

Pacific Times Healthcare College *School Catalog*



2019-2020

MAIN CAMPUS:

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Corona, CA. 92882
Office Phone: 951-734-1601
Fax: 951-734-1602

BRANCH:

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Moreno Valley, CA 92553
Office Phone: 951-656-4400
Fax: 951-656-4402

Websites:

www.pthcedu.com
www.pthealthcarepro.com
(CEC §94909(a)(1))

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6 *This catalog is valid from June 27, 2019 to June 27, 2020 (5, CCR §71810(b)(1)*

Catalog Update

2 *This catalog is updated annually. (5, CCR §71810(a))*

Catalog Distribution

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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 will not distribute printed catalogs but will have a copy at the administration office that can be viewed for referencing at each campus. Prospective students are encouraged to read this catalog before registration.

(CEC §94909(a))

PTHC HISTORY

7 PTHC is a private institution founded in 2010, and approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate does not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. (CEC §94909(a)(2) and CEC §94897(1)(1)(2)) 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 is owned by Pacific Times Healthcare Inc., a corporation registered by the state of California. The college's main campus is located in Corona, CA with a branch in Moreno Valley, CA. PTHC offers a variety of allied health programs that have been developed and are currently offered based on local employer needs.

PTHC MISSION STATEMENT

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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 an 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 annually, for consistency with skills required in the workplace and the needs of the community PTHC serves.

(5, CCR§71810(b)(2))

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 curriculum has been 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.

8 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

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

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

(CEC §94909(a)(3)(A))

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“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.” CEC §94909(a)(3)(B)

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“ 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” (CEC §94909(a)(3)(C))

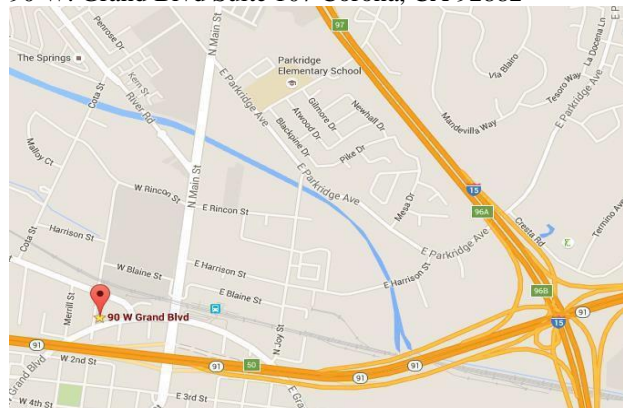
Location of Administrative offices & Class Sessions Campus Locations

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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:

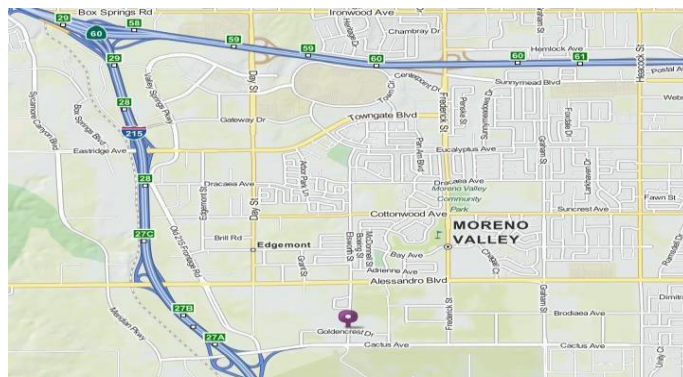
90 W. Grand Blvd Suite 107 Corona, CA 92882



***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

5 CCR §71720(a)(9) 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.

5 CCR §71720(b)(1) 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.

5 CCR §71720(b)(3) 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.

5 CCR §71770(c)(5)(B) 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.

CEC§94909(a)(7)

Student & Faculty Record Retention

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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 three years after the date of the student's graduation, withdrawal, or termination. The following is a list of the students' records to be retained. (5, CCR§71810(b) (15))

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 3 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. 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 Continuous Education Approval
- 4) BVNPT Continuous 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)
PTHC does not offer degree programs. (CEC §94909(a) (16) and CEC §94897(p))

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 has a reception area and administrative office. The distance from one campus to the other is approximately 25 miles. Each Campus has a free parking area for both students and staff.

Each PTHC campus has 2 main classrooms, a resource room and a skills lab. Both campuses have a lab open to students during office hours. Both facilities are easily accessible by public transportation.

