students will be given a chance to fit in Scrubs before issuing them. Scrubs will not be accepted back once student has either taken them out of the facility or worn them in class.

To receive a refund all books and supplies should be received in PTHC administrative office within 5 business days from the official class cancellation date.

If PTHC has collected money from a student for transmittal on the student's behalf to a third party for a bond, library/resource 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, PTHC shall refund the money to the student within 45 days of the student's withdrawal or cancellation. However, if PTHC has already submitted that money to a third party, the student will not receive a refund of that money.

PTHC shall refund any credit balance on the student's account within 45 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.

An Example of a refund calculation:

Nurse Assistant Training Program (NATP) = \$1,850.00 (16 instructional days). There will be no tuition refund if student withdraws after the 60% of the scheduled days.

Assuming a student paid \$1,850.00 for Nurse Assistant Training Program (NATP). Student withdraws from the program on the 4<sup>th</sup> meeting day, the student is entitled to receive the following refund as explained below and assuming live scan and test fee has been forwarded to third party:

Days remaining in Program after withdrawal: 12

Total Program Cost of 1850.00 minus 27.50-7.50-105.00-70.00, (non-tuition related Fee) with a balance of 1640.00

Daily Cost of Class Attendance: Equals the Tuition Cost, divided by the number of scheduled class meeting days:  $\$1,640.00/16 = \$102.50/\text{day}$

Daily Cost of Class Attendance multiplied by the Days remaining in Program:  $12 \times 102.50 = \$1,230.00$

$\$1,230.000$  minus Nonrefundable \$250.00 minus \$130.00 for skills lab = \$850.00 to be refunded to student.

#### ***STUDENT'S RIGHT TO CANCEL:***

Notice of Cancellation must be in writing and signed and dated by the student or legal guardian. Withdrawal from the Program may be effectuated by the student's or guardian's written notice or by student's conduct, including but not limited to, a student's attendance.

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.

#### ***Cancellation of Enrollment Prior to Starting the Program:***

You may cancel enrollment for any reason prior to the start of the program. Students 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, whichever is later.

#### ***Cancellation of Enrollment after Starting the Program:***

Students who cancel enrollment or withdraw from a program shall be entitled to a prorated refund as defined by the Refund Policy below. Students who have completed more than 60 percent of the program will not be eligible for any refund.

\*\*\*Students will be responsible for any charges the College has paid on their behalf for the above stated Program including Live-Scan Fingerprinting, student textbooks/student learning materials/handbooks/syllabi, uniforms/scrub sets, medical kit, CPR/First Aide training.

Date of Determination: For the purposes of determining the amount the student owes for the time attended, the student shall be deemed to have withdrawn from the program when any of the following occurs:

- Notify the College of withdrawal or the actual date of withdrawal; or
- The College terminates the enrollment; or
- Student fails to attend any classes for ten (10) consecutive scheduled class days, excluding College holidays.

PTHC will acknowledge the Last day of Attendance as the last day a student had academically related activity, which may include projects, clinical experience, or examinations.

**School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

Provide a full refund of all money paid; or provide for completion of the course at schools in the neighborhood.

**Note:** Academic transcripts or proof of completion will not be released until tuition charges are paid in full.

§94909(a)(8)(B)

## ***STUDENT SERVICES/RESOURCE ROOM***

(5, CCR §71810(b) (12))

**35**

### ***Student Orientation to PTHC***

PTHC provides a mandatory orientation for new students before the starting of a program. The orientation entails an introduction to college personnel, facilities and amenities, code of conduct with an emphasis on PTHC policies and procedures. and any other questions the prospective student might have.

### ***Library***

**12** PTHC has signed a contract with a virtual 24-hour online Library, LIRN. PTHC has also contracted with a professional librarian to assist Faculty and students on use of library resources.

### ***PTHC Library Use Policy***

1. You must be a PTHC current student or employee to use these Library Resources.
2. You cannot share the username or password with anybody else.
3. You may access the online Library on any computer/ smartphone or come to any PTHC campus.
  - a. Corona Campus:  
Monday & Tuesday 10am-2pm  
Wednesday & Thursday 2pm-5pm  
Friday 10am-2pm  
Person of contact: Stephen Musee (951) 734-1601 or (951) 515-3991
  - b. Moreno Valley Campus  
Monday & Tuesday 2pm-5pm  
Wednesday & Thursday 10am-2pm  
Friday 10am-2pm  
Person of contact: Juliana Kimithi (951) 734-1601 or (951) 642-5730
4. You cannot print or distribute the information without consent. Remember the California Copy Right Laws.

Additional materials available for check out include Textbooks, Study Guides, and Gait belts, and Anti-Emboloc Stockings. (5, CCR §71810(b) (12))

### ***Tutoring***

PTHC offers tutorial assistance to students based on need and at agreed times.

This tutoring generally falls into three categories:

Students who need assistance to maintain satisfactory academic progress.

Students who need assistance with an element in the training program.

Students who desire to obtain training, which exceeds the training curriculum in order to prepare for some higher-level goal.

### ***Student Advisement***

PTHC does provide academic advisement if deemed necessary. PTHC does not provide other personal counseling. In those cases where students may require services not provided by PTHC, the student will be referred to general local services in their area. Students are encouraged to maintain their own healthcare insurance.

### ***Housing***

**37**

PTHC is nonresidential. PTHC does not have dormitories at either campus and does not offer housing arrangement services for its students. It is suggested that students utilize local Internet/newspaper/publication advertising, private advertising, rental agents/agencies or rental companies.

Nearby residential living may include room or apartment rental or private housing rental with costs varying \$550 upwards per month. In addition, Corona and Moreno Valley offers abundant motel and hotel accommodations. PTHC does not have any responsibility to assist a student in finding housing.

(5, CCR §71810 (b) (13) (A)(B)(C))

### *Transportation*

PTHC employees, including instructors, do not provide students with transportation. PTHC does not make arrangements regarding student's transportation. However, there is public transportation which could be used by students to commute to both campuses.

### *Job Placement Assistance*

**36** PTHC does participate with job placement by providing job leads. However, PTHC does not guarantee job placement. (CEC §94909(a) (13))

### *Disabilities Policy*

PTHC provides reasonable accommodation to qualified students with disabilities who meet PTHC admission requirements. To qualify for the reasonable accommodations, students are responsible for requesting accommodation as well as providing PTHC Program Director with documentation to the nature and extent of their disability. The accommodation might be denied if the disability is deemed to affect the benefit of the education.

## ***ACADEMIC POLICIES***

### *Satisfactory Academic Progress (SAP)*

Every student must maintain satisfactory academic progress to remain enrolled at the college. Each student is evaluated for compliance with the Satisfactory Academic Progress (SAP) standard at the end of every course or module. SAP standards are the same for every student at the College, regardless of the payment method. Qualitative Measure (GPA)

A student must maintain a weighted cumulative GPA of at least 2.0 for all required courses/modules in their program of study. The GPA will be based on evaluations from written examinations, assignments and projects. Additionally, a student may not earn an overall grade lower than a C in any required course.