CORONA CAMPUS



MORENO VALLEY CAMPUS



Equipment list for each Program/Course

All Equipment is purchased and owned by PTHC.

Nurse Assistant Program

- Chair
- Mannequin
- Privacy curtain, Screen or Door if private room
- Trac-care kit
- AED
- Bag masks
- Adult/Infant manikins
- Soiled linen container
- Table, over bed
- Toilet/Bedside Commode
- Wastebasket with liner
- Wheelchair with footrests
- Basin, emesis
- Bedpan (standard)
- Blood pressure cuff
- Denture cup
- Knee-high elastic stockings
- Measuring container (graduated—ml's/cc's units)
- Stethoscope, dual earpiece
- Transfer (gait) belt
- Mannequin
- Alcohol swab or Alcohol and cotton balls
- Drinking cup (disposable)
- Gloves, disposable
- Gown, Isolation (long sleeve w/neck and waist ties-cloth or disposable)
- Hand Sanitizer
- Hand wipes (may use wet washcloth)
- Meal tray
- Napkins/paper towels
- Paper towels
- Plastic bags (for wastebasket)
- Spoons (disposable)
- Toilet tissue or wipes
- Toothbrush
- Toothpaste
- Linen/Clothing
- Bath blanket (optional—sheet maybe used)
- Clothing protector (bib, towel or napkin)
- Gowns (patient)
- Linens: pillowcase, top and bottom sheets (fitted or flat)
- Pad, waterproof/incontinent (may use towel or drawsheet as waterproof pad)
- Pillows
- Towels
- Supportive devices (pillows, blanket rolls)

IV&BW / BAC Courses

- Patient Privacy Drapes/ doors
- EKG Machines
- Glucometer (Assure II - includes 1 box of 5 strips)
- Sharps Container
- Sphygmomanometer
- Weight & Height scale
- Gloves
- EKG Paper
- Electrodes - EKG Sensors

- Basin, emesis

RT & Nurse Refreshers/VMC/TCC Courses

- Chair
- Mannequin
- Privacy curtain, Screen or Door if private room
- Trac-care kit
- AED
- Bag masks
- Adult/Infant manikins
- Soiled linen container
- Table, over bed
- Toilet/Bedside Commode
- Wastebasket with liner
- Wheelchair with footrests

- 23g x 3/4 Butterfly Sets
- Rubber Tourniquets (regular)
- Digital Thermometer
- Biohazard Bags
- Cotton Swabs (non-sterile)
- Betadine
- Chlorhexidine
- Soap for Students

- Bedpan (standard)
- Blood pressure cuff
- Denture cup
- Knee-high elastic stockings
- Measuring container(graduated—ml's/cc's units)
- Stethoscope, dual earpiece
- Transfer (gait) belt
- Mannequin
- Alcohol swab or Alcohol and cotton balls
- Drinking cup (disposable)
- Gloves, disposable
- Gown, Isolation (long sleeve w/neck and waist ties—cloth or disposable)

- Hand Sanitizer
- Hand wipes (may use wet washcloth)
- Meal tray
- Napkins/paper towels
- Paper towels
- Plastic bags (for wastebasket)
- Spoons (disposable)
- Toilet tissue or wipes
- Toothbrush (individually wrapped)
- Toothpaste
- Linen/Clothing
- Bath blanket (optional—sheet maybe used)
- Clothing protector (bib, towel or napkin)
- Gowns (patient)
- Linens: pillowcase, top and bottom sheets (fitted or flat)
- Pad, waterproof/incontinent (may use towel or drawsheet as waterproof pad)
- Pillows
- Towels
- Supportive devices (pillows, blanket rolls)

(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

For completion of coursework students are awarded course hours.

Language Proficiency

If English is not the student’s primary 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. Students applying from outside the United States: PTHC does not enroll students from outside the United States of America.

“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.” (Ed. Code §94902).

(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
- 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
TOEFL (Internet Based)	45
TOEFL (Paper Based)	450
IELTS	5.0
Cambridge English	Grade C
CELSA (ATB) Form 1	37
CELSA (ATB)Form 2	34

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 time 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 3 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 fund within thirty (45) days from the date the class was cancelled.