### *Quantitative Measure (Pace)*

A student must complete his program of study within attempting 150% of the

**30**

### *Grading System (Qualitative Assessment)*

Grade	Number Grade	Definition	Quality Points
<b>A</b>	<b>90-100%</b>	<b>Excellent</b>	<b>4.0</b>
<b>B</b>	<b>80-89%</b>	<b>Good</b>	<b>3.0</b>
<b>C</b>	<b>70-79%</b>	<b>Satisfactory</b>	<b>2.0</b>
<b>F</b>	<b>0-69%</b>	<b>Non-Satisfactory</b>	<b>0.0</b>
<b>P</b>	<b>Pass</b>	<b>Course assigned as pass or fail evaluation</b>	<b>Not calculated</b>
<b>F</b>	<b>Fail</b>	<b>Course assigned as pass or fail evaluation</b>	<b>Not calculated</b>
<b>I</b>	<b>Incomplete</b>	<b>Incomplete</b>	<b>Not calculated</b>
<b>W</b>	<b>Withdrawal</b>	<b>Withdrawal</b>	<b>Not calculated</b>

### *Calculation of Grade Point Average.*

A student's Grade Point Average (GPA) calculation method:

1. Multiple credits for each course by grade points associated with the grade earned
2. Totaling the grade points earned for all courses.
3. Divide total grade points earned by the total number of quality credit
4. The College uses a 4.0 scale in assigning grade points.

### *Incomplete Grades (I)*

At the end of a module or course, student's failure to complete the required class work, clinical hours, assignments and/or tests will result in an incomplete grade. A student with an Incomplete work will not earn a final grade. For a student to remove an incomplete from their record, the student must decide with the Program Director to repeat an examination or training module. At successful completion of the module the incomplete will be replaced with the grade earned. If the module or course for which the "I" grade was given is a prerequisite, the student will be dropped from the subsequent module or course.

### *Withdrawal grades (W)*

Grades are awarded at the end of each module and so are Withdrawal Grades. A student who withdraws after attending any portion of a module will receive a grade of "W" on their transcript. Withdrawal credits are counted as attempted, but not earned and will be included in the calculation of the final grade and recorded in the student files.

### *Repeated & Remedial Modules or Courses*

Students who earn a grade lower than "C" in any course or module is considered to have failed that course or module and is required to repeat it. The grade received during the repeat is used to calculate the cumulative GPA. If repeating the course or module is required, the length of the program must not exceed 150% of the projected program length. A student may repeat a failed course or module only once. The ability to repeat a course or module is on a "seat availability" basis.

### *Clinical Evaluation*

Evaluated as Pass or fail following CDPH approved guidelines.

### *Academic & Conduct Dismissal*

Dismissal is defined as the condition wherein the student is formally expelled from PTHC pertaining to the student's academic performance or any other unacceptable behaviors relating, but not limited to, the Student Conduct Code. The procedure is as follows:

PTHC will inform the student of his/her being on Probation for a specified period.

1. If, at the end of the probationary period, the student has shown no improvement or progress, the school may proceed to expulsion process.
2. At the end of the first or any additional probationary periods of time, a thorough academic and/or behavioral evaluation will take place. If the conclusions from the evaluation determine that substandard academic/behavior performance continues, the student will be separated from PTHC.
3. At the time of dismissal, the student will be notified through writing of the student's status.
4. Academic Probation

### *§94909(a)(8)(C))*

A student will face a 7-day Academic Probation from the following:

1. Attendance below 80%
2. A cumulative GPA below 2.0
3. Three consecutive unexcused absences
4. Failure to comply with school/program policies.



### *Removal of Academic Probation*

A student will have the Academic Probation removed for the following:

Attendance for a 10-day period meeting the required 80% attendance. Maintaining an equal or greater than 2.0 GPA for a 7-day period

Showing overall academic and behavioral improvement

Approval from Program Director and faculty

A student wishing to re-enter after termination must petition to the Program Director for re-admittance and must demonstrate that the conditions leading to termination have been resolved.

### *Transfer Grades and Proficiency Credit*

PTHC does not accept transfer credits or give proficiency credits.

### *Make-up Work*

The student is responsible to initiate the procedure to make-up all classroom/lab assignments missed for whatever reason. Students must plan with the program director or instructor to make up all assignments missed. Assignments missed due to instructor or school responsibility are the only exception to this rule.

### *Program Completion Time Frame*

The maximum time frame to complete a program will not exceed 150% of the normal program length, in which the educational objective must be successfully completed (e.g. months, weeks, terms or modules to be completed). Students who fail to fulfil this requirement will be obligated to repeat the entire program with more financial obligations to cover for the repeated portion of the program. The minimum requirement for each of these categories must be met for a student to receive a Satisfactory Progress Report.

### *Student Appeal Process*

PTHC Students have a right to appeal actions, policies decisions enforced by the institution. In most cases, a complaint can be resolved at the College level.

#### *Grades and Attendance Appeal:*

1. Student disputing a grade is required to communicate with the instructor within not more than 10 business days of the last scheduled class day.
2. The student must provide evidence substantiating the request.
3. The instructor will review, and communicate the decision within 10 business days after receiving the appeal
4. If not resolved, the student may appeal the instructor's decision in a written form to the Program Director within 10 business days of the instructor's decision.
5. The Program Director will review, meet with the instructor/student and decide and communicate the decision To the student within 10 business days.
6. The decision of the Program Director will be final

#### *Appeal on Policies and Decisions*

1. Student with the concern should appeal in writing within 10 business days of the decision and submit documentation to the College Administrator with evidence substantiating the appeal.
2. The College Administrator will review, decide, and communicate the decision within 10 business days after receiving the appeal.
3. If not resolved, the student may appeal the College Administrator's decision in a written form to the College President within 10 business days of the College Director's decision.
4. The College President will review, meet with the College Administrator or student and decide, and communicate decision to the student within 10 business days.
5. The decision of the College President is final

(5, CCR §71810(b)(8))

### *Class Size*

To provide effective learning, PTHC tries to maintain small class sizes.

- Maximum number of students in clinical rotation under one instructor is equal to or less than 15.
- Maximum number of students for theory under one instructor is equal to or less than 33.

### *Attendance & Tardy Policy*

**31** Students are required to attend all classes as scheduled. A minimum of 80% is required for completion. Some programs, per state issuing guidelines, requires 100% attendance. This will be communicated prior to signing an

enrollment agreement. If a student misses three (3) consecutive days, unexcused, the student will be advised. If there is no improvement, then the Program Director may suspend or dismiss the student. Re-admittance will occur only when the conditions causing the reprimand or suspension have been resolved. A student that comes to class more than five minutes late is considered tardy. Four (4) times coming late to class is equal to one (1 DAY) absence.

#### *Missed classes.*

All theory, lab and clinical absences must be made up hour by hour.

Students will be financially responsible for payment of instructor for one-on-one teaching for any unexcused missed day.

The College shall charge the student \$25 per instructional hour for each hour of unexcused missed theory, lab, or clinical time. Example: the student missed an eight (8) hour clinical day; therefore, the student will require eight hours of for the missed day; the student will be responsible for owing to the College a total of \$200 for the instructional time. Absence resulting from student job commitment is not an excused absence unless the arrangements were made during enrollment time.

\$25 X 8 hrs. = \$200

§94909(a)(8)(D)

#### *Leave of Absence Policy*

**33** A Leave of Absence (LOA) may be granted in the circumstances of a documented emergency. Students are responsible for informing the institute in writing for a Leave of Absence. A Leave of Absence may be granted for up to 180 days during any 12-month period. If a student fails to return at the agreed upon time after the LOA, the student will be considered to have withdrawn from PTHC. The PTHC policy is that a student has 150% of the clock hours scheduled for each program to complete that program. §94909(a)(8)(E)

§94909(a)(8)(E)

#### *Complaints-Non grade related*

**34**

PTHC is committed to student learning. Issues may arise that provide the need for a grievance procedure.

PTHC prefers to resolve matters within the school unless criminal activities are involved.

In case the institution is unable to resolve the issue, PTHC has developed the following Complaint procedure, which includes the Student Complaint Designee, identified in this catalogue. A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, or admissions personnel. The recipient of the complaint is required to transmit the complaint as soon as possible to the student complaint designee or shall attempt to resolve a complaint if it is related to that person's duties. If a student orally delivers the

files a second complaint, the student complaint designee, in the name of the institution, shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the institution's complaint policy. If a student complains in writing, the student complaint designee, in the name of the institution, must provide the student with a written response, including a summary of the investigation. If the complaint is rejected as a result of the investigation, the student must be informed in writing of that disposition and the reasons for the rejection.

The student's participation in the complaint procedure and the institution's disposition does not limit or waive any of the student's rights or remedies. A student may not orally or in writing waive any of the rights provided in the California Private Postsecondary Education Act of 2009 or those provided in the California Code of Regulations. The institution has identified the persons listed below as the Student Complaint Designee to receive and resolve student complaint.

Corona Campus On-Site Administrator  
Stephen Musee  
90 W Grand Blvd #107  
Corona, CA, 92882  
Tel# 951-734-1601 Fax#951-734-1601 e mail info@pthcedu.com

Moreno Valley On-Site Administrator  
Juliana Kimithi  
14340 Elsworth St # B108  
Moreno Valley, CA, 92553  
Tel# 951-656-4400 Fax# 951-656-4402 e mail info@pthcedu.com

The designee will be regularly accessible for reasonable periods of time before or after class sessions and during the range of time in which students are scheduled to attend the institution. The designee will have the duty and authority to do all of the following:

1. Investigate Complaint, including interviewing all people and reviewing all documents that relate or may potentially be related to the complaint.
2. Reject the complaint if after investigation it is determined that the complaint is unfounded. In addition, the designee may compromise or resolve the complaint in any reasonable manner, including the payment of a refund.

If the complaint is found to be valid, involves a violation of law, and is not resolved within 30 days after it was first made by the student, the designer must notify the Bureau and any other applicable and law enforcement authorities of the complaint, investigation, and resolution. A person who has a duty to provide notice under this paragraph is not required to disclose any matter to the extent of that person's privilege under Section 940 of the Evidence Code. If the authorized person does not provide all the information required by this paragraph because of a claim of privilege under Section 940 of the Evidence Code, the institution must appoint another person, who may not lawfully claim that privilege, to provide the omitted information. If the complaint is valid the institution is required to do the following:

1. Determine if any other students may have been affected by the same or similar circumstances and provide an appropriate remedy for those students.
2. Implement reasonable policies or procedures to avoid similar complaints in the future.
3. Communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution of the complaint (see C.C.R. 73740).
4. Record a summary of the complaint, its disposition, and the reasons for the disposition. A copy of the summary with related document will be placed in the student's file

5. An appropriate entry will be made in the Student Complaint Log (C.C.R. 73870).
6. A person designated with the duty and authority to resolve complaint under this section cannot be terminated from employment or suffer any diminution in compensation as a result of the appropriate and good faith discharge of duties under this section.

If the complaint is rejected, the institution will notify the student in writing. The student may choose to notify the Bureau, any applicable accreditation association, and law enforcement authorities of the complaint, investigation, and resolution or lack of resolution at any time during this process.

*(5, CCR §71810(b) (14))*

#### Student Conduct Code

The following behaviors are cause for suspension or termination:

- Dishonesty, i.e. cheating or giving false information to PTHC.
- Disorderly, lewd, indecent, obscene or offensive language, conduct or behavior.
- Obstruction or disruption of classroom or any other PTHC activity.
- Theft or damage to property of PTHC, any affiliates, students or personnel.
- Disobedience to direction from PTHC staff.
- Possession or use of flammable materials, firearms, knives or any other items or substances that could be deemed weapons or weapon-like.
- Unauthorized entry or use of PTHC property, facilities or equipment.
- Smoking, eating or drinking in areas where these activities are prohibited.
- Verbal, physical, emotional, sexual or any other type of harassment of staff, students or any other persons on the premises or in attendance at any PTHC activity.
- Unsatisfactory attendance or academic progress.
- Being under the influence of or in possession of any non-prescription or non-prescribed drugs or alcohol at PTHC or at any event relating to the institution.
- Failure to follow externship guidelines as reflected on student handbook.

*CEC §94909(a)(8)(C))*

**COMPLAINT FORM**

Name of Complainant: \_\_\_\_\_

Complainant Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_

Telephone Number \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**INSTRUCTIONS**

Please attach a statement describing the nature of the complaint. The statement should include a description of the events or circumstances upon which the complaint is based and the names and titles (if any) of the individuals involved.

**STATEMENT GRANTING PERMISSION TO FORWARD COMPLAINT TO SCHOOL**

**I certify that the information I have provided is correct to the best of my knowledge and grant permission for the complaint to be forwarded to the school for a response.**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's signature)

The response and the complaint will be kept on file for future reference.

**SUBMIT TO:**

**Bureau for Private Postsecondary Education. P.O. Box 980818. West Sacramento, CA 95798**

**May also send a copy to the campus student is enrolled at.**

*The student may also submit their complaint directly to the State regulatory agency.*



## **PROGRAM OF INSTRUCTION**

20 (CEC §94909(a)(5))

This program is offered at both facilities.

<b><i>Students will receive a certificate at the satisfactory completion of this Certificate Program.</i></b>		
<b>Program Name:</b>	<b>Credential Awarded</b>	<b>Method of Delivery</b>
Nurse Assistant Training Program (NATP)	Certificate	Residential

PTHC NATP Programs are approved by; California Department of Public Health (CDPH)  
Aide and Technician Certification SectionMS  
3301, P.O Box 997416  
Sacramento, CA, 95899  
Tel# (916) 327-2445 Fax# (916) 552 8785

PTHC as an Institution is accredited by: Accrediting Bureau of Health Education School ABHES(ABHES)  
7777 Leesburg Pike, Suite 314  
North Falls Church, Virginia 22043  
Telephone 703.917.9503; Facsimile 703.917.4109  
info@abhes.org www.abhes.org

### ***Preceptorship/Clinical rotation Requirements***

Applicants accepted into the programs that require clinical experience with direct patient care:

The Nurse Assistant Training Program will require Health and Physical Examination with clearance from communicable diseases, infections, physical, psychological disorders before the student comes into direct contact with patients. The health examination and clearance must be done by a licensed physician, physician assistant or nurse practitioner and must be submitted to the prior to patient contact:

Courses regulated by California Department of Public Health with a direct patient care clinical component will also require disclosure of any convictions of any crimes other than minor traffic violations plus a Live-scan done before direct patient contact. This will be communicated before signing the enrollment agreement.

### ***Graduation Requirements***

To be eligible for graduation a student must complete all of the required courses with a minimum GPA of 2.0 and a minimum of 70% attendance. (If externship is a requirement for your program, all externship hours and original documentation must be submitted to the office.) Some courses will require 100% attendance per licensing body requirement. In addition, all financial obligations must be fulfilled prior to graduation. After completing all of the above requirements, the student will be awarded the appropriate certificate.