CANCELLATION AND WITHDRAWAL

25 The catalog shall contain cancellation, withdrawal, and refund policies, including an explanation that 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 students' 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. To get credit for PTHC shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit for application and registration fee not to exceed two hundred fifty dollars (\$250) including any non-returnable items, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

§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. Note that some items such as scrubs cannot be accepted once taken out of the facility

“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 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 4th 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, 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 Currently available resources have been supplemented with additional materials acquired to ensure the Library resources meet the learning and teaching needs of the school. Those students who wish to checkout a book can do so with the receptionist in the PTHC Administrative Office. Students have access to computers within Library hours.

PTHC Library Use Policy

1. You must be a PTHC current student or employee to use these Library Resources.
2. You cannot share the user name 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
 - b. Moreno Valley Campus
Monday & Tuesday 2pm-5pm
Wednesday & Thursday 10am-2pm
Friday 10am-2pm
Person of contact: Juliana Kimithi (951) 734-1601
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-Embolic 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, does 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 PHTC 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 published course hours for the program of study.

30

Grading System (Qualitative Assessment)

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

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 qualitycredits.

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 earns 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 a Pass or fail. Follows set guidelines discussed in during theory.

32 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

1. A student will have the Academic Probation removed for the following:
2. Attendance for a 10-day period meeting the required 80% attendance
3. Maintaining an equal or greater than 2.0 GPA for a 7-day period
4. Showing overall academic or behavioral improvement, which do the instructor and the Program Director determine

Re-entrance after Termination

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. number of years, 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, decide, 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 decision to the within 10 business days.
6. The decision of the Program Director is final.

Appeal on Policies and Decisions

1. Student with the concern should must 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 32.

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 (1DAY) absence.

Missed classes

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

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

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

The institution has developed and implemented 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 complaint and the complaint is not resolved either within a reasonable period of time or before the student 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

Printed Name/Title:

Mr. Stephen Musee, CEO/President

Mailing Address:

90 W. Grand Blvd Suite 107

Corona, CA 92882

School Telephone:

(951) 734-1601

Fax:

(951) 734-1602

Moreno Valley Campus

Printed Name/Title:

Juliana Kimithi, Moreno Valley Campus Branch Administrator

Mailing Address:

14340 Elsworth St. Suite B 108

Moreno Valley, CA 92553

School Telephone:

(951) 656-4400

Fax:

(951) 656-4402

The designee will be regularly accessible for reasonable periods of time before or after class sessions and during the range of time in which student 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 arefund.

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 designee 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, mental, 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.
- 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 reflecting on student handbook.

CEC §94909(a)(8)(C)

COMPLAINT FORM

Name of Complainant: _____

School Address: _____

School City: _____ **State:** _____ **Zip Code:** _____

Telephone Number: _____

School Name: _____

School Address: _____

School City: _____ **State:** _____ **Zip Code:** _____

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 school prefers Student may submit their complaint directly to the State regulatory agency.

PROGRAM OF INSTRUCTION

20 (CEC §94909(a)(5))

This program is offered at both facilities.

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

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 16 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 16 Modules is comprised of content which builds upon each other. Theory and Skills lab are completed prior to joining clinical Externship. The Program Starts with Module 1 and progresses sequentially through Module 16 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 and Skills lab is a prerequisite 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 12, 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 protect 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 42

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 18

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 8

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 3, 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 3, 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.

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 catalogue.

Key instructional resources and materials used

- a) REQUIRED TEXTBOOK: Nurse assistant training / American Red Cross. — [2nd ed.], Yardley, PA: StayWell, 2008. Print.
- b) Videos/DVDs with TV screen
- c) Program Handouts- Provided by the School.
- d) Skills Lab (PTHC): with hospital bed, manikins, bedpans, urinals, weight, stockings, linen, PPE
- e) Wrist watch with minute hand- Student to responsibility to obtain.

Method of evaluation

1. Theory has 16 exams. One exam from each of the 16 Modules
 - a. Each Module graded out of 100%.
 - b. Students must score a minimum of 70% in each exam to pass.
 - c. The 16 module exams hold 100% of the final grade weight.
 - d. Final Grade is the average of all 16 exams and it must be a minimum of 70% to pass.
2. Clinical/skills Evaluation.
 - a. Student must receive an S (satisfactory) in all evaluated skills to pass the skills portion of the program

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.