### ***Transcripts***

Transcript requests must be made in writing or in person in the office of the campus the student attended. If a student has an outstanding financial balance with the institution, official or unofficial transcripts will not be issued. Arrangements to offset the balance must be made with the administrative office prior to requesting the transcripts. Transcripts will take a minimum of 5 business days to be ready.

### ***Nurse Assistant Program (NATP)***

**Program Title:** Nursing Assistant Training Program

**Program delivery method:** Residential

**Program Clock Hours:** Minimum of 160 clock hours. PTHC does not award credit hours for this course.

Program Time period: Weekdays (Full Time): 4 Weeks

Weekends (Part Time): 8 Weekends

**Program Goal:** The Program is designed to provide the student with the knowledge and skills necessary to perform basic patient care under the supervision of a Registered nurse or licensed vocational nurse healthcare setting. This program is designed to meet the curriculum requirements of the California Department of Public Health (CDPH). The program requires the student to complete 60 hours of classroom lecture and perform 100-hour clinicals in a skilled nursing clinical facility providing basic care to residents. The care provided includes grooming, toileting, transfers, feeding and other basic patient skills as discussed during the theory portion of the program. Upon successful completion of the program, the student is eligible to take the CDPH Nurse Assistant competency written and skills examination for State certification as a certified nursing assistant.

Objectives of the program are to:

1. Prepare a competent, nurse assistant to function effectively in acute, long-term care, and ambulatory health care settings.
2. Provide a collaborative learning environment in which the student will develop and apply principles of systematic reasoning through critical thinking.
3. Guide the learner in the continuing process of personal and professional growth.

Expected Outcomes:

At the completion of the program, the student will be able to:

1. Function in the delivery of basic care to patients in a variety of settings such as hospitals, healthcare clinics and home settings
2. Communicate effectively with clients, client families, and members of the healthcare team.
3. Perform nursing skills applying critical thinking.
4. Integrate ethical, professional, legal responsibility, and accountability into decisions actions.
5. Assume responsibility for personal and professional growth.
6. Sit for the State certification board exam.

**Program Description:** The PTHC NA program consists of 17 Modules covered in a total of 160 hours consisting of 60 hours of theory, and 100 hours of clinical skills in a skilled nursing facility. Each of the 17 Modules is comprised of content which builds upon each other. Theory is completed prior to joining clinical Externship. The Program Starts with Module 1 and progresses sequentially through Module 17 over a period of 6 days. Upon successful Completion of the theory portion, which entails a minimum score of 70 % in each module examination (grade C=2.0 points) students advance to the clinical site. Successful Completion of Theory is a requirement to advancing to clinical externship. Clinicals are scheduled to be completed within 10 days. To successfully complete the clinical portion, students must get an S (satisfactory) in all areas of clinical skills performance.

**Module 1: Introduction: Hours: Theory 2, Clinical 0**

This Module is designed to introduce the NA student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities. Students are to learn the roles and responsibilities of the Nurse Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.

**Module 2: Patients' Rights: Hours: Theory 3, Clinical 1**

This Module is designed to introduce the prospective Nurse Assistant to patient/resident rights. Students learn the fundamental principle behind resident rights. Students learn that each resident is a member of a family and of society as a whole and their rights care should be provided in a manner which should protects these rights. These rights are protected by federal and state regulations.

**Module 3: Communication / Interpersonal Skills Hours: Theory 2, Clinical 0**

This Module is designed to introduce concepts and skills required for the role of a Nurse Assistant. Students learn to communicate effectively and interact appropriately with residents/patients. Emphasis is made on non- verbal communication. Students also learn how to communicate the deaf, blind and cognitively impaired clients using various tools such as body language and written material.

**Module 4: Prevention and Management of Catastrophe and Unusual Occurrences Hours: Theory 1, Clinical 1** The purpose of this module is to introduce the student to the concepts and procedures related to the resident's safety including

environmental emergency issues. They learn Nurse Assistant's role in creating a safe environment for the resident is discussed.

**Module 5: Body Mechanics: Hours: Theory 2, Clinical 4**

This Module is designed introduce the student to the concepts and procedures related to the resident's safety including environmental emergency issues. The Nurse Assistant role in creating a safe environment for the resident is discussed.

**Module 6: Medical and Surgical Asepsis. Hours: Theory 2, Clinical 8**

This Module is designed to present information about asepsis and the control of infection. Procedures and precautions to protect residents, health care workers and others from infection are presented, including standard precautions, transmission-based precautions and biohazardous waste management. Students learn how to use PPE; gloves, gowns and masks.

**Module 7: Weights and Measurements: Hours: Theory 1, Clinical 1**

This Module is designed to introduce a measuring system for weight, length, and volume used by nursing assistant in the clinical setting. Students learn how to weigh, measure height. Intake and output are part of leaning in this module.

**Module 8: Patient Care Skills: Hours: Theory 14, Clinical 40**

This Module is designed to teach students the skills needed to support and/or assist the resident in maintaining personal hygiene, performing activities of daily living, and elimination. The students learn the NA role of assisting patients in areas of the activities they cannot accomplish independently. Use of prosthetics and bladder training are part of the learning process in this module.

**Module 9: Patient Care Procedures; Hours: Theory 7, Clinical 20**

This Module is designed to provide learning experiences that will prepare the Nurse Assistant to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed □

**Module 10: Vital Signs: Hours: Theory 3, Clinical 6**

This Module is designed to prepare students to know how, when and why vital signs are taken and how to report and chart these procedures. Students learn the correct procedures for measuring temperature, pulse, respirations, and blood pressure. They learn ways to recognize and report normal and abnormal findings, urgent versus non-emergent vital signs reporting.

**Module 11: Nutrition Total Hours: Hours: Theory 2, Clinical 8**

This Module is designed to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a resident to meet nutrition and hydration needs

**Module 12: Emergency Procedures: Hours: Theory 2, Clinical 1**

This Module is designed to introduce the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the Nurse Assistant during in the provision of immediate and temporary intervention in performing skills such as helmelich maneuver.

**Module 13 Long-Term Care Patient. Hours: Theory 5, Clinical 4**

This Module is designed to introduce the student to the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Care of chronic diseases Community resources commonly available to assist elderly patients with their psychological recreational and social needs are presented.

**Module 14: Rehabilitative Nursing Hours: Theory 2, Clinical 4**

This Module is designed to introduce the Nurse Assistant to restorative care. Each patient is entitled to reach his/her optimal level of functioning. The Nurse Assistant assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

**Module 15: Observation and Charting. Hours: Theory 4, Clinical 4.**

This Module is designed to prepare students to know how, when, and why to use objective and subjective observation skills. . Students learn the acceptable way to report and record observations on appropriate documents using medical terms and in acceptable abbreviations.

**Module 16: Death and Dying. Hours: Theory 2, Clinical 0**

This Module is designed to educate the students on the various stages of the grieving process and physical signs of approaching death. This module introduces death as a normal stage of life. The students learn how to recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members. During this module, students learn how to provide post-mortem care.

#### Module 17: Patient/ Resident Abuse: Hours: Theory 6, Clinical 0

This module is designed to introduce the Nurse Assistant to patient/ resident abuse. The module will focus on the nurse assistant patient/ resident abuse. The module will focus on the nurse assistant role in preventing, recognizing, and reporting instances of patient/ resident abuse.

#### Methods of Instruction

1. Lecture/Discussion
2. Written handout
3. Video/DVD
4. PTHC laboratory setting.
  - a. Simulation laboratory
  - b. Hands-on use of manikins
5. Return demonstration.
6. Clinical experience

**A description of outside work:**No outside work hours awarded.

**Prerequisites:** None. This does not exclude the PTHC minimum admission requirements stated in the catalog.

#### Key instructional resources and materials used.

- Nursing Assistant Care. The Basics. 5<sup>th</sup> Ed. Jetta Fuzzy. Hartman publishing inc, 2019
- Videos/DVDs with TV screen
- Skills Lab (PTHC): with hospital bed, manikins, bedpans, urinals, weight, stockings, linen, PPE
- Wrist watch with minute hand- Student to responsibility to obtain.

#### Method of evaluation

1. Theory has 17 exams. One exam from each of the 17 Modules
    - a. Each Module graded out of 100%.
    - b. Students must score a minimum of 70% in each exam to pass.
    - c. The 17 module exams hold 100% of the final grade weight.
    - d. Final Grade is the average of all 17 exams, and it must be a minimum of 70% to pass. Final exam is for practice/remediated students
  2. Clinical/skills Evaluation.
    - a. Student must receive an S (satisfactory) in all evaluated skills to pass the skills portion of the program
- Description of Clock hours:** An instruction of 60 minutes is equivalent to 1 clock hour.

#### Syllabus Revised and Printed on 08-20-2020

#### Grading scale including requirements for successful completion.

##### *Satisfactory Academic Progress*

Every student must maintain satisfactory academic progress to remain enrolled at the college

Each student is evaluated for compliance with the Satisfactory Academic Progress (SAP) standard at the end of every program or module. SAP standards are the same for every student at the College, regardless of the payment method.

##### *Qualitative Measure (GPA)*

A student must maintain a weighted cumulative GPA of at least 2.0 for all required programs/modules in their program of study. The GPA will be based on evaluations from written examinations, assignments and projects. Additionally, a student may not earn an overall grade lower than a C in any required program.

##### *Quantitative Measure (Pace)*

A student must complete his program of study within attempting 150% of the published course hours for the program of study.

## *CONTINUING EDUCATION COURSES*

**PTHC Continuing Education Courses below are not included in the accreditation with ABHES.**

<i>Students will receive a certificate at the satisfactory completion of these Continuing education courses.</i>		
<b>Continuing Education Name:</b>	<b>Course Type</b>	<b>Method of Delivery</b>
Basic Arrhythmia Recognition	Continuing Education	Residential
Ventilator Management Training	Continuing Education	Residential
Tracheotomy Care Training	Continuing Education	Residential
IV and Blood Withdrawal	Continuing Education	Residential
Director of Staff Development Training	Continuing Education	Residential
RN Refresher	Continuing Education	Residential
LVN Refresher	Continuing Education	Residential
RT Refresher	Continuing Education	Residential
General RN, LVN, CNA, RRT CEU	Continuing Education	Residential
American Heart Association Classes	Continuing Education	Residential

### ***LVN Refresher Course (Continuing Education)***

Customized to fit student area of need.

Course Objectives: This LVN refresher course is designed for LVNs who want to refresh/sharpen their knowledge. May be taken to fulfil licensing board requirement.

Admission Requirements: A copy LVN/LPN certificate of completion or license from a state approved institution.

Completion Requirements: Attend all sessions and complete all assignments as agreed on registration form. Attain a minimum score of 70% theory and pass both skill and clinical if indicated. Hours minimum 6 maximum 120 based on student need. Could be theory, in skills lab or healthcare facility.

There is no California state examination for this Training. A Continuing Education Certificate is of Completion is issued by PTHC

### ***RN Refresher Course (Continuing Education)***

Customized to fit student area of need.

Course Objectives: This RN refresher course is designed for RNs who want to refresh/sharpen their knowledge. May be taken to fulfil licensing board requirement.

Admission Requirements: A copy RN certificate of completion or license from a state approved institution.

Completion Requirements: Attend all sessions and complete all assignments as agreed on registration form. Attain a minimum score of 70% theory and pass both skill and clinical if indicated. Hours minimum 6 maximum 120 based on student need. Could be theory, in skills lab or healthcare facility.

There is no California state examination for this Training. A Continuing Education Certificate is of Completion is issued by PTHC.

### ***RT Refresher Course (Continuing Education)***

Customized to fit student area of need.

Course Objectives: This RT refresher course is designed for RTs who want to refresh/sharpen their knowledge. May be taken to fulfil licensing board requirement.

Admission Requirements: A copy RTs certificate of completion or license from a state approved institution.

Completion Requirements: Attend all sessions and complete all assignments as agreed on registration form. Attain a minimum score of 70% theory and pass both skill and clinical if indicated. Hours minimum 12 maximum 120 based on student need. Could be theory, in skills lab or healthcare facility.

There is no California state examination for this Training. A Continuing Education Certificate is of Completion is issued by PTHC



### ***Continuing Education Approvals***

#### ***PTHC is approved as a CE provider by:***

California Department of Public Health (CDPH)

Licensing and Certification Program (L&C) Aide and Technician Certification Section (ATCS)

MS 3301, P.O. Box 997416 Sacramento, CA 95899-7416 Phone: (916)327-2445 Fax: (916) 552-8785

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

California Board of Vocational Nursing and Psychiatric Technicians

2535 Capitol Oaks Drive, Suite 205

Sacramento, CA 95833

Tel# (916) 263-7800.

California Board of Registered Nursing

1747 North Market Boulevard, Suite 150

Sacramento, CA 95834

Tel# (916) 322-3350

Course Objectives: By the end of the course, the student will receive a certificate of completion which could be used to renew professional license. Since education is life long, these classes could be used for personal growth.

Admission Requirements: Based on the requirements of the licensing body.

Completion Requirements: Attend all sessions as indicated on the enrollment agreement. Complete all assignments. Attain a minimum score of 70% theory and pass skills if indicated.

Course hours: minimum 2 maximum 80 based on student demand.

### ***Continuing Education Courses –CNAs.***

Wide Range of Topics covering almost all topics included in the entire CNA practice. Curriculum developed based on student.

These classes follow CDPH approved guidelines.

Course objectives: Upon successful completion of each specific course, the student will be able to apply the contents learned in that specific class.

Admission Requirements: Copy/proof of CNA Certification.

Completion Requirements: Student must attend all sessions According to CDPH guidelines. Minimum course hours 3-12 educational units/day.

### ***General Continuing Education Courses-LVNs***

Wide Range of Topics covering almost all topics included in the entire LVN practice. Curriculums developed based on student.

These classes follow BVNPT approved guidelines.

Course objectives: Upon successful completion of each specific course, the student will be able to apply the contents learned in that specific class.

Admission Requirements: Copy of LVN License or Certificate of Completion of an approved LVN program.

### ***General Continuing Education Courses-RNs***

Wide Range of Topics Covering almost all topics included in the entire RN practice. Curriculum is developed based on student need. These classes follow CA BRN approved guidelines.

Course objectives: Upon successful completion of each specific course, the student will be able to apply the contents learned in that specific class.