Grading System (Qualitative Assessment)

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

CONTINUOUS EDUCATION COURSES

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

LVN Refresher Course (Continuous Education)

Customized Curriculum 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 fulfill 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 continuous Education Certificate of Completion is issued by PTHC

RN Refresher Course (Continuous Education)

Customized Curriculum 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 fulfill 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 continuous Education Certificate of Completion is issued by PTHC.

RT Refresher Course (Continuous Education)

Customized Curriculum 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 fulfill 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 continuous Education Certificate 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

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.

Continuous 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 Continuous 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 Continuous Education Courses-RNs

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

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 Hours

PROGAM NAME	THEORY	SKILLS LAB	CLINICAL	TOTAL CLOCK HOURS	NUMBER OF WEEKS
NURSE ASSISTANT TRAINING (WEEKDAY)	55	2	100	160	4
NURSE ASSISTANT TRAINING (WEEKEND)	55	2	100	160	8
CONTINUOUS 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 CONTINUOUS 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 Continuous Education)

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

Program/ CE Course	Minimum # of Instructors Needed	# of Instructors Contracted	Curriculum Developed by:
Nurse Assistant Training	2	5	American Red Cross
Basic Arrhythmia Recognition and Treatment (BART)	1	3	Stephen Musee, M Arts, BSc, RRT, NPS Juliana Kimithi, MSN,PHN, RN
RT Refresher	1	2	Stephen Musee, M Arts, BSc, RRT, NPS Juliana Kimithi, MSN,PHN, RN
RN Refresher	1	3	Stephen Musee, M Arts, BSc, RRT, NPS Juliana Kimithi, MSN,PHN, RN
LVN Refresher	1	3	Stephen Musee, M Arts, BSc, RRT, NPS Juliana Kimithi, MSN,PHN, RN
IV and Blood Withdrawal(IVB)	1	2	Juliana Kimithi, MSN,PHN, RN
General Continuous Education Courses	1	3	Stephen Musee, M Arts, BSc, RRT, NPS Juliana Kimithi, MSN,PHN, RN
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	
<i>Possible Employers</i> Skilled Nursing facilities Acute Care Hospitals Home health agencies Medical/Doctors Clinical offices Educational centers Other healthcare related organizations	<i>Employment Opportunities</i> Nursing Assistant Assistant Home care Aide Medical Assisting Assistant Healthcare Educators Other healthcare related jobs

Summary of PTHC Program and Continuous Education Courses

Program	Must be State Licensed/Certified to work? Y/N	Requirements for Licensure
Nurse Assistant Program	Y	At least 16 years of age. Minimum education level is 5th grade. Ability to speak, write, read and understand English Language.
Basic Arrhythmia Recognition (Continuous Education)	N	Must be Certified or licensed as an LVN,RN or working on monitored unit
Ventilator Management (Continuous Education)	N	Must be Certified or licensed as an LVN,RN or working with ventilator dependent patient unit
Tracheostomy Care (Continuous Education)	N	Must be Certified or licensed as an LVN,RN or working on trached patient unit
Director of Staff Development (Continuous 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 (Continuous Education)	N	RTs or having graduated from an RT program
IV and Blood Withdrawal (Continuous Education)	N	LVNs or having graduated from an BVNPT program
General Continuous Education Classes	N	CNA, HHA, RN, RTs graduates and licensed /All healthcare providers
American Heart Association Classes (Continuous Education)	N	Life -saving classes. Open to all interested

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

Program Tuition and Costs

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PROGRAM	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	STRF	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	\$2475.00	\$0	\$2475.00