Admission Requirements: Copy of RN License or Certificate of Completion of an approved RN program.

Completion Requirements: Student must attend all sessions According to CA BVNPT guidelines. Minimum course hours 3-12 educational units/day.

### ***American Heart Association (AHA) Classes:***

These classes follow AHA guidelines. All the Curriculums; Study material, mode and hours of instruction, tests and skills and certifications are all designed by AHA.

Course objectives: Upon successful completion of each specific course, the student will be able to apply the skills learned in that specific class.

Admission Requirements: No restrictions since they are lifesaving skills with an exception of the advanced skills which are tailored for critical care healthcare practitioners.

Completion Requirements: Student must attend all sessions According to AHA guidelines. Attain the minimum scores set by AHA. Perform skills following AHA guidelines. Course hours: minimum 2.5 maximum 12.5 as set forth by AHA.

### *Summary Of Programs and Course Hours*

PROGAM NAME	THEORY	SKILLS LAB	CLINICAL	TOTAL CLOCK HOURS	NUMBER OF WEEKS
NURSE ASSISTANT TRAINING *WD & WE	60	0	100	160	4WD-8WE
CONTINUING EDUCATION COURSE NAME	THEORY	SKILLS LAB	CLINICAL	TOTAL CLOCK HOURS	NUMBER OF WEEKS
BASIC ARRHYTHMIA RECOGNITION CE	21	3	0	24	1
VENTILATOR MANAGEMENT CE	4.5	2	0	6.5	1
TRACHEOSTOMY CARE CE	4	2	0	6	1
DIRECTOR OF STAFF DEVELOPMENT CE	24	0	8 *optional	24	1
*RN REFRESHER CE	6-120	0-16	10-40	12-60	1-8
*LVN REFRESHER CE	6-120	0-16	10-40	12-60	1-8
*RT REFRESHER CE	6-120	0-16	10-40	12-60	1-8
*IV AND BLOOD WITHDRAWAL CE	6-36	3-9	0	6-36	1-4
*GENERAL CONTINUING EDUCATION CLASSES CNAS, LVNS, RNS	12-48	0	0	12-48	1-8
*AMERICAN HEART ASSOCIATION CLASSES	2.5-12.5	VARIES	0	2.5-12.5	1-4

(CE refers to Continuing Education)

\*WD-Weekend

\*WE-Weekend

\*The indicated courses have varied hours. The length of course depends on the student's years of experience and needs. (CEC§94909(a)(5))

Re-issue a Certificate: 25.00

Refund processing fee using a card for classes cancelled by student: 10.00.Fee for unreturned Nurse assistant Textbook: 45.00

Program/ CE Course	Minimum # of Instructors Needed	# of Instructors Contracted	Curriculum Developed by:
Nurse Assistant Training	2	3	California Department of Public Health
Basic Arrhythmia Recognition and Treatment (BART)/EKG	1	2	Stephen Musee, M Arts, BSc, RRT, NPS Juliana Kimithi, MSN, CCRN
RT Refresher	1	2	Stephen Musee, M Arts, BSc, RRT, NPS Juliana Kimithi, MSN, CCRN
RN Refresher	1	2	Juliana Kimithi, MSN, CCRN Stephen Musee, M Arts, BSc, RRT, NPS
LVN Refresher	1	2	Stephen Musee, M Arts, BSc, RRT, NPS Juliana Kimithi, MSN, CCRN
IV and Blood Withdrawal (IVB)	1	1	Juliana Kimithi, MSN, CCRN
General Continuing Education Courses	1	2	Juliana Kimithi, MSN, CCRN Stephen Musee, M Arts, BSc, RRT, NPS
American Heart Association Courses	1	2	American Heart Association

### ***Occupational Classification***

(5, CCR§74112(d)(3))

Nurse Assistant

### ***Occupational Outcomes***

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(CEC §94909(a)(6))

Nurse Assistant Training & Patient care Technician	
<i>Possible Employers</i>	<i>Employment Opportunities</i>
Skilled Nursing facilities	Nursing Assistant Patient Care Technicians Home care givers
Acute Care Hospitals	Assistant Home care Aide
Home health agencies	Medical Assisting
Medical/Doctors Clinical offices	Assistant Healthcare Educators
Educational centers	Other healthcare related jobs
Other healthcare related organizations	
Acute Care Hospitals	

***Summary of PTHC Program and Continuing Education Courses***

Program	Must be State Licensed/Certified to work? Y/N	Requirements for Licensure
Nurse Assistant Program	Y	Pass California State Exam
Basic Arrhythmia Recognition (Continuing Education)	N	Must be Certified or licensed as an LVN,RN or working on monitored unit
Ventilator Management (Continuing Education)	N	Must be Certified or licensed as an LVN,RN or working with ventilator dependent patient unit
Tracheostomy Care (Continuing Education)	N	Must be Certified or licensed as an LVN,RN or working on trached patient unit
Director of Staff Development (Continuing Education)	N	LVN or RN
RN Refresher (Continuing Education)	N	RNs or having graduated from an RN program.
LVN Refresher (Continuing Education)	N	LVNs or having graduated from an LVN program
RT Refresher (Continuing Education)	N	RTs or having graduated from an RT program
IV and Blood Withdrawal (Continuing Education)	N	LVNs or having graduated from an BVNPT program
General Continuing Education Classes	N	CNA, HHA, RN, RTs graduates and licensed /All healthcare providers
American Heart Association Classes (Continuing Education)	N	Life -saving classes. Open to all interested

Programs are intended to lead the students to a health profession. Continuing Education Certifications are for requirements for maintaining/renewing license or sharpening skills.

**Program Tuition and Costs- Both Campuses**

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PROGRAM	Non-Refundable Registration (Applied towards Total Tuition Fee)	Textbooks	Uniform /Student LiveScan (if required )	Supplies and Lab Fee (Applied towards Total Tuition Fee)	Exam Fee	Tuition Fee for Period of Instruction	STR F	Estimated schedule of total charges for the entire educational program
Nurse Assistant Training	\$250.00	\$75.00*Optional	\$35.00 + Live Scan \$70.00	\$175.00	\$105.00	\$2575.00	\$0	\$2575.00

PTHC Continuing Education Courses below are not included in a potential accreditation with ABHES.

Continuing Education Courses	Non-Refundable Registration (Applied towards Total Tuition Fee)	Textbooks	Uniform /Student ID + Live Scan (if required )	Supplies and Lab Fee (Applied towards Total Tuition Fee)	Exam Fee	Tuition Fee for Period of Instruction	STR F	Estimated schedule of total charges for the entire educational program
EKG Interpretation	\$50.00	\$275.00*Optional	\$35.00	\$175.00	\$255.00	\$3245.00	\$0	\$3245.00
Basic Arrhythmia Recognition	\$50.00	\$60.00*Optional	N/A	\$175.00	\$0	\$875.00	\$0	\$875.00
Ventilator Management	\$50.00	\$60.00*Optional	N/A	\$30.00	N/A	\$650.00	\$0	\$650.00
Tracheostomy Care	\$50.00	\$60.00*Optional	N/A	\$30.00	N/A	\$550.00	\$0	\$550.00
Director of Staff Dev	\$50.00	\$60.00*Optional	N/A	N/A	N/A	\$950.00	\$0	\$950.00
RN Refresher	\$50.00	\$60.00*Optional	N/A	\$30.00	N/A	\$3500.00	\$0	\$3500.00
LVN Refresher	\$50.00	\$60.00*Optional	N/A	\$30.00	N/A	\$3500.00	\$0	\$3500.00
RT Refresher	\$50.00	\$60.00*Optional	N/A	\$30.00	N/A	\$3500.00	\$0	\$3500.00
IV and Blood Withdrawal	\$50.00	\$60.00*Optional	N/A	\$30.00	N/A	\$395.00	\$0	\$395.00
General Continuing Education Classes	\$30.00	\$60.00*Optional	N/A	N/A	N/A	\$10/unit (min 12)	\$0	\$120.00
<b>American Heart Association Classes</b>								
First Aide Certification	\$30.00	N/A	N/A	N/A	N/A	\$55.00	\$0	\$55.00
CPR Certification	\$10.00	N/A	N/A	N/A	N/A	\$50.00	\$0	\$50.00
BLS Certification	\$10.00	\$30.00 Optional	N/A	N/A	N/A	\$70.00	\$0	\$100.00
ACLS Certification	\$20.00	\$60.00 Optional	N/A	N/A	N/A	\$190.00	\$0	\$250.00
PALS Certification	\$20.00	\$60.00 Optional	N/A	N/A	N/A	\$195.00	\$0	\$255.00

NOTE: All tuition is calculated in US dollar. Prices are subject to change without notice.

\*Students have an option to purchase a book at 60.00 or borrow a book at no extra cost with a promise to return it “as it is” on the last day of class.

There will be a \$40.00 for card or Certificate Reprint and 20.00 convenient/service fee for State Test Reschedule

There will be an 10.00 charge on payments completed with American Express Card.

There will be a 10.00 fee for refunds made on credit or debit cards.

Students taking Ability to Benefit Test will have to pay a onetime non-refundable fee of 30.00

+Students have the option of purchasing scrubs from facility and are non-refundable once purchased.

All monies are paid in American US Dollars.

Fees that are not included: Physical &TB Examination, Immunization, Retesting Exam Fees

(CEC §94909(a)(9))

### ***Fees***

**PTHC Fees:** PTHC reserves the right to change any and all fees at any time. Should a fee change occur, the new course fees would be posted thirty (30) days prior to going into effect. Fee change will not apply to students who have started their program. Incase PTHC reduces fee, for example, as a promotional discount, the new course fee will not apply to students who have already started the program.

**Third Party Fees:** Fees set by third parties, for example, testing fees made to testing bodies could change at any time. The information of change of fees by third parties will be communicated to the student's within the soonest possible time.

### ***24 Student Tuition Recovery Fund:***

**California Private Postsecondary Act of 2009 and Division 7.5 of Title 5 of the California Code of regulations.**

#### **5, CCR §76215(a)(b)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7 589.


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

- 1.The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
- 2.You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
- 3.You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
- 4.The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- 5.The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
- 6.You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
- 7.You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four(4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.



## Pacific Times Healthcare College

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Corona, CA. 92882  
Office Phone: 951-734-1601  
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Web: [www.pthcedu.com](http://www.pthcedu.com) Text (951) 858-4639  
Email: [info@pthcedu.com](mailto:info@pthcedu.com)

☐ 14340 Elsworth Street Suite B-108/109  
Moreno Valley, CA 92553  
Office Phone: 951-656-4400  
Fax: (951)-656-4402

### PTHC Payment Plan

Today's Date: \_\_\_\_\_ Course Start date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_

Although I might qualify for my tuition program payments such as WIA, Cal jobs and any other Third-Party Payers, I do understand that:

- As the direct consumer of Education, I am responsible for all unpaid debts; be it partial or in full, irrespective of whether I complete my education or not
- Pacific Times Healthcare College may use all legal forms to ensure payment is received from the student.

First two payments along with payments done prior to course have no fee charge. There will be a \$10.00 convenience fee added to all other payments made after the first 2 payments done after program starts.

All payments must be cleared prior to starting clinical hours, unless approved by administration. I understand that PTHC may dis-enroll me if I do not keep my account current. There is no penalty for making payments in advance.

There is a free CPR class. Student will have to pay an extra \$40.00 for card processing if student would like the BLS for Healthcare providers. The payment must be received before the end of the course

Total Program Fees: \$\_\_\_\_\_ - Grant amount: \$\_\_\_\_\_ = Amount to be paid: \$\_\_\_\_\_

Enrollment fee: The first \$250.00 is Non-refundable. (It is applied towards Total Tuition Fee)

Final payment includes State Examination fee and must be paid before certain dates. These dates

	Date to be paid:	Amount:	Date Paid:	Amount Paid:	Balance:	Admin Initials
1.						
2.						
3.						
4.						

By signing below, I agree that the above schedule of payments is an acceptable resolution to help towards the clearance of my program fees with PTHC, and I remain current with this payment plan. I promise to keep my account current in order to continue with the program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Tel # \_\_\_\_\_

Payment plan approved by: \_\_\_\_\_

PTHC Representative

Signature

Date

### Financial Options (5, CCR §71810(b)(6))

**29 PTHC does not offer financial assistance. However, some students may qualify for PTHC grants which are not-refundable.**

**27** PTHC does not participate in federal/government related financing agencies. All students will either chose to pay privately. Note that some may qualify for state assistance or other third-party organizations. Students which are funded by third parties may not qualify for PTHC grants.

County Financial Assistance:

NOW ACCEPTING WIA and ETPL assistance. PTHC does not participate in Title IV Funding. Call and set an appointment for further details!

**28** If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds. (CEC §94909(a) (11))

PTHC does not offer financial aid. The payment plan will be set to be cleared and paid off before clinicals is started.

### PTHC Grants:

You may qualify for grants which might be used towards your final portion of your total tuition fee. Grant is given by PTHC to a max of \$600, and are non-refundable.

The following guidelines will be used to determine grant approval.

- Completion of a grant Application form
- Meet PTHC minimum admission requirement guidelines.
- Student must be paying the school directly or through a private loan.
- Through a financial plan, show how payments are to be made to meet specific course deadlines.
- Student making less than \$50,000 per year will be considered.
- Evidence through interview that the student does not have enough financial resources to cover payments.
- Hold a conference with a PTHC admission representative.
- As a student or a payee (including 3rd Party payees), you are encouraged to call the school in case of any questions regarding awarding of PTHC grants.

Payments done prior to course have no convenience fee but it will be added after 2 payments that occur after the program starts. Students are encouraged to finalize financial obligations before the program starts to avoid interruptions. If the students falls behind on payments as agreed, the student may be separated from the program until payments become current.



### ***Program Start and End Dates***

PTHC has an open enrollment policy with a weekday class starting every month and a weekend class starting after every 8-10 weeks. These dates are tentative and are subject to change. The dates are specific to the course the student intends to take. These dates will be indicated on the enrollment agreement form.

### **Holiday Calendars**

Every academic school year classes are not held in observance of the approved holidays.

<b>OBSERVED HOLIDAY</b>	<b>CLASSES ON SESSION</b>	<b>OFFICE OPEN</b>
New Year's Day	NO	NO
Martin Luther King Jr. Day	NO	*YES
President's Day	NO	NO
Memorial Day	NO	NO
Independence Day	NO	NO
Labor Day	NO	*YES
Veterans' Day	NO	*YES
Thanksgiving Day	NO	NO
Christmas Day	NO	NO

\*At the discretion of the administration, the office might open for a few hours or not open at all on holidays. It is advisable to call the school to confirm status in advance.