PTHC Continuous Education Courses

Continuous 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	STRF	Estimated schedule of total charges for the entire educational program
Basic Arrhythmia Recognition	\$250.00	\$60.00*Optional	N/A	\$30.00	N/A	\$875.00	\$0	\$875.00
Ventilator Management	\$150.00	\$60.00*Optional	N/A	\$30.00	N/A	\$650.00	\$0	\$650.00
Tracheostomy Care	\$150.00	\$60.00*Optional	N/A	\$30.00	N/A	\$550.00	\$0	\$550.00
Director of Staff Dev	\$250.00	\$60.00*Optional	N/A	N/A	N/A	\$950.00	\$0	\$950.00
RN Refresher	\$250.00	\$60.00*Optional	N/A	\$30.00	N/A	\$2500.00	\$0	\$3500.00
LVN Refresher	\$250.00	\$60.00*Optional	N/A	\$30.00	N/A	\$2500.00	\$0	\$3500.00
RT Refresher	\$250.00	\$60.00*Optional	N/A	\$30.00	N/A	\$2500.00	\$0	\$3500.00
IV and Blood Withdrawal	\$250.00	\$60.00*Optional	N/A	\$30.00	N/A	\$395.00	\$0	\$395.00
General Continuous Education Classes	\$30.00	\$60.00*Optional	N/A	N/A	N/A	\$10/unit (min 12)	\$0	\$120.00
American Heart Association Classes								
First Aide Certification	\$30.00	N/A	N/A	N/A	N/A	\$55.00	\$0	\$55.00
CPR Certification	\$30.00	N/A	N/A	N/A	N/A	\$50.00	\$0	\$50.00
BLS Certification	\$30.00	\$30.00 Optional	N/A	N/A	N/A	\$70.00	\$0	\$100.00
ACLS Certification	\$50.00	\$60.00 Optional	N/A	N/A	N/A	\$190.00	\$0	\$250.00
PALS Certification	\$50.00	\$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 an 8.00 charge on payments completed with American Express Card.

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

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

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. In case 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:

“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.” (CEC §94909(a) (14))

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

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

- The school closed before the course of instruction was completed.
- The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

(5, CCR §76215(a) and 5, CCR §76215(b))

However, no claim can be paid to any student without a social security number or a taxpayer identification number. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798

Telephone: (916) 431- 6959



Pacific Times Healthcare College
 90 W. Grand Blvd. Suite 107 Corona, CA. 92882
 Office Phone: 951-734-1601 Fax: 951-734-1602
 14340 Elsworth Street Suite B-108/109 Moreno Valley, CA 92553
 Office Phone: 951-656-4400 Fax: (951)-656-4402
 Web: www.pthcedu.com Text (951) 858-4639
 Email: info@pthcedu.com

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:
 1. 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
 2. 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

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 \$500, and are non-refundable.

The following guidelines will be used to determine grant approval

1. Completion of a grant Application form
2. Meet PTHC minimum admission requirement guidelines
3. Student must be paying the school directly or through a private loan
4. Through a financial plan, show how payments are to be made to meet specific course deadlines
5. Student making less than \$50,000 per year will be considered
6. Evidence through interview that the student does not have enough financial resources to cover payments
7. Hold a conference with a PTHC admission representative
8. 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. It is encouraged to finalize financial obligations before the program so there are no interruptions. If the students fall behind on payments, student has agreed that he/she will discontinue class until payments become current.

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. (CEC §94909(a) (10))

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.

Program Start and End Dates

These dates are tentative and are subject to change. The dates are specific to the course 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.

OBSERVED HOLIDAY	CLASSES ON SESSION	OFFICE OPEN
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. 12- 24-2017 through 01- 01-2018. Call office 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 Corona and Moreno Valley Campus

Educational Credentials: MA, Clark University, Massachusetts

BSc, Egerton University, Kenya

AD OS/RRT, Apollo College, Arizona

Juliana Kimithi: CAO . Pacific Times Healthcare College

College Administrator- Program Director Moreno Valley Campus

Educational Credentials: MSN, University of Phoenix, Arizona

ADN, Cerritos College, California.

April Byfield , Administrative Assistant & Admissions Representative

Educational Credentials: Diploma, Dental Assisting, UEI , California

Sapna Patel, Administrative Assistant & Admissions Representative

Educational Credentials: NATP PTHC

Mariela Campos: Administrative Assistant & Admissions Representative

Name and Status	Credentials	Name of Institution Conferring	Approved Area of Instruction
Tamura Gaston	BSN	Widner University, Chester,PA	NATP
Michael Daniells	VN Diploma	LAUSD	NATP
Jose Beaz,	VN Diploma	United Education Institution	NATP
Juliana Kimithi,FT	MSN ADN	University of Phoenix, Arizona Cerritos College, California	NATP, Continuous Education
Stephen Musee,FT	M Art Bsc ADOT	Clark University, Massachusetts Egerton University, Kenya Apollo College, Arizona	Continuous Education
April Byfield	DA Cert.	United Education Institution	N/A
Mariela Campos	HSD	High School	N/A
Sapna Patel	HSD	BSN-In progress	N/A

Institutional Eligibility

The following addresses regard the institutional

- 1) BPPE Approval
Mailing Address:
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) BRN Continuous Education Approval
Mailing Address
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 Continuous 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