\*Christmas Break. From Christmas Eve through First day of the year. Call office in advance to confirm time open.

\*PTHC goal is to integrate your family life with school. On certain special days such as Mother's Day, the class might have to vote on whether to take off and do a makeup on another day.

### *Administration and Faculty*

Stephen Musee, : CEO & COO for both Campuses

Onsite Administrator, Corona Campus Educational

Credentials: MA, Clark University, AD

OS/RRT, Apollo College, Arizona

Juliana Kimithi: CAO . both Campuses

Onsite Administrator, Moreno Valley Campus

Educational Credentials: MSN, University of Phoenix, AZ

ADN- Cerritos College, CA

Alora Santos: Administrative & Admissions Assistant

Venessa Miranda: Administrative & Admissions Assistant

Sapna Patel: Administrative & Admissions Assistant

### Faculty & Staff

Name and Status	Credentials	Name of Institution Conferring	Approved Area of Instruction
Jose Beaz,, FT and as needed	VN Diploma	United Education Institution, Riverside,CA AD Riverside Community College	NATP
Tamura Gaston, FT and as needed	BSN	Widener University, Chester,PA	NATP
Juliana Kimithi, FT	MSN ADN	University of Phoenix, Arizona Cerritos College, California	NATP, CEUs, AHA
Stephen Musee ,FT	M Art Bsc.	Clark University, Massachusetts Apollo College, Arizona	CEUs, AHA
Alora Santos FT	B. A	Cal State University, Santa Cruz, CA	N/A
Venessa Miranda FT	HSD.	Oceanside High School, Oceanside, CA	N/A
Sapna Patel PT	HSD	BSN-In progress-West Coast University	N/A

### ***Institutional Eligibility***

The following addresses regard the institutional

- 1) BPPE Approval  
Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
Physical Address:  
Bureau for Private Postsecondary Education 2535  
Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833
- 2) CDPH CNA Approval  
California Department of Public Health (CDPH) Licensing  
and Certification Program (L&C)  
Aide and Technician Certification Section (ATCS) MS 3301,  
P.O. Box 997416.  
Sacramento, CA 95899-7416  
PHONE: (916) 327-2445 FAX: (916) 324-0901
- 3) RN Continuing Education CA  
Board of Registered Nursing  
PO Box 944210  
Sacramento, CA 94244-2100  
Physical Address  
Board of Registered Nursing 1747 N.  
Market Blvd., Suite 150  
Sacramento, CA 95834-1924
- 4) BVNPT Continuing Education Approval  
2535 Capitol Oaks Dr #205, Sacramento, CA 95833
- 5) BVNPT IV and Blood Withdrawal Approval  
2535 Capitol Oaks Dr #205, Sacramento, CA 95833
- 6) American Heart Association Training Site  
Documents National Center  
7272 Greenville Avenue  
Dallas, TX 75231
- 7) Business Registration Documents from City, State and Federal  
8839 N Cedar Ave #212 Fresno, CA 93720-1832 License Division - (951) 736-2275
- 8) Accrediting Bureau of Health Education Schools 7777  
Leesburg Pike, Suite 314 North Falls  
Virginia 22043 Telephone 703.917.9503; Facsimile 703.917.4109  
info@abhes.org www.abhes.org

PACIFIC TIMES HEALTHCARE COLLEGE  
CATALOG  
APPENDIX C

ITEMS INCORPERATED	Page
1.Name, address, and telephone number.	1
2.Date of catalog printing.	1
3. Statement of history and ownership.	4
4.. Names of the officers.	21,37
5. Mission statement	4
6. Listing of approvals, licensures, memberships in professional or trade associations (approvals or affiliations are clearly stated and properly presented, e.g., licensed by the state; member of associations).	24,29,38
7. Listing of agencies that accredit an institution, including the address and telephone number. The scope of accreditation is clearly designated (institutional or program accreditation).	24
8. Academic calendar listing program timelines, calendar break periods, and holidays.	36
9. Listing of administrative staff and faculty (full- and part-time) that includes each faculty member's level of education, degrees, and name of institution conferring same.If a faculty member is on a part-time basis, or is considered a consultant or adjunct, such facts are clearly stated. The names of the management team of an institution and their titles are listed.	24,36
10 Admission requirements and procedures (if applicable, include a clear statement of requirements for students to be admitted under the ability-to-benefit standard).	17
11. Educational programs offered, which includes the following information: <ul style="list-style-type: none"> <li>a. <b>Program Objectives:</b> clearly defined statement of goals of program, type of instruction, level of occupation for which training is intended and for whom the training is intended. The courses and academic standards required for successful completion of the programs and the credential given for successful completion are also stated.</li> <li>b. <b>Program Schedule:</b> the number of total weeks and contact hours for the program. If credit hours are awarded, the credits are listed.</li> <li>c. <b>Course Descriptions:</b> sufficiently detailed to define the scope and sequence, hours, and credit awarded, if applicable (subject or "course" descriptions appears in the catalog but may be listed in a separate section).</li> <li>d. <b>Program Delivery:</b> an institution must identify the type of instructional delivery (i.e. residential, distance learning, or a combination of both).</li> </ul>	25
12. Definition for credit hour	10
13. A general description of the facility, including classrooms, laboratories, and equipment. All pictures used must be identified in the institutional catalog, brochures, and other printed material and clearly and explicitly state if they are not actually a part of the institution's facilities. All laboratories, classrooms, and physical facilities used & actually used by an institution in the instruction of its students and are properly labeled.	8,9

14. Standards of Satisfactory Academic Progress	17
15. Grading scale (system).	17
16. Student services describing available services to students, such as academic advising, tutoring, career advising, placement assistance, and facilities, specifically regarding accessibility for disabled students.	16,17
17. Cancellation and refund policies and policies for refunds to Title IV programs.	13,14
18. Tuition breakdown, including registration fee, tuition, and any other fees charged for each program. Any other costs such as books, supplies, and any/all costs of equipment and materials required to complete the program must be listed. Tuition payment plans, financial aid information and policies are listed.	33
19. A clear statement that an institution does not guarantee employment.	17
20. Nondiscrimination statement.	10
21. Rules and regulations (may be included in a student handbook with proper references made in the catalog)	12,18,19,20,21,22
22. A policy and published criteria addressing advanced placement and credit for experiential learning (if the institution does not accept advanced placement and credit for experiential learning this fact must be stated).	12
23. Full and complete disclosure of any portion of a program that is delivered in a language other than English.	10
24. A policy for transfer of credit that requires consideration of credit or clock hours earned at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). If the institution accepts credits earned at another institution that is not located in the United States or its territories the policy must include that the specific education is evaluated by an agency which attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer credit is to be awarded. The institution must use the credential evaluation services of an agency that has published standards for membership, affiliations to international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions and employers (e.g., NACES and AICE).	12
<b>Common catalog is used for more than one institution, the following applies:</b>	4
25. All institutions are of common ownership.	
26. Any pictures of facilities are labeled to identify the institution.	7,8
27. Supervisory personnel from the corporate or highest administration level are identified.	21,37
28. Any information common to all institutions is clearly identified.	5,7,8,9
29. Full addresses are included and proper campus designation	1,4